

COURSE INSTRUCTOR CONTACT INFORMATION

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Office Hours:
Tuesday & Thursday 2:00pm – 4:00pm
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STUDENT ASSISTANT CONTACT INFORMATION

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CAREER CENTER CONTACT INFORMATION

Gena Kirkwood

Career Advisor
Gena Kirkwood will advise students with last names (L-Z)
College of Merchandising, Hospitality, and Tourism (A-K)
1155 Union Circle #310859-Chestnut Hall
Denton, TX 76203-5017
Phone: 940.565-2105
Fax: 940.565-4376
Email: gena.kirkwood@unt.edu
Website: <http://careercenter.unt.edu/>

Rosalyn Smith

Career Advisor
Rosalyn Smith will advise students with last names (L-Z)
College of Merchandising, Hospitality, and Tourism (L-Z)
1155 Union Circle #310859-Chestnut Hall
Denton, Texas 76203-5017
Rosalyn.Smith@unt.edu
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Website: <http://careercenter.unt.edu/>

COURSE DESCRIPTION

HMG 2790 - Career Development in Hospitality Management 3 hours

Examines the impact of business environments on personal and career effectiveness in the hospitality management field. Topics include effective business communication, ethical decision making and leadership development. Applies toward hospitality pre-major requirements. Prerequisite(s): HMG 1500 (may be taken concurrently).

REQUIRED TEXT

Professionalism: Skills for Workplace Success (3rd Edition)

Publication Date: January 6, 2012 | ISBN-10: 0132624664 | ISBN-13: 978-0132624664 |

COURSE PREREQUISITES

Prerequisite (s): HMG 1500 Orientation to the Hospitality Industry (may be taken concurrently with 2790)

PURPOSE AND MAJOR OBJECTIVES OF THE COURSE

As students enter their internship, they must be able to work independently and professionally with a range of employers. Through lecture, class presentations, class meetings, industry dialogue (Guest Speakers), web-based modules, discussion, assignments (Resume/Mock Interview), quizzes, exams, , and other experiential activities such as analyze case studies, students will develop a set of highly valued skills that will prepare them for their capstone internship experience.

LEARNING OUTCOMES

Upon completion of this course, students will be able to:

1. Develop their professional writing and selling skills by composing a professional resume
2. Develop their interviewing skills and learn effective methods to conduct a job search
3. Understand the value of networking strategies relevant to professional development
4. Understand how to effectively research companies
5. Understand how cultures vary among different types of employers
6. Evaluate effective and ineffective interpersonal business communication
7. Examine workplace problems through ethical decision making
8. Understand aspects of working in the professional world through teamwork, leadership, and decision making
9. Discuss principles of effective stress and financial management
10. Understand problem-solving and conflict resolution techniques
11. Understand the importance of professionalism, attitude, and accountability in the workplace and how it can affect career success

LEARNING OBJECTIVES FOR MODULES

Learning Objectives are provided for each chapter within each Learning Module. Learning Objectives are accomplished through participation in and successful completion of required readings and activities.

COURSE REQUIREMENTS / STUDENT RESPONSIBILITIES

Students are responsible for all materials presented in the online lecture and class meetings, including guest speakers, discussions, modules, reading assignments, information in the course packet provided on Blackboard and all other announcements, assignments and projects. Students are responsible for completing all exams, quizzes, and assignments as scheduled.

Class attendance and participation are REQUIRED. It is expected that you log on to the course at least four times per week to check for messages. More than **{1}** one absences from the required **on campus class meetings** will result in the reduction of one letter grade per absence or partial attendance.

Class attendances are MANDATORY. Consistent and attentive on-campus class attendance is vital to academic success, and is expected of all students. Regular attendance and punctuality are expected just like in a professional work environment. Attendance will be taken during each of the on campus class meetings and could have an influence on your final grade. If you are not in class when attendance is taken or leave early, you will be considered as absent and not allowed to sign the attendance sheet. Do not ask after class to sign the attendance sheet. Sign the attendance sheet only for yourself. Forging another student's name is a form of cheating and will be reported to the Center for Student Rights and Responsibilities. You are responsible for attending every class meeting. If you are absent, it is your responsibility to secure lecture notes on your own from another student in the class. Excused absences are not automatic and will be considered only on a case-by-case basis by the instructor. **Documentation (doctor's note, obituary, etc.) must be presented to the instructor within a week of the absence for an absence to be considered as possibly excused.** Excused absences will be considered for state-recognized religious holidays, official school activity, official military service, jury duty, personal serious illness, or a death in the student's immediate family.

