

Fieldwork Experiences with Tourism and Events Management (TEM) Students

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Q1: What is a fieldwork experience?

TEM students are required to complete two fieldwork experiences:

- Practicum: (120 hours; mini-internship): Typically in sophomore or junior year. They are usually taking other classes at the same time. This may be their first real-world experience. Spans anywhere from 3 to 14 weeks. Students must document a minimum of 120 hours. Can be paid or unpaid.
- Internship: (400 hours). A capstone experience that is generally completed after all other coursework has been taken. Spans from 10 to 14 weeks. Can be paid or unpaid. Preferred that it can potentially lead to a full-time position.

In addition to the above requirements, we work with agencies that need volunteer assistance, part time employees and full-time employees.

Q2: What is the typical timeline for fieldwork experiences?

Timeline	Fall Semester	Spring Semester	Summer Semester
Start Date	Late August	Late January	Late May
End Date	Early December	Early May	Early August
When to Recruit	At least 2 months in advance	At least 2 months in advance	At least 2 months in advance

Q3: How do I post an opening at my agency?

Send an agency information form to Dr. Maggie Daniels, mdaniels@gmu.edu, electronically, in an attachment (Word or pdf file). This document should contain the following information:

- Agency name, address, website
- Agency description (100 words or less)
- Agency Supervisor’s name, title, phone, email Position responsibilities
- Indicate if the position is paid or unpaid.
- Indicate whether the position is more suitable for a practicum (120 hours) or internship (400 hours)
- Desired start and end dates

NOTE: You must resubmit your agency information form each semester that you are seeking a placement.

Q4. What are the responsibilities of the Agency Supervisor?

The Agency Supervisor plays a pivotal role in the lives of students at the personal and professional career level by offering advice, instruction and supervision that furthers a student’s professional competence. The University Supervisor will send you an Agreement Letter to complete that details the expectations. You will also periodically evaluate the student (one report for practicum; multiple reports for internship). With internship, the University Supervisor will complete an onsite visit with you and the student.

For more information, go to: <http://rht.gmu.edu/programs/tem/intern/>