

PAUL SMITH'S COLLEGE
WORK EXPERIENCE CHALLENGE REQUEST FORM
Culinary Arts, Baking & Hospitality Students

Students enrolled in Culinary Arts, Baking & Hospitality Programs are required to complete the following industry experience work hours as a non-credit bearing, graduation requirement:

Two-year Degree Students: 400 hours
Four-Year Degree Students: 800 hours

Students who have completed industry work experience prior to enrollment at PSC may apply for a waiver of up to 50% of the required work hours. Waiver application must be completed and submitted to the Department Chairs Faculty Office for approval.

STUDENT'S NAME: _____ DATE OF ENTRY: _____
DATE: _____ PROGRAM: _____

I wish to utilize the following work experience in lieu of required work experience hours. I give Paul Smith's College permission to validate the information provided and contact my previous employer(s).

Name of Operation/Site: _____
Contact Person/Supervisor: _____ Title: _____
Address: _____
Phone Number: (____) _____ Position Held: _____

Dates of Employment: _____ to _____

Please include the following:

- Essay - Explain your job responsibilities, and why you feel that a waiver should be granted for this experience. The essay must be typed.
- Verification of completed employment hours (pay stubs, timesheets or signed letter from supervisor on company letterhead)
- Copy of any evaluation(s) you received while employed.

ACADEMIC ADVISOR _____ Approved _____ Denied

SIGNATURE: _____

Department Chair _____ Approved _____ Denied

SIGNATURE: _____

Approval of this waiver application is dependent upon the following:

1. You must have completed no less than 200 hours of work experience.
2. Your work experience must be relevant to your course of study.
3. Your work experience must be verifiable.
4. The application and essay should be neatly typed and submitted to the Faculty Office

Note: Original documentation of previous work experience will be retained in the Faculty Office with individual student work experience files.

Questions?

See your academic advisor or contact the Department Chair or Office Manager in Pickett 107.