



DEPARTMENT OF BUSINESS

COURSE OUTLINE – Winter 2014

HP 2270 – Hospitality Practicum II 3(0-1-4) 75 Hours

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 one hour weekly seminar time and the remainder as 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, written assignments 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.

EVALUATIONS:

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

STUDENT RESPONSIBILITIES:

1. The instructor and student will determine the company where the work experience will occur.
2. Attendance of 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 via Moodle once per month. 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 midway seminar in **February** and again in early **April** or when the placement is finished.
6. At the **midterm** and at the **end** of the course, students will provide a **written self – evaluation** of their work and include this with their timesheet.
7. The workplace supervisor is requested to complete a midterm and final evaluation on the student's progress.
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:

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 on or about January 7, 2014 and continue until April 14, 2014, which is the last day of classes, or until the required hours are completed.

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