

## HF240 Hospitality Field Experience II | Spring 2026

### Purpose of this course:

- Build on the industry experience gained in HF140
- Master and refine job search skills and gain clarity on career goals
- Continue to improve job search skills
- Reflect on your recent work experience and prepare for your full-time job search after graduation and beyond.

### Who is ready to take this course?

- Domestic students enroll in HF240 **AFTER** they have completed HF100, HF140 and completion of second **pre-approved** 300-hour work experience.
- International students enroll in the class **AFTER** they have completed HF100, HF140, and **WHILE** completing their second **pre-approved** 300-hour work experience (unless work was completed in home country).
- If you are a domestic student and have not yet completed 300-hours of your second work experience, please take this class at another time or speak with the Director of Career Services.
- All work experience **MUST be pre-approved by SHA Career Services**.
- [The HF140/240 pre-approval form](#) **MUST** be completed/submitted to SHA Career Services **PRIOR** to starting your work experience.
- Please 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](#).
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### Class Logistics:

- This class is self-paced however you are **REQUIRED** to attend **ONE** informational meeting held during the first 2 weeks of school. The date and zoom link will be emailed/posted on Blackboard.
- Please note that there are 2 due dates placed throughout the semester. You are responsible for uploading your assignments to Blackboard before/on the assigned due dates.

### Due Dates:

- Informational Interview and Elevator Pitch due **Friday, February 20<sup>th</sup>, 2026**
- Dean's Distinguished Lecture Series attended, Networking Event Write-Up, Employer Letter, and 500-word reflection due **Friday, March 20<sup>th</sup>, 2026**
- Late submissions not accepted

### Required assignments for HF240:

- Conduct an **Informational Interview** with a professional of your choice (preferably a BU SHA alum but not required). **Submit 3 takeaways** from your conversation with the professional in bullet form (See example below)
- Your **30 second elevator pitch** in writing

- **Attend Fall 2025 Dean Distinguished Lecture Series presentations.** Your attendance will be monitored and recorded by staff.
- **Attend 1 Networking event and upload the business card of 1 person you met at the event.** Please also tell us the **name, location, and date of the event.**
- **Employer Letter** Verifying completion of 300-hours
- Write a **500-word reflection** on career strategy for post-grad jobs search (see details below)

#### **Due Dates:**

- Informational Interview and Elevator Pitch due **Friday, February 20<sup>th</sup>, 2026**
- List of Dean's Distinguished Lecture Series Attended, Networking Event Write-Up, Employer Letter, and 500-word reflection due Friday, **March 20<sup>th</sup>, 2026**
- No late submissions accepted

A detailed description for each assignment can be found below:

#### **Informational Interview**

- Review the section on Informational Interviews in the Content section of Blackboard.
- Schedule an informational interview with someone working in a role in which you have interest or a company you want to work for.
- Conduct the informational interview.
- Write a summary of your interview in 100 words or less including the name of the person with whom you met, their title, name of the company they work for and three takeaways you learned from them.
- Write a thank you note to the person with whom you met.
- Connect to the person you interviewed on LinkedIn.

#### **30 Second Elevator Pitch in Writing**

Write out the 30 second elevator pitch that you would deliver to a potential professional contact, explaining who you are, what role(s) you're seeking, and what you can offer (skills/experience) in roughly 30 seconds. Once completed, please time yourself with a smartphone or stopwatch and make the appropriate edits to keep it within/a 30 seconds.

#### **Dean's Lecture Series Presentation Attendance**

You are required to attend one of the Dean's Lecture Series events. Your attendance will be monitored by staff. Be sure to check in with the QR code or discreetly take a selfie at the event as a record of your attendance.

#### **Attend a Networking Event**

Please provide the name, location, and date of the event you attended. Upload a business card of 1 person you met at the event.

#### **Write a 500-word reflection.**

Please include the following in your reflection:

- What did you learn about yourself and the industry by completing this work experience?

- How did this experience build on/differ from your HF140 experience?
- Name one personal strength and one personal weakness that were exposed throughout this work experience.
- What went well during this experience? What aspects did you find challenging? Provide specific examples.
- Looking forward, which 3-5 organizations are you interested in working for after graduation?
- Looking forward, which positions are you interested in and what are the “job titles” for those positions?
- What are you currently doing/planning to do to build relationships at organizations of interest?

