To: Curriculum Committee
From: Dr. Wayne Smith – Chair Department of Hospitality and Tourism Management
Subject: HTMT 244 Proposal

Please find attached our proposal for a new course which will be called HTMT 244 – Internship. The proposed class will be a general elective course. The primary benefit of this course is that it will allow students to engage in an experiential learning opportunity prior to their senior year. Further, this course will allow us to add a layer of student protection currently unaddressed under our current system. For instance, in taking the course we can limit work hours to 20 per week. We can ensure that students are gaining valuable learning processes. In addition, this course will make it easier for students to engage in internships abroad (especially related to gaining visas) as well as locally (companies who require course credit to be offered). Last, this course closes the loop on one the critiques delivered by the AACS accreditation committee related to the program during the visit last year where it was noted that we offer many fewer internship opportunities than other programs.

In terms of resources, the HTMT Department has a full time dedicated internship coordinator. The Department has put into place over the last year new computer systems and policies to streamline the internship process. We plan to offer one section of this course per semester. We will be able to merge this course into the current rotations without additional resources. As this is a general elective, it should not have any bearing on other Departments or have a significant impact on enrollment patterns.

In this package you will find, the course form, a copy of a syllabus, as well as the signature page.

Sincerely,

Wayne W. Smith PhD – Associate Professor
Chair of the Department of Hospitality and Tourism Management
Beatty Center #302
School of Business – College of Charleston
Charleston, South Carolina, USA
29424-0001

Email: smithww@cofc.edu
Office Phone: 843.953.6663
Cell Phone: 843.475.4102
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.

B. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:

   

   [Signature]

   Date: 11-24-15

2. Signature of Academic Dean:

   [Signature]

   Date: 11-24-15

3. Signature of Provost:

   [Signature]

   Date: 1-8-16

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

   [Signature]

   Date: ________________

   □ fee approved on ____________

   □ BOT approval pending

5. Signature of Curriculum Committee Chair:

   [Signature]

   Date: 1-15-16

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

   [Signature]

   Date: ________________

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

   [Signature]

   Date: ________________

8. Signature of Faculty Senate Secretary:

   [Signature]

   Date: ________________

Date Approved by Faculty Senate: ________________
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: Wayne Smith Phone: 843.953.6663 Email: smithww@cofc.edu

Department or Program: Hospitality and Tourism School: Business

Subject Acronym and Course Number: HTMT 244

Catalog Year in which changes will take effect: FALL 2016

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

X 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.

Our business partners often require interns to be working on course credit in order to be eligible for their programs. Our current model excludes underclassmen from some excellent opportunities as a result (most of which are paid internships). By engaging a sophomore-level internship, students would likely be more qualified and better prepared for their senior-level required internship (HTMT 444). Further, this change addresses a call for more experiential education opportunities for students in the last AASCB report.
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 course will be a general elective and should not have a major impact upon any other program.

E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department:  
School:  
Subject Acronym:  
Course Number:  

Credit hours:  _  lecture  _  lab  _  seminar  _  independent study
Contact hours:  _  lecture  _  lab  _  seminar  _  independent study

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

Restrictions (pre-requisites, co-requisites, majors only, etc.):

Cross-listing, if any:

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

F. 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  School: Business  Subject Acronym: HTMT
Course Number: 244

Credit hours:  _  lecture  _  lab  _  seminar _1-3_ independent study

*Students will be required to work 40 hours for one (1) credit hours, 80 hours for two (20 credit hours and 120 hours for three (3) credit hours.

Contact hours:  _  lecture  _  lab  _  seminar  _  independent study

Course title: Internship

Course description (maximum 50 words, exactly as it appears in the catalog):
The purpose of this course is for students to gain an entry level experience within the hospitality and tourism realm. Students will increase their exposure to and understanding of the hospitality and tourism industry and potential career paths to which they may work towards. The internship will be guided by a Learning Contract and academic components designed to enhance the student's knowledge.

Restrictions (pre-requisites, co-requisites, majors only, etc.): HTMT 210

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.

