

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

Hospitality Management Program  
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### **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 two, 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.
  - Attach 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. Submit the full package (summary, verification sheet, and proof of hours) to your faculty mentor for approval via email or in person.

## 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.

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

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

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

By signing below, I understand that:

- 200 pre-internship hours satisfy only one of several prerequisites for NHM484 Hospitality Internship course and I am responsible for checking all of the prerequisites with my academic advisor to be eligible to enroll in the course.
- I need to complete the internship contract and submit it to the link on NHM internship website after receiving a signature from my internship supervisor in order to enroll in the course.
- NHM484 Hospitality Internship class has additional requirements such as online discussions and a final portfolio beyond completing the 400 hours.
- I am required to complete my 400 internship hours concurrently in the same semester in which I am enrolled in NHM 484.

Student's signature: