



Cornell University
School of Hotel Administration

Practice Credit Requirement (H.A. 001)

Requirements & Guidelines

Bachelor of Science Students
H.A. 001

PRACTICE CREDIT Requirements & Guidelines

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

Practice Credit Definition

To graduate from the School of Hotel Administration Bachelor of Science program, you must work a minimum of **800 hours** (two units), **paid or unpaid**, in the hospitality/service industry as defined by The Hotel School in the section “Structure of the Hospitality/Service Industry.”

- You must work a minimum of two **separate employment periods**, holding a minimum of two **significantly different** positions. **No single position may qualify for more than 400 hours (one unit).**
- To receive two units of practice credit from the **same organization** you must obtain **prior approval** from the Office of Student Services.
- Entering Freshmen may not receive practice credit for positions held prior to matriculation in The Hotel School.

You must fulfill the Practice Credit requirement and submit verification prior to University 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 the Office of Student Services,
- you will then receive e-mail notification when the Practice Credit form has been processed.

Objectives of the Practice Credit Program

The objective of the Practice Credit requirement (H.A. 001) is to ensure that your education has the essential balance between theory and practice. In attaining this objective you will be able to:

- test your career interests and gain valuable work experience in the various segments of the hospitality/service industry;
- recognize, develop, and practice skills necessary in your future career;
- put classroom theory into practice in the “real world” and utilize this practical experience in future academic assignments;
- compare and contrast different types of organizations, company cultures, and work environments;
- explore different departments/areas within an organization, gaining an invaluable perspective regarding issues, concerns, and behaviors of employees at various levels; and/or
- improve your marketability upon graduation.

Fulfilling and Calculating Your Practice Credit Requirement

Work Requirement

The Practice Credit requirement may be fulfilled in one or more of the following ways:

1. One Practice Credit Unit

- full-time employment: a minimum of 40 hours per week for a minimum of 10 weeks
- part-time employment: a minimum of 400 hours of work completed during a period of more than 10 weeks

Fulfilling and Calculating Your Practice Credit Requirement (continued)

2. Working for Fractions of Practice Credit Units

- full-time employment for fewer than 10 weeks. Each 40 hour work week of full-time work earns one-tenth (0.1) of one unit
- part-time employment: each 40 hours worked earns one-tenth (0.1) of one unit

The smallest fraction of a practice credit unit that you may earn is one-tenth for a period of 40 hours worked. You must complete an Employment Verification form for each job held. Units are rounded down to the tenth unit (i.e. 387 hours = 0.967 unit; this is rounded down to 0.9 unit of Practice Credit)

Employment Verification

You are responsible for obtaining employment verification from your employer. Both you and your employer must complete the appropriate sections of the Employment Verification form. The school retains the right to verify the accuracy of the information submitted. *Any misinformation will be considered a violation of the University's Code of Academic Integrity.* The form is available on our website at www.hotelschool.cornell.edu/students/curriculum/pc0607.pdf and in the Office of Student Services.

Upon receipt of the completed Employment Verification form, you will receive an e-mail notification from regarding the specific amount of Practice Credit you have earned.

Process Dates for Employment Verification Forms

Please adhere to the following time frame when submitting Employment Verification Forms:

<u>Employment Period</u>	<u>Date to submit form by</u>
Summer	December 31st
Academic Year	May 31st
Pre-matriculation (for Transfer Students)	End of first semester at The Hotel School

You must submit all Employment Verification Forms prior to registration for your final two semesters.

Remember, you will not graduate until you have:

- completed your practice credit work requirement of **two units (minimum of 800 hours)**
- submitted the Employment Verification Forms for appropriate work experience to the OSS

To request an exemption from the Practice Credit program requirements you must petition The School of Hotel Administration Office of Student Services. See page 4 for the petition process.

International Students

If you hold a J-1 or F-1 visa, and wish to earn practice credit for work completed in the United States, you must submit an offer letter from your employer to the Office of Student Services.

Upon receipt of the offer of employment, the Office of Student Services will give you a letter indicating that you must work as an academic/graduation requirement.

International Students (continued)

You must then submit the offer of employment and The Hotel School academic requirement letter to the International Students and Scholars Office (ISSO), B50 Caldwell Hall, where your curricular practical training work authorization papers will be processed.

Once you have completed your practice credit requirement, the Office of Student Services can no longer give you a letter indicating that work is an academic requirement. **It is your responsibility** to understand and comply with all immigration regulations regarding working in the United States. For more information, visit the ISSO website at www.isso.cornell.edu/.

Transfer Students

As a transfer student you may receive **up to, but not more than, one full unit** of Practice Credit upon matriculation if:

1. you are a transfer from an accredited HRI (Hotel Restaurant Institution) or culinary arts program, and that institution has a required industry practicum which is recorded on your transcript as having been completed;
2. you have completed a minimum of 400 hours of appropriate, documented work in the hospitality/service industry since matriculating in any college or university.

If you qualify under (1) above, and your final transcript has been received by The Hotel School, your pre-matriculation Practice Credit is automatic and will show on your transfer credit allowance.