Cross-listing, if any (submit approval from relevant department): __________________________
Note: Cross-listed courses are equivalent.

Is this course repeatable? ☒ yes ☐ no If yes, how many total credit hours may the student earn? 3

Is there an activity, lab, or other fee associated with this course? ☐ yes ☒ 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.

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

The department has a full time internship coordinator which will be placed in charge of the course.
H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
</tr>
</thead>
<tbody>
<tr>
<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>
<tr>
<td>1. COMMUNICATION SKILLS: Students will demonstrate the ability, via both written (survey design &amp; report writing) and spoken word (data collection &amp; presentation of the results), to effectively present, critique, and defend ideas in a cogent, persuasive manner.</td>
<td>• Students will complete a weekly diary of their experiences during the internship. The diary should note their daily duties, skills that they have acquired, situations which arose and how they handled them.</td>
</tr>
<tr>
<td>2. 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 as a result of completing this internship.</td>
<td>• The student will find an ad for a ‘dream job.’ The student 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.’</td>
</tr>
<tr>
<td>• At the mid-term &amp; final the student and their supervisor will meet with the instructor to discuss their progress to date. Using their daily diary entries &amp; initial learning contract will develop a five to seven page paper in you will:</td>
<td>o Use the learning contract to state how you have working on the goals set out in the document;</td>
</tr>
<tr>
<td></td>
<td>o Identify key skills that they have employing;</td>
</tr>
<tr>
<td></td>
<td>o Address any management lessons/ observations that they have made to date; and</td>
</tr>
<tr>
<td></td>
<td>o Working with your supervisor; create a plan for moving forward in the 2nd half of the internship.</td>
</tr>
</tbody>
</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?

This course aligns with the School of Business strategic goals surrounding synthesis and communications. A sophomore internship would allow students to gain a greater understanding if hospitality is indeed a field of study they wish to pursue. Further, for those that wish to pursue hospitality as a career choice, having this internship will enhance their abilities to gain higher quality internships as a senior.

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

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

☐ I have completed all relevant parts of the form.

☐ 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.

☐ I have submitted one Signature Form that lists all of the different forms I am submitting.
HTMT 244 – Internship

Instructor:

Wayne W. Smith PhD

Associate Professor - Department of Hospitality and Tourism Management

School of Business – College of Charleston

7 Liberty Street - J.C. Long #306

Charleston, South Carolina, USA

29424-0001

Email: smithww@cofc.edu

Office Phone: 843.953.6663

Office Hours: By Appointment

Course Description:

The purpose of this course is for students to gain an entry level experience within the hospitality and tourism realm. Students will increase their exposure to and understanding of the hospitality and tourism industry and potential career paths to which they may work towards. The internship will be guided by a Learning Contract and academic components designed to enhance the student’s knowledge.

Prerequisites: HTMT 210
Learning Goals:

The learning goals are:

<table>
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<tr>
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<th>Assessment Method and Performance Expected</th>
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</thead>
<tbody>
<tr>
<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. COMMUNICATION SKILLS: Students will demonstrate the ability, via both written (survey design & report writing) and spoken word (data collection & presentation of the results), to effectively present, critique, and defend ideas in a cogent, persuasive manner.

- Students will complete a weekly diary of their experiences during the internship. The diary should note their daily duties, skills that they have acquired, situations which arose and how they handled them.

2. 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 as a result of completing this internship.

- The learning contract will contain a theoretical frame which the student will apply to the business in both mid-term and final reports.

- Students will apply theoretical frames learned in HTMT 210 classroom activities to daily logs.

- The student will find an ad for a ‘dream job.’ The student 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.’

- At the mid-term & final the student and their supervisor will meet with the instructor to discuss their progress to date. Using their daily diary entries & initial learning contract will develop a five to seven page paper in you will:
  - Use the learning contract to state how you have working on the goals set out in the document;
  - Identify key skills that they have
employing;
- Address any management lessons/observations that they have made to date; and
- Working with your supervisor; create a plan for moving forward in the 2nd half of the internship.

