



FLORIDA ATLANTIC UNIVERSITY

Hospitality and  
Tourism Management  
College of Business

## HOSPITALITY INDUSTRY EXPERIENCE (HFT 4941) REQUIREMENTS

All majors and minors enrolled in the FAU Hospitality and Tourism Management Program must demonstrate a minimum number of Industry experience hours in the hospitality and tourism industry prior to graduation.

Should you have further questions after reading this document in its entirety, please reach out to Dr. J B Ward via email at [jamesward@fau.edu](mailto:jamesward@fau.edu), Industry Experience Coordinator.

- 1) FAU's Hospitality Industry Experience requirement is specifically to gain experience in the field of hospitality. It may vary from other institutions where a project-based industry experience is required. Any legitimate industry experience in the hospitality, tourism, services, or retail industry may constitute eligible industry experience. The roles may vary based upon the student's interest(s) and may take place in any customer/guest/patient services role. Some frequent examples include hotel or resort front desk agent, reservations, call center, retail store, casino, cruise line shore side or onboard role, restaurant server, host, bartender, cook, chef, et al. If you have questions about *your* specific role and/or job duties, please reach out to Dr. J B Ward (contact information listed above).
- 2) Majors must accumulate a minimum of 1000 hours of suitable industry experience prior to graduation; Minors must accumulate a minimum of 500 hours of suitable industry experience prior to graduation.
- 3) At the discretion of the Program Director and/or Industry Experience Coordinator, students may bring in industry experience from their senior year of high school depending on the type of duties. In essence, if a student has begun working in the restaurant industry, for example, these hours may count toward their required work experience hours. Please check with Dr. J B Ward (contact information above).
- 4) To receive permission to register for HFT 4941 students must first complete their required hours. Next, they must seek letters from their employer(s) detailing the total number of hours earned. It is appreciated if students demonstrate as many hours as possible for our Program record keeping.

As an example, if a student worked at three (3) different venues and the total hours across all three (3) venues approached 4,000 work hours, this demonstrates stronger experience to our employer network. Students can demonstrate as many hours as they wish and go well beyond the minimum requirements.

Please make sure that the employer letters include the following information:

**Most recent hourly rate of pay**

**Title of job**

**Dates of employment (i.e., January 1, 2025 - December 10, 2027)**

**Which of the following work styles: In-Person/Hybrid/Fully Remote**

**Name, title, physical address, phone, and email address of professional completing the letter**

The letter does **not** need to indicate a rating of job performance; instead, only the information listed above is required.

Students are encouraged to **include** the above necessary items to their employers to ensure letters are submitted with full and complete information.

- 5) Once students have all their letters on hand, they can then reach out to the Industry Experience Coordinator to seek registration for the course HFT 4941. Letters must be **attached as Word Document or .PDF formats to the email you send to Dr. J B Ward** (contact information above). Please **do not** send cloud-based letters, only email attachments are accepted.

HFT 4941 is a 0-credit course and there are no fees or costs involved (distance learning fees for fully online OBBA majors still apply).

Dr. Ward will connect students to advising and the advising team will then grant permission.

- 6) It is preferable to have students enroll in HFT 4941 as close to graduation as possible. Normally, this occurs a semester before graduation or during one's final semester. Please do not wait until the last semester to start earning your hours. HFT 4941 is a requirement for graduation. If a student enrolls in HFT 4941 their final semester prior to graduation but does not complete the minimum number of required hours during that final semester, he or she will be prevented from graduation and will receive an Incomplete "I" grade until the hours are completed.
- 7) Students cannot register for HFT 4941 without seeking permission following the above steps. Remember to contact the Industry Experience Coordinator, Dr. J B Ward with any questions (contact information above).
- 8) HFT 4941 is a **requirement** to graduate with either a minor or major in Hospitality and Tourism Management from Florida Atlantic University.

For **majors only** there is also an Assessment Exam that will be taken during the time registered for HFT 4941. This is **only** for majors, not minors.

Information about the assessment exam will be provided once majors are enrolled in their specific section/term of HFT 4941.

Please remember that our Industry Experience Coordinator is here to assist. Dr. J B Ward, [jamesward@fau.edu](mailto:jamesward@fau.edu).