### **Employer Letter Verifying completion of 300 hours**

All letters must be printed on official letterhead from your employer and must be signed by your supervisor or a human resources representative. No exceptions! The letter needs to include:

- Where you worked
- The position you held
- The dates of employment
- The number of hours you completed (at least 300)

A sample letter can be found in the Content section of Blackboard and also on the SHA Website <http://www.bu.edu/hospitality/careers/work-and-international-experiences/>

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For international students, we understand that you may not have an employer verification letter by **Friday, March 20th or ASAP** since you are working while enrolled in the course. No problem. Please email your employer verification letter to Maureen by the end of the semester.

**Below (please scroll down) to view a sample of the packet you will upload to Blackboard. Good luck!**

## Informational Interview

For my informational interview, I spoke with Kate Kostas, a Front Desk Supervisor at the Madison Hotel (not a real hotel) in Manhattan where I would like to work after graduation. I reached out to her after discovering her profile in the SHA alumni group on LinkedIn. I chose Kate because I am extremely interested in learning more about careers at the Madison Hotel and I also wanted to learn more about the demands of a Front Desk Supervisor position. I worked as a Front Desk Agent for HF 140 and 240 and have adequate experience to apply for a supervisor position at this point.

Here are my 3 takeaways from my conversation with Kate:

- Kate told me that the Madison Hotel relies heavily on internal referrals from current employees. Building relationships with folks on the inside is important – more important than any other hotel she has worked at in her career. She kindly gave me the name and number of another colleague I could reach out to for another informational interview. I plan to call this week.
- Kate revealed that to smoothly transition from front desk agent to supervisor, I need leadership experience. She suggested I get involved in club leadership on campus if I cannot obtain a supervisor position through my current employer. I take the SHA leadership course next semester and will apply myself throughout the class to make sure I gain valuable insights and further develop my professional identity.
- I was surprised when Kate opened up about the pressure she feels to constantly please others working as a front desk supervisor. With her staff, she must remind herself that she is a supervisor, not a friend. She takes it personally when a staff member quits or is not happy with a decision she has made. In her words, she said, “I have to constantly remind myself that as a supervisor, I would rather be respected than liked.”

### **Your 30 second elevator pitch in writing**

*Hi, my name is Ivy Lee and I'm a junior at Boston University's School of Hospitality Administration! I'm passionate about using music, food, and design to create memorable experiences for people, all of which is fueling my career goal of becoming an Event Professional. At BU, I've completed courses in Meetings & Conventions, Experience Management, and Hospitality Design. Last summer I interned at Longwood Events, where I gained hands-on experience planning and executing large scale events including weddings and corporate retreats. Currently, I'm hoping to gain experience in the Hotel space. I'd love to discuss how my background and interests fit with the opportunities at (Hotel Brand/Name).*

OR:

*Hello, I'm John Smith and I'm a senior in the School of Hospitality Administration at BU. I'm originally from southern California and hope to work there after I graduate. I'm concentrating my studies in real estate development and am currently seeking an internship in Los Angeles that will allow me to strengthen my analytical decision-making, negotiations, and critical thinking skills. I've completed coursework in Commercial Real Estate Development, Real Estate Finance and Feasibility and Asset Management. I'm very interested in exploring opportunities with your organization and how my skills align with your needs.*

**Practice your pitch with a stopwatch or smart phone. It should take about thirty seconds to say aloud. If it is going a lot longer, please edit it as best you can to be at (or around) 30 seconds.**

## Networking Event

*Sample:*

I attended the BU Leadership Summit on Friday, April 1 2025 at the Hotel Commonwealth. There, I spoke with Graham Humphreys, CEO of The Culinary Edge. We exchanged business cards. Please see his business card below.

Graham Humphreys

CEO of The Culinary Edge

555-555-5555

[ghumphrey@tce.com](mailto:ghumphrey@tce.com)

## Reflection

Write a 500-word reflection. Please answer the following in your reflection:

- What did I learn about myself and the industry by completing this work experience?
- How did this experience build on/differ from my HF140 experience?
- What went well during this experience? What aspects did I find challenging?
- Looking forward, which 3-5 organizations am I interested in working for after graduation?
- Looking forward, which positions am I interested in and what are the “job titles” for those positions?
- What am I currently doing/plan to do to build relationships at organizations of interest?

## Employer Verification Letter

This is a letter written by the employer on company letterhead. Please request this letter **as early as possible** (once you finish your hours) as some supervisors must go through Human Resources to produce this letter. Also, some employers are slow to respond to your request. This happens every semester and can be stressful so please don't wait until the last minute to request your verification letter.

SAMPLE LETTER:

<b>Company Letterhead/Logo Here</b>
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 including email/phone/address

Please tell your supervisor the letter **MUST** include his or her name, title and contact information. The letter should also include:

- Company Name
- Company Address
- Phone Number
- Date