



**GOLDEN STATE
CHAPTER**
CLUB MANAGEMENT
ASSOCIATION OF AMERICA



Club Internship Program Guide

Purpose

The Golden State Chapter's Student Development Committee encourages clubs to create internship opportunities that align with the CMAA Verified Internship Program (VIP) standards. This guide provides a framework and best practices for clubs to design and implement their own programs.

TGSC does not manage, approve, or oversee individual club internship programs. Rather, this guide is a resource to assist clubs in establishing programs that provide meaningful learning experiences for students pursuing careers in private club management.

Why Internships Matter

Internships provide future club professionals with critical, hands-on experience while allowing clubs to identify and develop emerging talent. Many hospitality programs—such as Cal Poly Pomona, our Chapter's Student Chapter—require internships for graduation. By offering structured, local internship opportunities, clubs help strengthen California's professional pipeline and retain top hospitality talent within the state.

Program Objectives

A well-designed internship program should aim to:

1. Provide a structured and enriching learning experience for students.
2. Offer mentorship and leadership exposure across multiple club departments.
3. Encourage professional growth and confidence through real-world learning.
4. Support the long-term retention of hospitality professionals within California.

Key Program Components

To align with the CMAA Verified Internship Program, clubs are encouraged to include the following elements in their program design:

1. Paid Experience

Internships should be paid and comply with all state and federal wage and hour requirements.

2. Minimum Hours

Internships should include at least 300 total hours, including work experience and educational components.

3. Educational Exposure

At least 10 hours of education-related programming, drawn from at least two of these categories:

- Department rotations
- Club orientation
- Leadership or management training
- Meeting with the General Manager or Executive Team
- CMAA educational events
- Vendor or purveyor tours
- Résumé and interview preparation

4. Mentorship and Feedback

Interns should have a designated supervisor or program facilitator. One-on-one check-ins should occur at least twice per month. Clubs should conduct an exit interview and encourage intern reflection on growth, skills learned, and career goals.

5. Networking Opportunities

Encourage interns to participate in TGSC events, webinars, and networking opportunities. Introduce interns to local club managers and peers for relationship-building and career exposure. Clubs may also organize tours of other club types (golf, city, yacht, country) to broaden understanding.

Creating Your Internship Program

Step 1: Review the CMAA Verified Internship Program

Visit CMAA's national resource to understand the VIP criteria:

<https://www.cmaa.org/careers/verified-internship-program/>

Step 2: Develop Your Club's Internship Plan

Outline the structure, departmental rotations, learning objectives,

mentorship plan, and evaluation process.

Step 3: Connect with Student Talent

Clubs may share internship opportunities with Jobs@thegsc.org for posting on the TGSC website under Careers → Internship Opportunities.

Step 4: Evaluate and Reflect

At the conclusion of the internship, gather feedback from both the intern and their supervisor to continuously improve your program.

Recommended Resources

- CMAA Verified Internship Program (VIP): Framework and national verification standards.
- TGSC Student Chapter (Cal Poly Pomona): Local student engagement and candidate pool.
- CMAA Career Services: Guidance on professional pathways and educational programming.

Summary

This guide is intended as a starting point for clubs wishing to create or refine their internship programs. TGSC celebrates the clubs that invest in student growth and professional development—helping shape the next generation of club management professionals across California.

For questions or to post your internship opportunity, contact mJobs@thegsc.org.