

Hotel Ezra Cornell (HEC) Practice Credit Information

Students involved with Hotel Ezra Cornell (HEC) can earn practice credit for H.A. 001 that is required for graduation from the Hotel School. Working in HEC fulfills the practice credit objective of ensuring that students connect theory to practice by working a job in a hospitality-related field.

The following regulations apply to the earning of practice credit hours:

- Function managers and board assistants can earn a *maximum of 80 hours* (0.2 practice credits) worked for each HEC.
- Volunteers and HEC team members (Culinary, F&B Service, and Personal Concierge) can earn a *maximum of 40 hours* (0.1 practice credits) worked for each HEC.

In order to receive HEC practice credit, you must complete the following four steps:

- 1) Fill out a "Tracking Hours Sheet" with the dates, times, and activities that you performed for HEC.
- 2) Have the Tracking Hours Sheet initialed by the director of the team you worked with (e.g. if you worked as a Culinary Team member, you should have Liz Longstreet, Executive Chef, initial your Tracking Hours Sheet; if you worked as a breakdown volunteer at HEC, you should have Jennifer Jeng, Conference Services Director, initial your Tracking Hours Sheet).
- 3) Fill out the "TO BE COMPLETED BY THE STUDENT" section of the "Employment Verification Form" which can be found in the Admissions and Student Services Office (Statler 180) or under the "Practice Credit" section of the HEC Blackboard site.
- 4) Turn both the Tracking Hours Sheet and the Employment Verification Form stapled together into the mail folder of Justin Sun.

Please contact HEC Human Resources Director, Justin Sun, at js389@cornell.edu if you have any questions or comments about obtaining practice credit.