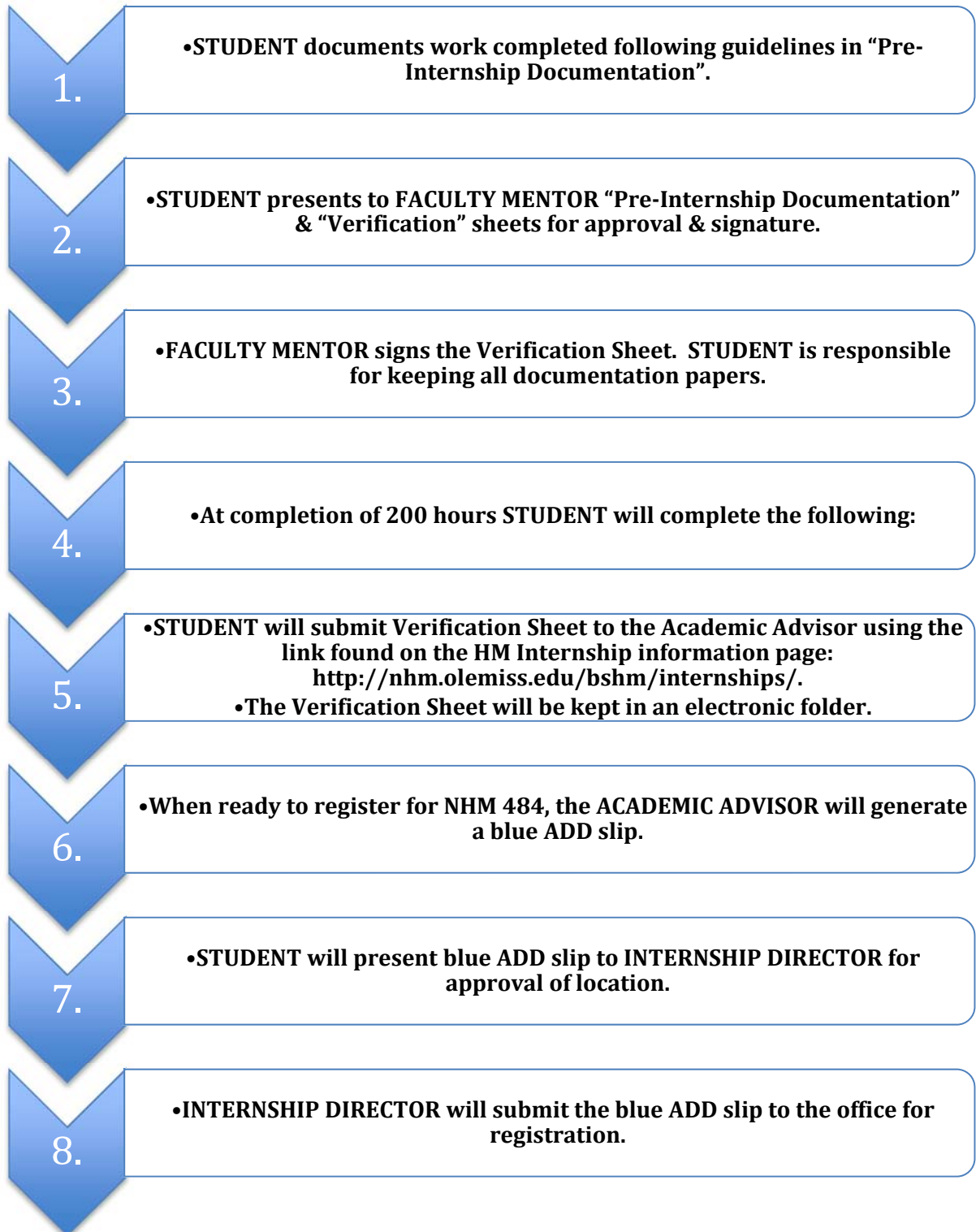


Vital documents can be found at: <http://nhm.olemiss.edu/bshim/internships/>



## **Pre-Internship Hours Documentation Guidelines**

Hospitality Management Program

Department of Nutrition and Hospitality Management

Candis C. Varnell, Internship Director 662-915-1848 [cvarnell@olemiss.edu](mailto:cvarnell@olemiss.edu)

### **STEPS FOR THE PRE-INTERNSHIP EXPERIENCE**

The primary goal of the pre-internship experience is to ensure that all students enrolled in The University of Mississippi's Hospitality Management program gain experience as a line employee (either an hourly employee or a volunteer). It provides students with the opportunity to experience and explore real-world jobs that encompass the hospitality industry.

1. Seek and obtain hospitality management industry employment or volunteer opportunities.
  - You are responsible for obtaining your own pre-internship position(s). Suggestions can be sought from your faculty mentor.
  - Hours are to be completed during your career at Ole Miss or up to 3½ years prior to registering for NHM 484.
2. Work or volunteer for a total of 200 documented hours at one or multiple hospitality businesses.
3. For EACH employer/location, you will need to attach a W2 (or pay stubs) OR a brief, signed statement by the supervisor on their official company letterhead verifying the hours you worked. This supervisory statement should only be one-two sentences long. Students should obtain this letterhead/statement immediately upon completion of the pre-internship work experience; don't wait until later to get it!
4. Using the form on page three, complete the bullets below for each hospitality organization for which you worked.

A detailed summary of your experience and job duties written in two paragraphs.

- First paragraph – describe the activities of the job you experienced.
  - Second paragraph – respond to the question: “Overall, how did this experience relate to the hospitality industry/career?”
  - List the total hours completed at that location.
  - The final submission should be typed. Make sure to keep a backup copy on your computer!
  - Staple the letter or W-2/paystubs to the summary.
  - Submit documentation to your Faculty Mentor for approval.
5. Completed documentation of 200 hours is required before you will be enrolled in NHM 484.

The Verification Sheet (page four) will be used for final documentation.

## Pre-Internship Hours Summary

This sheet may be downloaded on your computer and used to type your response for each pre-internship activity/work experience. (See #4, page 1.)

Total hours of pre-internship hours completed at this hospitality organization: \_\_\_\_\_

I acknowledge my participation in the activity described and hour hours completed.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## 200 Pre-Internship Hours Verification sheet

Take this sheet with you when you meet with your Faculty Mentor!

STUDENT'S NAME: \_\_\_\_\_ ID NUMBER \_\_\_\_\_

Name of Organization & Your Position	# of Hours	Faculty Mentor Signature
	<b>Total Hours</b>	

What is your emphasis area? \_\_\_\_\_

When you are ready to submit this one page (page 4) document to the Academic Advisor, you **MUST name it using your Last name, First name.** For example, if Joseph Allen Brown is ready to submit, he will name and save this document "Brown, Joseph" and then submit it using the link found on the HM Internship webpage:

<http://nhm.olemiss.edu/bshm/internships/>