HOSP 4920 Internship Handbook

Guidelines

for

Internship

Bachelor of Science
Hotel and Restaurant Management

College of Human Sciences

Auburn University
1.0 Background

As part of its ongoing commitment to excellence in the delivery of tertiary level hospitality management education, the Hotel and Restaurant Management Program (hereafter referred to as “the Program”) at Auburn University requires all students to undertake a 400-hour internship program as part of the Bachelor of Science degree in Hotel and Restaurant Management. This requirement follows closely on the heels of a recent self-review of the Program and subsequent accreditation by the Accreditation Commission for Programs in Hospitality Administration (ACPHA) and is aimed at further improving the overall educational experience of the student and competitive positioning of the Program.

This process has involved extensive discussions with all the key stakeholders associated with the delivery of the Program including:

- HOSP Program faculty;
- Adjunct HOSP faculty;
- Existing students in relation to transitional arrangements;
- Alumni;
- Industry partners, the Capella Hotel Group; and
- Members of the HOSP Program Advisory Board.

2.0 Rationale

This initiative is based upon the principle of co-operative education, which refers to a method used by a wide variety of educational institutions to combine theoretical knowledge and related practical experience with the support and commitment of industry, commerce and government. Experiential learning initiatives such as the co-operative internship program being instituted have been linked to improvements in the quality of the overall learning experience.

In addition, the internship experience should be a very valuable and enjoyable part of the Program. Apart from gaining insight into the industry and being able to relate theory to practice, the relationships developed during this time can be very beneficial influence in terms of long-term career opportunities. It is generally accepted that students adopting a very positive attitude towards their internship experience derive maximum benefit. Employers are more helpful, co-operative, and show a greater interest in students who display initiative and enthusiasm.
3.0

PROGRAM LEARNING OUTCOMES:

1. Graduates will be well prepared for careers in the hospitality industry
2. Graduates will be well rounded global citizens committed to human well-being and quality of life

Student Learning Outcomes

1. Understand the full extent, organization, structure and impact of the global hospitality management industry
2. Understand the complexity of operating an ethically conscious hospitality enterprise in a dynamic environment and understand clearly what it takes to be successful over the short and long term
3. Demonstrate competence in key operational and functional areas of a hospitality business
4. Communicate effectively in a business environment
5. Understand the value of teamwork and diversity in a multi-cultural work environment
6. Identify characteristics that define successful leaders in the hospitality field

4.0 Proposed Structure and Organization

A semester long period of paid work experience (400 hours minimum) will normally (not restricted to) commence during the summer semester each year following the completion of the previous spring semester’s study (students may opt to undertake an unpaid internship if they so desire – however they must provide evidence of adequate liability insurance for the duration). Dr. Martin will have the responsibility for the co-ordination and approval of the proposed internship program. Dr. Martin, in consultation with the HOSP Program Team will also be responsible for making a determination on the relevancy of the proposed internship and whether it can truly be classed as being hospitality oriented in nature. In consultation with Dr. Martin each student will be responsible for acquiring his/her own internship. As indicated each program will run over the course of an entire semester and must afford the student the opportunity to engage in a variety of work rotations over the course of their employment. The student will have an In-house Supervisor who they must report to on a week to week basis and who will offer feedback on the previous week’s work experience, lessons learned etc. Additionally, Dr. Martin will be responsible for establishing contact with the student and on at least two occasions over the course of the internship to check on the student’s performance and progress.
5.0 Eligibility

Participation in the program is required and is designed to offer students an opportunity to gain invaluable industry experience as well as add value to their final degree qualification and ultimately improve their employment potential in the hospitality marketplace. In order to be eligible to enrol in the course students must:

- be a HOSP Major,
- have completed 600 Hours (during collegiate experience) Work Experience in the hospitality field, and
- have a minimum 2.2 GPA.
- Completed HOSP 2910 with a grade of a “C” or higher

It is important to note that unsatisfactory performance on the internship program will not be tolerated in any way. In short, sub-standard performance will lead to an immediate withdrawal from the internship program and failure of the course. Naturally, the student will be required to repeat the course.

