

**FORM I**  
**HTM 4964: FIELD STUDY AGREEMENT**

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

**Please download this form, complete it with a word processing system, get the appropriate signatures and submit to the HTM Department for approval.**

**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.**

**A Professional Resume articulating your career goals must be attached.**

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Student email Address: \_\_\_\_\_

Cumulative GPA (must be  $\geq 2.00$ ): \_\_\_\_\_

Postal Address During Field Study:

Phone: \_\_\_\_\_

**HTM 4964 FIELD STUDY PREREQUISITES:**

**Course Prerequisites:**

Please check which of the following classes you have completed. (you must have completed 2 of the following three classes to do the 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

Please document your 300 hours of HTM work experience (attach the following information):

A. FORMAL JOB DESCRIPTION

B. VERIFICATION OF EMPLOYMENT BY PROVIDING EITHER:

- a. Pay check stubs **(PLEASE MAKE SURE TO BLACKOUT OR REMOVE ANY SOCIAL SECURITY NUMBERS ON THESE DOCUMENTS!)**
- b. A letter / e-mail from the former/current employer(s) documenting the total hours worked, with contact information.

**FIELD STUDY DESCRIPTION:**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State: \_\_\_\_\_ ZIP \_\_\_\_\_

Supervisor: \_\_\_\_\_

email Address: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

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.
2. It is common for completion of the field study to require more than a single semester. 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.
3. Students must complete at least 150 hours of the field study during the semester in which they enroll.

## 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 must provide the student with practical experience employing management and 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. **(Examples would include scheduling, staff meeting's, financial critiques, training sessions, processing invoices, regional visits or audits, etc.)**
- 2. Organization, Evaluation, and Supervision:** The student should participate in experiences that involve the organization, supervision, and evaluation of programs, events, and, where appropriate, personnel. The supervisor is encouraged to assign the student to take an active leadership role in special projects. **(Examples, coordinating training session, customer event, etc. to include budgeting, planning and supervising staff)**
- 3. 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 (1) a specific statement of a problem, (2) background research and identification of alternative courses of action, (3) evaluation of those courses of action, including financial evaluation, (4) selection of a course of action and (5) creation of a plan for implementing the course of action. The Special Project is to be approved by your supervisor/manager prior to starting work and reviewed by them at the end of the project.

Please note – it is expected for students / supervisors to not have determined the Special Project at the time you complete this form. Hence, it is OK to leave this blank for now. However, the special project must be determined and stipulated no later than the mid term report.

**EMPLOYER'S CONSENT**

I have read and agree to provide an experience described above. I am willing to supervise this Field Study, work with the student in the development of her / his Special Project and Final Reports that will address an internal business issue/challenge/problem and to provide a Final Assessment which will be part of the student's final grade.

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

**Send or Deliver to:**

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