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:200
3. Title: Hospitality Internship II
4. Credits: 2   5. Contact Hours/Type: 2 hours lecture and
    400 hours of documented industry work experience (1 credit per 200 hours)

    Existing course, if different from above:

Alpha: HOST   Number:293v
Title: Hospitality Internship II
Credits: 3   Contact Hours/Type 1 hr. 15 min. weekly
    seminar and 225 hours of documented industry work experience

6. Course Description:
    Provides a supervised field experience that is related to the student's major or career
    goals. The experience will enable the student to apply knowledge and skills learned
    in coursework to the work environment.

7. Pre-requisites: HOST 100 and HOST 101 and HOST 152 all with 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's HOST 200 supervised work experience requirements (400 hours).

. 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 (TIM 200), KapCC (HOST 293E)

12. Proposed term of first offering: <u>fall</u> semester of <u>2012</u> year
5-year Review Date 2018

13. Grading: Standard (Letter, Cr/NCr, Audit)   Explain, if not Standard grading:

14. Is this course repeatable for credit? ☐ no   ☒ yes; maximum is <u>2</u> 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.   Apply job readiness skills to obtain an internship/co-op placement (Ho'okipa, Alaka`i, 'Ike loa);

b.   Perform duties at the worksite according to industry standards in a field relating to the student's major (Ho`okipa, Laulima, Alaka`i, 'Ike loa, Kuleana); and

c. Apply classroom knowledge and skills in the workplace(Ho`okipa, Laulima, Alaka`i, 'Ike 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, c)
	    Icebreaker/get acquainted activity
	    Introduction to the course syllabus including a discussion of
	    course requirements, materials, assignments, and project

2-3 weeks	Job Readiness Skills (I, II - a)
	    Career goals
	    Internship site research
	    Resume (update)
	    Cover letter
	    Interview for internship

2 - 16 weeks	Student placement in department/work station (I, II - a, b, c)
	    Job duties
	    Rotation of departments
	    Industry standards and performance expectations
	    Organizational structure and functions
	    Industry jargon and terminology
	    Safety standards
	    Teamwork
	    Time management
	    Workplace habits
	    Workplace ethics
	    Professionalism in the workplace
	    Effective communication skills
	    Technology in the workplace
	    Job related issues, application of management/business theories, and recommendations to enhance operations
	    Analysis of leadership traits of the organization's management
	    Techniques to provide quality service to guests within the host culture
	    Validation of career goals
	    Special topics

1-2 weeks	Mid-term review with supervisor (I, II - b, c)
1-2 weeks	Mid-term review with instructor (I, II - b, c)
1-2 weeks	Final reviews with instructor and supervisor (I, II - b, c)

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:
   -

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:

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: Yate, Martin. Knock 'em Dead: The Ultimate Job Seeker's Guide. Adams Media; Internship forms and documents (Internship/Work Agreement, Assumption of Risk and Release, Job Description, Learning Objectives, Student Evaluation, Time Sheet, Employer Evaluation, Portfolio).

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: Although the number of credits for the course is decreased, the total number of credits for the HOST Program will increase overall due to the addition of CULN courses needed to fulfill accreditation requirements.

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, CC, CA, AAS; Course Descriptions, pg. 125.

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

University of Hawaii Maui College
Course Outline and CAR Signature Page

Loreen Pen   10/13/11
_____   _____
Proposed by: Author or Program Coordinator   Date

Loreen Pen   10/13/11
_____   _____
Checked by Department Representative to Curriculum Committee   Date

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

_M. BN dc_   11-14-11
_____   _____
Recommended by: Curriculum Chair   Date

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

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

                                                               2/14/12
_____   _____
Course Approved by: Chancellor   Date