If you qualify under (2) above, you must submit the employment verification form by the end of your first semester in the School of Hotel Administration.

Receiving Practice Credit for H.A. 493/Management Intern Program

- Upon successful completion of the Management Intern Program, you will receive a maximum of one unit of Practice Credit.
- If you elect to enter the Management Intern Program in your final semester, and you need the Practice Credit unit to graduate, your graduation will automatically be extended to the next degree date.

Special Conditions

- **Leave of absence:** If you are on a leave of absence from The Hotel School and have worked within an acceptable hospitality/service industry segment during your leave, you may apply for Practice Credit when you return to school.
- **Practice credit for work done while on academic required leave:** If you are on academic required leave from the School of Hotel Administration and have worked within an acceptable hospitality/service industry segment during the leave, you may apply to receive up to one unit (400 hours) of practice credit when you return to school.
- **ROTC candidates:** If you matriculated in The Hotel School as a freshman and joined any of the Reserve Officer Training Corps (ROTC) in your freshman year, you may receive up to one unit of Practice Credit for your ROTC required summer military training activities. If you did not matriculate as a freshman and/or you did not join a ROTC unit in your freshman year, you must petition to receive any credit for summer military activities. Any ROTC experience prior to matriculating to Cornell will not be considered.

Program Administration

The administration of the Practice Credit program (H.A. 001) is under the direction of the Office of Student Services, 180 Statler Hall. The role, scope, and authority of the Practice Credit program resides with the faculty of The Hotel School. The Office of Student Services is responsible for:

- maintaining all records and employment verification forms
- maintaining, updating, and recommending amendments to the Practice Credit Guidelines
- approving Practice Credit Petition forms submitted
- submitting a final grade of “Satisfactory” for H.A.001

Practice Credit Petitions

To request an exemption from the Practice Credit program requirements you must petition The Hotel School Office of Student Services. You may obtain petition forms from our website at www.hotelschool.cornell.edu/students/curriculum/ or from the Office of Student Services. The petition must adhere to the following requirements:

1. state reason(s) for the request:
 - change deadline to submit Employment Verification Form;
 - to receive 800 hours from one employer (must be done **prior** to employment period);
 - other.
2. Your petition should be submitted in advance of your employment and in writing.

You will be notified of the decision, in writing, by the Office of Student Services.

If your petition is denied, you will be informed that you may appeal for a second review. In such circumstances, you must submit in writing any additional material of your choosing for consideration.

The Structure of the Hospitality/Service Industries

Defined by the School of Hotel Administration for the Practice Credit Requirement, employment in any of the industry segments listed below will be considered for Practice Credit purposes:

Industry Segments

Airlines
Banking & Financial Services
Casino/Gaming
Conference Centers/Services
Consulting
Consumer Products
Contract Food Services
Convention Facilities
Cruise Ships/Tours
E-Commerce
Event Planning
Golf/Country and City Clubs
Law
Life Care Services

Lodging:

- Hotel • Resort • Spa • B&B
- Military • Health Facilities
- Dormitories

Managed Services
Parks/Lodging/Camps
Professional Associations/Academic & Professional Publication
Restaurant
Software/Hardware Vendors
Sports/Entertainment/Leisure
Stadiums/Arenas
Travel/Tourism:

- Travel Agencies • Meeting Planning
- Visitor Bureau

The Structure of the Hospitality/Service Industries (continued)

Job Functions

Operations

- Business/Campus Dining
- Catering
- Facilities Management
- Finance
- Front Office
- Full Service Restaurant
- Housekeeping
- Human Resources
- Quick Service Restaurant
- Reservations
- Retail
- Rooms
- Sales/Marketing

Real Estate

- Brokerage
- Development
- Finance
- Property Management

Consulting/Finance

- Hospitality Consulting
- Environmental
- Financial
- General Management
- Healthcare
- Information Systems
- Investment Banking
- Real Estate
- Sales/Trading

Marketing

- Brand/Product Management
- Market Research
- Advertising/Public Relations
- Sales/Marketing

Students Please Note:

This list is not all-inclusive. To determine if a position qualifies for practice credit, please come to the Office of Student Services to speak with a program administrator.

Hotel Ezra Cornell (HEC): 0.2 unit of Practice Credit will be offered to Function Managers and Board Assistants, and 0.1 unit to volunteers. To receive Practice Credit, please must submit the Practice Credit Employer Verification form to Statler Human Resources for verification of hours, receive signatures from the appropriate Board Member and the Director of HEC, and then submit the form to the Office of Student Services.

Teaching Assistants: No practice credit will be given for employment as a (T.A.) in any educational institution.

Departments within the Hotel School: To receive Practice Credit for work in a SHA department, you must petition the Office of Student Services in advance for consideration.

Fraternities or Sororities: To receive Practice Credit for your work at a fraternity or sorority, it must be a paid position (such as steward), and you must have a full-time employee fill out your Practice Credit form. Volunteer work on a committee (such as event planning) will not count towards Practice Credit.

Self-Employment: To receive Practice Credit for your own business, you must petition in advance so that appropriate verification procedures may be set in place.

Updated: 1/11/2007