

Work Experience Request for Credit Form

Complete & Return via email to BoughnerCareerServices@unlv.edu

Last Name	First Name	NSHE #
Print E-Mail		Telephone Number (Include Area Code)
Expected Graduation Date		What Type of Hours Are You Submitting? (Check One) <input type="checkbox"/> Hospitality <input type="checkbox"/> Customer Service <input type="checkbox"/> x10 Volunteer
Job Title		Name of Company
Address of Company		Dates of Employment Submitting for Credit: Began on ___/___/___ Ended on ___/___/___ (Do not use current or present)
Total hours being submitted = _____ This experience was: <input type="checkbox"/> Paid or <input type="checkbox"/> Unpaid Did you receive UNLV internship or class credit for this? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<u>Documentation Provided (Check All That Apply):</u> <input type="checkbox"/> Pay Stub <input type="checkbox"/> W-2 <input type="checkbox"/> Letter on Watermarked Letterhead with Supervisor's E-mail and Phone Included <i>(Complete Employer Confirmation section below)</i> <input type="checkbox"/> Business Card with Supervisor's E-mail and Phone Included <i>(Complete Employer Confirmation section below)</i> <input type="checkbox"/> X10 Volunteer <i>(Verification received directly from faculty - no additional documentation required)</i>		
Are you currently enrolled at UNLV as an International Student on F-1 Visa Status? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, was this experience in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, did you receive CPT for this experience? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>I understand that I am responsible for the content of this verification and falsifying information on this form constitutes a breach of academic integrity, which will result in my appearing before the university's student conduct officer for disciplinary action. I also understand that my signature below gives permission for the college to contact the employer to confirm information they have provided on this form.</i>		
Student Signature: _____ Date: ___/___/___		
EMPLOYER CONFIRMATION – COMPLETE SECTION IF SUBMITTING WORK EXPERIENCE WITHOUT W-2 OR PAY STUB If a document other than a pay stub or W-2 is submitted, the position supervisor will be e-mailed a verification form to complete on the student's behalf. The verification form must be completed and returned within 2 weeks of request in order for the student to receive credit for the submitted work experience.		
<u>Supervisor/Manager Within the Organization Who Is Able To Verify The Student's Hours (Must Match Documentation):</u>		
Print Name: _____ Title: _____ E-mail: _____ Phone: _____ Supervisor's Signature: _____ Date: ___/___/___		
<i>Office Use Only</i>		
Employer E-mailed ___/___/___ Work Experience Verification Form Received ___/___/___ Database ___ Hours Completed ___ Milestone Issued ___	Stub ___ W-2 ___ Letter ___ Card ___ HOS ___ Cust. Serv ___ x10 ___	

Work Experience Guidelines

**In addition to academic requirements, each student is required to complete
1,000 hours of work experience**

Hospitality

Work hours must be completed within the hospitality industry. The purpose of this requirement is to enhance your ability to obtain a position in the hospitality industry and should be consistent with your career goals. All 1,000 hours may fall within this category. Hours worked for class credit of any kind (Internship, Extra Credit or Service Learning) will not count towards your work experience requirement.

ANY POSITION within an organization matching the list below will be accepted as hospitality hours with no restrictions.

- Airline
- Arena
- Banquet/Event Facility
- Bar/Tavern
- Beverage Sales and Distribution
- Casino
- Cruise Line
- Event Planning Company
- Gaming Regulation
- Gaming Technology Company
- Ground Transportation Company
- Hotel
- Nightclub
- Outdoor Event Facility/Festival Grounds
- Quick Service/Fast Food/Food Trucks
- Resort
- Restaurant
- Theme Park
- Tour Company
- Travel Agency

Customer Service – Limit of 250 Hours

The only exception that can be made to working in the hospitality industry is working at a job that has a strong customer service element. A big part of the job must include attention to customer satisfaction. "Customer" is defined as individuals paying for or receiving services provided by the company you represent. Direct customer interface or service must be an essential function of the position.

A maximum of 250 hours can be used in this category. All other work hours must be completed in the hospitality industry.

Examples Include:

- Retail positions not in a resort hotel including mall retail, mass retail, outlet stores, hardware stores, and grocery stores.
- Outside sales
- Caregiving, recreation and athletic facilities
- Service provider offices

Times 10 (X10) Experience – Limit of 250 Hours (25 Hours at X10 Credit)

"Times 10 Credit" (X10) is defined as 1 hour worked = 10 hours credit for work experience. This designation is given only to events sponsored by the college and must have college faculty collecting and reporting student hours. Once you reach the 250 hour maximum, all volunteer work credit will be given on a one-to-one basis. (e.g., 8 hours worked = 8 hours of credit). **Do not assume an event can be given X10 credit, when in doubt ask the Boughner Center Staff.**

Any volunteer work that is not affiliated with the College must be hospitality related. Hours worked for class credit of any kind (Internship, Extra Credit or Service Learning) will not count towards your work experience requirement.