On-Campus MANDATORY class meetings and workshops and exams

Class Meetings		
Monday, January 26, 2015	5:30pm – 8:20pm	Room (MATT 311)
Monday, February 02, 2015	5:30pm – 8:20pm	Room (MATT 311)
Monday, February 09, 2015	5:30pm – 8:20pm	Room (MATT 311)
Monday, February 16, 2015	5:30pm – 8:20pm	Room (MATT 311)
Workshops and Assignments		
Tuesday, February 4, 2015 thru Friday, February, 13 2015- Between 9:00am – 3:30pm Room (Career Center: Chestnut Hall, Suite 103) -Resume Review Advisor(One-on -One Workshop - with Gena Kirkwood or Rosalyn Smith - By appointment-Sign up for an appointment with the Career Center Advisor during class time.		
Monday, March 02, 2015 -Between 9:00am – 3:00pm Room (Career Center: Chestnut Hall, Suite 103) - Resume Review Workshop with the employers - By appointment-Sign up for an appointment with the Instructor during class time.		
Monday, March 02, 2015 -Between 9:00am – 3:30pm Room(Gateway Center) – Informational Sessions at 2015 UNT Hospitality International Career Development Conference & Career Expo-Please see the information sessions below- By appointment- Sign up for an appointment with the Instructor during class time. (Extra Credit)		
Tuesday, March 03, 2015 -Between 9:00am – 3:30pm Room (Career Center: Chestnut Hall, Suite 103) - Mock Interview Workshop Exam- By appointment-Sign up for an appointment with the Instructor during class time.		
Tuesday, March 03, 2015 -Between 9:00am – 3:30pm Room (Gateway Center) – Informational Sessions at 2015 UNT Hospitality International Career Development Conference & Career Expo-Please see the information sessions below- By appointment- Sign up for an appointment with the Instructor during class time. (Extra Credit)		
Wednesday, March 04, 2015 Hospitality Career Expo -12:30pm-4:30pm- UNT Coliseum -Please see below for more information-Mandatory		

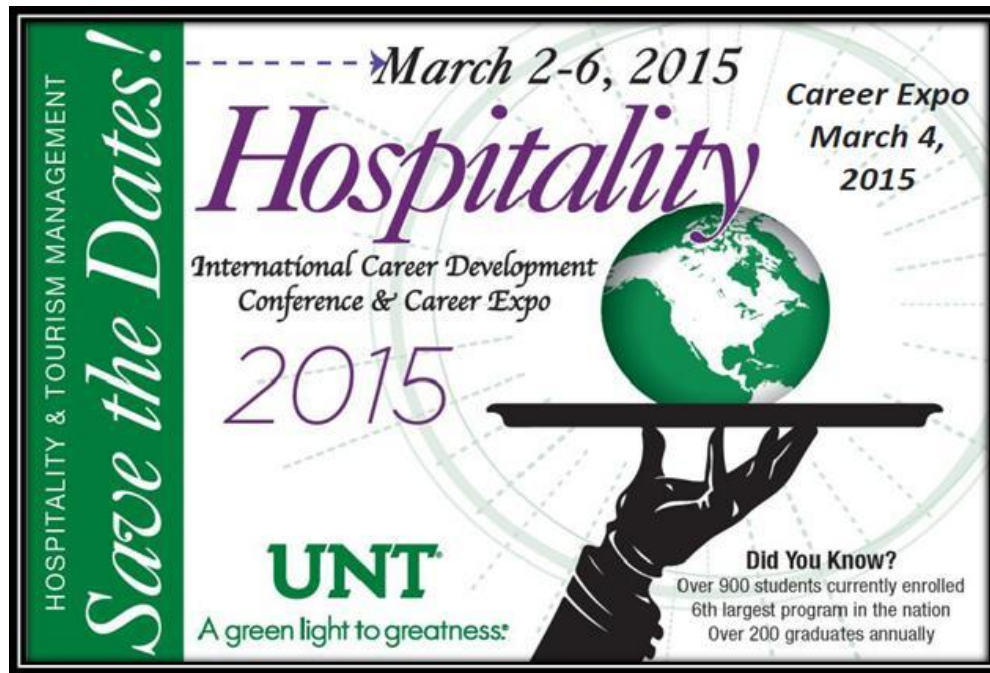
2015
UNT Hospitality International Career Development Conference
&
Career Expo

March 2 – 6, 2015

March 2 & 3, 2015- Informational Sessions-Gateway Center

March 4, 2015 - Career Expo-UNT Coliseum

March 5 & 6, 2015- Employer Interviews-Career Center & Gateway Center



This year at our 17th Annual Career Expo, in response to employer feedback requesting “more access to our students,” we have developed our first ever five-day Hospitality International Career Development Conference and Career Expo (<http://cmht.unt.edu/htmexpo>).

On behalf of the UNT Hospitality and Tourism Management Program, it is our pleasure to announce the biggest, most prestigious event of the year: the 2015 UNT Hospitality International Career Development Conference & Career Expo. In an effort to bring you the most distinguished Career Expo to date we have explored industry feedback and ideas. As a result, we have enhanced our Career Expo by including a Career Development Conference to allow our outstanding industry partners to share their insight at each session.

This Conference & Career Expo provides a unique opportunity to showcase your company to over 700 of the next generation of industry leaders, including graduate students, undergraduates, and alumni. It also offers one-on-one student interaction in a multi-faceted networking environment. The conference will kick off on Monday, March 02, 2015 with informational sessions and Resume Review and Mock Interview workshops hosted by industry professionals. Students and hospitality leaders will interact about topics trending in the industry. After two exhilarating days of sessions, networking and workshops, the recruiting continues.

On Wednesday, March 04, 2015 we proudly open the doors to the UNT Coliseum for the biggest, most significant hospitality Career Expo to date. We are excited to welcome our outstanding industry partners to participate in this new and exciting career development opportunity for UNT Hospitality students (as well as some additional students from nearby institutions in the final hour of the event).

