

HRT 3002: HRT WORK EXPERIENCE – COURSE INFORMATION

HRT 3002 is a one credit course for **HRT Majors** only. All students must complete 600 hours of approved PAID work experience in a business that is part of the hospitality and tourism industry in order to graduate with a B.S. in Hotel, Restaurant, and Tourism Administration.

Objectives:

- Introduce students to possible future employers and organizations.
- Assist students in transitioning from college to work.
- Ensure that students are exposed to the operational requirements of industry employers.

Protocol:

- The work experience should be completed over the period of enrollment in the HRT program at the University of New Orleans;
- You must register for this class during the semester in which you will be completing the work experience hours;
- It is in the best interest of students to gain a variety of work experiences to help assess which industry sector to pursue as a full-time career;
- The work experience requirement will be approved at the discretion of the HRT Director (not all work experience will be eligible. e.g., someone who has been employed in a low skill job such as janitor).

Students will receive credit for this required course by fulfilling the following requirements:

- 1) Receive approval for your work experience from the HRT Director (schedule an appointment with the Director at the start of your work hours to make certain that your place of employment and position qualify for credit—students initiate this process).
- 2) Keep evidence of your work experience (pay stubs or time sheets for 600 hours).
- 3) Provide a letter from GM/Supervisor on business letterhead reporting and attesting to total hours worked.
- 4) Submit the completed Work Experience Form, Supervisor's letter, and pay stubs to the Course Instructor **two weeks prior to the end of the semester.**

The Work Experience form is available on Moodle and in the HRT Office. The form must be signed by your immediate supervisor attesting to the completion of the hours and include the following items:

Student's Name

Job Position Title

Period of employment - Beginning date- Ending date

Number of hours worked

Name and signature of supervisor and telephone contact information

Name, address, and telephone number of the company