PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

PRACTICUM I
HSP 1900

Class Hours: 1.0
Credit Hours: 1.0
Laboratory Hours: 0.0
Date Revised: Fall 1998

NOTE: This course is not designed for transfer credit.

Catalog Course Description:
This course is a supervised work experience requiring a minimum of 200 work hours. Individual conferences are arranged with the practicum coordinator.

Entry Level Standards:
Must be able to read, write, speak, and reason at the college level.

Corequisite: HSP 2200

Textbook(s) and Other Reference Materials Basic to the Course:
None required. Handouts will be provided.

I. Week/Unit/Topic Basis:
The practicum work schedule will be determined by the student and the supervisor. This arrangement will be the responsibility of the supervisor and the employer. The student is expected to observe all standards of legal ethics and confidentiality and comply with all of the host's business policies. The Practicum Supervisor should submit the evaluation form to the Practicum Coordinator near the end of the semester.

II. Course Objectives*:
A. Demonstrate a working knowledge of the various line-level jobs that make up the segments of the hospitality industry. I, II, IV, VI, VII, VIII
B. Expose the student to the numerous positional jobs in hospitality management. I, II, III, IV, VI, VII, VIII
C. Exhibit the ability to professionally work in the hospitality industry environment. I, II, IV, V, VIII
D. Demonstrate how the line-level jobs and duties combine to form the total hospitality experience I, II, VIII

*Roman numerals after course objectives reference goals of the HSP program.

III. Expectations for Student Performance*:
Upon successful completion of this course, the student should be able to:
1. Explain the various duties for the different line-level jobs at the host hospitality establishment. A, B, C

2. Describe the relationship of the line-level positions with each other and how they relate to other areas of business. A, C, D

3. Organize work properly for the purpose of attaining efficient and effective skills for the practicum line-level positions. A, B, D

4. Effectively train new employees to do the duties of the practicum jobs. A, C, D

5. Describe the relationship of each line-level job to the satisfaction of the customer during the hospitality experience. A, B, C, D

6. Determine when and if disciplinary, promotion, or retraining is needed for personnel that regularly perform the line-level duties. A, C, D

7. Work with employees from all functional areas of a hospitality facility. A, B, C

*Letters after performance expectations reference the course objectives listed above.

IV. Evaluation:

A. Evaluation Procedures:

A. The intern will maintain a work diary describing the nature of each functional position assignment. The tasks, dates, and time devoted to the completion of the job are to be included in the diary.
B. The intern will submit to the practicum coordinator a term report describing and evaluating the practicum experience. The report shall be typed, double spaced, and between five and eight pages in length. Reports will be graded for content, organization, spelling and English usage.
C. The intern is responsible for scheduling two progress conferences and a final evaluation conference with the Practicum Coordinator and shall bring the diary to each conference. The term report will be due at the final conference. The intern's supervisor shall submit a final evaluation form indicating the tasks assigned and rating the intern's performance.
D. The course grade will be determined primarily on the basis of the supervisor's evaluation, the term report, the diary, and the timely completion of assignments. The grade for the internship is pass/fail.

B. Other Evaluation Methods:

Tardiness, absenteeism, and/or general disciplinary problems will not be tolerated and can result in the failure of the internship course.

V. Policies:

Attendance Policy:

Pellissippi State Technical Community college expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75% of their scheduled class and laboratory meetings in order to receive credit for the course.