



School of Hotel and Restaurant Management

Work Hour Requirement

INTRODUCTION

Students majoring in Hotel and Restaurant Management are required “to obtain and document 1200 hours of relevant employment in a hospitality-related enterprise for the technical, hands-on portion of your degree plan.” (NAU Academic Catalog). This document more fully defines what experiences will be allowed as relevant employment in a hospitality-related enterprise.

BASIC PRINCIPLES

In determining whether work experience will count toward the required hours, staff will look at both the employer and the nature of the work done. It is not automatic that work at a hotel or restaurant will be counted if that work is not hospitality industry related. For example, serving as a groundskeeper for a property or a lifeguard at a resort are not likely to count because the primary function of the groundskeeper or lifeguard is not primarily a hospitality function. At the same time, a person working for a company other than a hotel or restaurant is not automatically excluded from counting relevant work hours upon a demonstration that the experience was a hospitality function (event planning, for example). Both the nature of the company and the nature of the work will be considered.

There are times when something may seem like a hospitality function that is not approved. The most common example is working retail. Students may think that because one is running a cash register at a retail store, it is similar to running a cash register or being a host at a restaurant. The purpose of the work requirement is exposure to the hospitality industry and so doing something similar in a non-hospitality company does not make that hospitality work.

Because there is room for discussion in this decision, students must have their hours **pre-approved** with an advisor from the School of Hotel and Restaurant Management. Faculty are not authorized to pre-approve hours.

Work experiences may be paid or unpaid. Work hours accrued during the HA 208 internship or HA 408 course will count toward the required hours if they are properly documented. Work hours may be earned by first-year students once high school graduation is complete. First-year students should work with the advisers before arriving at NAU in order for hours to count. Transfer students will also be required to work 1200

hours and should consult with advisors to determine what work experiences prior to their arrival at NAU will count.

International students who are NAU four (4) year degree seeking students are required to complete the full 1200 hours. International students who are part of a 1/2/1 or 2/2 program with NAU are required to document 400 hours of work experience. Students are encouraged to have US work experience but hours worked in their home country may count as well. Students should get **pre-approval** for hours not yet worked. For hours worked before arrival at NAU, the advisors will determine what will count.

The School of Hotel and Restaurant Management encourages students to seek out diverse experiences. Ideally, students will have some work experience in food and beverage, rooms, and event planning before completing the required hours. At this time, we do not require a minimum number of hours in a specific hospitality area. We encourage students to seek out different experiences within diverse areas of a particular company. For example, pursue front of the house and back of the house experiences as well as aspire to advance in the company and have higher levels of responsibility.

PROCESS

1. Students must receive **pre-approval** for work hours in order for them to count toward the required hours.
2. If the work is a paid position, students must turn in a copy of the W-2 or paycheck stub to the advisers in order to verify the hours.
3. If the work is an unpaid position (volunteer), students must meet with an advisor to receive paperwork prior to starting position. If proper paperwork is not on file with advisors, unpaid work hours will not count.

EXAMPLES

The following are examples of work that is likely to be approved:

- 1) Waiting tables, bartending, or hosting in a restaurant.
- 2) Cooking in a restaurant.
- 3) Working the front desk (or other front of the house functions) of a hotel or resort.
- 4) Working for housekeeping, accounting, maintenance, or other back of the house functions in a hotel or resort.
- 5) Working similar functions in a casino or cruise ship.
- 6) Working in hospitality positions (event planning, cooking, baking) in a grocery store or theme park.
- 7) Catering.
- 8) Working as a teaching assistant in a culinary course or nutrition course (for hours related to food preparation).
- 9) Resident Assistant (only for hours spent planning and implementing events – not for time at the front desk or on other types of projects) up to a maximum of 100 work hours.
- 10) True Blue Ambassadors (only for hours spent doing hospitality related things – planning events like orientation, giving tours, etc.) up to 100 work hours each academic year.
- 11) Working at a Convention or Visitors Bureau.

The following are examples of work that is not likely to be approved:

- 1) Working the front desk in a residence hall.
- 2) Serving as a camp counselor or teacher/teaching assistant (except as noted above).
- 3) Administrative work.
- 4) Lifeguard.
- 5) Groundskeeper.
- 6) Ski lift operator or ride operator at fair/carnival or theme park.
- 7) Study Abroad
- 8) Working a cash register or stocking shelves at a retail or grocery store.
- 9) Working the front desk of a gym.
- 10) Working as a custodian at a restaurant where the only function is to clean after hours.
- 11) Taking tickets at a movie theater, box office or other event.