Sponsors are welcome to set up their booths in the morning and then proceed to the Hospitality and Tourism Management Program's student-operated restaurant, the Club at Gateway Center, to enjoy a delicious three course luncheon. During lunch, there will be a featured presentation about our program, followed by our top sponsorship recognition ceremony. After the luncheon, sponsors continue networking and recruiting HTM's best and brightest students at the Career Expo. During the Expo, sponsors will give "Top-Pick" ribbons to select students, and immediately afterward, they will have another opportunity to meet one-on-one with these students during an end-of-the-afternoon "Top-Pick" reception.

On Thursday, March 05 and Friday, March 06, we have reserved space in the UNT Career Center and the Gateway Center for those sponsors who have requested interview space in advance.

Agenda for the Information Sessions

Monday, March 02, 2015

9:45am – 11:00am	<p>Gateway Center – Room 51 Technology: Changing the Hospitality Industry for Tomorrow</p> <p>The world is changing; business is changing; customers are changing; talent pools are changing. Join us to talk about how technology is changing all aspects of the business and what companies are doing to stay in the game.</p> <p>Gateway Center – Room 52 Getting Your Career on Track</p> <p>Join us for this session where we will discuss internships, jobs, and careers, making the Career Expo work for you, and making sure your train is on track and headed in the right direction.</p>
1:45pm – 3:00pm	<p>Gateway Center – Room 51 First Impression: How to Develop A "Personal Brand" That Matters</p> <p>You may ask, do I need a brand? Does it matter what I say, do or wear? YES, you do and YES, it does. What is a brand? Learn how to make a great first impression and build YOUR brand for all situations, whether online or at an interview, a networking event or a business event.</p>

	<p>Gateway Center – Room 52 Sustainability Initiatives: A Multi-dimensional Approach</p> <p>Some corporations take sustainability more seriously than others, but the industry as a whole has certainly become ‘greener’ in recent years. Explore new ideas for sustainability with this interactive multi-dimensional approach.</p>
Tuesday, March 03, 2015	
9:45am – 11:00am	<p>Gateway Center – Room 51 Unlocking Your Personal Power</p> <p>Hear helpful tips about things you can do now to prepare yourself for the future. Our industry partners will share their experiences, answer your questions and help you to develop your career goals.</p> <p>Gateway Center – Room 52 Staying Ahead of the Future in the Hospitality Industry</p> <p>Staying Ahead: What does the future hold? Industry professionals in a variety of disciplines related to hospitality operations will talk about the rapidly changing world.</p>
1:45pm – 3:00pm	<p>Gateway Center – Room 51 Setting the Foundation of My Legacy</p> <p>Join us for this down-to-earth, engaging, and revealing look at the first couple of years of your career. Get the answers to all your questions: What are my goals as I start my career? How do I stand out from the crowd? How do I learn the ropes of my new job and my new company? How do I pace myself so I am not perceived as either over-eager or too slow in getting myself going?</p> <p>Gateway Center – Room 52 The Secret to Becoming a Successful Leader</p> <p>Leadership – possibly the most relevant topic of all! Explore the levels of leadership that you will experience as you progress through your career. This interactive session will uncover the secrets of displaying effective leadership characteristics that will set you apart from others.</p>

Agenda for the Career Expo

Wednesday, March 04, 2015	
12:30pm	UNT Coliseum Career Expo Begins
12:30pm – 4:30pm	Graduating Seniors / Graduate Students / Alumni
1:30pm – 4:30pm	Seniors / Juniors
2:30pm – 4:30pm	Sophomores / Freshmen
4:30pm	UNT Coliseum Career Expo Ends
4:30pm – 5:30pm	Gateway Center – Room 43 / 47 Employer “Top-Pick” Reception-By Invitation Volunteers have automatic invitation to the event-Sign up with the instructor

Thursday, March 05, 2015	
9:00pm – 4:00pm	Gateway Center Employer Interviews (Sign up with the Employer during the Career Expo)
Friday, March 06, 2015	
9:00am – 4:00pm	Career Center: Chestnut Hall – Suite 103 Employer Interviews (Sign up with the Employer during the Career Expo)

ATTENDANCE/PARTICIPATION

Regular attendance and punctuality are expected and will be assessed in the attendance/participation grade. Attendance will be taken each class period. Students' are expected to come to class prepared and will be evaluated on contributions made to class discussions. Excused absences are not automatic and will be considered on a case-by-case basis. Documentation may be requested for an absence to be excused. If you have to miss class, it will be your responsibility to secure notes from a classmate. As is the case in a professional work environment, it will be the expectation that you will be in class and ready to begin at the start of class. Consider class a business meeting where tardiness is unacceptable.

VIRTUAL CLASSROOM CITIZENSHIP

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

- Respect the privacy of your classmates and what they share in class.
- Be respectful of each other. We're all in this together. Before posting a comment, ask whether you would be willing to make the same comment to a person's face.
- Keep in mind that you are taking a college class. Something that would be inappropriate in a traditional classroom is also inappropriate in an online classroom.

