

## **COURSE OUTLINE** **Career Planning for Hospitality**

### **Course Description**

HM 100. Career Planning for Hospitality. 1 hour credit. This course will enable the student to utilize a self-assessment, job search, cover letter, resume, and mock interview to initiate the career planning process in Hospitality Management.

### **Course Relevance**

The principles learned in this course will allow the student to identify careers that suit his/her background, abilities, and interests.

### **Required Materials**

Riegel, C., Dallas, M. (1998). *Hospitality and tourism careers: a blueprint for success*. (1<sup>st</sup> ed.). Upper Saddle River, NJ: Prentice Hall, Inc.

### **Learning Outcomes**

The intention is for the student to be able to

1. Identify current and future hospitality employment trends
2. Relate personal values, interests, and abilities to hospitality career possibilities
3. Use a variety of online resources to define job/career interests
4. Identify sources for finding information about the local hospitality job market
5. Develop a well-written cover letter and resume
6. Conduct him/herself effectively in an interview

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

Through the student's involvement in this course, he/she will develop his/her ability in the following primary PACT skill areas:

1. Writing
  - Through application of principles for well-written cover letters and resumes, the student will create documentation of skills and experiences that apply to securing a particular job.

### **Secondary Skills (developed but not documented)**

Self-Concept  
Problem Solving  
Non-Verbal Communication  
Time Management  
Leadership  
Reading  
Listening  
Computer Literacy

## Speaking

### Major Summative Assessment Task(s)

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

1. Compiling a portfolio of written assignments which demonstrates his/her analysis of the hospitality industry, developed skills, as it applies to his/her future employment.

### Course Content

- I. Themes – Key recurring concepts that run throughout this course:
  - A. Current and future trends
  - B. Self-assessment
  - C. Career exploration
- II. Issues – Key areas of conflict that must be understood in order to achieve the intended outcome:
  - A. Career trends
  - B. Upgrading skills
  - C. Networking
- III. Concepts – Key concepts that must be understood to address the issues:
  - A. Awareness of trends in the marketplace
  - B. Continual need to maintain one's marketable skills
  - C. Ongoing need to maintain one's network and career search resources
- IV. Skills/Competencies – Actions that are essential to achieve the course outcomes:
  - A. Relate current and future marketplace issues to personal career possibilities
  - B. Relate chosen personal values, interests, and abilities to job possibilities
  - C. Relate personal job/occupational interests to a potential employer
  - D. Develop a personal resume for a possible job
  - E. Recognize key evaluation factors during a job interview

### Learning Units

- I. Preparation for professional employment
  - A. Careers in hospitality and tourism
  - B. Charting a career path
  - C. Strategies and techniques of job hunting
- II. Self-assessment
  - A. Values
  - B. Interests
  - C. Abilities
  - D. Relevance of values, interests, and abilities to careers
- III. Career exploration
  - A. Government resources
  - B. Computer resources
  - C. Personal resources

- IV. Job search strategies
  - A. Social networks
  - B. Effective networks
  - C. Local job market information
  - D. Cover letters
  
- V. Resumes
  - A. Work and education history
  - B. Vocational identity
  - C. Resume design
  - D. Resume evaluation
  
- VI. Interviews
  - A. Types of interviews
  - B. Interview questions
  - C. Evaluation factors
  - D. Interview preparation
  - E. Mock interview
  - F. Job knowledge

### **Learning Activities**

Learning activities will be geared toward achieving the intended course outcomes through lecture, instructor-led class discussion, textbook reading assignments, and internet assignments.

### **Grade Determination**

The student will be graded on the assessment tasks, examinations, written assignments, quizzes and other methods of evaluation at the discretion of the instructor.