Work Experience Guidelines
HF140 - HF240
Please read the contents of this packet carefully. It contains complete instructions on how to fulfill your work experience requirements.

At the beginning of the semester if you are registered for HF 140 or HF 240, you will receive an email that will update you on any changes in format, as well as letting you know the exact date when the assignments are due. It is each student’s responsibility to complete the 400 hours of work experience and all assignments as listed on E-portfolio, [https://bu.digication.com/sha_hf140_240/Welcome/](https://bu.digication.com/sha_hf140_240/Welcome/).

**KEEP IN MIND:**

- Late submissions will not be accepted under any circumstances, *each assignment has a set deadline in e-portfolio and the system will not allow you to submit an assignment after that date at 5pm.* Please plan accordingly.

- If you fail to complete all assignments as listed in e-portfolio by the deadlines posted, you will receive an F. You will then need to request in writing to be added to the course on e-portfolio for the following semester and submit the assignments by the deadlines posted so you can complete the requirement.

- Seniors: Do not jeopardize your graduation because of failure to complete the assignments by the posted deadlines. Even if all other coursework is finished, you CANNOT graduate until you have successfully completed all requirements for HF140 and HF240.

- International students MUST contact ISSO prior to accepting any off-campus internships or jobs.

- If your potential employer requires a certificate of insurance and/or letter from us stating that you are fulfilling a degree requirement, contact the SHA office. Please DO NOT contact the Office of Risk Management at BU directly. We will get the necessary information from you and send it to them.

- 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 assignments 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.
Answers to some commonly asked questions...

**What is the Work Experience requirement?**

The School of Hospitality Administration’s (SHA) work experience requirement consists of two different work experiences, of approximately 400 hours each, in the hospitality industry.

You must have a minimum of approximately 800 hours of work experience to fulfill this graduation requirement. These experiences can be paid/unpaid internships or jobs.

Students do not receive a letter grade or credit for their work experience, but do receive a Pass/Fail on their transcripts. These classes carry zero (0) credit so you are not charged Boston University tuition.

**What are the objectives of the Work Experience requirement?**

The supervised work experience program was developed to put student’s classroom knowledge into practical use. The placement gives you a balance between theory and practice, allowing you to experience various facets of the industry that are not always available in the classroom.

Work exposure can give you insight into different systems of operation and give you a chance to explore the environment, corporate culture and work ethics of the company you have chosen. You are encouraged to use this opportunity to clarify your career goals and assess your strengths and weaknesses as a future industry professional. The experience will also give you the opportunity to obtain, develop and practice skills necessary to your future success in the industry.

**When should I do my work experience?**

Students typically fulfill this graduation requirement by working in the hospitality industry during their summer breaks. Students usually undertake their first work experience the summer after freshman year. It is also permissible for you to work part-time during the academic year, as long as you complete the 400 hours. Please keep in mind that the 400 hours of each experience should be continuous (no breaks between, ie. summer break or a semester break), it should take place with the same employer at the same location and in the same role.

You should consider the work experiences of 800 hours a minimum requirement. Additional work experience is highly desirable and encouraged to round out your professional experience; it helps demonstrate your seriousness to prospective employers when it comes time to look for a permanent position. We strongly recommend that you work during each of your summer vacations.

The first work experience, HF140, should be completed no later than the end of your sophomore year. The second work experience, HF240, should be completed no later than the summer after your junior year and before you begin your senior year. This will allow you to have at least one more work experience. Please keep in mind that our most successful students have between four and six work experiences before they graduate.
Can I use a work experience that I had before I started school at Boston University?

Typically, we ask that you wait to take on your first experience until after you have finished HF100/HF200. Under certain circumstances, freshmen may use 400 hours of a prior and relevant work experience if they obtain written approval of the SHA Director of Career Services. Transfer students may use 400 hours of relevant work experience prior to matriculation at Boston University with the approval of the Director of Career Services.

What do I need to do if I am an international student?

If you are an international student, and you want to work and receive a salary in the United States, you must be a fully registered BU student for at least 9 months before beginning your work experience. You will need to work with ISSO to get the proper authorization. After meeting with ISSO, please see Marta Wyrodek to obtain the necessary signature.

What if I went to Paris, London or another study abroad internship program?

