



Employment Verification Form

There is also an electronic Employment Verification Form available that can be submitted via our website:

<https://sha.cornell.edu/current-students/career-management/undergraduate/practice-credit/>.

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.
 - Please refer to the practice credit link at the top of this form to reference COVID-19 accommodations.
- 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 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 via ha-practicecredit@cornell.edu.

Please return your completed Employment Verification forms to The Office of Student Services, 180 Statler Hall, School of Hotel Administration, Cornell University, Ithaca, NY 14853, or email to ha-practicecredit@cornell.edu.



Employment Verification Form

To Be Completed by the Student

Last _____ First _____

E-mail: _____ Student ID: _____

Graduation date: _____ Entered S.H.A. as a: 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 and the Office of Student Services 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 | Cruise Lines | Golf/Country Club | Real Estate | Spa |
| Casino/Gaming | Design | Hotel/Resort – Corporate | Restaurant | Sport/Entertainment/Leisure |
| Consulting | E-Commerce | Hotel/Resort – Property | Retail | Travel/Tourism |
| Consumer Products | Event Planning | Managed Services | Senior Living | Other: _____ |

Student Title _____

Dates worked from _____ to _____ **Total number of hours worked** _____
Month Day Year Month Day Year

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