FACULTY CURRICULUM COMMITTEE
SIGNATURE PAGE

• In section A, list ALL of the forms covered by this signature page. If you submit a form that is not listed in A, your proposal will be held back until we receive a new, updated signature page.
• You must obtain the signature of your department chair and dean before submitting your proposal.

A. FORMS COVERED BY THIS SIGNATURE PAGE. List each form you are submitting—for instance, PSYC 383, Course Form; PSYC, Change of Major Form; PSYC, Change of Minor Form.

• HTMT Minor – Change Proposal
• HTMT 444 – Change Proposal

B. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:

   ____________________________ Date: 09/15/14

2. Signature of Academic Dean:

   ____________________________ Date: 11/11/14

3. Signature of Provost:

   ____________________________ Date: 12/01/14

4. Signature of Business Affairs (only for course fees):

   ____________________________ Date: ________________

   □ fee approved on ____________
   □ BOT approval pending

5. Signature of Curriculum Committee Chair:

   ____________________________ Date: 1/20/2015

6. Signature of Budget Committee Chair (only for new programs):

   ____________________________ Date: ________________

7. Signature of Academic Planning Committee Chair (only for new programs):

   ____________________________ Date: ________________

8. Signature of Faculty Senate Secretary:

   ____________________________ Date: ________________

Date Approved by Faculty Senate: ________________
Proposal to change the HTMT Minor

Currently, the HTMT minor requires a non-credit internship. This is a problem for the following reasons:

- It is unfair to ask students to conduct academic activity without course credit granted;
- Departmental business partners often require interns to be in a for-credit internship course in order to be eligible for their programs and comply with their company's protocol. Our current model excludes minors from some excellent opportunities as a result (most of which are paid internships);
- Faculty are being required to supervise non-for-credit internships which are not credited to them or the department as a FTE; and, as a result of not being in an official class, it is more difficult to protect students from internships which may not be as suitable or beneficial to the student.

Ultimately, this change in our minor would allow us to great quality control over the students' internship experience. Further, students who have an internship are more likely to become employed upon graduation and be promoted from entry level positions faster. Overall, with an 18 hour limit, to add a required course, another course must be removed. In this case, the benefits for students wanting to go into the hospitality industry of the for-credit internship outweigh the students taking ECON 200. We sought and received the approval of the Economics Department (see email from Economics Chair in packet). Also, minor students will be advised to take economics as their social science general education requirement.


Thank you for your consideration.

Dr. Robert E. Frash Jr.
Chair, Dept. of Hospitality & Tourism Mgmt.
School of Business, College of Charleston
P: 843.953.0827
C: 843.327.7071
Beatty Building, Room 302
66 George Street
Charleston, SC 29424
FACULTY CURRICULUM COMMITTEE
MINOR FORM

Instructions:
- Please fill out all of the portions of the form that are specified in section B. **You must do this before your request can move forward!**
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, please start by checking the detailed instructions on the website. Please feel free to contact the committee chair with any remaining questions you might have.

A. CONTACT INFORMATION.

Name: Robert Frash  
School: Business

Phone: 953.0827  
Department or Program: Hospitality and Tourism Management

Email: FrashR@cofc.edu

Name and Acronym of Minor: Hospitality and Tourism Management

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

☐ Add a New Minor (complete all portions)

X Change an Existing Minor (complete C, D, E, G, H, and I)
  ☐ Add existing course or courses to requirements or electives
  ☐ Add new course(s) to requirements or electives (attach completed course form for each)
  X Delete courses from requirements or electives

☐ Terminate a Minor (complete E, G, H, and I)

C. GENERAL INFORMATION.

Number of Current Credit Hours (for existing minors): 18
Number of Proposed Credit Hours (for new or changing minors): 18

Catalog year in which changes will take effect: FALL 2015

☐ Interdisciplinary (please see guidelines on the Curriculum Committee website and include acknowledgments from relevant departments)

According to academic policy, students may not obtain a major/concentration and minor in the same subject. Will students in specific majors be prohibited from declaring this minor because of this policy?

