

## HF 740 Graduate Internship in Hospitality Management

**Instructor:** Andrew Dwyer, Director of Career Services

**Email:** [adwyer92@bu.edu](mailto:adwyer92@bu.edu)

### Purpose of this Course

- Gain industry experience
- Build skills relevant to your career interests
- Reflect on your recent industry experience and to plan next steps for your career

### Eligibility

- Domestic and International Students enroll in HF 740 during the summer, after they have completed the rest of their course work.
- If you believe you already have 300-hours of work experience this year, or if you believe your prior work experience should count towards the requirement, you can submit a waiver form ([found here](#)) and email it to Andrew Dwyer and Bridgett Grant at [bgrant23@bu.edu](mailto:bgrant23@bu.edu). **In the waiver form please be sure to list the number of hours you worked.**

**Note:** For students participating in field experiences outside of Massachusetts, information regarding Boston University's state authorization approval and related complaint resolution processes can be found on the State Authorization and Distance Education website at [State Authorization Reciprocity Agreement \(SARA\) Complaint Process » Academics | Boston University](#).

### Assignments:

- All 300-hour work experiences MUST be pre-approved by SHA Career Services. Please fill out a pre-approval form ([found here](#)) where you will list your employer and your job responsibilities **before you begin your work experience**.
  - Once you fill out the above form, save it and then upload it [on this page](#) under where it says "Upload Completed Work Experience Form"

- Please be sure to fill in your first and last name along with your BU Email and then click “submit”
- Once you have completed your 300-hour work experience, please email Andrew Dwyer a 500-word reflection of your experience at [adwyer92@bu.edu](mailto:adwyer92@bu.edu). Your reflection will be answering key questions listed below. This is due on **8/15**.
- Once you have completed your 300-hour work experience, please email Andrew Dwyer an **Employer Verification Letter by 8/15**. [adwyer92@bu.edu](mailto:adwyer92@bu.edu) with your supervisor’s signature. **Please see below for a sample of what the Employer Verification Letter looks like.** The Employer Verification Letter must include the **Company Name, your position, dates you worked, and your number of hours worked.**

### **500 Word Reflection on Work Experience**

Please email Andrew Dwyer a 500-word reflection essay on your 300-hour work experience answering the following questions below. Your 500-word reflection should thoughtfully analyze your experience using the following guiding questions. While you don’t need to answer every question, aim to cover a range of insights from your internship.

- Where did you work, what was your position, and what were your primary responsibilities?
- What aspects of the role did you most enjoy and what aspects were challenging? What was challenging about it?
- What professional skills did you develop throughout this experience. Please provide examples. How will these skills help you with future opportunities you plan on pursuing?
- Did you apply knowledge you gained through your SHA graduate coursework to any aspect of your role? If yes, please provide a specific example(s).
- How can you build a strong network with those with whom you worked for future benefit?

- When thinking about the leaders with whom you interacted, what qualities did you notice that you hope to emulate when you are in a leadership position? What qualities do you hope to avoid?

### **Employer Verification Letter**

This is a letter written by the employer on company letterhead.

Company Letterhead/Logo Here

Must include supervisor's name, contact information

Company

Company Address

Phone Number

Date

To Whom it May Concern:

John Smith has been employed by (COMPANY NAME HERE) as a (YOUR POSITION HERE) from (DATES YOU WORKED). During that time, he/she/they completed (NUMBER OF HOURS) of work. It was a pleasure working with John.

Sincerely,

(Supervisor's Signature)

Supervisor's Name

Supervisor's Title

Supervisor's contact info email/phone/address