



Required Leave Employment Verification 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 students on required leave to work in the hospitality service industry as part of their requirement to re-enter as a student. This work experience will count towards their Practice Credit requirement if it meets the guidelines. The objective of the Practice Credit requirement is to ensure that our students' education has the essential balance between theory and practice.

In addition to this form, the employer will need to supply a letter of recommendation so we can evaluate the student's work performance.

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.

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



Required Leave Employment Verification

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 _____

Please rate the student's performance and attach a separate letter of recommendation:

Excellent Above Average Average Below Average Poor

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 _____ Comments: _____

Reviewed by _____ Date _____

Updated: 7/2008