

COURSE OUTLINE

Field Study I

Course Description:

HM 143 Field Study I. 1-6 hours credit. Prerequisite: Enrollment in the Hospitality Management Program or concurrent enrollment in a hospitality management course or instructor permission. This course will enable the student to appraise his or her skills and develop career exploration experiences to clarify his or her professional choices. The student will analyze career options in the hospitality industry by exploring selected professions with interviews and job-shadowing experiences. The student will document the learning experiences and build a continuous portfolio to be use for future interviewing. Independent work will be evaluated and supported by regular conferences with their work-based learning coordinator.

Course Relevance:

Field studies in hospitality help the student gain first-hand knowledge of careers of interest and manage professional career goals. By gaining experiences in the industry and documenting his or her knowledge and skills, the student will enhance his or her marketability in the marketplace.

Required Materials:

Portfolio guidelines distributed by instructor.

Learning Outcomes

The intent is for the student to be able to:

1. Identify the areas of interest for their professional goals and evaluate the experiences and skills needed to be successful
2. Document the skills received through work experiences, volunteer work, and in the classroom that show expertise in selected professions

Learning PACT Skills that will be DEVELOPED and/or documented in this course

Through the student involvement in this course, the students will develop and document his/her achievement of the following primary PACT skills:

1. Critical Thinking
 - Through activities conducted in class and written assignments, the student will develop critical thinking and analytical skills.
2. Coping with Change
 - Through activities conducted in class, the student will respond to the effects of skills needed to be successful in their chosen profession.

Secondary Skills (developed but not documented)

- Time Management
- Valuing Diversity
- Leadership
- Self Concept
- Problem Solving
- Reading
- Writing
- Listening
- Computer Literacy

Major Summative Assessment Task(s):

These learning outcomes and primary Learning PACT skills will be demonstrated by:

1. Preparing a portfolio-based final project related to the hospitality industry that documents course concepts, in-class learning activities, and career research.

Course Content:

- I. Themes – Key recurring concepts that run throughout the course:
 - A. Continuous evaluation of career goals
 - B. Analyzing the different areas of personal interest for career
 - C. Internship possibilities to get into chosen career experiences
 - D. Acquiring and documenting skills needed for chosen career
- II. Issues – Key issues that will be addressed in this course: areas of conflict that must be understood in order to achieve the intended outcome:
 - A. How to achieve chosen career goals
 - B. Changing requirements to fulfill career goals
 - C. Retaining specific experiences to achieve career goals
 - D. Preparing information to show your abilities to future employers
- III. Concepts – Key concepts that must be understood to address the issues:
 - A. Identify different types of opportunities to achieve career goals
 - B. Methods of expressing your skills to future employers
 - C. Identifying and producing documents to show your abilities to future employers.
- IV. Skills / Competencies:
 - A. Define professional aspirations
 - B. Conduct personal inventory
 - C. Create plan of study
 - C. Create cover letter, resume and thank letter
 - D. List references who can verify the quality of work performed
 - E. Develop to skill sets and document them

Learning Units:

- I. Insight Into Yourself

- A. What's your dream?
- B. Statement of originality and confidentiality
- C. Work philosophy
- D. Personal goals
- II. Portfolio Documents
 - A. Letter of introduction
 - B. Resume
 - C. Thank-you letter
- III. Proof of Your Abilities
 - A. Skill sets
 - B. Work samples
 - C. Letters of recommendation
 - D. Certificates, awards, degrees and diplomas
 - E. Works in progress
- IV. Your Commitment to Your Own Personal and Professional Growth:
 - A. Community service
 - B. Professional memberships
- V. Reference Materials
 - A. Academic plan of study
 - B. Faculty and employer biographies
 - C. References
 - D. Special project

Learning Activities:

Learning activities will be self-directed with assistance by the faculty sponsor on a monthly basis. Learning activities will be geared toward development of a permanent portfolio that the student will continue to develop and update throughout his or her careers. Student skills will be expressed by the use of computers, written assignments, examinations and oral presentations.

Grade Determination:

The student will be graded on satisfactory completion of assessment tasks, learning activities, projects, and attendance, adequate participation and discussion.