It is the responsibility of the student to check the Blackboard Learn site every week during the semester for the purpose of instructor announcements and e-mail messages related to the course. It is expected that you log onto the online course at least 4 times per week to check for messages. Please make sure you are checking the "E-Mail Messages" and "Announcements from Instructor" links every week. Forgetting to check Blackboard weekly is not an excuse. Please do not send e-mails to the instructor's Outlook e-mail. All questions/inquiries in regard to the class should be sent through the "E-Mail Messages" link in Blackboard Learn.

HOW THE COURSE WORKS

Throughout the class, you will be using materials from your textbook, as well as online materials contained in weekly teaching modules. First, you should consult the class calendar to determine the due dates and which textbook chapter will be covered each week. Then, each week you will read the appropriate chapter in the textbook and work through that week's teaching module.

When you have completed all the material, you will take the weekly quiz. Weekly quizzes will cover information from these areas:

- Textbook chapter
- Guided reading outline presented in the online teaching module
- Sample Exam Questions in the chapter
- PowerPoint presentations in the online teaching module
- Activities in the online teaching module such as Video, Articles, Discussion and more.

HOW TO TAKE QUIZZES

Quiz Instructions and Policy:

Each week at the end of each teaching module, you will take a quiz. The quiz will contain questions that related to content from both the textbook chapter and from the online material included in the teaching module. After you have read all of the material in the teaching module and the chapter in your textbook, you will click on the quiz link to access the quiz at the end of each module. Quizzes may also be accessed through the assessment icon on the left of your Blackboard Learn screen. You will see the quiz for that week. Select your answer to each question, save each answer, and click on "Finish" to submit the entire quiz. Be sure that you answer every question and that your answers are all saved before you completed the submission process. **NOTE:** Do not "Click" on the quiz link until you are ready to take it. Once it is open, that is it! There will not be any resets, so be ready to take the quiz when you click on the link.

These are timed quizzes. Be prepared before you begin the quiz so that you will not run out of time. You will have 60 minutes to take each quiz, which is plenty of time if you are prepared. Each quiz is worth a total of 30 points. Only in the first quiz, students will have two attempts. Remember to allow plenty of

time to submit your quiz before the Sunday deadline. You will only have one opportunity to submit a quiz. If you are not prepared and run out of time, you will lose points for the quiz.

There will not be any make-up quizzes for improper submissions unless there are technical issues with the Blackboard program. The course modules will open on Monday morning at 12:01am and close at 11:59pm on Sunday night. The quizzes must be submitted before 11:59pm each Sunday evening.

Mid-Term and Final Exam Policy:

Mid-term and final exams are administered online only. Exams will cover material presented in class lectures, online activities, assignments, textbook, other assigned outside readings, guest speakers, and other sources.

The two major exams will be divided purposefully between items to assess the students' experience with the reading material and their familiarity with the materials presented in class. You are expected to complete both exams during the time frame and date designated online and in the syllabus.

A make-up exam for the mid-term only will be considered on a case-by-case basis and will not be automatic. You must provide documentation (i.e. medical documentation from a hospital or doctor, program from a funeral of an immediate family member) to provide a reason for needing to miss an exam. Taking a make-up exam is a privilege, not a right, and will be granted only in rare and extreme circumstances. Make-up exams will not be given before the scheduled exam.

The final exam will only be administered at the designated time listed on the course calendar during finals week. Final exams will not be given early. Please check the HMGT 2790 course calendar early in the semester to avoid any schedule conflicts.

Late Work:

Late assignments will not be accepted and will result in a "0", except for the case of a documented and approved excuse (i.e. sickness confirmed by a physician, official school excuse). Do not assume that a "late" assignment will be accepted. If the student does not complete the Resume Assignment on time and does not follow all four steps, student will receive "0" in the assignment. This is a MANDATORY assignment for the course. If the student does not complete the Mock Interview on time, student will receive "0" in the assignment. This is a MANDATORY assignment for the course.

Grade Dispute:

Once a grade is posted, a student has 5 working days to talk to the instructor to dispute the grade. If the student does not meet with the instructor either during office hours or at another scheduled time within the 5 working days, the assignment grade stands as recorded and will not be reviewed at a later date.

ADDITIONAL POLICIES AND INFORMATION

Electronic Devices:

Please refrain from using laptops, cell phones, Ipads and other electronic devices while in class. These should be turned off and put away in a purse, backpack, or your pocket. If a student is seen using or asked to put away any electronic device(s) during class, this will result in a loss of 5 points toward the student's final grade for each time the student is seen using these items or asked to put them away during the semester. Using cell phones and other electronic devices for non-class purposes is viewed as being disrespectful and disruptive. Laptops or Ipads will only be allowed if documentation has

been provided from the Office of Disability Accommodation verifying a student needs it for a classroom accommodation.

Class Decorum/Policies:

The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students will be held accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately, etc.).

Acceptable Student Behavior:

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

Qualified Students under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973:

The University of North Texas and the College of Merchandising, Hospitality and Tourism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

Academic Dishonesty:

Academic dishonesty is unacceptable on exams, quizzes, or any other graded assignments. **Students who are found copying or using written materials without giving credit to the original authors will receive a grade of "O" for any assignment or exam and possibly an "F" for the entire course depending on the specifics of the incident.** Academic dishonesty includes use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, or the acquisition of tests or other materials belonging to a faculty member. Plagiarism includes the paraphrase or direct quotation of published or unpublished works without full and clear acknowledgement of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook.

