



# Grande Prairie Regional College

## Department of Business

### COURSE OUTLINE – WINTER 2009

#### HP 1240 3 (0-1-5) – Hospitality Practicum I

<b>Instructor</b>	Carolyn Vasileiou	<b>Phone</b>	780.539.2221
<b>Office</b>	C 201	<b>E-mail</b>	cvasileiou@gprc.ab.ca
<b>Office Hours</b>	T,Th 9:00 – 10:30 or by appointment		

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#### **Prerequisite(s)/corequisite(s):**

Corequisite: HP 1230

#### **Description:**

Students will have an opportunity to immerse themselves in a hospitality environment through a practicum that brings together theory and practice. Students can expect to record observations and reflections as they complete their practicum. There will be weekly seminars throughout the practicum. The practicum may involve shift hours of work.

#### **Credit/Contact Hours:**

This is a 3 credit course with 1 hour of seminar per week and 5 hours of practicum placement.

#### **Delivery Mode(s):**

Seminar, practicum, group discussion, and assigned readings may all be used during this course.

**Objectives:**

- To give students an opportunity to apply skills and knowledge they have learned in the program.
- To acquaint students with a variety of field experiences in the area of Hospitality and Tourism.
- To integrate theory with practical experience.
- To assist students with future employment by gaining work experience and connecting them with employers.

**Course Outline:**

1. The students, in consultation with the instructor, shall determine the company with whom the work experience will take place.
2. The practicum will consist of 75 hours, including 15 hours of in-class seminar time and 60 hours of field placement.
3. The seminar class will meet once per week – every Wednesday from 9:00 to 9:50 am. Attendance at the seminar classes is mandatory.
4. The practicum will consist of a placement where the student will attend work experience for the duration of the term. There will be a total number of 60 hours required to complete the practicum. The dates will be from the week of January 12 to April 14, 2009. This equates to approximately 5 hours per week for 12 weeks. Any missed hours need to be made up.
5. Students are expected to keep a journal logging their dates of work, number of hours worked each shift and the work tasks performed. As well, a journal entry documenting their observations, personal reflections and learning is to be completed once per week. This journal is to be submitted to the instructor once per month and on the last day of class. Please

ensure the journal is in a binder or book so it is presentable and that the pages are held together well. Also ensure that your name is on it.

6. The student will write, in their journal, a written self – evaluation of their work progress which will be handed in to the instructor on the last day of class.
7. The supervisor is requested to complete an evaluation on the student at midterm as well as at the end.
8. Evaluation by the instructor will be ongoing throughout the work experience time. The instructor will contact the work experience supervisor by telephone, personal visit, or e-mail, according to his/her preference.
9. Both the supervisor and the student need to contact the instructor immediately if there are any problems or concerns that they are not able to resolve. At the request of either the employer or the student, the internship may cease and alternative arrangements will be made for the student to complete their field placement.
10. There is **no final exam** in this course. The final mark for this course is Credit or No Credit. Therefore, it is important that students attend all placement visits as well as seminar classes.

**\* If students miss more than two placement visits or two seminars, the instructor has the right to require students to withdraw from the practicum.**

