Curriculum Action Request (CAR) Form
COURSE (New Course, Course Modification, Five Year Review)   Curriculum Proposal # _2015.46_
University of Hawai'i Maui College   *(for CURCOM use only)*

1. Curriculum Action

☐ New Course   ☑ Course Modification   ☐ Five Year Review

2. Proposer

Lorelle Peros

3. Department

☐ Allied Health   ☑ Business & Hospitality   ☐ Career & Tech Education

☐ English   ☐ Humanities   ☐ Social Science

☐ Science/Tech/Eng/Math

4. Course Alpha

HOST

5. Course Number

~~293~~ 200

6. Course Title

Hospitality Internship

7. If this is a course modification or a five year review, please check the curriculum items being modified.

☐ 1. Course Alpha   ☑ 2. Course Number   ☑ 3. Course Title

☑ 4. Credits   ☐ 5. Contact Hours   ☐ 6. Course Description

☐ 7. Prerequisites   ☐ 8. Corequisites   ☐ 9. Rec Prep

☐ 10. Cross-list w other course   ☐ 13. Grading Method   ☐ 14. Repeatable for credit?

☐ 15. SLOs   ☐ 16. Course Competencies   ☑ 17. Content & Timeline

☐ 18. PLOs   ☐ 19. CASLOs   ☐ 21. Method of Delivery

☐ 22. Text and Materials ☐ 23. Maximum Enrollment ☐ 29. Course Designation

☑ 31. Catalog Modification

☐ Other | |

8. Proposed Semester

Fall 2015

9. Effective Semester (1 Year from Proposed Semester)

Fall 2016

University of Hawaii Maui College
HOST 200 - Hospitality Internship

1. **Course Alpha.**

   HOST

2. **Course Number.**

   200

3. **Course Title/Catalog Title.**

   Hospitality Internship

4. **Number of Credits.**

   3

5. **Contact Hours/Type.**

   1 credit per 75 hours of industry work experience (3 credits total for course, which requires 225 hours of 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 152 with grade C or better, or consent.

8. **Co-requisites.**

   None

9. **Recommended Preparation.**

   None

10. **Is this a cross-listed course?**

    NO

11. **Reason for Proposal. Why is this course being proposed or modified? This question requires specific information as part of the explanation.**

    The Hospitality & Tourism Program Coordinator Council (PCC) agreed to designate the Hospitality Internship course as HOST 293 in the HOST program. However, per UHCCP 5.300 "courses with numbers ending in 93 are (93, 193, 293, 393) are reserved for cooperative education." Therefore, UHMC is keeping the HOST 200 alpha and number; changing the required course credits to 3 instead of 2, and changing the title to Hospitality Internship.

12. **Effective Semester and Year.**

13. Grading Method. What grading methods may be used for this course?

- Letter grade only/No Audit (0)

14. Is this course repeatable for credit? How often can this course be counted toward a degree or certificate?

YES

15. Course Student Learning Outcomes (SLOs).

Course SLO/Competency	Apply job readiness skills to obtain an internship in the hospitality industry (Ho'okipa, Alaka'i, 'Ike loa).	Perform the 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).	Apply classroom knowledge and skills in the workplace (Ho'okipa, Laulima, Alaka'i, 'Ike loa, Kuleana)
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).	☑	☑	☑
Demonstrate the skills of a lifelong learner through the values of 'Ike loa (learning to learn) and Kuleana (civic responsibility).	☑	☑	☑

Course SLO/PSLO	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).	Demonstrate the skills of a lifelong learner through the values of 'Ike loa (learning to learn) and Kuleana (civic responsibility).
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).	☑	☑
Demonstrate the skills of a lifelong learner through the values of 'Ike loa (learning to learn) and Kuleana (civic responsibility).	☑	☑

16. Course Competencies.

Competency
Apply job readiness skills to obtain an internship in the hospitality industry (Ho'okipa, Alaka'i, 'Ike loa).
Perform the duties at the worksite according to industry standards in a field relating to the student's major (Ho'okipa, Laulima, Alaka' 'Ike loa, Kuleana).
Apply classroom knowledge and skills in the workplace (Ho'okipa, Laulima, Alaka'i, 'Ike loa, Kuleana).