6.0 Preparation for the Internship Program

Students will:

- Students will work with Dr. Martin who will work with them to find and vet a suitable internship and agree upon an appropriate program of work.
- Be made aware of the details of supervision and assessment arrangement for the internship.
- Be informed of the Program’s expectations of standards of performance and behavior in the work environment.
- Receive instruction and guidance with regard to the completion of the academic requirement for the course.
7.0 Supervision and Assessment of Students

Prior to the commencement of the internship program Dr. Martin will agree a structured work program with the host organization. The employer will be required to appoint a member of staff (In-house Supervisor) to monitor the student's progress.

At the end of the internship, the student will have to submit to Dr. Martin:

1. A week-to-week “Internship Log” documenting hours worked, areas worked and tasks completed.
2. A “Reflective Learning Diary” addressing the:
   - nature and range of opportunities afforded through the internship;
   - record of tasks performed;
   - personal reflection on the outcomes achieved as a result of the placement period; and
   - contribution of the internship experience to personal, professional and career development.
3. An evaluation of the intern’s performance from both a manager familiar with the intern’s work and a self-assessment to be completed by the intern.
4. An “Industry Project Report” describing:
   - An in-firm problem or system/development. The topic will be chosen in consultation with the Dr. Martin and In-house Supervisor (see 7.1 below).

7.1 Industry Project

During the internship each student will undertake an industry based project which will be an agreed written assignment on an in-firm problem or a development related to their place of employment or broader industry. Students will be expected to display an inter-disciplinary approach to the solution of the problem.

The aims of the project are to:

- Provide, where appropriate, an opportunity for an in-depth study of a problem or development within hospitality organizations and as a preparation for further study.
- Encourage innovation where appropriate; and
- Display an integrated analytical approach to problem resolution.
- To provide a tangible and usable project that that the company hosting the internship can actually use.
The project will be chosen in consultation with the In-house Supervisor and agreed by Dr. Martin. The theme must be forwarded to Dr. Martin prior to the end of the second week of the internship. In addition to the actual project, an in-depth paper will also be turned in to Dr. Martin for grading.

7.2 Assessment of Internship
The following vehicles will be used to assess the students’ performance on the internship program:

- Report from the In-house Supervisor
- Report from the Dr. Martin.
- Completion of a week-to-week Internship Log.
- Completion of the reflective learning diary.
- Internship Project (including the project itself and the research paper.)

7.3 Examples of Industry Projects
Suitable examples of project topics include, but are not limited to, the following:

- Improving the quality of service in the work establishment
- Introducing healthy choices into the food and beverage operations of the work establishment
- Customer evaluation methods employed by the particular establishment.
- A study of the customer/supplier interface and the role of customer care programs.
- Capacity management strategies employed by the establishment.
- The level of computerization and related systems.
- Developing an in-house property management system.
- Food and beverage control measures.
- Current issues affecting the marketing of the business.
- Orientation, training and development practices.
- Operation and management of the hotel departments.
- The role and extent of outsourcing and associated strengths and weaknesses.
- Yield management systems.
- Internal auditing.
- Quality control and assurance systems
8.0 Code of Practice

In order to facilitate the smooth running of this scheme it is proposed that all the parties abide by a simple code of practice which is designed to help employers, the Program and participating students alike during the internship experience. It should be understood that such a code is proposed as a simple framework of good practice for each of the parties and not as a hard and fast ruling. It is in no way designed to replace or detract from the importance of good communication between the Program, employer and student. It is not intended to be restrictive, but rather to be supportive and flexible, providing scope for innovation and encouraging development of the internship program.

