

# International Experience (HF440) Manual

International Experience (HF 440) is a requirement for all School of Hospitality Administration students. Our goal is to help students to develop important global competencies. SHA defines a global mindset as a student who investigates the world beyond their immediate environment; recognizes their own cultural intelligence while being able to communicate their ideals effectively with culturally diverse audiences.

Below you will find an explanation of the options you can use to complete this experience. Please consult your faculty advisor and the Director of Career Services with any questions or concerns for how you will satisfy this degree requirement. Your plan to complete HF440 **must be approved** by the Marriott Career Center **PRIOR** to completing it. Your HF440 portfolio requires that you post your evidence of completion. For those who study abroad it's posting the paper you write for your internship class, for others it's posting a class project and evidence of completing a third semester of foreign. The Marriott Career Center can assist you with this.

The School of Hospitality accepts these methods to satisfy the international experience requirement:

1. **An approved BU study abroad program** that may or may not include an internship. Students are NOT eligible to apply for a study abroad program unless they have completed at least one 400-hour work experience (SHA HF140). This includes the L.A. and D.C. study abroad programs for **international students only**.
2. **International students only** you can use HF440 for another CPT opportunity. So you can work in the US for HF440. If you worked in the US for HF140 or HF240 you can also choose to use that work experience to also complete HF440.
3. **An internship abroad or a structured international trip** (i.e. international research trip, international service trip, Disney College Program, Peace Corps, military service, volunteer work with an organization, etc.) trip with a hospitality/global focus of **at least 4 weeks**.
4. **Two distinct**, short-term, faculty-led international programs.
5. Complete **any two** of the following activities:
  - One short-term**, faculty-led international program
  - Enrolled in a course with global/international focus
  - An extra semester of the same foreign language beyond two semester of a foreign language already required as part of SHA degree requirements.
  - Actively participate or engage in a performance or event with an international/global focus
  - Presented a paper at a symposium or conference or participated in a panel on international/global topics.
  - Worked with a faculty member on a project with an international global theme.
  - Interacted with students from outside the United States in a collaborative class project.

**What you need to do after completion of your chosen option:**

- Register for SHA HF440 **after** you complete the experience. **EXCEPTION:** International students must be registered for the course at the time they want to work in the US.
  - Create an eportfolio through Digication (<https://bu.digication.com/>) and in your eportfolio you will need to present evidence of completion.
  - What constitutes evidence is to be decided by you and the Marriott Career Center.

**The Evaluation Process**

The Director of Career Services will review your completed eportfolio and issue a pass or fail grade. Grades will be submitted to the Registrar no more than 72 hours after the last day of classes for the semester. Late assignments will not be accepted. No exceptions. Plan ahead!

**If you have previously registered for HF 140, 240 or 440 (or any other courses) and have taken an “I” (Incomplete) or “F”, DO NOT register again. When you complete and submit the required evidence we will process a grade change form to remove the “I” or “F” and post your grade. You must turn in what you are missing to satisfy the “I”, if you do not, it automatically and permanently changes to an “F” after one academic year.**