

Fieldwork Experience Agreement



School of Hotel and Restaurant Management

To be completed and signed by the student

☐ I understand that to be enrolled in the HA208 or HA408 course, I must first provide the Career Services Office with **1)** the HRM application & fieldwork experience agreement; **2)** a copy of the one-page outline of objectives to be met for the internship; and **3)** the internship work agreement signed by the company, as well as the responsibility statement by me.

☐ I also understand that if the outline or company intern program is not sufficient for the Career Services office to determine the academic value of the internship or I do not meet the minimum GPA required (2.5), I will not be enrolled in the course.

☐ I have reviewed the course pack and syllabus for the 208 or 408 internship course and understand the minimum requirements.

☐ I understand that if any of the required hours of work at the academic level of credit for my internship are not met and online assignments are not received by the final due date, I will receive an "I" for incomplete on my grading. If any of the required hours or assignments remain unfinished by the end of one year following the internship, the "I" will automatically change to an "F" for the course.

☐ I understand in order to pass this course, I must receive an overall grade of 65%, and that I must complete the term project with at least a 65%.

Student Signature: _____ Date: _____

Intern Coordinator: _____ Date: _____