

Checklist for Culinary Arts, Baking & Hospitality Students: Work Experience Requirements

Work Experience graduation requirements:

Students in 4-year programs: 800 Hours

Students in 2-year programs: 400 Hours

Have you completed at least 200 hours of work experience in the hospitality industry prior to enrollment at PSC? ___ Yes ___ No

If yes, you can request a challenge of up to 50% of your work experience requirements (see requirements above). A “Work Experience Challenge Form” must be completed and submitted to your academic advisor and dean for review. Form is available in the Faculty Office and on the web page.

What next?

1. ___ Set up an appointment with your academic advisor to discuss the following:
 - a. Your Career Goals
 - b. How you plan to complete your Work Experience Requirements

2. ___ Plan to visit the Career Services Office to do the following:
 - a. Develop a professional resume.
 - b. Register on PSC Career Central
 - c. Research potential “Work Experience” Opportunities

3. ___ When you have identified a Work Experience opportunity, complete an “Intent to Complete Work Experience Hours” Form. **Don’t forget to register on Self-Service.** Provide a copy to your advisor. The original will be retained in your student records held in the Faculty Office. *Note: One of your most important ways to find a suitable work experience is by attending the Jobs Fairs! Don’t miss out on these opportunities!*

4. ___ After you have determined when you will be completing Work Experience Hours, be sure to indicate your intentions on Self-Service during the semester registration process. It is a **requirement** for you to register.
 - a. Select WRK 290 (2-year students)
 - b. Select WRK 490 (4-year students)

5. ___ When you have completed work experience hours, submit “Work Experience Completion Form” to your advisor. Employment verification must be attached!

6. ___ When you have fulfilled all requirements, the Faculty Office will notify the Registrar’s Office that your Work Experience graduation requirement has been completed.