☐ X Yes—Which major(s) or concentration(s)? Hospitality and Tourism Management

☐ No

This form was last updated on 6/6/2013 and replaces all others.
D. CURRICULUM. For a changed minor, please list every change you are making below AND attach the current catalog entry for this minor (from the Minor Requirements section) with changes marked in RED. Additions should show where the course will be inserted, deletions should be noted by crossing out the course, and moves indicated with arrows. Distinguish between required and elective courses, and note any prerequisites, co-requisites, sequencing, or other restrictions. For each new course, submit the Curriculum Committee's Course Form and a sample syllabus. For a new program, please submit the complete curriculum and catalog description exactly as they should appear in the catalog.

From: Pages 295-296 of the 2013-14 College of Charleston Undergraduate Catalog.

Hospitality and Tourism Management Minor

Credit Hours: 18

Minor Requirements:

The minor provides non-business administration majors a fundamental understanding of the core management skills and knowledge areas in the hospitality and tourism sector in order to prepare them for career opportunities therein. At least nine credit hours in the minor must be earned at the College of Charleston.

Core courses:
ACCT 203 Financial Accounting
ECON 200 Principles of Microeconomics
HTMT 210 Principles and Practices in Hospitality and Tourism
HTMT 444 - Hospitality Management Internship

Additionally, at least nine credit hours from upper division HTMT courses (300-400 level)

Internship: A non-credit internship (generally completed the senior year) is required of all students in the hospitality and tourism minor. Fall, spring, and summer internships require a minimum of 120 clock hours of meaningful management activity within a hospitality and tourism organization.

E. RATIONALE AND EXPLANATION. Please provide a narrative addressing the request you are making and why you are making it. In addition, for a new minor, please address its objectives, provide evidence of student interest (e.g. interviews with student focus groups, enrollment in special-topics courses in this area), and explain how the minor supports the liberal arts tradition as well as the mission of the institution.

At present, students are required to engage in a non-credit 120 hour internship. This requirement has caused considerable issues within the Department, the School and the College for several reasons:

1. It is unfair to students for them to conduct academic activity without course credit being attached;
2. Our business partners often require interns to be working on course credit in order to be eligible for their programs. Our current model excludes minors from some excellent opportunities as a result (most of which are paid internships);
3. Faculty are being required to supervise non-for-credit internships which are not credited to them or the department as a FTE; and
4. As a result of not being in an official class, it is more difficult to protect students from internships which may not be as suitable or beneficial to the student. This change would allow us to engage in a much greater quality control of the experience for the students.

Further, students who have an internship are more likely to become employed upon graduation and be promoted from entry level positions faster. Overall, with an 18 hour limit, to add a requirement means deleting another. In this case, the benefits for students wanting to go into the hospitality industry of the for-credit internship outweigh the students taking ECON 200.

This form was last updated on 6/6/2013 and replaces all others.
F. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>What will students know and be able to do when they complete the minor? Attach a Curriculum Map.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Method and Performance Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will each outcome be measured? Who will be assessed, when, and how often? How well should students be able to do on the assessment?</td>
</tr>
</tbody>
</table>

How does this minor align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this minor?

G. IMPACT ON EXISTING PROGRAMS AND COURSES. Please describe the impact of this request on other programs and courses. If you are deleting a minor, please identify all programs that will be affected. If you are adding or changing a minor, please explain any overlap with existing programs at the College.

This change will assist the Economics department as ECON 200 is already an over-subscribed course with heavy demands. Please see the attached letter of support from the department.

H. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

Over the past five years we have been averaging 37 graduating minors per annum. Currently the department offers three sections of HTMT 444 per annum. If the course was assigned an average of 35 students per section that means that annually we have 140 spaces available. In 2013-14 we had 80 enrollments into the class meaning it was 57% subscribed. We could absorb the minors into the course without need for adding additional sections.

I. CHECKLIST.

X 1 have completed all relevant parts of the form.

☐ 1 have attached a cover letter that describes my request and lists all the documents I am submitting.

☐ 1 have attached a Course Form for each newly-created or modified course.

This form was last updated on 6/6/2013 and replaces all others.
☐ (For proposals that affect other departments in any way) I have attached an acknowledgement from the relevant department.

