

# ***Minimum Requirements at Various Credit Hour Levels***



**NORTHERN ARIZONA  
UNIVERSITY**  
*The W. A. Franke College of Business*

*School of Hotel and Restaurant Management*

The official guide for the minimum number of hours a student must work to receive paid internship credit at various levels are as follows: (Exceptions require the approval of the Internship office. Flexibility is key, so negotiations or substitutions of requirements are possible)

## **12 ACADEMIC CREDIT HOURS:**

1. A **minimum** of five hundred and forty (540) hours worked
2. Complete employer's intern program (handbook, manual, classes, etc) OR a term project
3. Exposure to a combination of three (3) departments / positions / areas
4. Exposure to supervisory / management learning (i.e. scheduling, inventories, accounting, projects, manager meetings, etc)
5. Bb-Learn online learning activities

## **9 ACADEMIC CREDIT HOURS:**

1. A **minimum** of four hundred (400) hours worked
2. Complete employer's intern program (handbook, manual, classes, etc) OR a term project
3. Exposure to a combination of three (3) departments / positions / areas
4. Exposure to supervisory / management learning (i.e. scheduling, inventories, accounting, projects, manager meetings, etc)
5. Bb-Learn online learning activities

## **6 ACADEMIC CREDIT HOURS:**

1. A **minimum** of three hundred (300) hours worked
2. A term project
3. Exposure to a combination of two (2) departments / positions / areas
4. Exposure to supervisory / management learning (i.e. scheduling, inventories, accounting, projects, manager meetings, etc)
5. Bb-Learn online learning activities

## **3 ACADEMIC CREDIT HOURS:**

1. A **minimum** of two hundred (200) hours worked
2. A term project
3. Exposure to a combination of two (2) departments / positions / areas
4. Exposure to supervisory / management responsibilities (i.e. scheduling, inventories, accounting, projects, manager meetings, etc) and
5. Bb-Learn online learning activities

Use these “mins” as a guide to developing your “objectives to be met” also referred to as the one-page outline. How you will meet or exceed these requirements. ***You may enroll in up to 6 additional NAU academic credit hours total while completing an HA408 internship. Exceptions require the approval of the Internship office.***