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MASTER'S DEGREE IN TOURISM UNIVERSITY OF PALERMO

TOURISM SYSTEMS AND HOSPITALITY MANAGEMENT
(COURSE CODE LM-49)

INTERNSHIP APPLICATION MANUAL

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INTRODUCTION

The internship is a significant opportunity offered by the master's degree program in tourism to build your professional future in the tourism and hospitality sector. This experience is an essential part of your university curriculum and allows you to increase your practical skills and check and apply your knowledge in a company.

Students of the Tourism Systems and Hospitality Management (LM-49) program at the University of Palermo must attend an INTERNSHIP as a working experience in a company in Italy or another European country in the tourism and hospitality sector. The experience is part of the Study Plan with code 13121.

Only students enrolled in the second year can start the internship procedure, which must be completed within one month before the degree session.

This manual provides a step-by-step guide to finding and applying for internships with helpful information links. Below are the steps for searching and applying for an internship.

For suggestions or improvements, please contact master.hfb@unipa.it.

THE STEPS TO BUILD YOUR INTERNSHIP

1. REGISTER TO THE ALMALAUREA PORTAL

To start the procedure, you need to register by following these steps:

- Access the STUDENT PORTAL
- Click on the "OTHER" item
- Click on "ALMALAUREA - ACCESS"

2. FIND A COMPANY FROM ADVERTISEMENTS

- Follow the opportunity on the LinkedIn page for a Tourism Master's degree.
- Check the opportunity on the ALMALAUREA WEBSITE:
<https://almalaurea.unipa.it/lau/annunci/bachecaannunci.aspx?lang=it&tipobacheca=TIROLAV>
- Meet Company at CAREER DAY, which is organised annually by Palermo University.

3. SELECT A COMPANY FROM THE UNIVERSITY LIST

You must choose a company aligned with your future professional aspirations and to increase your current abilities.

You can select a university-affiliated Company from the list using the following link.

We suggest selecting the search engine for the following sectors: *servizi turistici*, *servizi creative e culturali*, or other tourism-related categories.

https://almalaurea.unipa.it/it/lau/lau_aziendeconvenzionate/

From the list, check on the web the company activity that matches your interests, and prepare an email specifying the request for a university internship of 300 hours, your motivation, and your curriculum vitae and other helpful information for the manager.

4. SELECT A COMPANY OUT OF UNIVERSITY LIST

Suppose you want to attend the internship in a Company not on the university list and located in a European Country. In that case, it is necessary to provide an agreement following this [link](#).

The process takes 30/40 days, and the university office will oversee the procedures.

5. CHOOSING THE UNIVERSITY TUTOR

Contact the teacher you intend to ask to be your Tutor. The university tutor is a teacher or researcher at the University of Palermo of your course of study who must not have ties of kinship or affinity with the trainee.

According to the company tutor, the university tutor verifies the training objectives and approves the internship training project.

6. UPLOADING THE INTERNSHIP TRAINING PROJECT

When accepted by a Company, the head of the company/office will assign you a "company tutor" to assist you in the internship procedure. The company tutor prepared you, according to the University tutor, for your "training project", where there are indicated activities and skills you will learn during your internship.

Then, the company send the training project to the university office (Maria Rita Alioto), which checks it and transfers it to the university tutor, who checks and approves it electronically through the Alma Aurea web portal.

7. ACTIVATE THE INTERNSHIP

Fill out the form to activate the internship. The completed form will be directly accessible to the Traineeship Referent of their course of study.

<https://docs.google.com/forms/d/e/1FAIpQLSf8rZGyhA51Fbq2yUI4OwBfcHIPRreQN53bEG-gJNukIEhvDQ/formrestricted>

8. INTERNSHIP DOCUMENTS

Only after the activation can you start the internship.

Your daily activities must be registered in the "REGISTRO PRESENZE" (timesheet); the company tutor must sign the register each day of attendance. Also, the bottom of each page of the attendance register must report the company tutor's signature, together with the company stamp.

To extend the internship period, the company tutor must insert a request for an extension on the Almalaurea web portal at least four days before the fixed end date.

9. LATEST OBLIGATIONS

When the internship is completed, a questionnaire will be automatically sent to you via e-mail. Also, the company tutor fills out the tutor's Evaluation Questionnaire on the ALMALAUREA portal.

Before 30 days after the internship end, you must deliver to the internship office the following documents (Upload on ALMALAUREA portal):

1. REGISTER, signed by you and the company tutor.
2. FINAL REPORT on the activities signed by University and Company tutors.
3. REQUEST FOR VALIDATION cfu internship.
4. HOURS SUMMARY FORM, signed by the company tutor.
5. COMMUNICATE to the internship office (mariarita.alioto@unipa.it) that you uploaded all the documents on ALMALAREA portal.
6. BOOK an exam date on your portal for your internship validation and wait for the final acceptance.

10. REQUEST TO VALIDATE A PREVIOUS OR ACTUAL WORK ACTIVITY

If you worked or are still working in tourism companies with a valid contract, you can ask to recognise this activity as an internship in your university career. In this case, you need to prove the work activity by providing some documents.

The documents will be checked and approved by the commission if they are qualified, if your internship/job contract is not old enough, or if you have worked in a place with the qualified conditions according to what the commission requests.

<https://www.unipa.it/dipartimenti/seas/didattica/stage.html>

1. A request from the student to explain the request to recognise the work activity as an internship (free format)
2. A certificate issued by the Company on certified paper about the activities done by the worker: the activities should align with the management of tourism enterprises and hospitality.
3. Unilav certificate if the work is carried out in Italy
4. A detailed report of the activity written by the worker

Send the documentation to:

Leonarda.capuano@unipa.it and in copy for giovanni.ruggieri@unipa.it

USEFUL CONTACTS FOR INTERNSHIP UNIVERSITY PROCEDURES

For information, mariarita.alioto@unipa.it – master.hfb@unipa.it