

Pre-Internship Hours Documentation Form

Hospitality Management Program

Department of Nutrition and Hospitality Management

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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 faculty and your advisor.
 - 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. Use the form on the following page for documentation of each location.
3. For EACH employer/location, you will need to attach a W2 (or pay stubs) or a brief, signed letter by the supervisor on official company letterhead stating the hours you worked and your work responsibilities. Staple the letter or W-2/paystubs to the summary. Students should obtain verification immediately upon completion of the pre-internship work experience; don't wait until later to get it.
4. Using the form on the following page, complete the bullets below for each position you worked.

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?”
 - You may staple additional pages if you need more room to write.
 - List the total hours completed at that location.
 - The final submission should be typed. Make sure to keep a backup copy on your computer!
5. Submit documentation to your advisor or NHM 215 instructor the 200 hours for review and approval.
 6. Completed documentation is required before you will be enrolled in NHM 484.



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This sheet may be downloaded on your computer and used to type your response for each pre-internship activity/work experience.

Name of student & ID number: _____

Activities or responsibilities:

Total hours of pre-internship hours completed:

I acknowledge that I participated in the activity described above and the hours completed.

Student's Signature _____

Date _____