

HMG T 5790.001 – Field Experience

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Class Meeting: TBD with individual student.

Course Objectives

1. To observe and participate in application of management principles and concepts in a business situation.
2. To better understand policies and philosophies of different types of employers and of specific firms.
3. To develop an awareness of the scope of jobs available within the field of hospitality management and to acquire competencies directly related to the jobs.
4. To develop a "professional" approach to the hospitality field.

Supervision

- Each student will be evaluated by one unit supervisor. The name of the supervisor must be given to the instructor by the end of the second week of class. It is the student's responsibility to provide two evaluation instruments to his/her employer, collect and deliver them to the instructor.
- Unless the instructor has approved the change, students must not change employment during their internship. In the event a student must terminate employment, two weeks' notice should be given.
- To verify employment hours, students must complete a work schedule and written administrative logs. Additionally, students are to retain copies of their payroll stub to verify hours worked should any questions arise.

Academic Dishonesty

Dishonesty, such as cheating and plagiarism, will not be tolerated. According to the UNT student handbook "plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help in a test, copying tests, assignments, reports, or papers; representing the work of another as one's own; collaborating, without authority with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty." (p26). Anyone practicing scholastic dishonesty will receive a grade of zero for the test/assignment and may be subject to University of North Texas disciplinary procedures.

Disability Provisions

The College of Merchandising, Hospitality and Tourism cooperates with the UNT Office of Disability Accommodation to make reasonable accommodations for qualified students with disabilities. If you have not registered with the ODA, you are encouraged to do so. Please present your written accommodation request to the instructor on or before the third class meeting.

Grade Determination

<u>Assignment</u>	<u>Points</u>	
Employer Information	50	Due January 24
Work Log/Objectives	100	Due bi-weekly
Company Assessment	100	Due by February 21
Case Study Assignment	100	Due by April 4
Employer's Final Evaluation	100	Due by May 2
TOTAL	450	

A: 450 – 405

B: 404 – 360

C: 359 – 315

D: 314 – 270

F: 269 – 0

The student must receive a satisfactory rating from his/her unit supervisor in order to pass the course. Students are expected to receive good evaluations from employers. A good/outstanding evaluation will not make up for assignments that are not handed in; however, a poor evaluation will lower the student's course grade. If a rating is unacceptable or if the student is fired from the job, the course grade will automatically be an "F".

If a student misrepresents the hours worked, the course grade will be substantially lowered and may result in an "F". Students are to retain paycheck stubs that show hours worked and, if requested, produce them to verify the hours worked.