SHA students are strongly encouraged to participate in the Boston University International Internships programs. If you complete a minimum of 400 hours during your internship abroad, you may use it to fulfill one of your work experiences, your international experience, as well as hospitality elective credits for BU programs where a hospitality internship is available.

If you study abroad, you must register for the international internship and any available hospitality elective courses. If you have completed 400 hours of work, you will sign up for one of the work experiences (HF 140 or HF240) the semester in which you return to Boston. For more information about study-abroad internship programs, contact the Office of International Programs at 232 Bay State Road (617/353-9888) and SHA’s academic counselor.

What if I had two different jobs at one place of business?

No more than 400 hours may be credited for work accomplished at any one business establishment, except in those cases where two distinctly different jobs were performed. You cannot fulfill two work experience requirements by waiting tables at the same restaurant for two summers. A rotating position is acceptable, if cleared in advance by the Director of Career Services.

How do I find a work experience?

Our Director of Career Services is dedicated to helping students find the best possible jobs and internships. She can provide career counseling and help students use the career-resource job listings available in the Career Services Office. While the SHA faculty members are also an excellent resource for career advising, it is still the responsibility of each student to find his or her own job or internship. Students should review the career section of the SHA website, http://www.bu.edu/hospitality/careers/, then make an appointment to talk with Marta and familiarize themselves with the resources in the office before they begin their job search.
Acceptable Work Experiences

The following list includes examples of acceptable work. Keep in mind that this list is by no means exhaustive. And should you have any doubt as to the acceptability of your contemplated employment, it is recommended you contact your faculty advisor or the Director of Career Services before proceeding.

Acceptable Work

- Management Trainee
- Front Office Positions
- Front Office Cashier
- Night Auditor
- Bell Person
- Waiter/Waitress
- Host/Hostess
- Maitre d’hôtel
- Server or counterperson
- Assistant food and beverage manager
- Social director or assistant manager
- Clerk in accounting office (hotel, restaurant)
- Clerical and accounting work for CPA firm which specializes in hotel/restaurant accounting
- Kitchen Helper
- Pantry man/Pantry woman
- Cook or assistant cook
- Steward or Assistant Steward
- Banquet captain/server
- Sales/banquet booking
- Bartender
- Bar waiter/Bar waitress

In most cases, the following will not be considered acceptable work:

- Lifeguard or pool manager
- Accounting work in a non-hotel/restaurant firm
- Construction work or landscape architecture work
- Retail store clerk/hotel lobby gift shop clerk
- Entertainer
The Process for Completing the Work Experience Requirement - From Start to Finish

- Review the listings with Marta to identify prospective places of employment. Identify a company or companies for which you would like to work.

- Choose a job or internship that you would like to use to fulfill the requirement.

- You are required to consult with your faculty advisor. They will discuss your prospective work experience with you and help you determine if it is the right one for your long-term career objectives. Your advisors are listed on the student link.

- Work for a minimum of 400 hours in the job you have selected and your faculty advisor has discussed with you. Start to consider a topic for your paper within the first few weeks of working your position. This will allow you to be observant of your supervisor/manager and the environment to receive a more in-depth experience.

- Upon completion, obtain a letter of verification from your employer on company letterhead verifying the position that you worked and stating that you worked for at least 400 hours. It is best to get this before you leave the establishment.

- Register for HF 140/HF 240 the semester after you finish your job/internship You must complete your work experience before you register for the course!!

- Review the e-portfolio information and complete the assignments as listed on e-portfolio for the course for which you are registered (HF140 or HF240) by the deadlines posted.

What You Need to Submit:

- Please see e-portfolio for HF140 or HF240 for details,

All information is posted on e-portfolio, https://bu.digication.com/sha_hf140_240/Welcome/ and you will also receive an e-mail once you enroll in the course at the beginning of the semester.

All information is posted on e-portfolio (SHA HF140/240 Work Experience) and you will also receive an e-mail stating the deadlines for all assignments. Submit your assignments via e-portfolio on or before the due date. The assignment submission window will close on the due date at 5pm.

The Evaluation Process

The Director of Career Services review your assignments and issue a pass or fail via e-portfolio. If your assignment requires revision, you will be notified via e-mail. 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!