X I have provided the complete curriculum for the minor, including the description and course list, exactly as it should appear in the catalog.

☐ I have submitted one Signature Form that lists all of the different forms I am submitting.
The HTMT minor cannot be taken by Business Administration majors, which is consistent with the current policy. Instead, they would do the concentration. Please let me know if you need anything else. Thank you very much.

Dr. Robert E. Frash, Jr.
Mobile (843) 327-7071

Sent from my iPhone
Please excuse typos

On Dec 17, 2014, at 11:27 AM, Boyd, Cathy <BoydC@cofc.edu> wrote:

Hi Bob,

According to School of Business policy, Business Administration (BADM) majors may not obtain a minor in Hospitality and Tourism, but this is not mentioned in Section C of the Minor Form that was submitted.

Here is the policy (copied from the catalog and can be found here online):

Minors:

Note: These minors are available for students with majors other than the Bachelor of Science in Business Administration degree.

Business Administration
Economics
Entrepreneurship
Finance
Global Logistics and Transportation
Hospitality and Tourism Management
Leadership, Change and Social Responsibility
Real Estate
Is this still the case? Section C only mentions Hospitality and Tourism Management should it be amended to also include the Business Administration major or does this indicate a change in policy?

Franklin J. Czwazka, M.A.

Catalog Manager | Office of the Registrar, College of Charleston
66 George Street | Charleston, SC 29424
843.953.5421 (voice) | 843.953.6560 (fax) | czwazka@cofc.edu
Office of the Registrar website: http://registrar.cofc.edu/
Academic Catalogs: http://catalogs.cofc.edu/

Treasurer | Carolina Association of Collegiate Registrars and Admissions Officers (CACRAO)

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From: Mackeldon, Jerry W
Sent: Wednesday, December 17, 2014 10:50 AM
To: Czwazka, Franklin James
Subject: HTMT submission
FACULTY CURRICULUM COMMITTEE
COURSE FORM

Instructions:
- Please fill out one of these forms for each course you are adding, changing, deactivating, or reactivating.
- Fill out the parts of the form specified in part B. You must do this before your request can move forward!
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.

Name: Robert Frash
Phone: 843.953.0827
Email: frashr@cofc.edu

Department or Program: HTMT
School: Business

Subject Acronym and Course Number: HTMT 444 (capstone internship course)

Catalog Year in which changes will take effect: FALL 2015

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

☐ Add a New Course (complete parts C, D, F, G, H, I, J)
☒ Change Part of an Existing Course (complete parts C, D, E, F, G, I, J)

☐ Course Number (you must submit a course deactivation request for the old course number)
☐ Course Name
☐ Course Description
☐ Credit/Contact Hours

☒ Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)

☐ Deactivate an Existing Course (complete parts C, D, E, G, I, J)
☐ Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

The HTMT Department is requesting a change in HTMT 444 prerequisites (PR). Currently the course PR reads: Senior standing; declared major in HTMT or instructor permission. However, a proposed change in the HTMT Minor requires HTMT 444. The revised HTMT 444 PR would read: Senior standing; declared major or minor in HTMT; or instructor permission.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

This will likely increase enrollment in HTMT 444. The HTMT department's instructor/internship coordinator is regularly assigned the responsibility for teaching HTMT 444. However, it will have no tangible impact on her or her teaching load because he/she was already responsible for the instruction of a “non-credit” internship, which HTMT 444 will replace in the minor.

This form was last updated on 12/13/13 and replaces all others.
EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: Hospitality and Tourism Management School: Business
Subject Acronym: HTMT Course Number: 444

Credit hours: ___ lecture ___ lab ___ seminar 3 independent study
Contact hours: ___ lecture ___ lab ___ seminar 3 independent study

Course title: Hospitality Management Internship

Course description (maximum 50 words, exactly as it appears in the catalog):
A complementary source of learning and enhancement to the student’s academic program and career objectives through experiential education engaging the student in unique three-way partnership between an approved hospitality partner, the university and the student. The unique overall learning experience will be guided by a Learning Contract, outlining specific work-related experiences and academic components designed to enhance the student’s knowledge. Finally, a series of regularly scheduled reflection and learning sessions conducted by faculty with the support of industry leaders will be required. A maximum of three (3) hours of internship credit will be awarded.