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 clearly related more to a misunderstanding will be 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 by both 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 stored on a cell phone), 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://www.cofc.edu/studentaffairs/general_info/studenthandbook.html.
Disability Statement

This College abides by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act that stipulates no student shall be denied access to an education “solely by reason of a handicap.” Disabilities covered by law include, but are not limited to, learning disabilities and hearing, sight or mobility impairments. If you have a documented disability that may have some impact on your work in this class and for which you may require accommodations, please see an administrator at the Center of Disability Services, (843) 953-1431 or me so that such accommodation may be arranged.

Grading

<table>
<thead>
<tr>
<th>Grading</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diary</td>
<td>25</td>
</tr>
<tr>
<td>Mid-Term Report</td>
<td>25</td>
</tr>
<tr>
<td>Professional Development Portfolio</td>
<td>25</td>
</tr>
<tr>
<td>Final Evaluation</td>
<td>25</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Grading

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 93</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72</td>
</tr>
<tr>
<td>D+</td>
<td>67 - 69</td>
</tr>
<tr>
<td>D</td>
<td>63 - 66</td>
</tr>
<tr>
<td>D-</td>
<td>60 - 62</td>
</tr>
</tbody>
</table>
Weekly Log (25%)

Students will complete a weekly diary of their experiences during the internship. The diary should note their daily duties, skills that they have acquired, situations which arose and how they handled them. Further, the skills should note what theoretical frames (such as the Services Marketing Triangle) were found to be implemented during the work experience. They should be completed using the template given below:

<table>
<thead>
<tr>
<th>Date (MM/DD/YEAR):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours Worked:</td>
</tr>
<tr>
<td>Duties Completed:</td>
</tr>
<tr>
<td>Skills Used:</td>
</tr>
<tr>
<td>Theoretical Frames/Observations:</td>
</tr>
<tr>
<td>Management Lessons:</td>
</tr>
<tr>
<td>Other Notes:</td>
</tr>
</tbody>
</table>
Mid-Term Report (25%)

At the mid-term the student and their supervisor will meet with the instructor to discuss their progress to date. Using their daily diary entries & initial learning contract will develop a five to seven page paper in 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.

Professional Development Portfolio (25%)

The portfolio will contain resume, sample cover letters and mock interview results. Further, the portfolio will contain samples of work completed to date.

Final Evaluation (25%)

Part I (10%) – Using their daily diary entries & initial learning contract will develop a five to seven page paper in you will:

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.

Part II (15%) – the students' supervisor will complete a survey evaluating the students' performance while completing the internship.
To: Curriculum Committee
From: Dr. Wayne Smith — Chair Department of Hospitality and Tourism Management
Subject: HTMT Concentration Change and HTMT 444 Prerequisite Change Proposal

Please find attached our proposal for a change to our concentration and a change to our HTMT 444 internship course perquisites.

The change to the concentration is to fully align the program with the major and minor where HTMT 444 is required. The change will eliminate one of the required HTMT electives and make HTMT 444 mandatory. Further, as currently the prerequisites for HTMT 444 are senior status and being a declared major or minor, we then need to add the concentration to the HTMT 444 prerequisites for the course. This change addresses a concern of the AACSB accreditation team and aligns our program.

In terms of resources, the HTMT Department has a full time dedicated internship coordinator. The Department has put into place over the last year new computer systems and policies to streamline the internship process. We will be able to merge this course into the current rotations without additional resources. As this is a concentration change, it should not have any bearing on other Departments or have a significant impact on enrollment patterns.

In this package you will find; the program change form, the course form, a copy of a syllabus, as well as the signature page.

Sincerely,

Wayne W. Smith PhD — Associate Professor
Chair of the Department of Hospitality and Tourism Management
Beatty Center #302
School of Business — College of Charleston
Charleston, South Carolina, USA
29424-0001

Email: smithww@cofc.edu
Office Phone: 843.953.6663
Cell Phone: 843.475.4102
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.

