

Fall 2015

## HRT 6207

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**Lester E. Kabacoff**  
**School of Hotel, Restaurant and Tourism Administration**  
**Spring 2015 - Online**

Course: HRT 6207 – Work Experience HTM

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This course is for Graduate Hospitality and Tourism Management (GHTM) Majors only and is a ZERO-credit class. All GHTM majors are required to have completed 400 hours of paid work experience in the hospitality and tourism industry and can be done anytime but you must register for this class during the semester in which you will be completing the work experience hours.

You will receive credit for this class by fulfilling the following requirements:

- 1) Receive approval for your work experience from the instructor
- 2) Keep evidence of your work experience (pay stubs or time sheets)
- 3) Submit the completed Work Experience Form (See Course Documents) by November 30, 2015. The form can be placed in my mailbox in the main office KH462.

It is very important that graduating students complete all work experience by the middle of the graduating semester. All students must complete 400 hours of approved work experience in order to graduate with a M. S. in Hospitality and Tourism Management. The work experience requirement will be approved at the discretion of the Graduate Coordinator or the Director. The work experience would normally be completed over the period of enrollment in the degree. Work experience gained prior to the degree will only be considered for credit against the 400 hours if the student has been employed on a full-time or part-time basis in the industry after completing high school (documentation will be required). Not all work experience will be eligible, e.g., someone who has been employed in a low skill job such as a burger cook or janitor. It is in the best interest of the students to gain a variety of work experiences so that they can form a judgment as to which industry sector they wish to pursue.

The required Work Experience Form and detailed course guidelines follow.



# Guidelines for completing Work Experience Form (HRT 6207)

## **HRT 6207 – WORK EXPERIENCE – COURSE INFORMATION**

This course is for **Graduate Hospitality and Tourism Management (GHTM) Majors** only and is a ZERO-credit class. All GHTM majors are required to have completed 400 hours of paid work experience in the hospitality and tourism industry and can be done anytime between the sophomore and senior years. You must register for this class during the semester in which you will be completing the work experience hours.

You will receive credit for this class by fulfilling the following requirements:

- 1) Receive approval for your work experience from the instructor
- 2) Keep evidence of your work experience (pay stubs or time sheets)
- 3) Submit the completed Work Experience Form

**It is very important that graduating students complete all work experience by the middle of the graduating semester.**

### Objectives of HRT 6207:

- To demonstrate that the student is able to function in the hospitality and tourism industry.
- Assist in preparation of the student for the transition from college to work.
- Ensure that students are exposed to the operational requirements of industry employers.
- To introduce students to possible future employers organizations.

All students must complete 400 hours of approved work experience in order to graduate with a M. S. in Hospitality and Tourism Management.

The work experience requirement will be approved at the discretion of the Graduate Coordinator or the Director.

The work experience would normally be completed over the period of enrollment in the degree.

Work experience gained prior to the degree will only be considered for credit against the 400 hours if the student has been employed on a full-time or part-time basis in the industry after completing high school (documentation will be required).

Not all work experience will be eligible, e.g., someone who has been employed in a low skill job such as a burger cook or janitor.

It is in the best interest of the students to gain a variety of work experiences so that they can form a judgment as to which industry sector they wish to pursue as a full-time career.