8.1 The Employer

- Should be aware of the course objectives and its relation to the student’s overall program of study, i.e., Hotel and Restaurant Management.
- Should communicate his/he information to all staff that will be interacting with the student during the internship.
- Should agree with Dr. Martin and the student a framework for the internship program and the nature of the work experience to be gained as a result of involvement in the program. This will be devised to meet the needs of the student and the course being studied, at the same time providing flexibility and the opportunity for personal development. There should be consultation between the employer, the Program and the student where operational demands necessitate a change to planned arrangements.
- Should identify a mentor / In-house Supervisor responsible for the student over the course of the internship. The mentor should be able to provide regular feedback to the student about his/her progress, be available to meet faculty visiting from the Program, and ensure that a final report on the student is made to the Program.
- Should provide the Program and the student with clear details of terms and conditions including hours of work and pay rates, health, safety and hygiene standards and other company policies, before the internship begins.
- Should organize an orientation program commencing on the first day of employment covering each of the following:
  - The company and/or the individual unit.
  - Introduction to appropriate staff, including the mentor/in-house supervisor.
  - Terms and conditions of the internship program.
  - Health, safety and fire procedures.
• Schedule of planned work rotations.
• Grievance and disciplinary procedures.

• May give the student an assignment to undertake during the period of the internship, based on a particular problem or area of interest, which requires more detailed investigation. The assignment should be set with the agreement of the Program and should not detract from any other assessment report that the student is required to submit as part of the internship experience.

• Must notify the Program at least one week before any action is taken if termination of a student’s internship is anticipated. The Program should be notified of any disciplinary warnings.

• Employers should inform students of their policy on reimbursement of travelling expenses before being called for interview.

8.2 The Program
• Should allow sufficient resources to ensure the efficient delivery of the internship program.
• Should inform the employer about the specific nature, aims and objectives of the course, which the student is enrolled and, in particular, the aims, objectives and duration of the internship program.
• Should provide a thorough brief for students on the general expectations of the industry and the particular needs of the company and/or unit providing the internship experience.
• Should prepare the student for completing application forms, preparing a resume and attending selection interviews.
• Should establish regular contact with the employer through the student’s In-house Supervisor and identify Dr. Martin with whom contact should be made at the Program level.
• Should organize visit(s) to the unit to discuss with the student and the mentor to assess the performance and progress achieved.
• Should ensure that visiting instructors are fully conversant with the background of the individual student, progress to date, and the agreed framework of the internship.
8.3 **The Student**

- Must understand the aims and/or objectives of the internship program and appreciate the nature and type of work that will achieve these objectives.
- Should be aware of the nature and characteristics of the organization in which the internship will take place.
- Should be aware of the terms and conditions of employment and accommodation arrangements especially:
  - Grievance and disciplinary procedures.
  - Hours of work and rates of pay.
  - Hygiene, health, safety and fire regulations.
  - Uniform and equipment requirements.
  - Available accommodations.
- Must perform to standards identified by the employer.
- Should communicate regularly with the In-house Supervisor identified by the employer.
- Will undertake projects identified by the employer, as well as meeting any report writing requirements of the Program.
- Should maintain contact with the Program throughout the internship program.
- Should recognise their role as a representative of Auburn University and the Hotel and Restaurant Management Program.
9.0 Other Issues

This section highlights a number of important issues which students must consider in planning and preparing for their placement program.

- **Professional expectations** - the period of the internship constitutes an exposure of your study in hospitality management to both industry and the public.

- **Attendance** – Full attendance is necessary to fulfil your commitment to the employer and Program. However, should you be unavoidably absent at any time, please notify the In-house Supervisor and Dr. Martin as soon as possible. Any absence due to illness must be supported by a doctor’s certificate and time lost must be made up by the student.

- **Professional conduct** – In matters of dress, conduct, attendance, punctuality and co-operation, students are expected to observe the same traditions, courtesies and formalities as are expected from staff members of the employer.

- **Confidentiality** – An understanding of the nature of privacy, confidentiality and human respect is essential, as a breach of ethics may have consequences detrimental to the clients, the employer, or the student. Students should exercise discretion in criticising the employer or its personnel. In all instances, the student should conduct him/herself as an adult and professional individual. Professional ethics should extend to exchanging information and interacting with staff and clients.

- **Insurance** – The University Insurance Policy covers all students while on internship.

- **Transport** – Students will be required to provide their own transport to the various venues.

