

DEPARTMENT OF HOSPITALITY MANAGEMENT
Indiana University of Pennsylvania
Ackerman Hall, Room 10
(724) 357-2626 ~ Fax: (724) 357-7582

NON-CREDIT PRE-INTERNSHIP WORK EXPERIENCE
VERIFICATION FORM

(Please submit to Department Internship Coordinator when completed and signed)

Student Name: _____

Banner ID: _____

HRIM Advisor: _____

Name of Property Where Employed: _____

Address of Property: _____

Name of Job Supervisor and Title: _____

Total Hours Worked at Property: _____

Brief Description of Job Duties and Responsibilities:

Student Signature

Date

Job Supervisor Signature

Date

HRIM Department Internship Coordinator

Date

~ This form is to be forwarded to the student's advisor for inclusion in advisee file ~

Department of Hospitality Management
Indiana University of Pennsylvania

NON-CREDIT PRE-INTERNSHIP WORK EXPERIENCE

The HRIM Non-Credit Pre-Internship work Experience provides the student of hospitality management with the opportunity to experience industry employment early in their academic career. You may work in any position or location as long as it is within a hospitality industry-oriented operation. If you are unsure of whether a position is acceptable, you should discuss it with the HRIM Internship Coordinator.

You will need to complete a minimum of 400 hours of work for the non-credit experience. If you have prior industry work experience, you may petition the HRIM Internship Coordinator to have it approved as you non-credit work experience. Your petition should address you job title, and responsibilities, place of employment, number of hours or work, and should include your supervisor's signature. Petitioning is no guarantee of acceptance-each case will be treated as a separate decision.

As a non-credit experience there are no IUP fees, no papers to write, no site visits by HRIM faculty, etc. At the completion of your non-credit experience, complete the Verification Form, get your supervisor's signature, sign it yourself, and submit the form to the HRIM Internship Coordinator.

THE NON-CREDIT PRE-INTERNSHIP EXPERIENCE MUST BE COMPLETED BEFORE YOU WILL BE APPROVED TO DO YOUR REQUIRED HRIM INTERNSHIP (3 CREDITS). IF THE NON-CREDIT PRE-INTERNSHIP WORK EXPERIENCE VERIFICATIO FORM IS NOT COMPLETED AND IN YOUR ADVISEE FILE, YOU WILL NOT BE PERMITTED TO PROCEED WITH YOUR INTERNSHIP.