Pre-Internship Hours Documentation Form
Hospitality Management Program
Department of Nutrition and Hospitality Management
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STEPS FOR THE PRE-INTERNSHIP EXPERIENCE

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 mentor 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 this form for documentation of each location.

3. For EACH employer/location, you will need to attach a W-2 (or pay stubs) or a signed letter by the supervisor on official company letterhead documenting the hours you worked and your work responsibilities. Staple the letter or W-2/paystubs to this form. Students should obtain verification immediately upon completion of the pre-internship work experience.

4. Using the form on page 2, complete the following 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 – reflect on 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; staple the pages. Make sure you have a back-up copy on your computer!

5. Turn in to your mentor advisor (listed on MyOleMiss) all documentation of the 200 hours for their review and approval.

6. This completed documentation is then signed by your mentor advisor and placed in your student advising folder. This is required before you will be enrolled in NHM 484.

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.
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This sheet may be photocopied and used to verify each pre-internship activity/work experience. Simply make as many copies as you need and turn them in stapled together as one document.

**Name of student & ID number**

**Activity of job or position**

**Total hours of pre-internship to date:**

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

**Student’s Signature**

**Date**

**Email or phone**