



# Faculty Internship Program 2017 Application Guidelines

The Club Foundation • 1733 King Street • Alexandria, VA 22314

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## Who should apply?

Faculty members from established college and university hospitality programs at accredited four-year schools are invited to apply for The Club Foundation Faculty Internship.

## Criteria

Candidates must demonstrate strong evidence of their interest in private club management and in the development of a club management curriculum. Preferably, candidates will have demonstrated experience teaching course(s) related to club management at the undergraduate or graduate level or be actively involved in teaching in CMAA-sponsored programs, such as The Business Management Institute.

## Faculty Internship Program Schedule

- Faculty Interns will complete an extensive orientation in conjunction with the CMAA National Student Education Conference (NSEC). Interns will stay at the hotel where this conference is held and will be encouraged to attend conference education sessions. In addition, interns will visit (a minimum of) two private clubs.
- The Faculty Interns will then be required to complete an internship of a minimum of 40 hours at a private club in their area. This component of the internship can be concentrated in just one club or the 40 hours can be divided among several clubs – this is left to the discretion of the Faculty Intern.
- The Club Foundation Faculty Internships will be completed by May 1, 2018, and Interns will be required to summarize their experiences in writing, due by August 31, 2018. These may be published in a CMAA publication.

## EXPENSES COVERED BY THE CLUB FOUNDATION

- Travel to/from Orientation Weekend (held in conjunction with National Student Education Conference).
- Hotel accommodations at the National Student Educational Conference
- Mileage reimbursements (53.5 cents per mile) for visits to clubs to complete the 40 hours of hands-on experience.

## REQUIREMENTS FOR APPLICATION SUBMISSION

- 1) Complete and submit an official application by September 25, 2017.
- 2) Write an essay addressing the following components:
  - Your current involvement with and/or knowledge of private club management;
  - The hospitality curriculum currently offered at your college/university including the courses geared specifically to club management;
  - Your reasons for seeking an internship from The Club Foundation;
  - Why you believe your participation as a Faculty Intern would benefit the current curriculum at your school or your role as a faculty member in CMAA-sponsored programs such as The Business Management Institute;
  - Why you would like to incorporate a more in-depth club management curriculum at your school;  
and
  - Availability of private clubs in your geographic area for the hands-on experience component of The Club Foundation Faculty Internship.
- 3) Enclose a copy of your hospitality school's course offerings for the 2017-2018 academic year.
- 4) Provide a letter of support from your dean or department head supporting your desire to participate in The Club Foundation Faculty Internship Program.
- 5) Enclose a current resume.

**NOTE:** Any application that does not include all of the listed requirements will not be considered for The Club Foundation Faculty Internship.

**FOR ASSISTANCE:** Applications and/or questions should be directed to The Club Foundation, 1733 King Street, Alexandria, VA 22314-2720, (703) 739-9500, or via e-mail to [clubfoundation@clubfoundation.org](mailto:clubfoundation@clubfoundation.org).



# FACULTY INTERNSHIP PROGRAM 2015 APPLICATION

The Club Foundation • 1733 King Street • Alexandria, VA 22314

**APPLICATION FILING DEADLINE IS September 25, 2017**

***Please note: Application, essay and other required attachments must be typed and all text fields must be completed or else the application will be void.***

Applicant Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

University/College: \_\_\_\_\_

Position: \_\_\_\_\_ For how long? \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
FAX: \_\_\_\_\_

\_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Are you a CMAA Member?  Yes  No If yes, for how long? \_\_\_\_\_

CMAA Chapter Name: \_\_\_\_\_

Does your University/College have a CMAA Student Chapter?  Yes  No

If yes, please describe your involvement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been employed by a private club?  Yes  No

If yes, please complete:

Club Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ For how long? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please explain any additional private club-related experience you have, including speaking experience at CMAA chapters or Annual Conference, participation as a faculty member in CMAA programs, other internships and any related works published:**

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## **ESSAY**

**Please attach an essay addressing the following questions:**

- 1) Describe in detail your current involvement with and/or knowledge of private club management.
- 2) Describe the hospitality curriculum currently offered at your university/college including those courses geared specifically to club management.
- 3) What are your reasons for seeking The Club Foundation Faculty Internship?
- 4) Why do you believe your participation as a Faculty Intern would benefit the current curriculum at your school or your role as a faculty member in CMAA sponsored programs such as The Business Management Institute?
- 5) Why would you like to incorporate a more in-depth club management curriculum at your school?
- 6) What is the availability of private clubs in your geographic area for the hands-on experience component of The Club Foundation Faculty Internship?

**Please be sure to include the following items with this application:**

- 1) A copy of your hospitality school's course offerings for the 2017-2018 academic year.
- 2) A letter of support from your dean or department head supporting your desire to participate in The Club Foundation Faculty Internship Program.
- 3) A copy of your current resume.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE SUBMIT TO:**

The Club Foundation  
1733 King Street  
Alexandria, VA 22314-2720  
Phone (703) 739-9500  
FAX (703) 739-0124