Restrictions (pre-requisites, co-requisites, majors only, etc.):
Senior standing; declared major in HTMT or instructor permission

Cross-listing, if any:
None

Is this course repeatable? □ yes  X no If yes, how many total credit hours may the student earn? ___

E. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use **boldface** for the information that is changing.

Department: Hospitality and Tourism Management School: Business
Subject Acronym: HTMT Course Number: 444

Credit hours: ___ lecture ___ lab ___ seminar 3 independent study
Contact hours: ___ lecture ___ lab ___ seminar 3 independent study

Course title: Hospitality Management Internship

Course description (maximum 50 words, exactly as it appears in the catalog):
A complementary source of learning and enhancement to the student’s academic program and career objectives through experiential education engaging the student in unique three-way partnership between an approved hospitality partner, the university and the student. The unique overall learning experience will be guided by a Learning Contract, outlining specific work-related experiences and academic components designed to enhance the student’s knowledge. Finally, a series of regularly scheduled reflection and learning sessions conducted by faculty with the support of industry leaders will be required. A maximum of three (3) hours of internship credit will be awarded.

Restrictions (pre-requisites, co-requisites, majors only, etc.):
Senior standing; declared major or minor in HTMT; or instructor permission

If this is a newly-created course, is it intended to be the equivalent of an existing course? □ yes  □ no
If so, which course? ____________

If equivalent, will the newly-created course replace the existing course? □ yes  □ no
Note: If yes, you must deactivate that course by submitting an additional Course Form.

This form was last updated on 12/13/13 and replaces all others.
Cross-listing, if any (submit approval from relevant department): ________________

Note: Cross-listed courses are equivalent.

Is this course repeatable? ☐ yes  X no  If yes, how many total credit hours may the student earn? ___

Is there an activity, lab, or other fee associated with this course? ☐ yes  X no  What is the fee? $_____

Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

F. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

Should have no impact on cost

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

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<td>How will each outcome be measured? Who will be assessed, when, and how often? How well should students be able to do on the assessment?</td>
</tr>
<tr>
<td>1. Describe the value of their internship experience and how it will facilitate their career aspirations.</td>
<td>Students will develop and gain consent from employers regarding the scope and type of internship experience provided. Daily journals will ensure that the student is regularly reflecting on the experience. Finally via the Midterm &amp; Final Report students will be responsible for reporting on the experience, their impressions, lessons learned and how it applies to them and their career path. All reports are expected to be of the highest quality and should be functional as an element of a professional portfolio.</td>
</tr>
<tr>
<td>2. Provide an example of a major project, responsibility or learning experience, which improved or added value to the organization as a direct result of the internship experience.</td>
<td>Students are asked to provide an example of their work or an executive portfolio of contributions as a part of the final report assignment. Via the Learning contact, daily journals and midterm &amp; final reports the student will be required to reflect on the learning experiences they’ve encountered during their internship. All reports are expected to be of the highest quality and should be functional as an element of a professional portfolio.</td>
</tr>
<tr>
<td>3. Utilize skills, knowledge or experience gained during the internship experience to further their career perspectives or potential job opportunities and to enhance academic pursuits.</td>
<td>The Career Path/Plan will be used to help students process the internship experience as it relates to career aspirations. This information will be synthesized as a part of the final report as well. This assignment should fit neatly into their midterm and/or final</td>
</tr>
<tr>
<td>4. Understand the steps necessary to go from their current status as a new or soon-to-be graduate to the desired career occupation of their choice; understand what to expect from the work environment they seek and be able to efficiently mold themselves to meet the needs of any position they seek</td>
<td>The Career Plan/Path and its inclusion as an element of the final report will provide students with an opportunity to think through this progression and how they might move forward as a professional. Via the daily journals and the midterm and final reports the students will be required to reflect on lessons learned and impressions of the workplace they are experiencing and how this affects their expectations and desires for their career and eventual workplace environment.</td>
</tr>
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</table>