Program Change Form, Course Change Form, Copy of syllabus

B. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:

2. Signature of Academic Dean:

3. Signature of Provost:

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

5. Signature of Curriculum Committee Chair:

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

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

8. Signature of Faculty Senate Secretary:

Date Approved by Faculty Senate: ____________________

☐ fee approved on ____________
☐ BOT approval pending
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: Wayne Smith  Phone: 953.6663.  Email: smithww@cofc.edu

Department or Program: Hospitality and Tourism Management  School: Business

Subject Acronym and Course Number: HTMT 444

Catalog Year in which changes will take effect: FALL 2016

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)
X 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.

Change course prerequisite to include concentrations. This change will allow us to align our program to reflect the program goals and objectives.

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 change will not affect any other departments. In terms HTMT 444, we currently offer three (3) sections per annum. Over the past five years, there has never been more than ten (10) students graduate with the concentration. We could easily accommodate those students in our current offerings.

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 X independent study
Contact hours: ___ lecture ___ lab ___ seminar ___ 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 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.

Restrictions (pre-requisites, co-requisites, majors only, etc.): Prerequisites: Senior standing, declared major, minor or concentration in hospitality and tourism management, or permission of the instructor.

Cross-listing, if any:

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: School: Subject Acronym: Course Number:

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

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

Restrictions (pre-requisites, co-requisites, majors only, etc.):

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.

Cross-listing, if any (submit approval from relevant department): ________________
Note: Cross-listed courses are equivalent.

Is this course repeatable? □ yes □ 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 □ 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.

We currently have an internship coordinator on faculty. We will be able to absorb the small number of students into current sections being offered.

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

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<th>Student Learning Outcomes</th>
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</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 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 further 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 synopsized as a part of the final report as well. This assignment should fit neatly into their mid-term 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 part of the final report.</td>
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<td>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 and be able to efficiently mold themselves to meet the needs of any position</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 mid-term 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</td>
</tr>
</tbody>
</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 see 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 Business School 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 attached.

J. CHECKLIST.

□ I have completed all relevant parts of the form.

□ 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.

□ I have submitted one Signature Form that lists all of the different forms I am submitting.
Instructor:

Jeremy Clement, MBA, PMP

Internship Coordinator | Instructor
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 or Minor in hospitality and tourism management (or Concentration & 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, participation in an online advisory session during the internship is mandatory. A maximum of three (3) hours of internship credit will be awarded, a minimum of 120 hours’ work experience is required.

This form was last updated on 12/13/13 and replaces all others.
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.

**GLOBAL/CIVIC RESPONSIBILITY:** Identification of social, ethical, environmental and economic challenges at local, national and international levels

**INTELLECTUAL INNOVATION AND CREATIVITY:** Demonstration of resourcefulness and originality in addressing extemporaneous problems

**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.

Additional Attendance & Completion Requirements – PLEASE READ

Your attendance at either: Both the initial and the midterm Internship Advisory Sessions OR to the Online Advisory Session (see below) and at least 1 of the in-person sessions is mandatory. Several options will be provided for both in-person sessions. If you cannot attend any of the various options provided, it will be incumbent upon you to participate in the online session in place of one of the in-person sessions. Lack of attendance at either session will have a direct effect on your final grade – see HTMT 444 Course Evaluation Rubric.

Follow this link to sign up for: Internship Initial Advisory Session (I)

Follow this link to sign up for: Internship Midterm Advisory Session (II)

Follow this link to the online VoiceThread session: VoiceThread Class Link

➢ Once signed up (access and the app are free), you should be given access to the internship advisory session I’ve recorded. VoiceThread is a unique, interactive tool that will allow you to review the session material at your own pace and comment either via text, audio or video commentary. I think you’ll find it very engaging and hopefully the session will be informative as you begin the internship course assignments.

➢ **You are required to ask at least one question** – or at the very least leave a comment (though I would be very surprised if you don’t have even one question!) – in order to attain the 5 points credit for attending the advisory session. Your question will be tagged with your info so I can award credit.

Early Termination or Dismissal

Also, 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 or any other policy.