ADDENDUM FOR INTERNATIONAL STUDENTS

F-1– 2 Year Program Student (400 hours required) / Fall start

Year 1:

Fall	On campus	Up to 20 hours/week for 15 weeks = 300 hours
Winter	On campus	40 hours/week for 4 weeks = 160 hours
Spring	On campus	20 hours/week for 15 weeks = 300 hours
Summer	On campus OR Off campus (CPT required)*	40 ours/week for 10 weeks = 400 hours

*For CPT you must be a full-time student or have an approved RCL

Year 2:

Fall	On campus OR Off campus (CPT required)	Up to 20 hours/week for 15 weeks = 300 hours
Winter	On campus OR Off campus (CPT required)	40 hours/week for 4 weeks = 160 hours
Spring	On campus OR Off campus (CPT required)	20 hours/week for 15 weeks = 300 hours

F-1– 2 Year Program Student (400 hours required) / Spring start

Year 1:

Spring	On campus	Up to 20 hours/week for 15 weeks = 300 hours
Summer	On campus	40 hours/week for 10 weeks = 400 hours
Fall	On campus	20 hours/week for 15 weeks = 300 hours
Winter	On campus OR Off campus (CPT required)*	40 hours/week for 4 weeks = 160hours

*For CPT you must be a full-time student or have an approved RCL

Year 2:

Spring	On campus OR Off campus (CPT required)	Up to 20 hours/week for 15 weeks = 300 hours
Summer	On campus OR Off campus (CPT required)	40 hours/week for 10 weeks = 400 hours
Fall	On campus OR Off campus (CPT required)	20 hours/week for 15 weeks = 300 hours

J-1– 2 Year Program Student (400 hours required) / Fall start

Year 1:

Fall	On campus (must have authorization)	Up to 20 hours/week for 15 weeks = 300 hours
Winter	On campus (must have authorization) OR Off campus (Academic Training Required)	40 hours/week for 4 weeks = 160 hours
Spring	On campus (must have authorization) OR Off campus (Academic Training* required – must be full-time student or have an approved RCL)	20 hours/week for 15 weeks = 300 hours
Summer	On campus (must have authorization) OR Off campus (Academic Training* required)	40 hours/week for 10 weeks = 400 hours

*Use of Academic Training during a student's program of study, is subtracted at a 1 for 1 rate from the amount of time they are eligible to engage in Academic Training regardless of whether it is authorized for a part-time or full-time training opportunity.

Year 2:

Fall	On campus (must have authorization) OR Off-Campus Employment (Academic Training* required – must be full-time student or have an approved RCL)	Up to 20 hours/week for 15 weeks = 300 hours
Winter	On campus (must have authorization) OR Off campus (Academic Training Required)	40 hours/week for 4 weeks = 160 hours
Spring	On campus (must have authorization) OR Off campus (Academic Training* required – must be full-time student or have an approved RCL)	20 hours/week for 15 weeks = 300 hours

J-1– 2 Year Program Student (400 hours required) / Spring start

Year 1:

Spring	On campus (must have authorization)	Up to 20 hours/week for 15 weeks = 300 hours
Summer	On campus (must have authorization) OR Off campus (Academic Training Required)	40 hours/week for 10 weeks = 400 hours
Fall	On campus (must have authorization) OR Off campus (Academic Training* required – must be full-time student or have an approved RCL)	20 hours/week for 15 weeks = 300 hours
Winter	On campus (must have authorization) OR Off campus (Academic Training* required)	40 hours/week for 4 weeks = 160 hours

Year 2:

Spring	On campus (must have authorization) OR Off campus (Academic Training* required – must be full-time student or have an approved RCL)	Up to 20 hours/week for 15 weeks = 300 hours
Summer	On campus (must have authorization) OR Off campus (Academic Training Required)	40 hours/week for 10 weeks = 400 hours
Fall	On campus (must have authorization) OR Off campus (Academic Training* required – must be full-time student or have an approved RCL)	20 hours/week for 15 weeks = 300 hours

*Use of Academic Training during a student's program of study, is subtracted at a 1 for 1 rate from the amount of time they are eligible to engage in Academic Training regardless of whether it is authorized for a part-time or full-time training opportunity.