University of North Texas at Dallas
Fall 2016
SYLLABUS for Distance Learning
HMGT 3310-10 ONLINE Career Development in Hospitality Management

	Department of	Management	Division of	Business

Instructor Name:	**Lansing, Michael D.**
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Office Hours:	By appointment

Classroom Location:	ONLINE
Class Meeting Days & Times:	ONLINE

Course Catalog Description:	Theories of career development to assist students to prepare for entry into the workforce. Topics include skills assessment, resume preparation, interview techniques, and professional development.

Prerequisites:	
Required Text:	**Exploring the Hospitality Industry, 2nd Edition By John R. Walker** Prentice Hall Copyright © 2012 **ISBN-978-0-13-511885-6** **I was able to obtain this text through Amazon for $20.00.** You need to have the text to learn the most from this class. I will be a critical part of the experience and grade.

Access to Learning Resources:	UNT Dallas Library:
	    phone: (972) 780-3625;
	    web: http://www.unt.edu/unt-dallas/library.htm
	UNT Dallas Bookstore: phone:
	    (972) 780-3652;
	    e-mail: 1012mgr@fheg.follett.com

Course Goals or Overview: The goals of this course are as follows -

 This course looks at career opportunities across the many segments of the hospitality industry. Students will evaluate their education, work experience, skills, professional development needs. Students will prepare a resume and personal presentation that will be used while interviewing in real-world scenarios.

Learning Objectives/Outcomes: At the end of this course, students will be able to:

1	Analyze career opportunities across the Hospitality industry.
2	Construct a self-inventory of education, skill-set and experience.
3	Create an 'elevator pitch' that clearly expresses their abilities, experience, and goals.
4	Assemble a 'living' resume that can be modified as their life progresses.
5	Prepare for and participate in a professional interview.
6	Compare professional development opportunities appropriate for their chosen path.

Online/Hybrid Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Blackboard announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

TOPICS	TIMELINE
1. Hospitality Spirit	Week #1 Jan 19-24 Assignment #1
2. Tourism	Week #2 Jan 25-31 Discussion Board #1
3. Characteristics of Tourism	Week #3 Feb 1-7 Case Study
4. Lodging	Week #4 Feb 8-14 Quiz 1
5. Lodging Operations	Week #5 Feb 15-21 Discussion Board #2
6. Cruising	Week #6 Feb -22-28 Quiz 2
7. Restaurants	Week # 7 Feb 29 -Mar 6 Case Study
8. Restaurant Operations	Week # 8 Mar 7-13 Quiz 3
	Mar 14-20
9. Managed Services	Week # 9 Mar 21-27 Discussion Board #3
10. Beverages	Week #10 Mar 28-Apr 3 Quiz 4
11. Clubs	Week #11 Mar Apr 4 -10 Case Study
12. Theme Parks and Attractions Gaming Entertainment	Week #12 April 11-17 Discussion Board #4
13. Meetings, Conventions, and Expositions 15. Special Events	Week #13 April18 -24 Quiz 5
14. Review	Week #14 Apr 25-May 1 Case Study
15. **Final Submissions Due**	Week #15 May2- 5 Quiz 6

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Discussion Board Posts:

   Discussion Boards are the way we will share ideas, concepts, and experiences in this class. It is true that this cannot replace face to face conversation. I found that it can be a lively and honest exchange if you are willing to prepare and participate with you classmates. This is not a competition or race to the finish and we are not looking for right or wrong. Instead we are trying to challenge ourselves to open our minds and learn from others.

Quizzes

   In this class quizzes will be based on the textbook and weekly reading materials. These are designed to determine if you have read the material and are able to show that you have understood the concepts considered.
Short answer, multiple guess, T/F format will be used to review your readings.

Exams

   Mid-term and Final exams will help you understand the how well you can bring the concepts together to address current 'real world' issues of the Hospitality Industry. **Essays** are the preferred format for this type of review.

Case Studies

   We will step into real world scenarios and **analyze** what, why, when where, and who of selected companies. Small groups will work together to make recommendations on how the company should proceed with the marketing and sales opportunities before them.

Group Research Project

   This is one on the most rewarding aspects of this class and I always look forward to the amazing works student produce.   In short you team will pick a living breathing company to work and learn with. The grade in this project will be come from the Group Presentation you team will **create** and **deliver** on-line and it will be reviewed by other students.

Grading Matrix:

Activities/Assignments	Value (percentages)
Discussion Boards (4)X6	24%
Quizzes/Exams (6)X4	24%
Case Studies (4)X6	24%
Presentation/Teamwork (1)	24%
Real World Application	4%

Grade Determination A
= 90% or better
B = 80 – 89 %
C = 70 – 79 %
D = 60 – 69 %
F = less than 60%

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at http://www.untdallas.edu/disability. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untdallas.edu or at Building 2, room 204.

Blackboard Learn Accessibility Statement:
University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided: http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Student Evaluation of Teaching Effectiveness Policy:
Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment Policy: The course work in this class will be consistently due on Sundays before 11pm throughout the term. I allow more than enough time to complete all work well before the deadlines. It is absolutely crucial, important, paramount, critical, and kinda important that you turn all work in before the due date. Do not wait until the last minute to submit your work.   For example: You submit a paper 1 minute before the deadline and your computer or connection fails due to a power outage, or computer issue , internet drop, zombie apocalypse, Saturday night hangover, or just plain procrastination and you do not get it in on time. (All of these I have heard from students before☺) **I CAN/WILL NOT ACCEPT LATE WORK!** On-line is a deadline environment. I

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Exam Policy: ON-LINE and based on the instructions of each exam. Read the exam information before starting and work.

Academic Integrity:
Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at http://www.untdallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

TURN-It In is used in this class Web-based Plagiarism Detection*:* Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. When submitting to Turnitin, please remove your title page and other personal information.

Classroom Policies

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Blackboard classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency. .

Attendance for this online or hybrid course is considered when you are logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to http://www.untdallas.edu/registrar for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course

Inclement Weather and Online Classes: Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online "Netiquette:
In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at http://www.untdallas.edu/osa/policies.

Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:
Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Requirements: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop- ups. For more information see:

- http://www.untdallas.edu/dlit/ecampus/requirements
- https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/040_Browser_Support_for_SP_13
- https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html