- **Remuneration** – Students are expected to receive remuneration during the period of the internship and to be reimbursed for out-of-pocket expenses for work completed as part of their internship.

- **Supervision** – Students are required to initiate contact between the employer, In-house Supervisor and Dr. Martin within one week of the internship commencing.
10. Termination of Internship

As an ambassador of the University and the Program it should be clearly understood by all students that the University and Program have high expectations in relation to your performance during your internship. In short, you are representing not only yourself, but your peers and faculty of the University. It should be clearly understood therefore that if for any reason the employer calls your practice into question your internship would be terminated immediately. In turn this would lead to the award of a fail grade for the course and possible disciplinary action within the Program.
Appendix I

Personal Information Sheet
HOSP 4920 Internship

To help me to get to know you better, please complete this information sheet?

Semester___________________    Year______________________

**Name and Address**

First Name ____________________________ Last Name_________________________ M.I.____

Banner Number________________________

Local Mailing Address ________________________________________________

________________________________________ Phone________________________

Email________________________________________ Fax________________________

**Career Interests and Areas of Special Expertise**

What career interests/plans do you have after graduation?

What full-time jobs (if any) have you held?

<table>
<thead>
<tr>
<th>Employer</th>
<th>Location</th>
<th>Job Title(s)</th>
<th>Dates</th>
</tr>
</thead>
</table>

**Preferred Internship Establishment?**

First choice

_______________________________________________________________________

Second Choice

_______________________________________________________________________
Appendix II
Internship Contract
PROFESSIONAL INTERNSHIP CONTRACT

Please note: this contract is to be completed by the intern and submitted to Dr. Martin. Please provide information as indicated, read and understand all instructions, sign and return to the supervising faculty.

NAME ________________________________

AUBURN ADDRESS ________________________________

AUBURN PHONE ________________________________

PERMANENT ADDRESS ________________________________

PERMANENT PHONE ________________________________

NAME OF EMPLOYER DURING INTERNSHIP ________________________________

ADDRESS OF EMPLOYER ________________________________

EMPLOYER PHONE ________________________________

ADDRESS DURING INTERNSHIP ________________________________

PHONE DURING INTERNSHIP ________________________________

SUPERVISOR'S NAME/TITLE ________________________________

INTERNSHIP SEMESTER/YEAR ________________________________

I agree that I will return my internship log, experiential learning diary, industry project and research paper and the final internship evaluation to Dr. Martin by the date specified in the course syllabus. In addition, I will respond to emails from Dr. Martin according to the time frame provided. I have looked over all sections of the internship packet and understand what is required of me in HOSP4920.

Student signature __________________ Date _____________

Approved by:

David S. Martin __________________ Date _____________
APPENDIX III
AGREEMENT OF COOPERATION
AGREEMENT OF COOPERATION BETWEEN THE DEPARTMENT OF NUTRITION, DIETETICS AND HOSPITALITY MANAGEMENT AT AUBURN UNIVERSITY, AND EMPLOYING ORGANIZATION (INTERNSHIP) FOR HOTEL AND RESTAURANT MANAGEMENT STUDENTS:

The Auburn University Nutrition, Dietetics and Hospitality Management Department (Hotel and Restaurant Management Program) will:

1. Assume initial responsibility for selection of students to be placed,
2. Provide at least one faculty member of the Hotel and Restaurant Management Program as liaison between the industry site and the University. The liaison person will: a) visit the student on site at least once each semester (if distance permits), b) discuss with the student and industry supervisor the progress of the student at least twice each quarter, c) be available to supervisor regarding problems pertaining to student.
3. Provide a statement of general learning objectives applicable to the field experience, and
4. Have responsibility for the final determination of the placed student's grades and credit hours earned.

