



HTM 202-302 Student Proposal:

Dear HTM Students,

We hope that you are all staying healthy and safe during this very difficult time. This is a time of great uncertainty and as such, requires flexibility on everyone's part. To do our part, we have re-evaluated our current HTM 202 and HTM 302 requirements once again. We understand that it may be very difficult to meet the requirements for either HTM 202 or HTM 302. We do not want our students to take any unnecessary risks that would put themselves or their loved ones in potential danger. We do not know how long it will take companies to get back to some semblance of normal or start hiring again for internships or work experience. *Therefore, we are extending the following available to you as potential options:*

Option 1. Students can choose to follow the current HTM 202 or 302 guidelines. Please see the HTM 202/302 Guidelines online and follow them at

https://www.purdue.edu/hhs/htm/undergraduate/career_center/internships.html

Option 2. Spring/Summer 2021 Graduates Only: For students graduating in May or August 2021 who *have not* completed their last requirement of HTM 202 OR HTM 302, we are open to reviewing and accepting hours from a previous employer(s). This means that we will consider accepting hours from a previous employer and/or combining hours from two previous employers who you worked for over a two year period of time. The previous work experience would not have to demonstrate a rotation of any type. We are also open to considering work experience which is not necessarily directly related to the hospitality industry but could include customer service type of positions etc. This would **not** include hours previously accepted for either an HTM 202 or HTM 302 credit. Students would be required to document the hours which could have been accumulated over the one or two year period.

Documentation can be demonstrated through previous pay stubs or through presentation of a copy of the employee's W-2 form which shows total earning for that employer for the year. In addition, students will still have to sign up for HTM 202 or HTM 302 during the summer and complete the required reports which you will receive information on this once you have registered for it.

Option 3. For students who are planning on graduating in May/August 2021, our requirement for our 320 paid hours is flexible. Which means, you may be approved to complete less than 320 paid hours. Students may also do volunteer or community service types of activities (paid or unpaid) to substitute for their hours. The type of activity and number of hours for volunteer/community service will also have to be agreed upon between the HTM Career Center Coordinator and the student through use of a proposal form which you will receive.

Option 4. For students who are planning on graduating in May/August 2021, and can secure some/any type of employment, our requirements with regards to the types of positions that they must hold is negotiable. Our past requirements were that students must work in a hospitality organization or in a hospitality related position in a non-hospitality organization to fit your major. **If** necessary we will accept positions in those places that vary with approval from the Director of the HTM Career Center.



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Option 5: For students who are planning on graduating in May/August 2021, our requirement of having only one employer for an HTM 202 or 302 is now flexible. Students may now have the option of combining two different employers in order to accumulate the necessary required hours. This can be paid or unpaid.

Option 6. A specially designed research project will be accepted if the student and a professor agree on a topic and guidelines for its completion.

Option 7. Build your own bear. If you have other ideas on how to fulfill your HTM 202 or HTM 302 requirements, please feel free to let us know and we will be glad to review it.

Option 8. If none of the above are possible and a student needs to graduate in May/August 2021, then we suggest that after your coursework is complete, you take whatever position is available wherever you are planning on living and count the first 320 paid hours towards their HTM 202 or HTM 302 so that you can graduate. **Please note: you will still need to register for the HTM 202 or 302.**

We kindly ask that you inform us of your choice using the attached form and send it to us via email **as soon as possible**. We stand ready to discuss each student's individual situation to determine how best we can accommodate you.

Please feel free to contact:

Maria Poynter at poynterm@purdue.edu.

Or Dr. Susan Gordon at gordon31@purdue.edu

Once we receive the form on the following page, we will reach out to you with your specific details.



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Please fill out this form based on the options listed previously. We ask that you return it to Maria at poynterm@purdue.edu at a suitable time. If you have a problem completing this by the start of the semester, please let her know. Which requirement are you planning on completing and has been affected by COVID-19?

HTM 202 – Work Experience: _____ HTM 302 – Internship: _____ Semester: _____

What semester/year do you anticipate graduating? _____

Please note: each student will be evaluated on a case by case basis.

1. Which of the options listed in the email message would you like to pursue? Or do you have an alternative plan?

2. Please explain in detail as much as possible as to how you plan to complete your requirements based on your option. If using more than one company, please list both. *An additional sheet may be attached.*

Name of company or organization:

Location of company or organization:

Name and title and email of contact person:

What do you plan on doing for the company or organization?

When do you expect to start and finish? And approximately how many hours will you work?

Is this a paid or unpaid position?

If you plan to meet the requirement with previous experience, please explain: where, when, and how, and the type of document that you will be able to provide.

Student's Signature

Preferred E-Mail for contact

Date