This form was last updated on 12/13/13 and replaces all others.
### Learning Outcomes & Assessment:

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What will students know and be able to do when they complete the course?</strong></td>
<td><strong>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?</strong></td>
</tr>
<tr>
<td>5. 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 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>6. 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>
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This form was last updated on 12/13/13 and replaces all others.
Professor’s Policies

- Direct Engagement
  - Please come see the professor if you need help with the course materials.
  - If the office door is open, please feel free to knock and enter (unless someone else besides me is already in the office).
  - I always encourage you to make an appointment when possible, at the very least email prior to coming by to give me time to prepare for you.

- Correspondence
  - Please use your school Email account for all electronic correspondence with the professor & industry clients.
  - When Emailing please put the course number in the subject line and remember to check your grammar and spelling.
  - 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.

- Assignments
  - Utilize a Name.Assignment.Date format to name all submitted assignments (i.e. if I am turning in my midterm, I would name the file: Clement.MidtermReport.6.15.14)
  - All assignments are due by the end of the day on the day specified as the due date
  - All assignments submitted after that time are considered late and up to a 25% per day penalty may 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.

This form was last updated on 12/13/13 and replaces all others.
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 or call (843)953-5635.

Grading Scale & Assignments:

<table>
<thead>
<tr>
<th></th>
<th>Scoring</th>
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</thead>
<tbody>
<tr>
<td>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>15%</td>
</tr>
<tr>
<td>Attendance</td>
<td>5%</td>
</tr>
<tr>
<td>Final Report</td>
<td>20%</td>
</tr>
<tr>
<td>Final Supervisor Eval</td>
<td>15%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
</table>

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<table>
<thead>
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<th>LETTER GRADE</th>
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</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>
</tr>
<tr>
<td>80-82.99</td>
<td>B-</td>
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<td>C+</td>
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<tr>
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<td>C</td>
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<tr>
<td>70-72.99</td>
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<td>D+</td>
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<tr>
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<td>D</td>
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<tr>
<td>60-62.99</td>
<td>D-</td>
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<tr>
<td>&lt;60</td>
<td>60</td>
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</table>

Semester Assignments:

**Work Journal (25%)**

Due Date: Daily/Weekly, *to be reviewed periodically at the instructor's discretion*

1. Complete a regular (Daily/Weekly – based on the quality of the information) Work Journal entry for each day/week you work
   - Please keep up with these on a regular basis, do not attempt to fill out multiple entries all at once
   - *Bi-weekly updates are suggested*, weekly entries constitute minimal effort, anything less will lose points
   - 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
   - The regular work journal entries are 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 FIRST and your last name (optional) as the document title (i.e. 12.1.15 or Dec.1.2015 or 12.01.2015.Clement)
3. Place the entry into the shared Google Drive folder – *please ensure you share this folder with the instructor and that you’ve assigned comment or edit rights.*

Students will continually maintain a regular work journal of their experiences during the internship. The work journal should provide insight on the overall internship experience and may include: daily duties, skills tested or acquired,
situations which arose and how they handled them, observations or impressions made or gathered via their internship work experience.

Journal entries do not need to include all of these elements, all of the time. But you should consider these categories as strong starting points through which you can mold your thoughts and capture viable information from the internship experience. In other words, don’t strictly adhere to these categories — use this template as an outline to begin the thought process. Utilize these journal entries to capture any- and everything that you might want to include or reference in a semester report.

Your journal entries are private to you. While I will be periodically reviewing them for completion and consistency, they are the primary vehicle for the intern to capture the experiences and lessons being learned for later inclusion in course reports. It is vital that you collect any pertinent details as well as dates and specific milestones of your internship experience.

Regular journals should be completed using the template below (Daily Journal Template also provided via the course Google Drive folder):
Provide responses to the Critical Learning Log on a Weekly basis, no exceptions.


Kolb (1984) instructs us that there is no guarantee that an experience necessarily will be a learning experience. In order for that to happen, there needs to be a framework within which one can process the experience. One way of doing that is to reflect upon your week and think about those moments of learning that occurred, specifically those that made a difference in your experience. Remember to be focused and concise in thinking about what and how you are learning.

