



Employment Verification

Students should complete the first section of this form and then have their employer complete the remainder.

Note To The Student And Employer:

The School of Hotel Administration requires its matriculated students earning a Bachelor of Science degree to work in the hospitality service industry to graduate. The objective of the Practice Credit requirement is to ensure that our students' education have the essential balance between theory and practice, two mutually enriching sources of learning.

To receive Practice Credit, students should keep the following in mind:

- You must earn 2 units of practice credit. Each unit is worth 400 hours, for a total of 800 hours, paid or unpaid.
- You must work a minimum of *2 separate employment periods*, holding a minimum of *2 significantly different positions*.
- To receive 2 units of practice credit from the *same organization*, you must obtain *prior approval* from Career Management.
- You may receive partial credit for employment if you did not complete 400 hours in one position. You may earn no less than 1/10 of a unit, the equivalent of 40 hours worked.
- You must submit all Employment Verification Forms prior to registration for your final two semesters.
- You will not be allowed to graduate unless you process and submit Employment Verification Forms for appropriate work experience to Career Management, and receive notification that the Practice Credit requirement has been met.

For more details regarding requirements or to download the Employment Verification Form, refer to the Practice Credit website:

www.hotelschool.cornell.edu/students/career/development/practcredit.html

Please return completed form to Career Management, Office of Student Services.

Updated: 7/2006



Practice Credit Requirement (H.A. 001)

TO BE COMPLETED BY THE STUDENT

Last _____ First _____ SS# _____

Citizenship USA Permanent Resident Other (Country) _____

Date of First Semester at S.H.A. _____ Graduation date _____

Entered S.H.A. as Freshman Transfer Area of Interest _____

Which source led you to this position?

- On-Campus Recruiting Staff referral Faculty Contact Career Day
 Summer Job Listing Alumni Contact Personal Contact Other _____

I am responsible for the content and integrity of the information supplied on this form and understand that any misinformation violates the rules of the University's code of Academic Integrity. Career Management reserves the right to verify any of this information.

Student Signature _____ Date _____

TO BE COMPLETED BY THE EMPLOYER

Name of Company/Division _____ Department _____

Company Website URL _____

Supervisor Name _____ Title _____ Cornell Alum? Year _____

Business Address _____

City/State/Country/Zip _____

Phone _____ Fax _____ E-mail _____

Student Title _____

Dates worked from ___/___/___ to ___/___/___ **Total number** of hours worked _____

Compensation _____ Hourly Weekly Tips Housing Meals

Student Job Responsibilities Included _____

I verify that the information regarding the student's employment is correct.

Supervisor signature _____ Date _____

FOR OFFICE USE ONLY

Approved Denied _____ Units of Practice Credit earned

Reviewed by _____ Date _____

Updated: 7/2006