RHIM 3000 Summer 2017
Internship in Hospitality
SYLLABUS

Dr. Charlie Adams, Coordinator/Instructor
806-834-6304 (HS room 172E)
806-787-2883 (Cell)
Charlie.adams@ttu.edu

COURSE DESCRIPTION:

This class is a supervised work experience in a hospitality setting for 40 or more hours per week for 10 consecutive weeks and may be repeated for a maximum of 6 hours credit.

The mission of the Restaurant, Hotel, and Institutional Management Program is to prepare professionally competent individuals who will make a contribution to the hospitality industry and society.

Blackboard: This course will be supplemented with the Blackboard 9.1 course delivery system. Each student is required to have a working e-mail account. You have access to this course's Blackboard site and you need to access it throughout the semester (for announcements, course documents, assignments, discussions, etc.). Assignments for this class are turned in electronically through Blackboard 9.1 only for credit. All submitted files have to be in PDF or Word format to receive credit!!

EXPECTED PROGRAM LEARNING OUTCOMES (PLOs):

1. Communicate effectively and appropriately (orally and in writing).
2. Prepare, maintain, analyze and utilize financial documents and data related to hospitality management organizations.
3. Discuss, examine, and evaluate management practices in the hospitality industry.
4. Define, discuss, give examples of, and examine ethical issues related to hospitality management organizations.
5. Comprehend the social, multicultural, and environmental dimensions of issues facing professionals in hospitality management.

LEARNING OUTCOMES:

Upon completion of this course the student will:
1. Use written communication to demonstrate an understanding of the internship’s role deciding on a hospitality career. (PLO 1, 3, 4, 5) Report Project
2. Develop perspectives about a management career in hospitality. (PLO 5) Report Project
3. Demonstrate and explain the importance successfully working full-time and how critical thinking skills are used to be a team player and solve problems in the work environment. (PLO 1, 3, 4, 5) Report Project
4. Identify and recognize how a hospitality business operates holistically. (PLO 5) Report Project
INTERNSHIP DESCRIPTION
The RHIM internship requirement is an opportunity for students to experience a hospitality related work setting that goes beyond simple customer service and requires a minimum of 400 work hours over 10 consecutive weeks in a hospitality business setting. This is typically accomplished during the summer months, although it may also be done in either the spring or fall semesters.

Students are encouraged to seek experiences that will provide a challenge to help prepare them for their future management careers. All internships must be approved by the RHIM 3000 instructor, Charlie Adams. The continuous 400 work hours accomplished during the internship are counted as part of the student’s 1200 hours of relevant hospitality industry experience required for graduation. All 400 hours must be completed at 40 hours per week for 10 consecutive weeks.

Important: If you need to have full-time student status while you are doing your internship for reasons of insurance or financial aid, please see Donna Burt.

CREDIT HOURS
The RHIM 3000 Internship is 2 – 6 credit hours.

PRE-REQUISITES
- At least sophomore status or with permission of instructor.
- RHIM 3200

REGISTRATION REQUIREMENTS
- Before registration can be completed, the student must present a letter from the internship employer outlining the internship duties (general job details), start and end date and employment is full-time (40 hours per week). Submit the letter in person to Charlie Adams, room 172E in the RHIM Career Services Center.
- Receive approval from Charlie Adams.

INTERNSHIP REQUIREMENTS
- Complete at least 400 clock hours of employment during the internship over 10 weeks.
- Complete and upload to Blackboard an internship report by Friday, August 7, 2017. The report, weekly journal, evaluations, and any other material should be turned in as one PDF document on Blackboard.
- Provide documentation for the 400 hours of work through the signed supervisor’s evaluation form that accompanies the report and a picture of your last pay stub before the assignment is due. (If you have not completed your 400 hours by the assignment due date; please indicate on the cover sheet of the internship project the hours you have completed as of August 7. Additionally, state on what date you will finish and how many hours you will have when you complete your internship.)
THE WORK EXPERIENCE
• The student is solely responsible for negotiating the terms of employment such as hours, pay, duties, etc., with the organization where they will be employed.
• Should a company or student decide to terminate the internship before the 400 clock hours have been earned, it is the student’s responsibility to DROP the course within the time limits listed in the TTU undergraduate catalog for each semester.

MEANS OF EVALUATION
• Completion of 400 continuous full-time work hours during the internship over 10 weeks of employment (required to PASS).
• You must be eligible for re-hire (required to PASS).
• A report on your internship experience turned in by the due date (required to PASS).
• A grading rubric for the report can be found on Blackboard.

GRADING
• The internship report must be completed and turned in by the due date of August 7, 2017.
• The use of proper grammar and spelling is expected for the internship report.
• Failure to drop the course without attaining 400 work hours results in the grade of an F.

Grade of A = The internship project is turned in as one file and has all the components outlined in the instructions and is turned in by the due date in this syllabus.
Grade of B = The internship project is turned in as one file and has all the components outlined in the instructions, but is turned in 1-3 days after the due date.
Grade of C = Project is complete but has grammatical errors and is turned more than 3 days after the due date. Any project that is turned in more than a week late will not receive a grade higher than a C–.
Grade of F = A project turned in later than 10 days after the due date will receive an F.

DROPPING
• If it is necessary to drop the course, for whatever reason, it is the student’s responsibility to do so by the date published in the TTU academic catalog.
• To drop the course the student must contact the TTU Registrar’s Office at 806-742-3661. You cannot drop via the web. You must contact the office directly.
• Notify the instructor by phone or email should you drop.

Please note that unsuccessful completion of this class or course completion of at least 60% of the semester, may result in repayment of all or part of your student financial aid. For further information, please contact Student Financial Aid, 806-742-3681, or finaid.advisor@ttu.edu.

RESOLVING STUDENT ISSUES
If you encounter an issue in this course you should follow chain of authority:
• First discuss it with the instructor of the course in an attempt to resolve the issue.
• If the issue is not resolved, or is something you do not feel comfortable discussing with the instructor, you should contact the Department Associate Chairperson.
• Only after discussing the issue with the Associate Chairperson should you contact the Nutrition, Hospitality, and Retail Management Department Chairperson.
• Under no circumstances should you begin this process with the Chairperson or the Dean’s Office without first consulting the Associate Chairperson.

ACADEMIC INTEGRITY (OP 34:12)
It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension. “Scholastic dishonesty” includes, but it not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act. The Texas Tech policies on academic integrity, including cheating and plagiarism, will be strictly upheld in this class. For detailed information regarding these policies, see http://www.depts.ttu.edu/studentconduct/academicinteg.php


STUDENTS WITH DISABILITIES (OP 34.22)
Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor’s office hours. Please note: instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, please contact Student Disability Services in 335 West Hall at sds@ttu.edu or call 806-742-2405.

For detailed information regarding Texas Tech’s Student Disability Services, see http://www.depts.ttu.edu/sds/contact.php