- **What was the focus of your internship work this past week?**
  - What was the focus of supervision and what was your role in it?
  - What insight did you develop about yourself in your role as an intern?

- **What was the most critical moment of learning during the past week?**
  - Why is it important to you?
  - How does it affect you? Your internship?
  - How might it affect your work in the future?

- **What will be the focus of your work this coming week?**


<table>
<thead>
<tr>
<th>Critical Learning Log Responses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duties Completed:</td>
</tr>
<tr>
<td>Skills Used:</td>
</tr>
<tr>
<td>Management Lessons/ Observations:</td>
</tr>
</tbody>
</table>
Mid-Term Report (20%)  

Due Date: Friday, October 9th

At the mid-term the student will meet with their supervisor and with the instructor (in the 2nd advisory session) to discuss their progress to date. Additional instruction will be provided during the 2nd internship advisory session (an outline of this information can be found here). Using the daily work journal entries & initial learning contract, students will develop a 5 - 7 page analysis report in which you will:

1) State progress towards goals and objectives set out in the Learning Contract
   - Include any specific milestones or tasks completed
   - Describe how objectives not yet achieved will be addressed moving forward
   - Provide any course correction updates & change management plan

2) Identify key skills tested, employed or gained
   - Provide examples & samples of any work available

3) Address any major management lessons or experiences
   - Provide examples
   - Describe impact and relevance to career and/or personal development

4) Major observations & milestones
   - Achieved or identified as desirable
   - Provide dates & timelines where appropriate

5) Include both a ‘Next Steps/Moving Forward’ (i.e. predictive) section as well as an ‘Takeaway/Lessons Learned’ (i.e. reflective) section as a Conclusion to wrap up how you will move forward and how you have processed the experience so far

6) Working with your supervisor: create a plan for moving forward in the 2nd half of the internship.
   - You must submit your Midterm Report BOTH via OAKS or email AND via the Student Intern Portal
   - Host supervisor must acknowledge (via the online Internship Management Program) that the intern has reviewed this report with them
     - An email will be sent to your supervisor upon your submission of the assignment via the Student Intern Portal
   - Include any pertinent changes or notes from the supervisor meeting in the report or as an addendum (if necessary)
Career Plan (15%)  

Due Date: At any point in the semester but prior to Tuesday, October 20th  

You will find an ad for a ‘dream job’ on the open job market 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 the ideal candidate for the chosen opportunity. The idea is to map how you get from you, the intern/student, to you, the ideal candidate for your dream job. The job you select should not be something immediately achievable upon graduation, attempt to look forward at where you hope to be in 5-10 years.

Go online and find a job posting for an ideal position or ‘dream job’ 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. The job description or posting must be provided as an appendix to this assignment.

For this assignment you must:

1. Develop a short term career strategy (1 – 6 month(s) → 1 – 5 year(s) → 5+ years out – be realistic). This strategy will include:
   - Create a Career Path Map which shows the typical position arc to get to your dream position...
     - E.g. Front Desk → Front Desk Manager → Operations Manager
     - Include time estimates to achieve and hold each position
     - Identify 3 companies or 3 types of organizations who could provide either an
       1. Internship opportunity and/or
       2. Entry level work experience
     - Identify any Professional Organizations that you could join
     - Describe any Professional Certifications or additional Educational Requirements that would assist you in getting to your dream position
     - Describe any Related Experience that might facilitate or accelerate growth or that might be required for due consideration
   - Synopsize your Career Path Map by detailing out the most critical aspects of this path. Describe the impact this path has on your aspirations and any pertinent takeaways or realizations you’ve developed as a result of this assignment

2. Develop a personal SWOT Analysis of yourself against the position you’ve identified
   - Utilize a traditional S.W.O.T. graphic to analyze yourself and your experiences upon graduation vs. the ideal candidate and job description/requirements for the position you’ve selected.
   - In a brief synopsis of your SWOT analysis, address these key points:
     - What are your current personal strengths in relation to achieving your longer term career goals?
       1. What are you currently doing to enhance these skills?

