

**Requirements for 800 - Hour Field Experience  
For Students Seeking a B.S. in Hotel, Restaurant, and Tourism Management**

The Field Experience is designed so that students in Hotel, Restaurant, and Tourism Management gain practical experience in the hospitality industry. It is beneficial to you to get a job within your area of interest. The Field Experience is a one credit required class, listed under HRT 497. You can sign up for this class upon completion of HRT 181. This one credit class is for the students' benefit, upon completion of the HRTM program, it is imperative to have quality work experience in order to get the job you want.

**Type of Employment**

Employment shall consist of a minimum of 800 hours work experience in the hospitality industry. The hospitality industry shall be defined as organizations in the business of selling or directly supporting services in the following sectors:

Lodging	(hotels, resorts, inns, motels, bed & breakfasts)
Food and Beverage	(restaurants, bars, institutional foodservice, etc.)
Transportations	(airlines, railways, car rental firms)
Tourism	(tour operators, travel agencies, tourist information)
Recreation	(parks, golf resorts, and ski areas)

**The instructor must approve all work experience.**

**Duration of Employment**

The 800 hours may be completed as one continuous period of employment. If a student wishes to work for the same employer for one continuous 800- hour period, the student must show advancement in their second 400-hour period. The second 400 hours must be in a position, which requires direct supervisory or management responsibilities.

Typically a student will work two separate periods of 400 hours each. The student is to apply for the first 400 hours but needs only to submit an employment verification form for the second 400 hours. The student may do the paper or journal on the second 400 hours. Some students choose to write about both.

**When to Begin**

Students may begin their application for field experience after one complete semester in the HRTM program and after completing HRT 181 – Introduction to the Hospitality Industry. You should sign up for the course when you have completed or are about to complete your LAST 400 hours or work.

**Application**

Students must submit the application for the first 400 and last 400 hours. I will not verbally approve work experience.

**Procedure for Field Experience Registration and Completion**

1. Complete the application for field experience
2. Obtain instructor's approval
3. Register for HRT 497
4. Get evaluation form signed
5. Complete journal/paper and turn into me by the assigned date
6. Keep this packet to answer any of your questions

**Paper**

Students can choose to do the paper or the journal if you are going to do the paper it must be 10-12 pages typed, double-spaced. You must answer the questions on the following page. You do not have to answer the questions in the order they are written. Your paper must be well thought out and well written.

**Journal entries**

Upon completion of the last 400 hours of Field Experience each student will be required to hand in the journal provided. In that journal there are questions at the top of each page; include answers, thoughts, and

ideas about those questions in your entry. This journal is to be your account of the experience, you should write in this journal each week of your experience. You should be as detailed as possible. Include in this journal, photos, recipes, menus, mission statements, brochures, and anything that you find interesting. This journal is preprinted and can be found in Kim Emery's office. It is your responsibility to pick up this journal. Each student will be required to hand in his or her journal upon completion of the Field Experience. Be assured that the journal will be kept confidential.

#### **Evaluation Form**

Your employer must fill out the evaluation form for the last 400 hours. This evaluation form should be mailed directly to me. You should give your employer a stamped envelope that is addressed to me.

#### **Grade**

Your grade for this class will be Pass, Fail, or Incomplete.

A passing grade will be issued if the student has followed instructions, has completed 800 hours of approved work experience, and turned in all papers on time.

A failing grade will be issued if a student fails to turn in the paper on time, complete 800 hours of approved work experience, turn in all documents, i.e. (applications, paper, evaluation form)

An incomplete will be given if the student is away on an approved internship finishing the work. If a student receives an incomplete that student must bring me the paperwork to change the "I" to a "P" within two weeks of the next semester.

- **What type of hospitality firm did you work for, and what is its ownership structure (chain, independent, or franchise)?**
- **What is the firm's history?**
- **Diagram, in organizational-chart form, the departments and jobs in the organization.**
- **What is the mission of your employer?**
- **Describe the location of your organization**
- **What services are offered at your location?**
- **How would you rate the quality of services offered at your location?**
- **State the characteristics of your employers' clientele. Use demographic, psychographic, and geographic information to describe the various segments served by your organization.**
- **How does the facility utilize new technology? (POS system, e-mail, internet)**
- **Who were your firm's primary competitors, and where were they located.**
- **How does the operation market its services, and who are the customers it wants to attract?**
- **What good experiences did you have from customer interaction?**
- **What negative experiences did you have from customer interaction?**
- **Is your employer involved in community service?**
- **Describe your job including: title, responsibilities, accomplishments, and course work utilized.**
- **Did you encounter difficulties on or away from the job?**
- **Did the experience meet your expectations?**
- **What changes would you make in the facility? (The way it is organized, maintained, staffing, etc.)**
- **How did your fieldwork help your professional and personal development?**
- **Would you recommend the employer/experience to other HRTM students?**

**Application for Field Experience – First 400 Hours**

Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Grade Level \_\_\_\_\_ Semester HRT 181 was completed \_\_\_\_\_

**Employment Information** (please include the address that the employment verification form will be sent to)

Name of Supervisor or Company Representative \_\_\_\_\_

Title \_\_\_\_\_ Name of Organization \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Your Job Title or Position \_\_\_\_\_

Estimated Dates of Employment: Start \_\_\_\_\_ End \_\_\_\_\_

Semester in which you plan to complete your field experience:

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Number of hours you plan to work each week \_\_\_\_\_

For which of the following are you applying:

Future Field Experience \_\_\_\_\_ Past Field Experience \_\_\_\_\_

**Approval of Application**

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Instructor \_\_\_\_\_ Date: \_\_\_\_\_

**Application for Field Experience – Last 400 Hours**

Name: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Grade Level \_\_\_\_\_ Semester HRT 181 was completed \_\_\_\_\_

**Employment Information** (please include the address that the employment verification form will be sent to)

Name of Supervisor or Company Representative \_\_\_\_\_

Title \_\_\_\_\_ Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Your Job Title or Position \_\_\_\_\_

Estimated Dates of Employment: Start \_\_\_\_\_ End \_\_\_\_\_

Semester in which you plan to complete your field experience:

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Number of hours you plan to work each week \_\_\_\_\_

For which of the following are you applying:

Future Field Experience \_\_\_\_\_ Past Field Experience \_\_\_\_\_

**Approval of Application**

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Instructor \_\_\_\_\_ Date: \_\_\_\_\_

**Employment Verification/ Evaluation of Student Field Experience**

Name of Organization \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Student Employed by your organization: \_\_\_\_\_

Wage Rate: \$ \_\_\_\_\_ per \_\_\_\_\_

Start Date \_\_\_\_\_ End date: \_\_\_\_\_

Total hours worked by student \_\_\_\_\_

Student's title and responsibilities \_\_\_\_\_

For each item, please check the box that represents the student's performance during their employment.

	Excellent	Above Average	Average	Below Average	Poor	Comments
Quality of work						
Dependability						
Competence						
Ability to Learn						
Initiative						
Reliability						
Judgment						
Attitude						
Personal Relations						
Communication skill						
Overall Performance						

Employers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Would you be willing to hire other Plattsburgh State University students? Yes \_\_\_ No \_\_\_

If so, whom shall we contact? Please clip a business card to this form.

Please return to: Mrs. Kim Emery  
 Hotel, Restaurant, and Tourism Management  
 Plattsburgh State University  
 Sibley 403 E  
 101 Broad St.  
 Plattsburgh, NY 12901