



Name: Hilda A Pettit

Submission Date: 11/14/2011



Organization: Vacca Office of Student Services

Course Catalog Update[<< Go back to Course Catalog Update form](#)[Print](#)**Course Catalog Update Information:****STU0004****Reference Number:** CCU002690**Date:** 18-SEP-11**Level:** 2.00 of 2.00**Currently On The Worklist Of:** Joanne Arhar, jarhar**Owner:** Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu

Basic Course Data		
Change type: Revise		
Faculty member submitting this proposal:		
Requested Effective Term: 201210		
Campus: Kent		
College: EH-Education, Health and Human Services		
Department: FLA-Foundations, Leadership and Administration		
Course Subject: HM-Hospitality Management		
New Course Subject:		
Course Number: 33050		
New Course Number:		
Course Title: PROFESSIONAL PRACTICE IN HOSPITALITY MANAGEMENT		
Title Abbreviation: PROF PRACTICE HOSPITALITY MGMT		
Slash Course and Cross-list Information:		
Credit Hours		
Minimum Credit/Maximum Credit: 1 to 1		
Contact Hours: Lecture - Minimum Hours/Maximum Hours: 1 to 1		
Contact Hours: Lab - Minimum Hours/Maximum Hours:		
Contact Hours: Other - Minimum Hours/Maximum Hours:		
Attributes		
Is this course part of the LER, WIC or Diversity requirements: No		
If yes, course attributes: 1. 2. 3.		
Can this course be repeated for credit: No Repeat	Course Limit:	OR Maximum Hours:
Course Level: Undergraduate	Grade Rule: B-Standard letter	
Rationale for an IP grade request for this course (if applicable):		
Schedule Type(s): 1. LEC-Lecture 2. 3.		
Credit by Exam: N-Credit by exam-not approved		
Prerequisites & Descriptions		
Current Prerequisite/Corequisite/Catalog Description: Preparation of students for professional work experiences in hospitality management. Career development and professional workplace issues are addressed. Prerequisite: junior standing.		
Catalog Description (edited): Preparation of students for professional work experiences in hospitality management. Career development and professional workplace issues are addressed.		
Prerequisites (edited): Junior standing and admission to the professional phase of program		
Corequisites (edited):		
Registration is by special approval only: No		
Content Information		
Content Outline:		
Content Hours per Course	Topic Description	

Topic	
1	Professional job search methods for hospitality management positions
2	Resume, coverletters, post-interview thank-you notes
1	Career paths and career changes
2	Etiquette, professional dress, and professional conduct.
1	Attitudes and goal setting
1	Time and stress management, personal financial management considerations.
1	Ethics, workplace politics, company culture, diversity, and generational differences in the workplace.
1	Transitioning from college to professional full-time hospitality management employment. Teamwork, conflict management.
2	Interviews, mock interviews, and pre-interview preparation.
1	Negotiating compensation packages.
2	Hospitality company research, learning about the company in advance.

[Display/Hide Delimited Course Outline](#)

Total Contact Hours: 15

Textbook(s) used in this course: Anderson, L. E., & Bolt, S. B. (2011 or newer). Professionalism: Skills for workplace success. Upper Saddle River, NJ: Prentice Hall

Writing Expectations: Preparation of professional resumes, cover letters, and post interview thank-you letters. Corporate profile paper on a hospitality business.

Instructor(s) expected to teach: Barbara Scheule, PhD

Instructor(s) contributing to content: Barbara Scheule, PhD

Proposal Summary

Explain the purpose for this proposal:

The course was updated primarily to add the "admission to professional phase" as a prerequisite. This statement is needed to alert students that the advising office will be checking for the completion of pre-professional phase requirements as identified in the catalog. To be admitted to the professional phase students must complete have a minimum 2.0 GPA cumulative, 2.25 GPA in major coursework, first aid and CPR certificate within the last five years, 400 hours of approved work hours within the hospitality industry, ServSafe Certificate, and completion of HM 13022, 13023, 13024 and 23030. In addition, minor updates were made to the course outline and the textbook in use was added.

Explain how this proposal affects program requirements and students in your unit:

The requirements remain the essentially same as identified in our fall 2011 catalog. The ServSafe Certificate enables students to be an Ohio Certified Manager, but the catalog will be adjusted to note the ServSafe Certificate. The additional information in the prerequisite for the course will make these requirements more apparent.

Explain how this proposal affects courses, program requirements and student in other units:

This course is not a required course for students in other programs.

Explain how this proposal affects enrollment and staffing:

No change.

Units consulted (other departments, programs or campuses affected by the proposal):

The Vacca Student Services office staff was consulted about checking for the professional phase requirements through the advising process.

Revisions made to form (if applicable):

<input checked="" type="checkbox"/> Course Content	<input type="checkbox"/> Number
<input type="checkbox"/> Credit by Exam	<input checked="" type="checkbox"/> Prerequisites
<input type="checkbox"/> Credit Hours	<input type="checkbox"/> Schedule Type
<input type="checkbox"/> Cross-Listed / Slash	<input type="checkbox"/> Subject
<input type="checkbox"/> Description	<input type="checkbox"/> Title
<input type="checkbox"/> Diversity	<input type="checkbox"/> Title Abbreviation

☐ Grade Rule ☐ Writing-Intensive (WIC)
☐ Liberal Education Requirement (LER) ☐ Other

Comments (500 Character Maximum):

NOTE: Please do not use the following restricted characters: (~ * / \ --)

[Approve](#) [Return To Initiator](#) [Return To Prior Approver](#) [Deny](#)

Comments:

Date	User	Comment
11/9/2011	Barbara M. E Scheule	No comments available.

History:

Date	User	Status
11/10/2011	Shawn M Fitzgerald	Approved
11/9/2011	Barbara M. E Scheule	Submitted