

**Dept. of Parks, Recreation, and Hospitality Administration
Arkansas Tech University
HA 4001
Internship Preparation
Fall 2014**

Wednesday 12:00 noon – 12:50 p.m.
Williamson 125

Instructor: Dr. Cathi McMahan
Department Head/Associate Professor
Dept. of Parks, Recreation, and Hospitality Administration
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Office Hours:

Monday 10:00 a.m. – 12:00 noon
Tuesday 10:00 a.m. – 11:00 a.m. & 1:00 – 2:00 p.m.
Wednesday 10:00 a.m. – 12:00 noon
Thursday 10:00 a.m. – 11:00 a.m. & 1:00 – 2:00 p.m.
Friday 9:00 a.m. – 11:00 a.m.

*Additional hours scheduled by appointment only.

Hospitality Administration Mission Statement:

The mission of the Hospitality Administration Program is to provide quality education in hospitality administration, build a foundation for professional growth and development and encourage lifelong learning.

HA Program Learning Outcomes

At the conclusion of the program, students will be able to:

1. Exhibit professional hospitality administration knowledge, skills, and abilities.
2. Execute core management concepts in the areas of hospitality accounting, finance, human resources, marketing, operations, and technology.
3. Describe the fundamental principles of leadership and demonstrate successful leadership skills.
4. Utilize critical thinking, problem solving, written and oral communication, and investigative skills specific to hospitality administration.
5. Apply experiential learning experiences acquired through courses, work experience, and internship to become a successful professional.
6. Demonstrate best practices to meet ever changing guest needs and expectations.



Prerequisites:

HA major, senior standing, and completion of HA 2053 or permission of department head.

Course Description:

Preparation for the internship experience. This course is graded Pass/Fail.

Course Purpose:

The purpose of this course is to provide an opportunity for the student to arrange for an internship which matches his or her career goals, knowledge, skills, and abilities with the needs of the hosting organization. Students should select an internship that will provide an opportunity for continued growth while making the transition to being a professional in their chosen field.

As part of the transition process, students are expected to attend a number of workshops sponsored by Norman Career Services on the ATU campus. Workshops include information on etiquette and appropriate dress.

In addition the course provides students with an opportunity to reflect on their accomplishments through their work at Arkansas Tech University. This is achieved through the development of a portfolio. The portfolio serves the department as an important means of providing insight into the effectiveness of the curricula.

While participating in this course, students are encouraged to participate in industry related job fairs throughout the state and region.

Course Objectives: During this course students will:

1. Arrange for an internship to be completed the following semester.
2. Develop a portfolio that reflects academic achievement and professional development.

Required Textbook:

Gower, R. & Mulvaney, M. (2012). *Making the most of your internship: A strategic approach*. Urbana, IL: Sagamore Publishing.

Attendance:

Attendance will be taken at each class meeting to satisfy financial aid requirements of the federal government. While no points are awarded for attendance, credit may be awarded for exercises or other activities completed in class. These activities will only be available to those in attendance.

Email:

Email concerning this class may be sent to your Tech email account.

Blackboard:

Some course material may be posted to the course blackboard site.

Late Assignments:

Work is due at class time on the date specified when the assignment is given unless changed by the instructor. Late work will not be accepted unless an extension has been granted by the instructor. An extension is more likely to be granted if requested in advance and for a valid reason. Valid reasons include health problems and school responsibilities. When the student knows they will be absent on the day an assignment is due, the assignment should be turned in early. The instructor will be the sole judge as to whether or not an extension is warranted. In the event an extension is granted, late work may be penalized 10% or more per day.

Work Quality:

All written homework assignments should be high quality. That means writing that is planned and coherent, and has gone through several drafts and revisions. Writing should follow the *Publication Manual of the American Psychological Association* in style. Refer to this publication for proper paper and reference citation formats. Copies are available at the bookstore and the library.

