

Service Management-Hotel & Restaurant Administration Work Experience-Verification Form

SUMMARY – To take HRA 390, which in turn will allow you to do an internship after the successful completion of the class, requires this form (and the Progression form) be completely filled out and signed prior to the first day of class.

The purpose of this form is to verify 300 hours of appropriate work experience. If the 300 hours are from more than one employer, a form will need to be completed for each work experience

To be completed by Student

Student Name _____ SSN _____

Street Address _____ City/State/Zip _____

Phone _____ E-mail _____

I confirm that I worked for the reported employer at least _____ hours.

Student Signature: _____ Date _____

To be completed by Firm or Employer

Firm Name _____

Street Address _____ City/State/Zip _____

Phone _____ E-mail _____

Period of Employment from _____ to _____ Position _____

Description of Work _____

Total Hours Worked _____

I confirm that this student worked for our firm as reported

Supervisor (please print) _____

Supervisor Signature: _____ Date _____

To be completed by Internship Coordinator

I reviewed the student and employer verification and approve the experience for meeting the work experience prerequisite for progression into the major.

Date Form Received _____ Date Approved _____

Internship Coordinator's Signature: _____

Questions? Contact Dean Aaser, HRA Internship Coordinator at 974-6240 or daaser1@utk.edu