



**DEPARTMENT OF BUSINESS**  
**COURSE OUTLINE – Winter 2011**

**HP 2270 – 3 (0-1-5) – Hospitality Practicum II**

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

**PREREQUISITE:** HP 1240    **COREQUISITE:** HP 1230

**REQUIRED TEXT/RESOURCE MATERIALS:** No

**CALENDAR DESCRIPTION:**

This course introduces students to a variety of hospitality and tourism environments through a practicum that unites theory and practice. Students can expect to record observations and reflections as they complete the work placement component of this course. Shift hours of work may be involved in the practicum.

**CREDIT/CONTACT HOURS:**

This is a 3 credit course with approximately 1 hour bi-weekly seminar time and 5.5 hours per week of practicum placement. Students are expected to complete all placement hours and seminar classes.

## **DELIVERY MODE(S):**

Work placement, seminar class with group discussion, individual reflection, and assigned readings will be used during this course.

## **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 them 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.

## **EXAMINATIONS:**

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 with whom the work experience will occur.
2. The student will do 70 hours of work experience and 5 hours of in-class seminar time for a course total of 75 hours. **Attendance at the seminar classes is mandatory.**
3. All assignments must be handed in and will be for credit.
4. 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 every Friday via email. Please ensure your name is on your document.**
5. Students will keep a **timesheet** that has been signed off by their supervisor or associate. This is to be handed in at the midterm seminar – **February 9** and a **final** timesheet when the placement is complete.
6. At the **midterm** and at the **end** of the course, the student will provide a brief **self – evaluation** of their work progress and include this with their timesheet described above.
7. The supervisor is requested to complete a midterm and a final evaluation on the student through a questionnaire, which will be emailed to the supervisor.
8. 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.
9. 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 determine what work they missed 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:**

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

Work placement will start during the week of January 10, 2011 and continue until April 12, 2011, which is the last day of classes, or until the required hours are completed.

Duration of time is 13 weeks, which works out to approximately 5 to 6 hours per week.

February 21 – 25 – Reading week, no classes or work experience (unless you choose).