

FORM I
HTM 4964: FIELD STUDY AGREEMENT

DEPARTMENT OF HOSPITALITY AND TOURISM MANAGEMENT
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

**You will not be registered for Field Study and hours worked will not count until this form is signed
by your Field Study Supervisor and submitted to the HTM Office.**

Student Name: _____

Student ID Number: _____

Student email Address: _____

Cell Phone: _____

Cumulative GPA (must be ≥ 2.00): _____

Postal Address During Field Study:

HTM 4964 FIELD STUDY PREREQUISITES:

Course Prerequisites:

Please mark with an "X" which of the following classes you have completed. (you must have completed 2 of the following three classes to enroll in HTM 4964 Field Study):

_____ HTM 3414: Purchasing, Production and Management

_____ HTM 3444: Financial Management & Cost Control for Hospitality Organizations

_____ HTM 3524: Lodging Management

Industry Experience

Students must be able to demonstrate 300 hours of industry experience in Hospitality and Tourism Management. In order to enroll in HTM 4964, you must have completed the Employment Verification form and submitted it with the necessary documentation to the HTM office in Wallace Hall. Please check that you have done this.

You will also be asked to upload this information to the Canvas course the semester you are enrolled.

FIELD STUDY DESCRIPTION:

Business Name: _____

Address: _____

City / State: _____ ZIP _____

Supervisor Name: _____

Supervisor Title: _____

Supervisor Email Address: _____

Date Field Study Begins: _____ Date Ends: _____

Proposed Hours / Week: _____

Please note:

1. You can begin your field study at the end of the preceding semester – e.g., a student can begin a summer field study immediately after the last day of spring classes. Similarly, a student can begin a spring field study, immediately following the fall last day of classes. Hours can only count when the field study agreement has been signed in advance by the supervisor, turned in to the HTM office, and been approved by the field study coordinator.
2. It is common for completion of the field study to require more than a single semester or Summer Session I time frame. Students who do not finish the required hours within the enrollment semester will receive an X grade which will be converted to a letter grade when the hours are completed and the required paperwork is submitted. Unless you fail the course, you are only enrolled for field study once.
3. Students must complete at least 150 hours of the field study during the semester in which they enroll or risk receiving a failing grade. Please check this box to signify that you understand this requirement.

FIELD STUDY POSITION

Job Title: _____

Please provide a brief job description or attach your job description:

Describe How This Position Will Meet Each of the Following Requirements:

- 1. Management and Administrative Activities:** the field study should provide the student with practical experience employing management and/or administrative skills, techniques, and practices. Students should gain exposure and some experience in a variety of operational areas, possibly including accounting and finance, event management, facility operation and maintenance, human resource management, marketing, and research. The most important aspect of this experience is exposure to management or gaining perspective on how the bigger picture of how the organization operates. Please explain how this will be accomplished. **Examples would include scheduling, attending management staff meetings, reviewing financial information, attending training sessions, processing invoices, job shadowing, etc.)**

- 2. Organization, Evaluation, and Supervision:** The student should participate in experiences that involve the organization of, or supervision of programs or events. The supervisor is encouraged to assign the student to take an active role in special projects. **(Examples, coordinating a training session or customer event, budgeting, planning and supervising staff, etc.)**

Special Project: The student must complete a special project for the business. This project must provide both needed information and analysis for the business as well as allow the student to examine her / his specific area of interest in hospitality and tourism management. This project must include:

- A specific statement of a problem/challenge
- Background research and identification of alternative courses of action
- Evaluation of those courses of action, including financial analysis
- Suggested course of action
- Creation of a plan for implementing the course of action.

The Special Project is to be approved by the supervisor/manager and the student must present the project to the supervisor at the end of the field study. **A separate special project form will be completed around the 200 hour mark of the field study and must be signed off on by the supervisor. It will then be turned into the field study instructor for feedback and approval.**

EMPLOYER'S CONSENT

I have read and agree to provide the experience described above. I am willing to supervise this Field Study, work with the student in the development of their Special Project Report that will address an internal business issue/challenge/problem. I also agree to provide a confidential evaluation (online survey that will take about ten minutes to complete) of the student, which be part of their final grade.

Supervisor Name (please print): _____

Supervisor Title: _____

Supervisor Signature: _____ Date: _____

Please Scan and Email to tomd@vt.edu, submit via a DocuSign method, or mail to:

Field Study Coordinator
Department of Hospitality & Tourism Management
362 Wallace Hall
Virginia Tech
Blacksburg, VA 24061-0429