17. Recommended Course Content and Timeline. The course content facilitates the course competencies. Course content may be organized by weeks, units, topics or the like.

Content
Employment Preparation (1-2 weeks) Self-assessment Career goals Internship site research Resume Cover letter Interview for internship

> **Internship (2 - 16 weeks)**
> Job duties
> Industry and employer standards & work performance expectations
> Organizational structure
> Company vision, mission, culture
> Industry jargon and terminology
> Safety standards
> Job related issues
> Application of management/business theories
> Analysis of leadership traits
> Quality service strategies
> Validation of career goals
> Special topics
> Final presentation
>
> **Midterm and final performance review with supervisor & instructor (1 week)**

18. Program Learning Outcomes.

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

19. College-wide Academic Student Learning Outcomes (CASLOs).

☑	**Creativity** - Able to express originality through a variety of forms. ☑ Preparatory Level
☑	**Critical Thinking** - Apply critical thinking skills to effectively address the challenges and solve problems. ☑ Preparatory Level
☑	**Information Retrieval and Technology** - Access, evaluate, and utilize information effectively, ethically, and responsibly. ☑ Preparatory Level
☑	**Oral Communication** - Practice ethical and responsible oral communications appropriately to a variety of audiences and purposes. ☑ Preparatory Level
	Quantitative Reasoning - Synthesize and articulate information using appropriate mathematical methods to solve problems of quantative reasoning accurately and appropriately.
☑	**Written Communication** - Write effectively to convey ideas that meet the needs of specific audiences and purposes. ☑ Preparatory Level

20. Linking.

21. Method(s) of delivery appropriate for this course.

- Cable TV (0)
- Classroom/Lab (0)
- HITS/Interactive TV (0)
- Hybrid (0)
- Online (0)

22. Text and Materials, Reference Materials, and Auxiliary Materials.

Reference Materials
Varied, but may include industry publications, newspapers, magazines, journal articles, and internet resources.

- Rosa Say. Managing with Aloha. Hoohana Publishing, 2004, 0-97601-90-0-0.

23. Maximum enrollment.

15

24. Particular room type requirement. Is this course restricted to particular room type?

NO

25. Special scheduling considerations. Are there special scheduling considerations for this course?

NO

26. Are special or additional resources needed for this course?

Students are required to submit forms and documents such as Memorandum of Understanding/Work Agreement, Assumption of Risk & Release, Job Description & Learning Objectives, Student Evaluation, Time Sheet, Employer Evaluation, etc.)

27. Does this course require special fees to be paid for by students?

NO

28. Does this course change the number of required credit hours in a degree or certificate?

Yes. The credits are being changed from 2 to 3 credits. Although this action should actually increase the total credits required for the HOST AAS degree, since there are other course modifications within the HOST program map, the number of credits for the AAS in Hospitality & Tourism is decreased overall.

29. Course designation(s) for the Liberal Arts A.A. degree and/or for the college's other associate degrees.

Degree	Program	Category
Associate in Arts:		LE - Elective
AS:		
AAS:	Hospitality and Tourism	PR - Program Requirement
BAS:		
Developmental/Remedial:		

30. Course designation(s) for other colleges in the UH system.

KapCC - Hospitality Internship (HOST 293)
HawCC - Hospitality Internship (HOST 293)
KauCC - Cooperative Education (HOST 293)
LeewardCC - Cooperative Education (HOST 193)

31. Indicate the year and page # of UHMC catalog referred to. For new or modified courses, please indicate the catalog pages that need to be modified and provide a sheet outlining those changes.

UHMC 2015-2016 Catalog, pp. 47 and pp. 123.

