

Hospitality Management

Field Experience Packet



UNIVERSITY
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LOUISIANA
L a f a y e t t e™

INSTRUCTIONS

Step One: Obtain employment in a hospitality operation. This could be in a food and beverage operation, hotel, catering, club management or other related hospitality business. Speak with your academic advisor about appropriate field experience. Employer must agree to work with you on mutually agreeable work objectives and provide an evaluation of your progress toward those objectives. You need 800 total work hours for graduation. You may complete all 800 hours with the same employer or work for different employers.

****NOTE:** If you work for the same employer for all 800 hours, you must turn in one packet for each 400 hours worked**

Step Two: Obtain the field experience packet from the Hospitality website:
<http://hospitality.louisiana.edu>

Step Three: Complete the field experience application form with your employer.

****NOTE:** You must complete a new application form and evaluation form for each employer that you work for**

Step Four: Upon completion of work hours: **NOTE:** The student will need to complete a new packet for every employer that they work for if they use more than one employer to accumulate their 800 working hours AND must turn in the packet to their academic advisor for each 400 hours worked.

- Have your employer complete the Employer's Evaluation included in the packet
 - **Your employer must mail or scan and email this form to the Hospitality Program.**
 - Mail: P.O. Box 43661, Lafayette, LA 70504-3661.
Attn: Hospitality Management Field Experience Coordinator
 - Email: hospitality@louisiana.edu
- Obtain a letter verifying employment from your employer.
 - The letter should be on letterhead from the employer indicating your employment dates and total hours worked for the organization. This must be signed by the employer.
- The student must complete the Student Evaluation included in the packet

Step Five: Bring the completed packet to your academic advisor. This must include:

- Letter of verification of employment
- Field Work Experience Application
- Student Evaluation

**UL HOSPITALITY MANAGEMENT
FIELD WORK EXPERIENCE DOCUMENTATION**

**To be completed by the academic advisor **

Student's Name: _____

CLID: _____

Company:	Dates Employed:	Position:	Hours Worked:	Advisor Initials:
Total Hours:				

Academic Advisor Signature: _____

**UL HOSPITALITY MANAGEMENT
FIELD WORK EXPERIENCE APPLICATION**

Student's Name _____ ULID _____

Student's email _____

Employer _____ Phone _____

Employer's Address _____

City _____ State _____ Zip _____ Fax _____

Supervisor's Name & Title _____

Supervisor's E-mail _____

Start of Work Period: ____/____/20____

Field experience work position _____

Describe work responsibilities: _____

Learning objectives for field work experience:

1. Be exposed to the segments of the hospitality industry and can identify and demonstrate skills relevant to the operational areas of hospitality management. (Bloom's level 1 & 3)
2. Gain hands-on and real-world experiences necessary to become successful leaders. (Bloom's level 3)
3. Develop a sense of community service, ethical values and social responsibilities in a multi-cultural community. (Bloom's level 5)
4. Demonstrate team work, leadership, critical thinking, and effective communication in an organizational setting. (Bloom's level 3)

Student Signature _____ Date _____

Employer Signature _____ Date _____

UL HOSPITALITY MANAGEMENT
FIELD WORK EXPERIENCE EMPLOYER'S EVALUATION

Student's immediate supervisor should complete this evaluation

Student's Name _____

Work Period: ___/___/20__ through ___/___/20__ Number of work hours _____

Employer _____

Supervisor's Name _____

Please circle the statement that best describes the students work performance.

<i>Relationship with Co-workers</i>	<i>Works extremely well with others</i>	<i>Works well with others</i>	<i>Has some difficulty working with others</i>	<i>Works very poorly with others</i>
<i>Attitude</i>	<i>Very positive & enthusiastic</i>	<i>Fairly positive and enthusiastic</i>	<i>Somewhat negative and unenthusiastic</i>	<i>Very negative & unenthusiastic</i>
<i>Judgment</i>	<i>Always uses good judgment</i>	<i>Usually uses good judgment</i>	<i>Rarely uses good judgment</i>	<i>Consistently uses poor judgment</i>
<i>Dependability</i>	<i>Always dependable</i>	<i>Usually dependable</i>	<i>Rarely dependable</i>	<i>Never dependable</i>
<i>Ability to Learn</i>	<i>Very quick learner</i>	<i>Fairly quick learner</i>	<i>Fairly slow learner</i>	<i>Slow learner</i>
<i>Attendance-Punctuality</i>	<i>Always on time and ready to work</i>	<i>Usually on time and ready to work</i>	<i>Rarely on time and ready to work</i>	<i>Never on time and ready to work</i>
<i>Quality of Work</i>	<i>Always high quality work</i>	<i>Usually high quality work</i>	<i>Somewhat quality work</i>	<i>Always poor quality work</i>
<i>OVERALL PERFORMANCE</i>	<i>Superior</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>

Please use the back of the page to provide any additional comments.

Based upon the evaluation, is this student eligible for rehire (or continued employment)? Y N

Supervisor's Signature _____ Date _____

**UL HOSPITALITY MANAGEMENT
FIELD WORK EXPERIENCE STUDENT'S EVALUATION**

Name _____ Job Title _____

Work Period: ___/___/20__ through ___/___/20__ Number of work hours _____

Employer _____

Please circle the statement that best describes the work experience.

<i>Educational value & relevance to your major</i>	<i>Extremely valuable and relevant</i>	<i>Somewhat valuable And somewhat relevant</i>	<i>Mostly not valuable and not relevant</i>	<i>Not valuable and not relevant</i>
<i>Support from Management</i>	<i>Extremely encouraging and helpful</i>	<i>Somewhat encouraging and helpful</i>	<i>Mostly discouraging and unhelpful</i>	<i>Extremely discouraging and unhelpful</i>
<i>Accomplishment of Learning objectives</i>	<i>Exceeded learning objectives</i>	<i>Met learning objectives</i>	<i>Mostly met learning objectives</i>	<i>Did not meet learning objectives</i>
<i>Level of Responsibility</i>	<i>Increased as time progressed</i>	<i>Somewhat increased as time progressed</i>	<i>Mostly given routine tasks</i>	<i>Always given routine tasks</i>
<i>Your attitude toward the job</i>	<i>Great attitude</i>	<i>Good attitude</i>	<i>Fair attitude</i>	<i>Poor attitude</i>
<i>Initiative toward the job</i>	<i>Always took initiative</i>	<i>Mostly took initiative, accepted new tasks if asked</i>	<i>Rarely took initiative & reluctantly accepted new tasks</i>	<i>Never took initiative and did not accept new tasks</i>
<i>OVERALL PERFORMANCE</i>	<i>Superior</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
<i>Based on this experience, I am:</i>	<i>Definitely committed to my career plans</i>	<i>Mostly committed to my career plans</i>	<i>Somewhat committed to my career plans</i>	<i>I am considering rethinking my career plans</i>

Please use the back of the page to provide any additional comments.

Will you continue to work for this employer? Yes No

If no, why not? _____

Would you recommend this job to future Hospitality Management students? Yes No

Student's Signature _____ Date _____