



Cornell University
School of Hotel Administration

Practice Credit

Requirements & Guidelines

for
Bachelor of Science

School of Hotel Administration
Career Management in the Office of Student Services
Cornell University

Requirements & Guidelines

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www.hotelschool.cornell.edu/students/careers/ugrad/practice.html

Purpose and Objective

The purpose of practice credit is to expose you to the hospitality industry and people who work in the industry, and to obtain practical experience in real working environments. This experience enhances the overall education you receive at the School of Hotel Administration. You are urged to seek a variety of practical experience in the global hospitality industry.

The objective of the practice credit requirement 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 working environment and utilize this practical experience in future academic assignments;
- compare and contrast different types of organizations, company cultures, and management styles;
- explore different departments/areas within an organization, and gain invaluable perspective regarding issues, concerns, and behaviors of employees at various levels;
- network with key people in the industry; and
- improve your marketability upon graduation.

Program Administration

The Office of Student Services, 180 Statler Hall, administers the Practice Credit program. The role, scope, and authority of the Practice Credit program reside with the faculty of The School of Hotel Administration.

The Office of Student Services:

- maintains all records and Employment Verification forms;
- maintains, updates, and recommends amendments to the Practice Credit Requirements & Guidelines;
- approves Practice Credit Petition forms submitted; and
- indicates when the Practice Credit requirement is complete.

Fulfilling and Calculating Your Practice Credit Requirement

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 School of Hotel Administration on Page 5 [“Structure of the Hospitality/Service Industry”] of this document.

- 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)**. *If you have worked in one particular job for more than 400 hours, it will only qualify for one unit.*
- To receive two units of practice credit from the same organization, **you must obtain prior approval** from the Office of Student Services. The nature of the jobs must be different.
- Entering freshmen may not receive practice credit for positions held prior to matriculation in the School of Hotel Administration. Work experience while in high school or the summer(s) between your high school senior year and first year at Cornell, will not be considered for practice credit.

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:**

- submit Employment Verification forms for appropriate work experience to the Office of Student Services;
- receive an e-mail notification notifying you that the Practice Credit Employment Verification form has been processed.

CALCULATING YOUR PRACTICE CREDIT

The practice credit requirement may be achieved in one or more of the following ways:

1. To earn One Practice Credit Unit:

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

2. To earn 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.

IMPORTANT CALCULATING NOTES

- The smallest fraction of a practice credit unit that you may earn is one-tenth (0.1) for a period of 40 hours worked.
- You must complete and hand in an Employment Verification form for each job held.
- Units are rounded down to the tenth unit (e.g. 387 hours = 0.967 unit; this is rounded down to 0.9 unit of practice credit).
- Working in a position for more than 400 hours earns you only one unit of practice credit (e.g. 492 hours = 1 unit).

EMPLOYMENT VERIFICATION

You are responsible for obtaining employment verification from your employer. Both you and your employer must complete and sign 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 in paper and electronic form at: www.hotelschool.cornell.edu/students/careers/ugrad/practice.html. The paper form is also available in the Office of Student Services.

Upon receipt and processing of the completed Employment Verification form, the Office of Student Services will email you, notifying you of the specific amount of practice credit you have earned.

Submission Dates for Employment Verification Forms

You should submit your forms as soon as possible after completing your work experience. Forms may be submitted *no later* than the following dates:

Employment Period

Summer
Academic Year
Pre-matriculation (for Transfer Students only)

Form Submitted no later than:

December 1st
May 31st
End of first semester at Cornell

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 Office of Student Services

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 provide you with a letter indicating that you must work as an academic/graduation requirement.

You must then submit the offer of employment and the School of Hotel Administration academic requirement letter to the International Students and Scholars Office (ISSO), B50 Caldwell Hall, where your Curricular Practical Training (CPT) 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. Note that 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

Transfer students must fulfill two units of practice credit. **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 transferring from an accredited HRI (Hotel Restaurant Institution) or culinary arts program, and that institution has a required industry practicum that is recorded on your transcript as having been completed; or
2. you have completed a minimum of 400 hours of appropriate, documented work in the hospitality/service industry since matriculating in any accredited college or university.

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

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.

If you do not qualify under either number 1 or 2 above, you must fulfill the practice credit requirement and submit verification prior to University registration for your final two semesters.

Receiving Practice Credit for On-campus Employment and Self-employment/Family Business

There are few jobs on Cornell University's campus that qualify for practice credit. Experience working at the Statler Hotel will be considered for up to one unit (1.0) of practice credit. If you are considering an on-campus position, other than in the Statler Hotel, you should meet with the Office of Student Services to determine if the experience will qualify for practice credit.

