University of Hawaii Maui College
Course Outline and CAR

Author(s): Lorelle Peros

Department: Business/Hospitality

Date submitted to Curriculum Committee: October 1, 2011

Type of action:

Addition:	*Modification:*	
☐ regular	☒ alpha/number	☒ pre-requisite
☐ other; specify:	☐ title	☐ co-requisite
	☒ credits	☐ recommended prep
	☒ description	☒ other; specify: SLO's

Course:

1. Alpha: HOST   2. Number:100
3. Title: Hospitality Internship I
4. Credits: 2   5. Contact Hours/Type: 2 hrs. lecture
   discussion

   Existing course, if different from above:

Alpha: HOST   Number:192v
Title: Hospitality Internship I
Credits: 3   Contact Hours/Type 1 hr. 15 min. weekly
   seminar & 150 hours of documented work experience

6. Course Description:
   Discusses job search strategies, Hospitality & Tourism internship requirements,
   career and academic planning.

7. Pre-requisites: HOST 101 and HOST 150 both with grade C or better, or consent.

   Pre-requisite may be waived by consent ☒ yes   ☐ no

8. Co-requisites: N/A

9. Recommended Preparation: N/A

10. Cross-list: N/A

11. Reason for this curriculum action:
Align SLO's and competencies with Accreditation Commission for Programs in Hospitality Administration (ACPHA) recommendations and standards; align with UH Manoa's School of Travel Industry Management Internship I course.

.   Course is taught at another UH campus:
☐ no Explain why this course is proposed for UHMC:
☒ yes, specify college(s), course, alpha, and number where same or similar course is taught: UH Manoa (Internship I, TIM 100) and KapCC (Career & Customer Service Skills, HOST 100)

12. Proposed term of first offering: Fall_____ semester of 2012_____ year
5-year Review Date 2018

13. Grading: Credit/NC grade only/Audit Explain, if not Standard grading: Align with UH Manoa's School of Travel Industry Management course

14. Is this course repeatable for credit? ☒ no   ☐ yes; maximum is _____ credit or ☐ unlimited.

Many previous course outlines have SLOs and what are now called Competencies/Concepts/Issues/Skills combined in question number 6. In this form in number 15: SLOs are considered to be over arching "what the student will be able to do in the rest of life" type statements. In number 16: Competencies/Concepts/Issues/Skills are considered to be the more specific steps by which the SLOs are achieved.

15. Student Learning Outcomes (SLOs). List one to four inclusive SLOs.
Use roman numerals (I., II., III.) to designate SLOs..
On successful completion of this course, students will be able to:

I. Identify and demonstrate skills essential for successful employment in leadership positions in the hospitality industry through the values of Ho'okipa (hospitality), Laulima (teamwork), and Alaka`i (leadership).

II. Demonstrate the skills of a lifelong learner through the values of 'Ike loa (learning to learn) and Kuleana (civic responsibility).
III.
IV.

16. Competencies/Concepts/Issues/Skills. *Use lower case letters (a., b....zz) to designate competencies/concepts/issues/skills..*
On successful completion of this course, students will be able to:

a. Analyze job requirements and how they align with personal traits for a career in hospitality and tourism (Ho'okipa, Laulima, Alaka`i);

b. Apply career search techniques to find, interview for, and succeed in careers

(Hoʻokipa, Laulima, Alakaʻi, ʻIke loa, Kuleana).

17. Suggested Course Content and Approximate Time Spent on Each Topic
    Linked to #15. Student Learning Outcomes and #16: Competencies/Concepts/Issues/Skills

1 class session	Introduction (I, II - a, b) Icebreaker/get acquainted activity Introduction to the course including a discussion of course requirements, materials, and assignments
2 - 3 weeks	Self-Assessment and Careers in the Hospitality Industry (I, a) Self-assessment tests Inventory of skills, abilities, knowledge Goals - short-term and long-term Career paths Hospitality and tourism occupations Internships and career opportunities Interviews with industry professionals
4 - 6 weeks	Employment Preparation (I, II - a, b) Application skills (application forms, resume, cover letter, follow up letter) Online applications and assessments Employer research sources (internet, executive interviews, etc.) Proper workplace and interview attire, grooming and appearance standards Interviews (types, questions, strategies) Behavior-based interviews Mock interviews Workplace manners and etiquette
1 - 2 weeks	Career Portfolio (I, II - a, b) Portfolio contents Resume(s) Education summary of courses completed Work samples
1 - 3 weeks	Networking (I, II - a, b) Value of networking Professional and character references Membership and participation in professional and community service associations Informational interviews
1 - 16 weeks	Industry guest speakers (I, II - a, b)

18. Suggested Course Requirements and Evaluation
   Linked to #15. Student Learning Outcomes and #16: Competencies/Concepts/Issues/Skills
   Specific course requirements are at the discretion of the instructor at the time the
   course is being offered. Suggested requirements might include, but are not limited
   to:
   -

Attendance and Participation [I, II - a, b]	0-5%
Written reports and Project(s) [I, II - a, b]	40-60%
Exams [I, II - a, b]	0-10%
Presentation(s), Group Work, Exercises [I, II - a, b]	30-40%

19. College-wide academic student learner outcomes (CASLOs) this course supports:
(mark all that apply)

   ☒ Written Communications
   ☐ Quantitative Reasoning
   ☒ Information Retrieval and Technology
   ☒ Oral Communication
   ☒ Critical Reasoning
   ☒ Creativity

   If this course supports one or more CASLO, then either complete the Assessment of
      Intended Student Learning Outcomes Standards (CCOWIQ) Grid (see
      Curriculum Committee website for grid form and submit it with this form) OR in
      the box following explain briefly how this course supports the particular CASLO
      or CASLOs: see attached grid.