How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

The internship experience provides experiential, hands-on learning experiences as well as interaction with the local community and industry. It supports the student’s academic pursuits by reinforcing and/or providing direct insight into professional environments and job responsibilities aligned with their chosen major and career aspirations. Students are exposed to an invaluable aspect of work life: the actual practice or professional exposure in the field they are pursuing through their academic experience. The internship builds community and professional ties, exposes students to potential employers and peers, and provides a unique opportunity to experience a role before they graduate into it. The skills and knowledge gained by the student during their time at the College should be fully utilized, applied and/or enhanced by the internship experience. Ideally, these experiences prepare students to be ‘job ready’ as they graduate and often provide actual opportunities for employment prior to or at graduation, which is consistent with the HTMT Department and the School of Business mission statements.

I. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration?  X yes  □ no

If yes, please attach a Change Minor and/or Change Major/Program Form as appropriate.

See attachment
J. CHECKLIST.

X I have completed all relevant parts of the form.

X I have attached a cover letter that describes my request and lists all the documents I am submitting.

☐ (For new courses only) I have attached a syllabus.

☐ (For courses used in any way by other departments, including cross-listing) I have attached an acknowledgement from the relevant department.

☐ (For courses intended to fulfill a Gen Ed requirement) I have submitted the proposal to the Gen Ed committee.

X I have submitted one Signature Form that lists all of the different forms I am submitting.
Frash, Robert Ellis

From: Blackwell, Calvin
Sent: Tuesday, August 26, 2014 11:21 AM
To: Frash, Robert Ellis
Subject: RE: HTMT - Change of Minor Proposal

Hi Bob,

The Department of Economics does not object to the proposed changes to the Hospitality and Tourism Minor.

Calvin

Calvin Blackwell
Professor, Chair
Department of Economics
College of Charleston
Charleston, SC 29424
e: blackwellc@cofc.edu
t: 843.953.7836
http://sb.cofc.edu/academics/academicdepartments/economics/faculty/blackwell-calvin.php
SSRN: http://tinyurl.com/mp9ujel

From: Frash, Robert Ellis
Sent: Thursday, August 21, 2014 12:17 PM
To: Blackwell, Calvin
Subject: RE: HTMT - Change of Minor Proposal

Sorry

Dr. Robert E. Frash Jr.
Chair, Dept. of Hospitality & Tourism Mgmt.
School of Business, College of Charleston
P: 843.953.0827
C: 843.327.7071
Beatty Building, Room 302
66 George Street
Charleston, SC 29424

From: Blackwell, Calvin
Sent: Thursday, August 21, 2014 11:33 AM
To: Frash, Robert Ellis
Subject: RE: HTMT - Change of Minor Proposal

Bob,

I think you forgot the attachment. Can you please send it?

Calvin
From: Frash, Robert Ellis  
Sent: Thursday, August 21, 2014 9:28 AM  
To: Blackwell, Calvin  
Subject: HTMT - Change of Minor Proposal

Hello Calvin,

Wayne Smith said he spoke with you about our intention to drop ECON 200 so that we could add HTMT 444 (our senior internship) in its place; he said that you supported the change. Would you please draft a short memo to that effect so that we can fasten it to the proposal?

I have attached the curriculum proposal, should you want to review it.

Thanks,

Bob

Dr. Robert E. Frash Jr.
Chair, Dept. of Hospitality & Tourism Mgmt.
School of Business, College of Charleston
P: 843.953.0827
C: 843.327.7071
Beatty Building, Room 302
66 George Street
Charleston, SC 29424
HTMT 444

(FOR CREDIT) INTERNSHIP

Instructor: Jeremy Clement, MBA, PMP
Internship Coordinator | Instructor
Department of Hospitality & Tourism Management
School of Business
Office: Beatty 332
Office Telephone: 953-5455
email: Clementj@cofc.edu

Office hours: MW 10:00 to 12:00, Thursday 1:00 to 3:00 (by appointment please)
*On campus & available M-F by appointment (Always call, email, or text 1st!)

Course prerequisites: HTMT 210, Senior status and Declared Major in hospitality and tourism management or permission of the instructor.