This form was last updated on 12/13/13 and replaces all others.
What are your current personal weaknesses in relation to achieving your longer term career goals?

1. What are you currently doing to address these weaknesses?

Who can help you achieve your career goals?

1. What have you done or could do to foster those relationships?
2. What have you done or could do to develop a more comprehensive network?

What market forces could prevent you from achieving your career goals?

1. What secondary skills have you developed in case your first career path is blocked?

Final Evaluation

Due Date: Monday, December 7th

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 midterm report as follows:

1) State how you have achieved the goals set out in the Learning Contract
   o Include any specific milestones or tasks completed
   o Provide relevant updates from midterm progress
   o Report on any additional valuable experiences gained or achievements made

2) Synopsize key skills tested, employed or gained
   o Provide examples & samples of any work available

3) Address any major management lessons or experiences
   o Provide examples & any relevant achievements
   o Describe impact and relevance to career and/or personal development

4) Major observations & milestones
   o Achieved or prospective (especially if milestone is accelerated by the internship experience)
   o Provide dates & timelines where appropriate

5) Integrate relevant information from your Career Plan assignment into your report
   o Expand on any correlations, synergies or advantages realized as a result of this experience

6) Describe how you plan to use the Lessons you Learned during the internship moving forward.
   o Provide insight on next steps of your career progression and detail any relevant impact realized as a result of the internship experience

7) A synopsis of the overall experience
   o Including at least 3 direct consequences of this experience that will affect your future career aspirations and goals.

Also include:

1) 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’ve made, suggested or observed as relevant during the process.

2) A copy of the thank you letter to the host organization and supervisor

3) A copy of an updated resume to include specific duties and functions carried out during the internship, as well as an relatable achievements

This form was last updated on 12/13/13 and replaces all others.
Part II (15%) – Your supervisor will complete a survey evaluating your performance while completing the internship.

➢ If your supervisor does not complete the survey, you will be awarded the 10 points corresponding to an Average score...it is incumbent upon you to confirm and follow up with your supervisor regarding the completion of your internship evaluation survey.
FACULTY CURRICULUM COMMITTEE
CHANGE/DELETE PROGRAM 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: Wayne Smith  Phone: 953.6663  Email: smithww@cofc.edu
School: Business  Department or Program: Hospitality and Tourism Management
Name and Acronym of Major: HTMT

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

☐ Change Request (fill out all sections)
  ☐ Add an existing course to requirements or electives
  ☐ Add a new course to requirements or electives (attach completed course form for each)
  ☐ Delete courses from requirements or electives
  X  Add or modify concentration*
  ☐ Add or modify cognate*

*Note: Only concentrations and cognates requiring 18 or more credit hours will be tracked in Banner and Degree Works and noted on the transcript.

☐ Terminate Program (fill out E, G, H, and I)
  ☐ Terminate degree
  ☐ Terminate major
  ☐ Terminate concentration
  ☐ Terminate cognate

C. GENERAL INFORMATION

Number of Current Credit Hours (for existing program): 18
Number of Proposed Credit Hours (for changed program): 18
Catalog Year in which changes will take effect: FALL 2016
D. CURRICULUM. Please list every change you are making below AND attach the current Program of Study Worksheet for this major (http://registrar.cofc.edu/program-of-study-resources/program-of-study-worksheets/index.php) with changes marked in RED.

