



DEPARTMENT OF BUSINESS

COURSE OUTLINE – Winter 2014

HP 1240 – 3 (0-1-4) – Hospitality Practicum I

INSTRUCTOR: Carolyn Vasileiou **PHONE:** 780-539-2221
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OFFICE HOURS: Tuesday & Thursday
9:00 – 10:30 am or by
appointment

PREREQUISITE(S)/COREQUISITE: HP 1230

REQUIRED TEXT/RESOURCE MATERIALS:

Cook, R. & Cook, G. (2011) *Guide to business etiquette* (Second edition). New Jersey: Pearson Prentice Hall.

CALENDAR 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 time per week and the remainder as practicum placement. Students are expected to complete all placement hours and attend all seminar classes.

DELIVERY MODE(S):

Work placement, seminar class with group discussion, individual reflection, weekly journal and two written self-assessments. Readings will be assigned as suitable.

OBJECTIVES:

- To give students opportunities to further enhance skills and knowledge by way of practical application.
- 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 with employers.

TRANSFERABILITY:

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.

GRADING CRITERIA:

This course is Credit/Non-credit or Pass/ Fail only. There will not be another grade assigned and any assignments are for Credit. The final mark that will appear on your transcript is Cr or F.

In order to pass the course, students will need to complete all assignments that are given.

EVALUATIONS:

There are **no exams** in this course; therefore, it is essential to attend all work placement commitments and seminar classes.

STUDENT RESPONSIBILITIES:

1. The instructor and student will determine the company where the work experience will occur.
2. The seminar class will meet once per week. **Attendance at the seminar classes is mandatory.** All assignments must be completed and will be for credit.

3. Students are expected to keep a **journal** logging their dates of work, number of hours worked each shift, work tasks performed, plus personal insights and learning. **These entries are to be submitted to the instructor via Moodle at the end of each month. Please ensure your name is on your document.**
4. Students will keep a **timesheet** that has been signed off by their supervisor or associate. This is to be handed in at the midway seminar in **February** and a **final** timesheet when the placement is complete.
5. At the **midterm** and at the **end** of the course, students will provide a **written self – evaluation** of their work progress and include this with their timesheet.
6. The workplace supervisor is requested to complete a midterm and final evaluation on the student's progress.
7. Both the supervisor and the student need to contact the instructor immediately if there are problems or concerns that they are unable 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.
8. If a student is ill and unable to attend the work placement, a call must be made to the supervisor informing them of the absence. The same applies if a student is unable to attend a seminar class (a valid excuse must apply). It is the student's responsibility to learn of missed assignments and complete the work.

*** If a student misses more than two placement visits or two seminars, the instructor has the right to ask students to withdraw from the practicum.**

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Work placement will start in early January and continue until approximately April 14, 2014, which is the last day of classes, or until the required hours are completed. This works out to be approximately 6 hours of work per week.

February 17 – 21 is Reading Week- no classes or work experience (unless you choose). Classes resume February 24.