

**SERVICE MANAGEMENT-Retail & Consumer Sciences
WORK EXPERIENCE – VERIFICATION FORM**

SUMMARY- This form (and the Progression form) must be completely filled out and signed prior to the first day of RCS 390 class. The internship cannot be completed until RCS 390 has been successfully completed.

The purpose of this form is to verify 300 hours of appropriate work experience. If the 300 hours are from more than one employer, a form must be completed for each work experience.

To be completed by Student:

Student Name _____ SS# _____
Street Address _____
City, State, Zip Code _____
Phone _____ E-mail _____

I confirm that I worked for the reported employer at least _____ hours

Student Signature _____ Date _____

To be completed by the Firm or Employer:

Firm Name _____
Street Address _____ City/State/Zip _____
Phone _____ E-mail _____
Period of Employment From _____ to _____ Position _____

Description of Work _____

Total Hours Worked _____

I confirm that this student worked for our firm as reported

Supervisor (please print) _____

Supervisor Signature _____ Date _____

To be completed by Internship Coordinator

I reviewed the student and employer verification and approve the experience for meeting the work experience prerequisite for progression into the major.

Date Form Received _____ Date Approved _____

Internship Coordinator's Signature: _____

Questions? Contact Lucy Simpson, RCS Internship Coordinator at 974-6242 or lucy_simpson@utk.edu

