

Welcome to New SHA Students

Important SHA Career Services Information about Required Work and International Experiences

Welcome to SHA! We are excited to work with you and help you explore career opportunities in the hospitality industry. Our mission is to:

- Provide you with relevant and timely career-related information and opportunities.
- Help you build your job search toolkit and teach you effective job search methods.
- Facilitate employer engagement opportunities (career fairs, information sessions, guest speakers).
- Promote professionalism through best practices and business etiquette.
- Prepare you for post-graduate career success.

SHA Work and International Requirements Overview:

To develop key practical skills and a global perspective, SHA undergraduate students must complete two separate 300-hour work experiences and one international requirement. After completing each of these experiences, you will need to enroll in the following classes:

- **HF140** after completing your first 300-hour work experience.
- **HF240** after completing your second 300-hour work experience.
- **HF440** after completing your international experience.

Please note these classes **do not meet in-person**. However, multiple assignments are due on Blackboard on specified dates. Some assignments involve participation in Career Services/SHA programs.

Also please note that international SHA students must enroll in one of these classes concurrently with a U.S. work experience.

Domestic SHA Students:

- You must submit a [Pre-Approval Form](#) to SHA Career Services after receiving an employment offer but before starting each work experience. Please follow instructions outlining how to upload form.
- After completing each pre-approved work experience, you will enroll in **HF140** and **HF240**, respectively.
- Transfer students should schedule a meeting with Maureen or Andrew to discuss approval for previous work experiences.
- All classes require multiple assignments.
- After completing your international experience, you will enroll in **HF440**.

International SHA Students:

- Same requirements apply if you are working in your home country. You must submit a [Pre-Approval form](#) after you receive an employment offer but before you start working
- If working in the U.S., you must enroll in **HF140**, **HF240**, or **HF440** concurrently with your work experience to secure CPT (Curricular Practical Training) approval (U.S. work authorization).

- Completion of 300 hours usually takes one full summer or two academic semesters.
- Assignments are due upon completing 300 hours.

Examples of Approved Work Experiences:

- Summer Front Desk Agent at a Resort/Hotel
- Event Coordinator Intern with a Private Club
- F&B Intern/Server/Host at a Restaurant
- Summer Analyst with a Real Estate Development Firm
- Marketing/Social Media Internship for a Hospitality Group

Examples of Approved HF440 International Experiences:

- Active participation in an on-or off campus multicultural club or organization for at least one semester
- Completion of one additional foreign language course on top of HUB requirement (cannot use your native language)
- Completion of one BU course with a multicultural/global focus
- Participation in a SHA *classroom-to classroom* academic project
- Participation in a SHA spring break trip or service trip
- Attendance at two in-person cultural events
- Alternative/your idea (must be approved by SHA Career Services)

Additional Information:

- You may complete your work experience during the summer (full-time) or during the school year (part-time). If working during the school year, it will take more than one semester to complete 300 hours. **Students should not work more than 20 hours per week. International students are prohibited by the federal government from exceeding this limit.**

We strongly recommend that domestic students work no more than 20-hours per week during the academic year to ensure you have sufficient time to focus on your studies and maintain academic success. For international students, federal regulations prohibit working more than 20 hours per week during the academic year and more than 40 hours per week during school breaks.

- Typically, SHA students are compensated for their work experience. The minimum wage in Massachusetts is \$15 per hour, though some employers offer higher pay rates. **More information on Massachusetts labor laws can be found [here](#).**
- For more details, please refer to each class syllabus on the SHA website. You will find examples of how to submit your **HF140/240/440** assignments. Again, these classes do not meet in-person. Assignments are due on Blackboard by specified dates. All assignments are career-related and designed to support your job search.

Questions?

Contact Maureen Ricciuti, SHA Career Counselor, at mricciut@bu.edu or Andrew Dwyer, Director of SHA Career Services, at adwyer92@bu.edu.

Please Sign and Date: _____