

The University of Tennessee – Hotel & Restaurant Administration Fact Sheet for Junior Field Experience

WHAT IS REQUIRED?

Ideally, the student will be able to work in several different areas within the firm or department during the 12-week schedule. However, the student is an employee of your firm and duties are assigned by the sponsor. If work rotation is not possible, we ask that you make a concerted effort to assist the student(s) in observing/experiencing as much of your operation as possible.

HOURS:

The student is required to work a minimum of 400 hours. The sponsoring firm can use the student for more hours if so desired and if it is agreeable to the student(s).

COMPENSATION:

Students are normally paid prevailing wage scale for this field experience and should be placed under workman's compensation.

TRAINING PLAN:

During the first week of work, the student and supervisor should cooperatively plan the schedule for the 12-week period. A form will be provided for this. A copy of the plan will be turned in to the instructor. All rules and policies pertaining to the student's work should be explained at this time.

EVALUATION:

Every other week the supervisor will sign a report form indicating that the student has worked the scheduled number of hours. If there are any problems or concerns, the supervisor should make note of them on the report. Major concerns should be transmitted via phone or e-mail to the instructor as soon as possible. After 5 weeks and at the end of the field experience, a student evaluation form should be submitted.

ACADEMIC REPORT:

We also ask each student to complete a final report that is related to his or her field experience.

REGISTRATION:

The student is required to register for the appropriate course and submit assignments within the time frame of the University semester.

CONTACT:

The instructor for the field experience is
Dean Aaser: Phone # is 865-974-6240
Fax # is 865-974-5236
E-mail is daaser1@utk.edu