20. Using the program student learning outcomes (PLOs) for the main program of which
this course is a part, list only those PLOs this course supports:

   PLO: I. Identify and demonstrate skills essential for successful employment in
         leadership positions in the hospitality industry through the values of Ho'okipa
         (hospitality), Laulima (teamwork), and Alaka`i (leadership).

   PLO: II. Demonstrate the skills of a lifelong learner through the values of 'Ike loa
         (learning to learn) and Kuleana (civic responsibility).
   PLO:
PLO: .

   PLO:
   PLO:
   PLO:

21. No question. Question 21 will be part of the process used in Curriculum Central.

22. Method(s) of delivery appropriate for this course: *(mark all that apply)*
☒ Traditional ☒ HITS/Interactive TV ☐ Cable TV ☒ Online ☒ Hybrid
☐ Other, explain:

23. Text and Materials, Reference Materials, and Auxiliary Materials
Appropriate text(s) and materials will be chosen at the time the course is
offered from those currently available in the field. Examples include: Say, Rosa.
Managing with Aloha. Hoohana Publishing.

Appropriate reference materials will be chosen at the time the course is
offered from those currently available in the field. Examples include: Newspapers,
journal articles, magazines, internet resources, dvds/videos.

Appropriate auxiliary materials will be chosen at the time the course is offered from
those currently available in the field. Examples include: Documents at the following
websites: laulima@hawaii.edu, Career Kokua: http://www.careerkokua.org/

24. Maximum enrollment: <u>35</u> Rationale, if less than 35:

25. Course is restricted to particular room type: ☒ no ☐ yes; explain:

26. Special scheduling considerations: ☒ no ☐ yes; explain:

27. Special instructional resources *(personnel, supplies, etc.)* required:
☒ no ☐ yes; explain:

28. Special student fees required: ☒ no ☐ yes; explain:

29. Function/Designation: Mark all that apply.

☐ AA* First Category Category Second Category, if appropriate Category
☐ Fulfills Hawaii Emphasis (HI) Graduation Requirement

☐ AS Program Category List Additional Programs and Category:

☒ AAS Hospitality and Tourism PR - Program Requirement List Additional
Programs and Category: Hospitality & Tourism

☐ BAS Program Category List Additional Programs and Category:

☐ Developmental/Remedial ☐ Other/Additional: Explain:

** Submit the appropriate form(s) to have the course placed in the requested
category(ies) to both the Curriculum Committee and the Liberal Arts/AA Program Chair.
If the course satisfies category I: Foundations/Skills: Foundations I or Ii, it needs to be
submitted to the Foundations Board. If a course needs a diversity designation, it needs
to be submitted to the Diversity Board. If a course needs a Hawaii/ Asia/ Pacific*

designation, it needs to be submitted to the HAPS board. See your Department Representative, the Curriculum Chair, or the Liberal Arts/AA Coordinator for information.

30. Course ☐ increases ☒ decreases ☐ makes no change to number of credits required for program(s) affected by this action. Explain, if necessary: 150 hours of documented work experience will not be required in this course; total number of credits for the HOST Program will increase overall due to the addition of CULN courses.

31. Course is:

☐ Not appropriate for articulation.

☐ Appropriate* for articulation as a general education course at:

   ☐UHCC ☐UH Manoa ☐UH Hilo ☐UHWO

☐ Previously articulated* as a general education course at:
   ☐UHCC ☐UH Manoa ☐UH Hilo ☐UHWO

Submit Course Articulation Form(available on the Curriculum Committee website) if course is already articulated, or is appropriate for articulation, as a general education (100-, 200-level) course. Check Curriculum Committee website under UH Courses for articulation sites.

☒ Standardized and/or appropriate for articulation by PCC or other UH system agreement at:

   ☒UHCC ☐UH Manoa ☐UH Hilo ☐UHWO   Explain:

☒ Appropriate for articulation or has previously been articulated to a specific department or institution: ☒UHCC ☒UH Manoa ☐UH Hilo ☐UHWO ☐ Outside UH system Explain:

☒ This course outline is standardized and/or the result of a community college or system-wide agreement. Name of the responsible committee/group: HOST PCC

32. List catalog used and then degrees, certificates, prerequisites, and catalog sections and their page numbers affected by this proposal: 2011-2012 UHMC General Catalog, Hospitality & Tourism, AAS, CA, CC p. 51; Course Descriptions, pp. 124-125.

33. Additional Information *(add additional pages if needed):*

University of Hawaii Maui College
Course Outline and CAR Signature Page

Loreleo Perr   10/13/11
_____
Proposed by: Author or Program Coordinator   Date

Lorelu Perr   10/13/11
_____
Checked by Department Representative to Curriculum Committee   Date

Cyrilea Pascual   10/13/11
_____
Requested by Department: Department Chair   Date

M. Bruk   11-1-11
_____
Recommended by: Curriculum Chair   Date

Umm   2-1-12
_____
Approved by Academic Senate: Academic Senate Chair   Date

2-3-12
_____
Endorsed by: Chief Academic Officer   Date

2/4/12
_____
Course Approved by: Chancellor   Date

Revised 10/13/2011