

## ***One-Page Outline of Objectives to be Met***



### ***School of Hotel and Restaurant Management***

Based on the minimum requirements to receive HA208 or HA408 academic credit, please discuss with your employer, then write down in a one-page outline how you will meet or exceed these requirements.

1. **Work Hours:** How will you meet or exceed these minimum hours required?
2. **Term Project:** Name the project and provide a brief paragraph of how this will be executed.
3. **Exposure/cross-training in 2 or 3 positions/departments:** Name each position or dept and state the responsibilities you will participate in.
4. **Exposure/learning to supervisory/management:** State different ways you will get learning in supervisory/management skills sets.
5. **HA208/HA408 online Bb-Learn course:** You must have weekly access to the internet in order to complete this online component to the internship.

### ***Here's an example of what your outline may look like...***

1. I will exceed my minimum 540 hours of work required by working 40 hours per week for 16 weeks which equals 640 hours for the internship.
2. My term project will be developing a cost control excel spreadsheet for the restaurant for budgeting purposes by interviewing the managers for info on menus, product purchases, results needed...develop an excel spreadsheet based on the information gathered.
3. The 3 departments/positions/areas I will get exposure/cross training in are...
  - Restaurant supervisor – responsibilities are...
  - Back of house w/ chef – responsibilities are...
  - Shadow GM – what that looks like and how often
4. Exposure and learning to management will be...
  - Supervise FOH of restaurant
  - Learning schedules, inventory processes, financials, hiring/interviewing/firing
  - Shadow F&B Director
  - Attend all manager meetings
5. Execute and submit required Learning Activities in online HA408 Bb-Learn class for 12 credit hours – 2 E-books & corresponding quizzes, 2 management interview summaries with signed business cards, discussion topics, journal entries, journal summary, performance evaluation, and verification of total work hours.