



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2016

HP 2270 SECTION A3 – HOSPITALITY PRACTICUM II – 3(0-1-4) 75 HOURS

Instructor Carolyn Vasileiou

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Office Hours Wed – 9:00 -10:30am
Thurs – 1:00 -2:30pm
or by appointment

Prerequisite: HP 1240

Required Text/Resource Materials: No

Description:

Students will be immersed in hospitality and tourism environments through a practicum that brings together theory and practice. Students will complete a number of observations, reflections, and assignments while completing the weekly seminars and practicum. The practicum may involve shift work.

Credit/Contact Hours:

This is a 3 credit course with 75 hours of practicum placement. Students are expected to complete all the placement hours.

Delivery Modes:

Work placement, individual reflection, journal writing and online discussion forums will be used in the course.

Course Objectives:

- To give students opportunities to further enhance skills and knowledge by way of practical application.
- To acquaint students with a variety of field experiences in the area of Hospitality and Tourism.
- To integrate theory with practical experience.
- To assist students with future employment by gaining work experience and connecting them with employers.

Learning Outcomes:

As a result of taking this course, students will gain the ability to:

- Integrate and apply theoretical learning into practice at a work setting.
- Develop valuable skills and experience from working at a job site.
- Build important connections and networking opportunities within the business community.



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- Increase self - confidence by contributing theoretical and practical skills learned in the classroom.
- Explore employment opportunities within the hospitality and tourism industry.

Transferability:

This course is not acceptable for transfer to most universities, although it may be part of a block transfer to some such as Royal Roads University.

Go to <http://alis.alberta.ca/ps/tsp/ta/transferbetweeninstitutions.html> for further details.

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

Grading Criteria:

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

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

Evaluations:

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

Course Schedule/Tentative Timeline:

Work placement will begin soon after the first day of classes, January 6, 2016, and will continue until approximately, April 13, 2016, which is the last day of classes.

February 15 – 20 is Reading Week, no classes or work experience (unless you choose). Classes resume February 22.

Student Responsibilities:

1. The instructor and student will determine the organization where the work experience will occur.
2. All assignments must be completed and will be for credit.



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3. Students are expected to keep a **journal** logging their dates of work, number of hours worked each shift, work tasks performed, plus personal insights and learning. **These entries are to be submitted bi-weekly to the instructor via Moodle. Please ensure your name is on your document.**
4. Students will keep a **timesheet** that has been signed off by their supervisor or associate. This is to be handed in at the midway point in **February** and again in early **April** or when the placement is finished.
5. At the **midterm** and at the **end** of the course, students will provide a **written self – evaluation** of their work and include this with their timesheet.
6. To share experiences, **discussion forums** will be posted occur on Moodle. It is the student's responsibility to participate in these.
7. The **workplace supervisor** is requested to participate in a **face to face meeting** with the student and instructor at the **midway point** as well as provide a **final assessment** on the student's progress.
8. Both the supervisor and the student need to contact the instructor immediately if there are problems or concerns that they are unable to resolve. At the request of either the employer or the student, the internship may cease and alternative arrangements will be made for the student to complete their field placement.
9. If a student is ill and unable to attend the work placement, a call must be made to the supervisor informing them of the absence.
*** If a student misses more than two placement visits, the instructor has the right to ask the student to withdraw from the practicum.**

Statement on Plagiarism and Cheating:

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

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



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