Syllabus Revisions:

The instructor reserves the right to revise the syllabus, list of requirements, and assignments when, in her judgment, such revision will benefit the advancement of the course goals and objectives. This syllabus is not a contract and can be changed at any time for any reason by the faculty member.

Vision of the Hospitality & Tourism Management Program

To be a global leader in advancing education, creating knowledge, and shaping the hospitality and tourism professionals of the future.

Mission of the Hospitality & Tourism Management Program

Educating students for leadership in the global hospitality and tourism industries and advancing the profession through excellence in teaching, research, and service.

Program Learning Outcomes

Upon graduating with a Bachelor of Science in Hospitality and Tourism Management, students will be able to:

1. Demonstrate basic knowledge of theoretical constructs pertaining to the hospitality and industries.
2. Apply the basic principles of critical thinking and problem solving when examining hospitality and tourism management issues.
3. Apply technical aspects of the hospitality and tourism industry.
4. Demonstrate professional demeanor, attitude, and leadership needed for managerial positions in the hospitality industry.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) UNDERGRADUATES

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so has the potential to affect your current and future financial aid eligibility. Please visit <http://financial.aid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with your CMHT academic advisor or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

ACADEMIC ADVISING

- All pre-majors are required to meet with their Academic Advisor and receive an advising code to register for classes *each semester*. ALL students should meet with their Academic Advisor at least one time per semester (Fall & Spring). It is important to update your degree plan on a regular basis to ensure that you are on track for a timely graduation.
- **Advising Contact Information (Chilton Hall 385 – 940.565.4635)**
Sarah Kim, M.S. Merchandising A-K
Brittany Barrett, MSIS Merchandising L-Z

Important for Timely Graduation

A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions. It is very important that you work with your advisor to be sure you are sequencing courses correctly (rather than taking courses scheduled at a convenient time) to avoid delayed graduation. Ultimately, it is a student's responsibility to ensure they have met all prerequisites before enrolling in a class. Students who have not met prerequisites will not be allowed to remain in a course. Once classes begin, students often have few, if any, options for adding a different course, which can be an issue for financial aid.

Payment Deadline

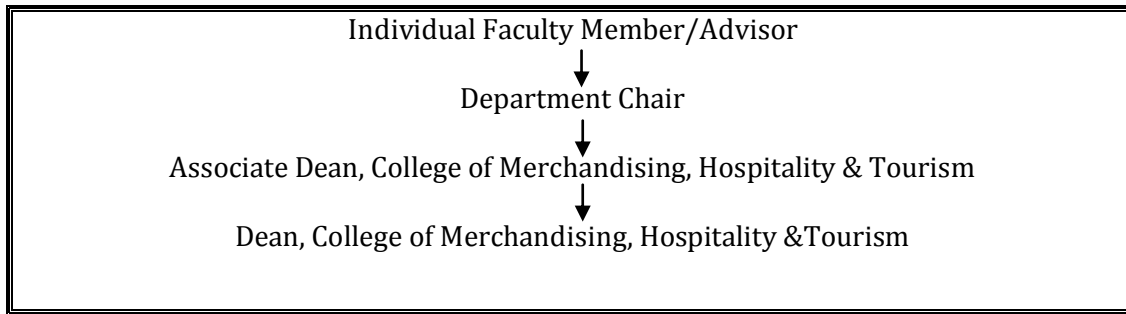
It is imperative that students have paid for all enrolled classes. **Please check your online schedule daily through the 12th class day (August 29) to insure you have not been dropped for non-payment of any amount.** Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, parking fees, etc. CMHT will not be able to reinstate students for any reason after the 12th class day regardless of situation. It is the student's responsibility to ensure all payments have been made.

IMPORTANT SPRING 2015 DATES

January 19	MLK Day (UNT closed)
January 20	First class day
January 23	Last day to change of schedule other than a drop (last day to add a class)
Feb 3	Beginning this date a student who wishes to drop a course must first receive written consent of the instructor.
Feb 4	Kip Tindell, CEO, Container Store, "Conscious Capitalism" – Executive + Scholar Lecture Series (10 am – 12 Noon)
March 3	Beginning this date, instructors may drop students with a grade of WF for nonattendance.
March 16 – 22	Spring Break (no classes)
April 24	Last day to withdraw from the semester
May 7	Last day of class
May 8	Reading day. No classes.
May 9 - 15	Finals week.
May 16	Commencement – Details to be announced.

CMHT Protocol

Understanding the academic organizational structure and appropriate Chain of Command is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined below:



OFFICE OF DISABILITY ACCOMMODATIONS

The University of North Texas and the College of Merchandising, Hospitality and Tourism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

COURSE SAFETY STATEMENTS

Students in the College of Merchandising, Hospitality and Tourism are urged to use proper safety procedures and guidelines. While working in laboratory sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medial attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook. **Instructor may drop students automatically who do not follow academic dishonesty policy from the course or/and the program.**

In an academic institution, every member of the community must demonstrate the highest standards of academic honesty; one must produce work that is wholly one's own, whether it is in the form of taking a test, writing an essay or report, conducting an experiment, or completing an assignment.

