

HOSPITALITY & TOURISM MANAGEMENT WORK EXPERIENCE

The HTM Work Experience requirement is 600 hours. To get credit you must do the following:

- 1. Register for HTM 298i (for the first 300 hours)
HTM 298o (for the second 300 hours)**
As a friendly reminder, you are responsible for registering the two courses. The department is not responsible for registering you.
- 2. Complete the green Student Work Experience form. Make sure that it is attached to the form your employer fills out.**
- 3. Have your employer complete the blue Employer Work Experience Rating form and return them by November 15th for the fall semester and by April 15th for the spring semester.**

Your employer can mail the forms to:

**Derek Bratton
101 Flint Laboratory
University of Massachusetts Amherst
90 CAMPUS CENTER WAY
Amherst, MA 01003-9247**

Or they may fax the forms to:

**Derek Bratton
413 545-1235**

You may also bring completed forms to Flint 107. You can place it in Derek Bratton's mailbox. These forms are due by November 15 for the fall semester and by April 15 for the spring semester.

It is your responsibility to make sure your employer's form has been received by checking with Riki Hing (rhing@ht.umass.edu).

EMPLOYER WORK EXPERIENCE RATING FORM

Student's name: _____

Position held by student: _____

Responsibilities:

(1) _____

(2) _____

(3) _____

Attitude of Student Toward Work: _____

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

EMPLOYER'S EVALUATION OF STUDENT

	Poor	Fair	Good	Very Good	Excellent
Willingness to Work					
On-The-Job Skills and Ability					
Fits In Well with Other Workers and with Supervisors					
Assumes Responsibility					
Adjusts Easily to New Problems					
Displays Leadership Abilities					
Shows Creativity on the Job					
Personal Presentation (Professional Appearance)					
Meets Job Obligations (Punctual, Job Description, etc.)					

Total number of hours student worked:
--

Work start date: _____ Work completion date: _____

In what ways did the student assume responsibility: _____

In what ways can the student improve: _____

Problem solving abilities: _____

In your opinion, what kind of work might this student consider as a career? (Sales, Management, Research, Accounting, etc.) _____

Additional comments: _____

**This report will be made available to the student upon his/her request
(Please type information needed below so it will be clear for our records)**

Supervisor name: _____

Job title: _____

Date: _____

Signature: _____

Please mail this completed evaluation to:

**Derek Bratton
Undergraduate Advisor, HTM
Flint Lab, Room 101
90 Campus Center Way
University of Massachusetts
Amherst, MA 01003- 9247**

Or Fax to: **413/545-1235**