

The Hotel Ezra Cornell

Showcasing Hospitality Education Through Student Leadership

Hotel Ezra Cornell (HEC) Practice Credit Information

Students involved with Hotel Ezra Cornell (HEC) can earn practice credit for H.A. 001 that is required for graduation from the Hotel School. Working in HEC fulfills the practice credit objective of ensuring that students connect theory to practice by working a job in a hospitality-related field.

The following regulations apply to the earning of practice credit hours:

- Function managers and board assistants can earn a maximum of 80 hours (0.2 practice credits) worked for each HEC.
- Volunteers and HEC team members (Culinary, F&B Service, Marketing, Design League and Personal Concierge) can earn a maximum of 40 hours (0.1 practice credits) worked for each HEC.

In order to receive HEC practice credit, you must complete the following four steps:

1. Fill out a "Tracking Hours Sheet" with the dates, times, and activities that you performed for HEC.
2. Have the Tracking Hours Sheet initialed by the director of the team you worked with or volunteered with.
3. Fill out the "TO BE COMPLETED BY THE STUDENT" section of the "Employment Verification Form" which can be found in the Admissions and Student Services Office (Statler 180), under the "Practice Credit" section of the HEC Blackboard site, or under the "Student Participation" section of the HEC website.
4. Turn both the Tracking Hours Sheet and the Employment Verification Form stapled together into the HEC Office.

Please contact the HEC Human Resources Director at hec@cornell.edu if you have any questions or comments about obtaining practice credit.