Cheating: Cheating includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff

Examples of Cheating

- Looking at notes, books, cheat sheets, another student's answer, asking someone else how he/she answered a question, using prohibited electronic devices and taking a test/exam in place of another person
- Asking or paying someone to do work that was assigned to you, even if it is a small portion of a larger assignment
- If an instructor does not allow materials (tests, quizzes, etc.) to leave the classroom, you may not remove them. You may not have them in your possession. For example, if a friend who had the class in a previous semester removed tests from the classroom and passed them on to you; it is still against policy for you to have them, even if you weren't the one who took them in the first place.

Fabrication: Fabrication is the falsification or invention of any information, data, research materials, or citation in an academic exercise without authorization from the instructor.

Examples of Fabrication

- Analyzing one sample in an experiment and inventing data based on that single experiment for other required analyses
- Copying or altering another student's existing software or microcontroller code and presenting it as your own
- Altering or omitting data points that deviate from expected experimental results
- Manipulation of photography to distort results
- Making up an interview or event and presenting it as the truth

Facilitating Academic Dishonesty: Students who intentionally, willingly, or negligently allow their work to be used, copied, or submitted for credit by other students or who assist or attempt to assist another person in any act of academic dishonesty are in violation of this policy.

Examples of Facilitating Academic Dishonesty

- Purposely allowing another student to copy from your test during an exam
- Allowing your assignments, term paper, or other academic work to be used by another student to plagiarize
- Creating assignments, term papers, or other academic work for someone else
- Allowing another student to submit your assignments for credit in his/her name
- Clocking in, signing in, or otherwise reporting another student as being present in a class when he/she is not
- Communicating with people in other sections about the content of exams, quizzes, or other information that your instructor does not want shared

Plagiarism: Plagiarism is the representation of the words, ideas, or works of another person as one's own in an academic assignment. A college is like a factory for the production of words and ideas. Students earn grades and credits for the valuable words and ideas that they produce. Therefore, it is essential that the words and ideas of all members of the College are protected as their "intellectual property," and it is essential that no one pretends that other people's intellectual property is one's own.

Sometimes, people plagiarize intentionally, committing fraud by turning in someone else's work and passing it off as their own. Sometimes, people plagiarize unintentionally because they are confused about how to fairly and honestly represent someone else's words or ideas in their writing. It is the individual student's responsibility to seek instruction in this skill.

- Helpful student web resources
 - <http://www.plagiarism.org>
- Helpful faculty classroom resources
 - <http://turnitin.com>
 - http://turnitin.com/research_site/print.html/

Students should ask their instructors for explanations of the appropriate use of source materials for assignments and for models of proper citation and documentation within each academic discipline. If one is unsure of what type of help is allowed for an assignment, ask the instructor.

Examples of Plagiarism

- Downloading an essay from the Internet, copying and pasting parts of online resources into your own writing, or copying phrases, sentences, or whole essays from published print sources or from the work of classmates or friends
- Copying computer programming code and pasting into your own program
- Having someone else write an assignment for you or having another person rephrase your sentences into their own language or style

Denying others access to information or material: Academic honesty holds that each student has the same opportunity to use class resources and /or materials. Any acts of sabotage are in violation of the college's Academic Honesty Policy.

Examples of denying others access to information or material

- Stealing, removing, misplacing, altering, or defacing class resources or materials- including laboratory models, library reserve (including digital media) course materials, computer programs or files, and materials, files, or projects that belong to another
- Providing false information or materials that are a misrepresentation of course content

Electronic media: Students who use cell phones, PDAs, iPods, computers, calculators, or any other electronic devices as classroom aides are in violation of the Academic Honesty Policy unless given specific permission by the instructor. Individual divisions and instructors may have exceptions to this policy, based on the specific learning needs of the class. See the instructor for any clarification.

Students who intentionally, willingly, or negligently take part in file sharing of licensed software, music or video files are in violation of the Academic Honesty Policy. Students will not circumvent anti-pirating software to copy electronic files. Copyright laws prohibit the copying of information from the Internet or other electronic source (DVDs or CDs) without proper permission, citation or paraphrasing.

Students taking part in file sharing or illegal copying of electronic media are not only violating the Academic Honesty Policy but are also violating federal copyright law and may face lawsuits, federal charges, and/or fines.

Multiple submissions: Submitting work that was completed for another course or section without the instructor's permission violates the Academic Honesty Policy.

Examples of Multiple Submissions

- Some instructors allow previous work to be 'fixed up' for another class, some do not. If you created work for one course or section and want to use portions of it again in another (i.e., recycling) you must check with your instructor.

Misrepresentation of academic records: Students who misrepresent their academic records are in violation of the Academic Honesty Policy.

EXPECTED STUDENT BEHAVIOR

Student behavior is expected to be respectful of both other students and faculty. Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students will be held accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

STUDENT EVALUATION OF TEACHING EFFECTIVENESS (SETE)

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester to provide students a chance to comment on how this class is taught. Student feedback is important and an essential part of participation in this course.

FINAL EXAM POLICY

Final exams will be administered at the designated times during the final week of each long semester and during the specified day of each summer term. Please check the course calendar early in the semester to avoid any schedule conflicts.

