

# Memo

To: All Hospitality and PGM Students  
From: Robert A. Brymer, Director  
Date: July 10, 2007  
Re: System for submitting 1000 hour work internship forms.

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## Procedures for Submitting 1000 Hour Internship Experience Forms.

All Hospitality Majors are required to complete 1000 clock hours of practical hospitality industry experience prior to graduation. Students will not receive a diploma until this is fully completed. The specific jobs for Hospitality Internship hours in hotels, resorts, restaurants, clubs, and other approved sites can be found at [http://cob.fsu.edu/dsh/ha\\_work\\_requirements.cfm](http://cob.fsu.edu/dsh/ha_work_requirements.cfm). Exceptions must be approved in advance by the Director of the Dedman School of Hospitality, or they will not be applied to the 1000 hour requirement. All experience must be post high school graduation, and a minimum 500 hours must be completed after accepted into the Dedman School of Hospitality. The Cooperative Work Experience – Food & Beverage Practicum with the University Center Club, applies toward the 1000 hours.

Students are not required to work in more than one position with a particular employer, but students are required to work in two or more areas during the total 1000 hours. In other words, if a student has a summer internship at an Orlando hotel (400-500 hours) they can work in one position for the entire internship. However, should this student return to the same employer for another internship, they must work in a different area of the operation. Ideally, students should work a maximum of 500 hours in any one job with the same employer. Once students finish a job with a particular employer, for example a summer internship, their supervisor must fill-out the "Employer Internship Evaluation Form" found at <http://cob.fsu.edu/dsh/EmployerInternshipEvaluationFormNEW.pdf>. This must be submitted, preferable via email, within 30 days of the students' last day of work with the company to:

Office Manager

Dedman School of Hospitality

288 Champions Way, UCB 4100

PO Box 3062541

Tallahassee, FL. 32306-2541

[tmiddleton@cob.fsu.edu](mailto:tmiddleton@cob.fsu.edu)

Should a student work part-time for the same employer while attending FSU, an “Employer Internship Evaluation Form” must be completed for at every 500 hour interval. For example, if a student works at a local restaurant as a server, expeditor, and bartender over a 2 year period for 1000 hours or more, the “Employer Internship Evaluation Form” must be completed for each 500 hour increment.

Students are required to fill-out the “Student Internship Evaluation Form” found at [http://cob.fsu.edu/dsh/StudentInternshipEvaluationForm\\_NEW.pdf](http://cob.fsu.edu/dsh/StudentInternshipEvaluationForm_NEW.pdf) and submit it via email to the Office Manager within 30 days from the last day of work with this company. To receive credit toward the 1000 hours internship requirement for employment that occurred prior to admittance into the Hospitality Program, an “Employer Internship Evaluation Form” and “Student Internship Evaluation Form” should be submitted to the Office Manager within the 30 days of acceptance into the Dedman School of Hospitality.

These forms will be kept in a database until the final semester of a students’ graduation. All students must take HFT-4941: Work Experience, the last semester prior to graduation. This is a 0-credit hour course, and the only requirement is completion of the 1000 hours of work internship experience. All forms must be submitted within 30 days of the first day of class. A grade of S, U, or I will be assigned by the Instructor based on the information submitted by the student and employer(s).

If you have any questions please call the Office Manager at (850) 644-4787.