Hospitality and Tourism Management Concentration

Required courses:

HTMT 210 Principles and Practices in Hospitality and Tourism (3) PR: None
HTMT 444 Hospitality Tourism Management (3) PR: Senior standing, declared major or minor in hospitality and tourism management, or instructor permission

Choose one of the following options for electives:

Option 1: Choose 12 credit hours from the following:

HTMT 310 Current Issues in Hospitality and Tourism Management (1-3) PR: HTMT 210, junior standing; or department chair permission
HTMT 350 Hospitality and Tourism Marketing (3) PR: Junior standing; HTMT210; MKTG 302 or ARTM 370; or instructor permission
HTMT 351 Hotel Management (3) PR: Junior standing, HTMT 210 or instructor permission Programs of Study 123
HTMT 352 Service Operations Management (3) PR: Junior standing, HTMT 210 or instructor permission
HTMT 353 Hospitality Sales and Negotiations (3) PR: Junior standing, HTMT 350 or MKTG 302 HTMT 354 Hospitality and Tourism Technology (3) PR: Junior standing
HTMT 355 Negotiations: Principles and Practices (3) PR: HTMT 352 or instructor permission
HTMT 360 Special Topics in Hospitality & Tourism (1-3) PR: Junior standing, other pre-requisites depending on topic
HTMT 361 Meeting and Conventions Management (3) PR: Junior standing, ACCT 203, HTMT 210 or instructor permission
HTMT 362 Events Management (3) PR: Junior standing, ACCT 203, HTMT 210 or ARTM 200 or instructor permission
HTMT 370 Foodservice Enterprise: Design & Development (3) PR: Junior or senior standing, HTMT 210 HTMT 372 Foodservice Operations Analysis (3) PR: Junior or senior standing, HTMT 210
HTMT 380 Managing Global Tourism (3) PR: ACCT 203, ECON 200, HTMT 210; or instructor permission
HTMT 399 Tutorial (3, repeatable up to 12) PR: Junior standing, tutor and department chair permission HTMT 420 Independent Study (3) PR: Junior standing, written agreement with instructor and chair
HTMT 444 Hospitality Tourism Management (3) PR: Senior standing, declared major or minor in hospitality and tourism management, or instructor permission
HTMT 488 Strategic Hospitality and Tourism Management (3) PR: Senior standing, ACCT 203, 204, DSCI 232, ECON 200, 201, FINC 303, HTMT 210, HTMT 352, MGMT 301, MKTG 302 HTMT 499 Bachelor's Essay (6) PR: Senior standing

Option 2:

Choose 9 credit hours from the list above and 3 credit hours from the following:

MGMT 307 Human Resource Management (3) PR: Junior standing, MGMT 301
MGMT 308 Managing Diversity (3) PR: Junior standing
MKTG 320 Marketing Research (3) PR: Junior standing, ECON 200, 201, MATH 104, DSCI 232, MKTG 302
REAL 310 Principles of Real Estate (3) PR: Junior standing

This form was last updated on 6/6/2013 and replaces all others. Page 2 of 5
E. RATIONALE AND EXPLANATION. Please provide a narrative addressing the request you are making and why you are making it.

In a recent study conducted by the HTMT Department, it was found that 53% of alumni attributed gaining their post-graduation job to their senior internship experience. Given the classes success with students taking the major and minor curriculum brining the concentration into alignment is a logical extension. Further, in the most recent AASCB accreditation report, the School of Business was asked to make internships and experiential education more accessible to students. This change assists in closing this loop.

F. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
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<tbody>
<tr>
<td>What will students know and be able to do when they complete the major or program?</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>
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<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 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>
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<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>
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<tr>
<td>3. Utilize skills, knowledge or experience gained during the internship experience to further their career perspectives or potential job opportunities and to further 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 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.</td>
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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 and be able to efficiently mold themselves to meet the needs of any position.

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.

Additional Outcomes or Comments:

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 see 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 Business School mission statements. This also assists with addressing issues raised during our previous AACSB accreditation report which asked for more experiential learning opportunities for students.

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

In examining enrollment, this change would affect less than ten (10) students annually.

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

We have already a staffed Internship coordinator position. We currently offer three (3) sections of HTMT 444 per annum. With less than ten (10) students affected, we could easily absorb them into the current offerings.
I. CHECKLIST

☐ I have completed all relevant parts of the form.

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

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

☐ (For proposals that affect other departments in any way) I have attached an acknowledgement from the relevant department.

☐ I have provided the complete curriculum for the program, concentration, emphasis, etc., 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.