32. College-wide Academic Student Learner Outcomes (CASLOs).

Standard 1 - Written Communication Write effectively to convey ideas that meet the needs of specific audiences and purposes.	
Outcome 1.1 - Use writing to discover and articulate ideas.	2
Outcome 1.2 - Identify and analyze the audience and purpose for any intended communication.	2
Outcome 1.3 - Choose language, style, and organization appropriate to particular purposes and audiences.	2
Outcome 1.4 - Gather information and document sources appropriately.	2
Outcome 1.5 - Express a main idea as a thesis, hypothesis, or other appropriate statement.	2
Outcome 1.6 - Develop a main idea clearly and concisely with appropriate content.	3
Outcome 1.7 - Demonstrate a mastery of the conventions of writing, including grammar, spelling, and mechanics.	3
Outcome 1.8 - Demonstrate proficiency in revision and editing.	2
Outcome 1.9 - Develop a personal voice in written communication.	2
Standard 2 - Quantitative Reasoning Synthesize and articulate information using appropriate mathematical methods to solve problems of quantative reasoning accurately and appropriately.	
Outcome 2.1 - Apply numeric, graphic, and symbolic skills and other forms of quantitative reasoning accurately and appropriately.	0
Outcome 2.2 - Demonstrate mastery of mathematical concepts, skills, and applications, using technology when appropriate.	1
Outcome 2.3 - Communicate clearly and concisely the methods and results of quantitative problem solving.	1
Outcome 2.4 - Formulate and test hypotheses using numerical experimentation.	0
Outcome 2.5 - Define quantitative issues and problems, gather relevant information, analyze that information, and present results.	1
Outcome 2.6 - Assess the validity of statistical conclusions.	1
Standard 3 - Information Retrieval and Technology. Access, evaluate, and utilize information effectively, ethically, and responsibly.	
Outcome 3.1 - Use print and electronic information technology ethically and responsibly.	3
Outcome 3.2 - Demonstrate knowledge of basic vocabulary, concepts, and operations of information retrieval and technology.	2
Outcome 3.3 - Recognize, identify, and define an information need.	2
Outcome 3.4 - Access and retrieve information through print and electronic media, evaluating the accuracy and authenticity of that information.	2
Outcome 3.5 - Create, manage, organize, and communicate information through electronic media.	2
Outcome 3.6 - Recognize changing technologies and make informed choices about their appropriateness and use.	2
Standard 4 - Oral Communication Practice ethical and responsible oral communications appropriately to a variety of audiences and purposes.	
Outcome 4.1 - Identify and analyze the audience and purpose of any intended communication.	3
Outcome 4.2 - Gather, evaluate, select, and organize information for the communication.	2
Outcome 4.3 - Use language, techniques, and strategies appropriate to the audience and occasion.	3
Outcome 4.4 - Speak clearly and confidently, using the voice, volume, tone, and articulation appropriate to the audience and occasion.	3
Outcome 4.5 - Summarize, analyze, and evaluate oral communications and ask coherent questions as needed.	2
Outcome 4.6 - Use competent oral expression to initiate and sustain discussions.	2
Standard 5 - Critical Thinking Apply critical thinking skills to effectively address the challenges and solve problems.	
Outcome 5.1 - Identify and state problems, issues, arguments, and questions contained in a body of information.	3
Outcome 5.2 - Identify and analyze assumptions and underlying points of view relating to an issue or problem.	3
Outcome 5.3 - Formulate research questions that require descriptive and explanatory analyses.	2

Outcome 5.4 - Recognize and understand multiple modes of inquiry, including investigative methods based on observation and analysis.	2
Outcome 5.5 - Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions, assumptions, issues, values, and biases through the use of appropriate evidence.	2
Outcome 5.6 - Apply problem-solving techniques and skills, including the rules of logic and logical sequence.	2
Outcome 5.7 - Synthesize information from various sources, drawing appropriate conclusions.	2
Outcome 5.8 - Communicate clearly and concisely the methods and results of logical reasoning.	2
Outcome 5.9 - Reflect upon and evaluate their thought processes, value system, and world views in comparison to those of others.	2
Standard 6 - Creativity Able to express originality through a variety of forms.	
Outcome 6.1: Generate responses to problems and challenges through intuition and non-linear thinking.	2
Outcome 6.2: Explore diverse approaches to solving a problem or addressing a challenge.	2
Outcome 6.3: Sustain engagement in activities without a preconceived purpose.	1
Outcome 6.4: Apply creative principles to discover and express new ideas.	2
Outcome 6.5: Demonstrate the ability to trust and follow one's instincts in the absence of external direction	2
Outcome 6.6: Build upon or adapt the ideas of others to create novel expressions or new solutions.	2

33. Additional Information