ACCESS TO INFORMATION

As you know, your access point for business and academic services at UNT occurs within the my.unt.edu site www.my.unt.edu. If you do not regularly check EagleConnect or link it to your favorite e-mail account, please so do, as this is where you learn about job and internship opportunities, CMHT events, scholarships, and other important information. The website that explains Eagle Connect and how to forward your email: <http://eagleconnect.unt.edu/>

COURSES IN A BOX

Any CMHT equivalent course from another university must receive prior approval from the CMHT academic advisor to insure that all CMHT degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence must have prior advisor approval.

IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in multiple on-campus lectures or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

DROPPING AN ONLINE COURSE

A student needing to drop an online course should send their instructor an email with their name, student ID#, reason for dropping a course, and date you are sending the email. This *must be done prior to the UNT deadline to drop a course*. If approved, the instructor will contact the Director of CMHT Advising in Chilton 385 where you may obtain a signed drop form. **It is your responsibility to turn in the completed drop slip to the UNT Registrar's office before the deadline to make sure you have been dropped from the course with a "W".** If you are taking only online courses and your instructor approves the drop, please contact the CMHT Director of Advising for instructions.

EMERGENCY NOTIFICATION & PROCEDURES

UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at www.my.unt.edu. Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, your instructor will communicate with you through Blackboard regarding assignments, exams, field trips, and other items that may be impacted by the closure. **In the event of a university closure your instructor will message you through Blackboard to communicate with you about assignments, homework, etc.**

COURSE ASSIGNMENTS

I strongly believe that it is your responsibility as a student and a future career professional to complete all assigned work and meet deadlines for this class. Therefore, all assignments must be submitted on the assigned due dates which are very well established in the syllabus and in our Blackboard Learn class calendar. Late assignments will not be accepted and will result in a "0", except for documented and approved excuses. **Late assignments will not be accepted.** Additional assignment(s) may be added by instructor. If you are not in class and miss information on assignments such as changes and/or additions, it is your responsibility to seek out this information.

A)

Resume Review Workshop -(3 Steps Assignment) (300 Points- 100 points each step)

If the student does not complete the **Resume Review Workshop Exam** (on time and does not follow all three steps, student will receive "0" in the assignment. This is a MANDATORY assignment for the course.

Part 1: Electronic Resume Review

You will need to prepare your resume to have your most current information for the career center advisor to review and provide feedback. You should also keep in mind the lecture content shared in class regarding resumes when preparing your resume to have it reviewed. Students will be submitting their resume to the career advisor using **OPTIMAL RESUME SYSTEM (UNT Career Center)**. Please find instructions under assignment folder on Blackboard or below. Submit your resume to the Career Advisor **between January 26, 2015 to February 3, 2015**. The deadline is **(February 3, 2015)**. The career advisor will review your resume, after you have received the resume review electronic version from the career advisor, please revise your resume based on the comments provided. After revising your resume, you will need to turn in to the instructor, your original resume with the written comments from the Career advisor, your updated resume on blackboard under assignments.

Both Resumes-Upload on blackboard under assignments. **Deadline to upload Wednesday, April 1, 2015**

- your original resume with the written comments and signature from the Career advisor,
- your updated resume version

Upload Resume to Blackboard (Under Assessment Folder (Drop box-) by April 1, 2015

To access Optimal Resume System:

Optimal Resume Builder

Go to <http://careercenter.unt.edu/>



Find the

Link on the bottom right hand corner of the page

It will take you to <https://unt.optimalresume.com/>

>>>click on **New Users Click Here**

Use your **UNT email address** in the registration process (must use UNT email address)

Go to the **Document Center**

In the **RESUMES** box, select **Create New Resume**

>>> **Name this resume**

>>>Click the **Upload resume** box and choose your file to upload

>>>Click **+ START RESUME**

Find the Review Center tab at the top

>>>Select "College of Merchandising, Hospitality and Tourism" for **Review Group**

>>>Select "Gena Kirkwood" (A-L) or "Rosalyn Smith" (M-Z) for **Reviewer**

>>>Write a message with further explanation/questions (OPTIONAL)

Click **SUBMIT**

**** ONLY SUBMIT YOUR RESUME 1 TIME ****

To access Resume Revisions from Career Advisor

1. Login to Career Center website (<http://careercenter.unt.edu>) and click **Optimal Resume** at the bottom
2. Notifications will pop up
3. Click **Messages** (bottom left hand corner) and click **Gena Kirkwood & Rosalyn Smith**
4. Click **Review Center** and **Download Attached File**
5. Save the copy with comments and upload to your computer

Part 2: One-on-One Resume Review with Rosalyn Smith or Gena Kirkwood (Career Advisor) at the Career Center-30 minute appointment

Tuesday, February 4, 2015 - Friday, February, 13 2015

Between 9:00am – 3:00pm

Room (Career Center: Chestnut Hall, Suite 103)

Resume Review Advisor Workshop- with Gena Kirkwood or Rosalyn Smith

By appointment-Sign up for an appointment with the Career Center Advisor during class time.

The career advisor will review your resume, after you have received the resume review from the career advisor, please revise your resume based on the comments provided. After revising your resume, you will need to turn in to the instructor, your original resume with the written comments and signature from the Career advisor, your updated resume on blackboard under assignments.

