Service Management-Hotel & Restaurant Administration
Application for Progression into the Program

SUMMARY – To take HRA 390, which in turn will allow you to do an internship after the successful completion of the class, requires the following:

- **2.3 GPA or higher**
- **30 credit hours or more completed**
- **A grade of C or better in the classes listed below**
- **A completed, signed, and approved "Work Experience Verification Form" documenting your completion of 300 hours of experience in your major field. The acceptability of this experience is to be determined by the HRA Internship Coordinator.**
- **A current transcript to be furnished along with the two required forms.**

Note: You will not be allowed in HRA 390 unless these requirements are met, and these two forms are completed, approved, and signed by your advisor, employer, and the HRA Internship Coordinator prior to the first day of class. You may not submit them after the first day of class.

Student Name _____SSN_____

Street Address _____City/State/Zip_____

Phone _____E-mail _____

Applying for progression into: ____ Hotel and Tourism Management
____ Restaurant and Food Service Management

Credit hours completed prior to the current term: _____ Cumulative GPA _____

Record of Course Work

Course	Semester Taken at UT or Transferred in	Letter Grade
English 101	_____	_____
English 102	_____	_____
Math 119 or 123	_____	_____
Math 125	_____	_____
HRA/RCS 119	_____	_____
HRA 210 or 211	_____	_____
HRA 326 (co or pre-requisite for HRA 390)	_____	_____
Other HRA courses taken		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Work Experience Verification Form(s) Attached _____ Transcript Attached

Date Application Received _____ Date Approved _____

Advisor's Signature _____

Questions? Contact Dean Aaser, HRA Internship Coordinator at 974-6240 or daaser1@utk.edu.