

# Retail, Hospitality, and Tourism Management-Hotel, Restaurant & Tourism Work Experience-Verification Form

**SUMMARY** – To take HRT 390, which in turn will allow you to do an internship after the successful completion of the class, requires this form (and the Progression form) be completely filled out and signed prior to the first day of class.

The purpose of this form is to verify 300 hours of appropriate work experience. If the 300 hours are from more than one employer, a form will need to be completed for each work experience

## To be completed by Student

Student Name \_\_\_\_\_ SSN \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

I confirm that I worked for the reported employer at least \_\_\_\_\_ hours.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

## To be completed by Firm or Employer

Firm Name \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Period of Employment from \_\_\_\_\_ to \_\_\_\_\_ Position \_\_\_\_\_

Description of Work \_\_\_\_\_

Total Hours Worked \_\_\_\_\_

I confirm that this student worked for our firm as reported:

Supervisor (please print) \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

## To be completed by Internship Coordinator

I reviewed the student and employer verification and approve the experience for meeting the work experience prerequisite for progression into the major.

Date Approved \_\_\_\_\_

Internship Coordinator's Signature: \_\_\_\_\_

Questions? Contact Dean Aaser, HRT Internship Coordinator at [daaser1@utk.edu](mailto:daaser1@utk.edu)