The following list indicates what will/will not qualify for practice credit within the realm of The School of Hotel Administration and self-employment/family-owned business. *This is not an exhaustive list.*

- **Hotel Ezra Cornell (HEC):** 0.2 of a unit of practice credit will be offered to function managers and board assistants (must have a minimum of 80 hours), and 0.1 of a unit to volunteers (must have a minimum of 40 hours). To receive practice credit, submit the 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.
- **Professional Development Program (PDP) Managers:** 0.2 of a unit of practice credit will be offered to those who hold a PDP Manager position (must have a minimum of 80 hours). To receive practice credit, submit the Employer Verification form to Statler Human Resources for verification of hours, receive signatures from the appropriate supervisors, and then submit the form to the Office of Student Services.
- **Teaching/Research Assistants (TA):** No practice credit will be given for employment as a TA in any educational institution.
- **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 complete your Employment Verification form. Volunteer work on a committee (such as event planning) will not count towards practice credit.
- **Self-employment/Family-owned Business:** To receive practice credit for your own business or working for a family-owned business, you must petition in advance so that appropriate verification procedures may be set in place.

Receiving Practice Credit for Management Intern Program (MIP)

Upon successful completion of the Management Intern Program (MIP), you will receive a **maximum** of one unit of practice credit. If you elect to enter the MIP 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 voluntary leave of absence from The School of Hotel Administration and have worked within an acceptable hospitality/service industry segment during your leave, you may apply for practice credit when you return to school by submitting an Employment Verification form.
- **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 by submitting the Required Leave Employment Verification Form (different from the Employment Verification Form), available here:
www.hotelschool.cornell.edu/students/ugrad/documents/RequiredLeaveEmploymentVerificationForm_revised_7-2008.pdf

- **ROTC candidates:** If you matriculated in The School of Hotel Administration as a freshman and joined any of the Reserve Officer Training Corps (ROTC) during 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.

Practice Credit Petitions

To request an exemption from the Practice Credit Program requirements you must petition The School of Hotel Administration, Office of Student Services. You may obtain a petition form online at www.hotelschool.cornell.edu/students/ugrad/forms.html 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 an 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 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 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	Law
Banking & Financial Services	Life Care Services
Beverage Distribution	Managed Services
Casino/Gaming	Parks/Camps (depending on position)
Clubs	Professional Associations/Academic & Professional Publication
Conference Centers/Services	Real Estate
Consulting	Restaurant
Consumer Products	Retail (depending on position)
Convention Facilities	Software/Hardware Vendors
Cruise Lines/Tours	Spa
Design	Sports/Entertainment/Leisure
E-Commerce	Stadiums/Arenas
Event Planning	Travel/Tourism
Golf/Country and City Clubs	Winery
Hotel/Resort (property and corporate)	
Journalism	

The following list of Job Functions is not all-inclusive. To determine if a position qualifies for practice credit, please come to the Office of Student Services.

Job Functions

Real Estate

- Asset Management
- Brokerage
- Development
- Finance
- Property Management

Consulting/Finance

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

Marketing

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

Operations

- Business/Campus Dining
- Catering
- Event Planning
- Facilities Management
- Finance/Accounting
- Front Office
- Food and Beverage
- Housekeeping
- Human Resources
- Reservations
- Retail
- Rooms
- Sales/Marketing

Updated: 6/2009



Employment Verification Form

There is also an electronic Employment Verification Form available that can be submitted via our website:
www.hotelschool.cornell.edu/app/sso/practicecredit/student/index.html.

On this paper form, 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 has the essential balance between theory and practice.

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

- You must earn 2 units of practice credit. 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). If you have worked in one particular job for more than 400 hours, it will only qualify for one unit.
- 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 0.1 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.
- If you're on a required leave from the School of Hotel Administration, do not use this form. Please use the Required Leave Employment Verification Form available here:
www.hotelschool.cornell.edu/students/ugrad/documents/RequiredLeaveEmploymentVerificationForm_revised_7-2008.pdf

Please return your completed Employment Verification forms to the Office of Student Services, Career Management, 180 Statler Hall.



Employment Verification Form

To Be Completed by the Student

Last _____ First _____

E-mail: _____ Student ID: _____

Graduation date: _____ Entered S.H.A. as a: Freshman Transfer

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, and may result in a referral to the Office of Judicial Administrator. 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 _____

Office Use Only

Approved Denied _____ Units of Practice Credit earned

Reviewed by _____ Date _____