[Employing Organization] will:

1. Accept students in internship placement without regard to race, age, sex, ethnic origin, religion, disability, or political beliefs,
2. Have the right to reject students offered for the internship for reasons related to the student's ability to function in the organization or perform specific tasks and assignments associated with the internship experience,
3. Provide a direct supervisor for the placed student who will: a) meet with the student weekly to review his/her work, b) prepare a final evaluation, consistent with report form provided by the Hotel and Restaurant Management Program, c) be available for consultation with faculty of the HRM Program regarding individual students or the internship program in general.
4. Provide students with opportunities to use the organization's resources, reasonably equivalent to those provided regular employees carrying similar responsibilities: office space, telephone, clerical service, supplies, access to records and to clientele, and
5. Cooperate in the use of depersonalized case records, industry reports, and other industry related information for classroom discussion.

THIS AGREEMENT MAY BE REVISED OR TERMINATED BY EITHER AUBURN UNIVERSITY OR [Employing Organization] upon notice in writing.
APPENDIX IV
FINAL PERFORMANCE EVALUATION
HOSP4920
PROFESSIONAL INTERNSHIP
FINAL PERFORMANCE EVALUATION
Auburn University

HOTEL AND RESTAURANT MANAGEMENT

Property

Phone

Address

City, State & Zip

Supervisor

Title

Intern

Period Evaluated to

Position

Department

Ttl. Hrs. Worked

Job Responsibilities

**INSTRUCTIONS**: Listed below are a number of traits, abilities, and characteristics important for success in business. Place an "X" in the response column that best describes the intern's performance. After completing the supervisor's portion of this evaluation: 1) discuss the evaluation with the intern, 2) instruct the intern to complete and sign the intern's portion, and 3) please remind the intern to send the completed form to the address on the last page. Thank you for your assistance with our internship program this year.
I. ATTITUDE AND APPEARANCE

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<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
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<tr>
<td>Self-confidence</td>
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<td>Initiative</td>
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<td>Enthusiasm/Interest</td>
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<td>Attendance/punctuality</td>
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<td>Deals with stress</td>
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<td>Accepts constructive criticism</td>
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<td>Leadership qualities</td>
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<td>Dress, personal appearance, grooming</td>
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Comments:

II. COMMUNICATIONS

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<tr>
<th>Intern's ability to relate to:</th>
<th>Excellent</th>
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<tr>
<td>Supervisors</td>
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<td>Peers</td>
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<td>Guests</td>
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<td>Subordinates</td>
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<td>Writing ability</td>
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<td>Listening ability</td>
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<td>Speaking ability</td>
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Comments:
### JOB PERFORMANCE

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<tr>
<td>Knows job duties &amp; operating procedures</td>
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<td>Maintains job standards</td>
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<td>Able to operate equipment</td>
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<td>Cash handling ability</td>
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<td>Carries out instructions</td>
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<td>Concern for costs/profit</td>
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<td>Quantity of work completed</td>
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<td>Quality of work completed</td>
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<td>Ability to &quot;catch on&quot;</td>
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Comments:

### OVERALL PERFORMANCE

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<td>Relative to standard employee performance expected</td>
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Comments:
IV. **INTERN'S SELF-EVALUATION**

My major weak points are:

1. 
2. 
3. 

and these can be improved by doing the following:


My major strength/specific achievements are:

1. 
2. 
3. 

and these can be used more effectively by doing the following:


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<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
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<tr>
<td>My overall performance was:</td>
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Intern's Comments:


Supervisor's Signature  
Date ____________

Intern's Signature  
Date ____________
APPENDIX V
Industry Project
Writing Grading Rubric
HOSP Assessment Rubrics

Written Communication Skills

Student: ______________________________ Academic Term and Year
____________________
Course, Number and Section ______________________ Date
____________________

1: Unacceptable  2: Marginal  3: Proficient  4: Advanced

1. Content
Paper does not successfully identify a central purpose or content. Analysis vague or not evident.
Content and analysis are basic or general. Reader gains few insights.
Paper provides firm content and support for analysis of a sufficient topic. Reader gains some insights.
Paper is creative, insightful and displays an in-depth analysis of the topic. Reader gains excellent insight.

2. Organization and development
Confusing organization and/or development. Missing introduction, organizational structure and conclusion.
Some organization evident, but inconsistent use of introduction, organizational structure and conclusion.
Connects ideas within document from introduction to conclusion; points are logically developed and flow from one idea to the next.
Organization of document skillfully designed. Contributes to full development of topic.