Electronic Devices:

Please turn off all electronic devices such as cell phones while in class. In the event they should go off inadvertently, please turn them off and wait until appropriate time to attend to them. Please do not leave in the middle of class to attend to a message unless it is an emergency. If you should receive word of an emergency, please excuse yourself by explaining the situation. No texting in class or class related events/activities.

Academic Honesty Statement:

Students are expected to adhere to the highest standards of academic honesty as outlined in the ATU Student Handbook. Any information that is copied from another source must be noted as such in student materials. Page number or Internet reference must appear in the text and full bibliographic references must appear in the reference section of the paper/assignment. Other forms of academic dishonesty include, but are not limited to buying papers, copying paragraphs/pages of text/whole papers off the Internet, copying another student’s answers, etc. Instances of academic dishonesty will result in the student’s work being submitted to other HA 1001 faculty for their interpretation of the work. If the faculty members find the work is guilty of plagiarism, the faculty can make the following recommendations: award a grade of a “0” on the assignment, make the student re-submit the work, award an “F” in the course, and/or report the student to the Dean of Students for further action, which could result in grounds for probation, suspension, and/or expulsion.

University Testing and Disability Services:

If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office of University Testing and Disability Services for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact the Office of University Testing and Disability Services if they are not certain whether a medical condition/disability qualifies. The University Testing and Disability Services office is located in Doc Bryan Suite 171. You may contact the office via phone at (479) 968-0302 or TTY Service: (479)964-3290 or email emeans@atu.edu

Final Grade:

This course is graded on a Pass/Fail basis. To receive a passing grade (P), students must earn an average of 70% or above on their work for the course. In addition students must earn a 70% or higher on both the Portfolio and the Internship Proposal assignments.

Assignments	Percentage
In- Class Assignments, Homework Assignments, and Quizzes	20%
Participation in a minimum of two Career Workshops sponsored by Norman Career Service	15%
Résumé	20%
Internship Site ID	15%
Professional Philosophy	10%
Eating & Greeting Etiquette Dinner Tuesday, October 21, 2014 5:30 p.m. – 7:30 p.m.	10%
Minimum of 10 professional contacts	10%
Total	100%
Portfolio (Must earn a 70% or higher)	
Internship Proposal (Must earn a 70% or higher)	

Business Dining Etiquette and Networking

Tuesday, October 21, 2014

5:30 p.m. – 7:30 p.m.

Williamson Hall Dining Room

You must register for the Etiquette Dinner by Friday, October 10, 2014 at Norman Career Services. A \$15.00 (?) nonrefundable fee is required at time of registration.

Tentative Schedule: This schedule is subject to change to meet the needs of the course. Any changes will be announced in time for students to prepare accordingly.

Week	Topic	Assignment/Reading
1 8/27/14	Course Introduction Course Requirements Review of Syllabus	Chapter 1 & 2
2 9/03/14	Resume Cover Letters Career Services	Draft Resume Due Chapter 5
3 9/10/14	Internship Requirements Portfolio Assignment Internship Proposal Assignment	Chapter 3
4 9/17/14	Initiating the Search Process	Chapter 4
5 9/24/14	Search and Research	Resume Due
6 10/01/14	Portfolio Assignment	Personal Introduction Due Chapter 6
7 10/08/14	Interviews	Professional Philosophy Due
8 10/15/14	Interviews Professional Dress	Internship Site Selection Due
9 10/22/14	<i>Etiquette Dinner</i> 5:30 – 7:30 p.m. Williamson Dining Room Tuesday, October 21, 2014	NO CLASS
10 10/29/14	Selection and Final Planning Review Portfolio Assignment	Chapter 7
11 11/05/14	Job Applications	Internship Proposal Due
12 11/12/14	Experiencing the Internship	Portfolios Due Chapter 8
13 11/19/14	Networking Career Development	Chapter 9 and 10
14 11/26/14	Thanksgiving Break	NO CLASS
15 12/03/14	Review Internship Manual Questions???	
16 12/10/14	Final Exam Wednesday, December 10, 2014 1:00 p.m. – 3:00 p.m.	