Course Description:
A complementary source of learning and enhancement to the student’s academic program and career objectives through experiential education; engaging the student in a unique three-way partnership between an approved hospitality partner, the university and the student. The overall unique learning experience will be guided by a Learning Contract, outlining specific work-related experiences and academic components designed to enhance the student’s knowledge. Finally, a series of regularly scheduled reflection and learning sessions conducted by faculty with support of industry leaders will be required. A maximum of three (3) hours of internship credit will be awarded.

SB Learning Goals:
COMMUNICATION SKILLS: Students will demonstrate the ability, via both written and spoken word, to effectively present, critique, and defend ideas in a cogent, persuasive manner.
QUANTITATIVE FLUENCY: Students will demonstrate competency in logical reasoning and data analysis skills.
SYNTHESIS: Students will demonstrate the ability to integrate knowledge from multiple disciplines incorporating learning from both classroom and non-classroom settings in the completion of complex and comprehensive tasks.

Learning Outcomes & Assessment:

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<tr>
<th>Student Learning Outcomes</th>
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<td>What will students know and be able to do when they complete the course?</td>
<td>How will each outcome be measured? Who will be assessed, when, and how often? How well should students be able to do on the assessment?</td>
</tr>
</tbody>
</table>

1. Describe the value of their internship experience and how it will facilitate their career aspirations. Students will develop and gain consent from employers regarding the scope and type of internship experience provided. Daily journals will ensure the student is regularly reflecting on the experience. Finally via the Midterm & Final Report students will be responsible for reporting on the experience, their impressions, lessons learned and how it applies to them and their career path. All reports are expected to be
2. Provide an example of a major project, responsibility or learning experience, which improved or added value to the organization as a direct result of the internship experience.

Students are asked to provide an example of their work or an executive portfolio of contributions as a part of the final report assignment. Via the Learning contact, daily journals and midterm & final reports the student will be required to reflect on the learning experiences they've encountered during their internship. All reports are expected to be of the highest quality and should be functional as an element of a professional portfolio.

3. Utilize skills, knowledge or experience gained during the internship experience to further their career perspectives or potential job opportunities and to enhance academic pursuits.

The Career Path/Plan will be used to help students process the internship experience as it relates to career aspirations. This information will be synopsized as a part of the final report as well. This assignment should fit neatly into their midterm and/or final report as a part of their overall reflection on the internship experience. Students will have to incorporate their internship role and responsibilities into an updated resume as a portion of the final report.

4. Demonstrate the course of action necessary to go from their current status as a new or soon-to-be graduate to the desired career occupation; articulate what to expect from the work environment they seek and be able to efficiently mold themselves to meet the needs of any position they seek.

The Career Plan/Path and its inclusion as an element of the final report will provide students with an opportunity to think through this progression and how they might move forward as a professional. Via the daily journals and the midterm and final reports the students will be required to reflect on lessons learned and impressions of the workplace they are experiencing and how this affects their expectations and desires for their career and eventual workplace environment.

How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

The internship experience provides experiential, hands-on learning experiences, which relates to and augments theories and knowledge gained the classroom. It supports the student’s academic pursuits by reinforcing and/or providing direct insight into professional environments and job responsibilities aligned with their chosen major and career aspirations. Students are exposed to an invaluable aspect of work life: the actual practice or professional exposure in the field they are pursuing through their academic experience. The skills and knowledge gained by the student during their time at the College should be fully utilized, applied and/or enhanced by the internship experience. Ideally, these experiences prepare students to be ‘job ready’ as they graduate and often provide actual opportunities for employment prior to or at graduation, which is consistent with the HTMT Department and Business School mission statements.
HTMT 444

Professor’s Policies

- Please come see the professor if you need help with the course materials.
  o If the office door is open, please feel free to knock and enter (unless someone else besides me is already in the office).
  o If you want a specific time to meet outside of office hours, please make an appointment via Email.

- Please use your school Email account for all electronic correspondence with the professor & industry clients.
  o When Emailing please put the course number in the subject line and remember to check your grammar and spelling.
  o The professor tries to respond to all correspondence within 24 hours however, sometimes circumstances do arise when that is not possible. If you have not received a reply in 24 hours, please resend the Email with a reminder.