3. Use of appropriate vocabulary/terminology of the HM industry
Unfocused or absent use of appropriate vocabulary/terminology.
Inconsistent use of proper language and vocabulary to target audience.
Accurate use of vocabulary/terminology appropriate for the HM industry or target audience.
Persuasive and credible use of language/vocabulary for the HM industry or target audience.

4. Use of grammar, sentence structure and spelling
Multiple errors in grammar, sentence structure or spelling.
Occasional errors in grammar, sentence structure or spelling.
Uses correct grammar, sentence structure and spelling throughout document.
Exceptional written language to enhance readability.

Scoring:  8 or above: passing

Total Score: ________________

Does student pass this assessment test?  Yes _____  No _____

Comments:

Evaluator ______________________________

24
Participating in an Internship is an important part of your college experience. Your internship will allow you to apply the knowledge and skills you have developed during your studies as an underclassman in a real world situation. This experience is a valuable asset to your resume and can provide strong references/recommendations when seeking employment after graduation.

An important part of your internship experience is actually living in the area where you will be working. Whether you stay in Alabama, or travel hundreds of miles to work for your internship; living, eating and spending time with your coworkers will allow you to ask questions and gain essential experience to use in your future career. With that in mind, Campus Dining allows interns an exemption from the required dining plan if they meet the requirements of item C on the exemption application. To exempt yourself from the dining plan, you will need to complete the required form and submit it to campus dining before the deadline.

Here’s how to submit your application for a dining plan exemption:

1. Complete the DINING PLAN EXEMPTION APPLICATION (next page)

2. Have the completed application signed by your advisor

3. Print a copy of your schedule showing your internship. Make sure this printout shows your name and student ID#.

3. Deliver the completed, signed form to Campus Dining’s office:
   Student Center Suite 1203, 255 Heisman Drive, Auburn University, AL 36849
   BEFORE THE 15th CLASS DAY OF THE SEMESTER.

4. If you have any questions about this process, please call the Campus Dining office at 334-844-8504.
I am requesting exemption from Auburn University’s required participation dining program. The qualifying factor is:

___A. Medical Accommodation: Students with Special Dietary needs may request accommodation. Please attach a letter fully describing your dietary circumstances and documentation by a licensed medical physician.

___ Medical Reduction: Students living on campus who have medically documented dietary challenges may request a reduction* (see details below)

___ Medical Exemption: Students with severe or debilitating dietary restrictions may request an exemption.

___B. Religious Exemption: Please attach explanation from your religious counselor.

X C. Required to Be Away From Campus: Students must be in a class not convening on Auburn University's main campus. Students must obtain a signature from the appropriate faculty advisor and attach a copy of their semester Student Detail Schedule showing enrollment in the course. Note that this exemption shall not be available to students who have at least one class on campus in the requested exemption semester.

Please fill in the required information for the exemption you are requesting:

Student Name (print):_______________________________________           Student ID #
90___________________
Campus Organization/Internship:_____________________________
Semester/year:____________________
Student Signature:__________________________________________          Date Student
Signed:____________________
Advisor Name (print):_______________________________________          Date Advisor
Signed:____________________
Advisor Signature:__________________________________________          Student’s
Email:____________________

*Dining Plan Reductions reduce the minimum participation to the off-campus rate of $350. The standard meal plan will be charged to their account, but at semester’s end, any unused meal plan dollars in excess of the $350 plan, will be refunded.

It is a violation of the Code of Student Discipline to furnish false information to Auburn University. A student who furnishes false information to the University will be required to make restitution and may face other penalties as appropriate.
Please mail or deliver the application and supporting documentation to:
Campus Dining
Auburn University Student Center
255 Heisman Drive, Room 1203
Auburn University, AL 36849

For additional information regarding the required participation dining plan, please call 334-844-8504 or visit our website.

***Dining Exemption Applications Must Be Submitted Each Semester***