Employment Verification Form

There is also an electronic Employment Verification Form available that can be submitted via our website: www.hotelschool.cornell.edu/app/sso/practicecredit/student/index.html.

On this paper form, students should complete the first section of this form and then have their employer complete the remainder.

Note To The Student And Employer:

The School of Hotel Administration requires its matriculated students earning a Bachelor of Science degree to work in the hospitality service industry to graduate. This can be paid or unpaid and an internship or job. The objective of the Practice Credit requirement is to ensure that our students’ education has the essential balance between theory and practice.

To receive Practice Credit, students should keep the following in mind:

• You must earn 2 units of practice credit. You must work a minimum of two separate employment periods, holding a minimum of two significantly different positions. No single position may qualify for more than 400 hours (one unit). If you have worked in one particular job for more than 400 hours, it will only qualify for one unit.

• To receive 2 units of practice credit from the same organization, you must obtain prior approval from Career Management.

• You may receive partial credit for employment if you did not complete 400 hours in one position. You may earn no less than 0.1 of a unit, the equivalent of 40 hours worked.

• You will not be allowed to graduate unless you process and submit Employment Verification forms for appropriate work experience to Career Management in the Office of Student Services, and receive notification that the Practice Credit requirement has been met.

• If you’re on a required leave from the School of Hotel Administration, do not use this form. Please use the Required Leave Employment Verification Form available here: www.hotelschool.cornell.edu/students/ugrad/documents/ReqLeaveEmployVerifForm_001.pdf

Please return your completed Employment Verification forms to Career Management in the Office of Student Services, 180 Statler Hall, School of Hotel Administration, Cornell University, Ithaca, NY 14853.
# Employment Verification Form

## To Be Completed by the Student

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E-mail: ___________________________  Student ID: ___________________________

Graduation date: ___________________________  Entered S.H.A. as:  Freshman [ ]  Transfer [ ]

Which source led you to this position?

- On-Campus Recruiting
- Summer Job Listing
- Student Organization/Club
- Staff referral
- Alumni Contact
- Faculty Contact
- Personal Contact
- Career Day
- Other [ ]

I am responsible for the content and integrity of the information supplied on this form and understand that any misinformation violates the rules of the University’s code of Academic Integrity, and may result in a referral to the Office of Judicial Administrator. Career Management reserves the right to verify any of this information.

Student Signature ___________________________  Date ___________________________

## To Be Completed by the Employer

Name of Company/Division ___________________________  Department ___________________________

Company Website Address ___________________________

Supervisor Name ___________________________  Title ___________________________  Cornell Alum? Year ______

Business Address ___________________________

City/State/Country/Zip ___________________________

Phone ___________________________  Fax ___________________________  E-mail ___________________________

Business Industry Segment (please circle):

- Banking/Financial Services
- Casino/Gaming
- Consulting
- Consumer Products
- Cruise Lines
- Design
- E-Commerce
- Event Planning
- Golf/Country Club
- Hotel/Resort – Corporate
- Hotel/Resort – Property
- Managed Services
- Real Estate
- Restaurant
- Retail
- Senior Living
- Spa
- Sport/Entertainment/Leisure
- Travel/Tourism
- Other: ___________________________

Student Title ___________________________

Dates worked from / /  to / /  Total number of hours worked ________

Average number of hours worked per week: ________

Paid [ ]  Unpaid [ ]  Stipend [ ]  Compensation (in U.S. Dollars) $ ________ Hourly [ ]  Weekly [ ]  Monthly [ ]  Entire Job [ ]

Other Compensation (check all that apply):  Tips [ ]  Housing [ ]  Meals [ ]  Transportation [ ]  Other: ___________________________

Student job responsibilities included ___________________________

I verify that the information regarding the student’s work experience is correct.

Supervisor signature ___________________________  Date ___________________________

## Office Use Only

Approved [ ]  Denied [ ]  ________ Units of Practice Credit earned

Reviewed by ___________________________  Date ___________________________

Updated: 5/2011