- All assignments are due at the beginning of class in which they are due.
  o All assignments collected after that time are considered late and a 25% per day penalty will be assessed unless prior arrangements between the student and the professor were made.

Academic Integrity: The College of Charleston’s Honor Code is in effect in this course. If you are unclear about what constitutes cheating, please see the Instructor.

College of Charleston Honor Code and Academic Integrity
Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved. Incidents where the instructor determines the student's actions are related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student's file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student's transcript for two years after which the student may petition for the X to be expunged. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration - working together without permission - is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others' exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Students can find the complete Honor Code and all related processes in the Student Handbook at http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php
**Disability Students:** The College will make reasonable accommodations for persons with documented disabilities. Students should apply for services at the Center for Disability Services /SNAP located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me one week before accommodation is needed.

**Center for Student Learning:** I encourage you to utilize the Center for Student Learning’s (CSL) academic support services for assistance in study strategies and course content. They offer tutoring, supplemental instruction, study skills appointments, and workshops. Students of all abilities have become more successful using these programs throughout their academic career and the services are available to you at no additional cost. For more information regarding these services please visit the CSL website at [http://csl.cofc.edu](http://csl.cofc.edu) or call (843) 953-5635.

**Grading Scale & Assignments:**

<table>
<thead>
<tr>
<th></th>
<th>Scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Work Journal</td>
<td>25%</td>
</tr>
<tr>
<td>Mid Term Report</td>
<td>20%</td>
</tr>
<tr>
<td>Career Path &amp; Plan</td>
<td>20%</td>
</tr>
<tr>
<td>Final Evaluation (20% Final Student Report, 15% Supervisor Eval)</td>
<td>35%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**LETTER GRADE**

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>&gt;93</td>
<td>A</td>
</tr>
<tr>
<td>90-92.99</td>
<td>A-</td>
</tr>
<tr>
<td>86-89.99</td>
<td>B+</td>
</tr>
<tr>
<td>83-85.99</td>
<td>B</td>
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<tr>
<td>80-82.99</td>
<td>B-</td>
</tr>
<tr>
<td>76-79.99</td>
<td>C+</td>
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<td>C</td>
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<td>D+</td>
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<tr>
<td>63-65.99</td>
<td>D</td>
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<tr>
<td>60-62.99</td>
<td>D-</td>
</tr>
<tr>
<td>&lt;60</td>
<td>F</td>
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**Additional Attendance & Completion Requirements – PLEASE READ**

Please familiarize yourself with the Internship Manual for all HTMT 444 internships.
Specifically, you should be aware that termination of your internship by the host for any reason may result in failure of this course. Failure of this course may also affect your ability to graduate.

If you are experiencing any issues or have any concerns about your internship experience or your position with the host organization, you must notify the instructor immediately. Each situation will be assessed independently and the final decision will be made after consultation with the department chair. Please be aware that any termination for cause without notification or engagement of the instructor will be grounds for failure.

*Please contact your instructor if you have any questions or concerns about this policy.*
Semester Assignments:

**Daily Work Journal (25%)**

*Due Date: Daily, to be reviewed periodically at the instructor’s discretion*

1. Complete a Daily Work Journal entry **for each day you work**
   a. Please keep up with these on a daily basis, do not attempt to fill out multiple days all at once
   b. I will be able to track your progress and will be comparing entries to ensure there is no cut & paste fulfillment – please be diligent in keeping up with these assignments
   c. The daily work journal is a key element of your foundation for this course – do not neglect this part of your responsibilities as it will inevitably affect the remainder of your work

2. Save the file using the date and your last name as the document title.
3. Place the entry into a shared Google Drive folder – **please ensure you share this folder with your professor and that you’ve assigned comment rights.**

Students will complete a weekly work journal of their experiences during the internship. The work journal should note their daily duties, skills that they have acquired, situations which arose and how they handled them. They should be completed using the template given below:

<table>
<thead>
<tr>
<th>Date (MM/DD/YEAR):</th>
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<tbody>
<tr>
<td>Total Hours Worked:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duties Completed:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Skills Used:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Management Lessons/ Observations:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other Notes:</th>
</tr>
</thead>
</table>
Mid-Term Report (20%)
Due Date: Monday, October 6th

At the mid-term the student and their supervisor will meet with the instructor (together or separately) to discuss their progress to date. Using their daily work journal entries & initial learning contract, students will develop a 5 - 7 page analysis report in which you will:

a) Use the learning contract to state how you have working on the goals set out in the document;
b) Identify key skills that they have employing;
c) Address any management lessons/ observations that they have made to date; and
d) Working with your supervisor: create a plan for moving forward in the 2nd half of the internship.

Career Plan (20%)
Due Date: At any point in the semester but prior to Thanksgiving Break at the latest

You will find an ad for a ‘dream job’ or will find a commensurate job within the organization with which they are interning. You will then conduct a skills assessment and create a plan for how to achieve the skills and experiences necessary to be eligible for their ‘dream job.’

Go online and find a job posting for a ‘dream position’ if there is not one in your host organization. For hospitality positions a good site is www.Hcareers.com. The point of this assignment is to develop a plan in relation to meeting your career goals.

For this assignment you must:

1. Provide a current resume;

2. Develop a short term career strategy (one month to one year). This strategy will include;
   a. Create a career path map which shows the typical position arc to get to your dream position...
      i. E.g. Front Desk to: Front Desk Manager to: Operations Manager
   b. Describe three companies who could provide either an
      i. Internship opportunities and/or
      ii. Entry level work experience
   c. Are there any professional organizations that you could join?
      i. Or are there any professional certifications that would assist you in getting to your dream position?

3. Develop a personal SWOT Analysis addressing these key points;
   a. What are your current personal strengths in relation to achieving your longer term career goals?
      i. What are you currently doing to enhance these skills?
   b. What are your current personal weaknesses in relation to achieving your longer term career goals?
      i. What are you currently doing to address these weaknesses?
   c. Who can help you achieve your career goals?
      i. What have you done or could do to foster those relationships?
      ii. What have you done or could do to develop a more comprehensive network?
   d. What market forces could prevent you from achieving your career goals?
      i. What secondary skills have you developed in case your first career path is blocked?
Final Evaluation
Due Date: Wednesday, December 3rd

Part I (20%) – Using your daily work journal entries & initial learning contract will develop a 5 - 7 page final report in which you will:

Expand on & complete reporting of items from mid-term report as follows:
   a) Use the learning contract to state how you have achieved the goals set out in the document;
   b) Identify key skills that you developed during the internship;
   c) Address any management lessons/ observations that you made to date; and
   d) Describe how you plan to use the lessons you learned during the internship moving forward.

Also include:
   a) A synopsis of the experience and at least 3 direct consequences of this experience that will affect your future career aspirations and goals.
   b) A copy of any relevant products or projects you completed in your role or a short written statement describing how you added value to the organization and what changes or improvements you made, suggested or observed as relevant during the process.
   c) A copy of the thank you letter to the host organization and supervisor
   d) A copy of an updated resume to include specific duties and functions carried out during the internship, as well as an relatable achievements

Part II (15%) – Your supervisor will complete a survey evaluating the your performance while completing the internship.
Minor Requirements section; pages 307-308

Hospitality and Tourism Management Minor

Credit Hours: 18

Minor Requirements:
The minor provides non-business administration majors a fundamental understanding of the core management skills and knowledge areas in the hospitality and tourism sector in order to prepare them for career opportunities therein.
At least nine credit hours in the minor must be earned at the College of Charleston.

Core courses:
ACCT 203 Financial Accounting
ECON 200 Principles of Microeconomics
HTMT 210 Principles and Practices in Hospitality and Tourism
HTMT 444 Hospitality Management Internship

Additionally, at least nine credit hours from upper division HTMT courses (300–400 level)

Internship: A non-credit internship (generally completed the senior year) is required of all students in the hospitality and tourism minor. Fall, spring, and summer internships require a minimum of 120 clock hours of meaningful management activity within a hospitality and tourism organization.