Both Resumes-Upload on blackboard under assignments. **Deadline to upload April 1, 2015**

- Your original resume with the written comments and signature of the Career advisor,
- Your updated resume version

Upload Resume to Blackboard (Under Assessment Folder (Drop box-) by April 1, 2015

Important Note:

Attendance

If you cancel the day of or do not show up to your scheduled resume review, you will be expected to write a letter of apology and e-mail it to the advisor. This should be emailed to the career center advisor with a blind copy to me. 15 points will be deducted from your final course grade if this e-mail is not sent by **Monday, February, 2015**. Your instructor has the discretion of approving or rejecting a request to reschedule the appointment with a Walk-in appt at the Career Center. **This will only be considered for "serious" reasons and with documentation (i.e. sickness confirmed by a physician).**

Attire(Dress to Impress)

Since you will be meeting with advisor, it is **MANDATORY** that you dress in professional business attire (nice dress pants or skirt with a top/shirt or in a dress – no spaghetti straps) for your appointment (no jeans, shorts, sweats). You will need to bring your resume with your most current information for the advisor and employer to review and provide feedback on. **Attire is part of the grade assignment-50 points will be deducted from grade if you do not dress business professional. (Suit & Tie)-Please follow up the images below.**

For Women



- A neutral colored suit in navy or another dark color with a skirt
- Skirt length should be a little below the knee and never shorter than above the knee
- Blouses should be cotton or silk (white or light pastel color)
- Pantyhose should be flawless (no runs) and conservative in color. (You may want to bring an extra pair with you)
- Basic pumps with 1"-2" heel (No strappy sandals or platforms!)
- Simple Accessories. No visible body piercing (nose rings, eyebrow rings, etc.)
- Make-up should be minimal and in conservative tones
- minimal cologne or perfume
- Light briefcase or portfolio case



For Men



- A two piece suit in navy or another dark color
- A tie in a simple pattern that matches the colors of your suit
- button down dress shirt (white or pastel)
- polished dress shoes in a dark color
- No earrings! If you normally wear one, take it out
- Get a haircut. Short hair always fares best
- clean trimmed fingernails
- minimal cologne
- Light briefcase or portfolio case



← Trimmed Haircut

← Clean Shaved

← Warm Smile

← Feel Of Confidence

← Formal Dress

← Firm Handshake

← Correct Body Posture



How To Dress For An Interview



Part 3: One-on-One Resume Reviews with Employers-30 minute appointment

Monday, March 02, 2015-Resume Review Workshop with Employers

Between 9:00am – 3:00pm

Room (Career Center: Chestnut Hall, Suite 103)

By appointment-Sign up for an appointment with the Instructor during class time.

The employer will review your resume, after you have received the resume review from the employer, please revise your resume based on the comments provided. After revising your resume, you will need to turn in to the instructor, your original resume with the written comments and signature from employer, your updated resume on blackboard under assignments.

Both Resumes-Upload on blackboard under assignments.

- Your original resume with the written comments and signature of the employer,
- Your updated resume version (Final Version)

Upload Resume to Blackboard (Under Assessment Folder (Drop box-) by April 1, 2015

Important Note:

Attendance

If you cancel the day of or do not show up to your scheduled resume review, you will be expected to write a letter of apology and e-mail it to the employer. This should be emailed to the employer with a blind copy to me. 15 points will be deducted from your final course grade if this e-mail is not sent by **Monday, March 9, 2015**. Your instructor has the discretion of approving or rejecting a request to reschedule the appointment with a different employer another day. **This will only be considered for “serious” reasons and with documentation (i.e. sickness confirmed by a physician).**

Thank you Email

You will need to send a thank you by e-mail to the employer that you had your resume review with. Make sure to get their contact information. **This e-mail thank you must be sent no later than Monday, March 9, 2015**. You will also need to blind copy me in the e-mail (rosa.malave@unt.edu). 15 points will be deducted from your final course grade if this e-mail is not sent by **Monday, March 9, 2015**

Attire(Dress to Impress)

Since you will be meeting with employers, it is **MANDATORY** that you dress in professional business attire (nice dress pants or skirt with a top/shirt or in a dress – no spaghetti straps) for your appointment (no jeans, shorts, sweats). You will need to bring your resume with your most current information for the advisor and employer to review and provide feedback on. **Attire is part of the grade assignment-50 points will be deducted from grade if you do not dress business professional. (Suit & Tie)-Please follow the images above.**

B)

Mock Interview Workshop (150 points)-Mock Interview with employers

If the student does not complete the Mock Interview on time, student will receive "0" in the assignment. This is a MANDATORY assignment for the course.

Mock Interview Workshop

Tuesday, March 03, 2015

Between 9:00am – 3:30pm

Room (Career Center: Chestnut Hall, Suite 103)

By appointment-Sign up for an appointment with the Instructor during class time.

You will need to schedule a 30 minutes appointment with instructor during class time to participate in a practice mock interview.

A career advisor or industry employer will ask you specific interview questions which will be listed in Blackboard under the "Instructions for Assignments" link found on the Course Content page. Written comments and an evaluation will be provided based on your appearance, answers to questions, communication skills, professionalism, etc. If you cancel the day of or do not show up to your scheduled mock interview, you will be expected to write a letter of apology and email it to the employer. This should be emailed no later than on **Monday, March 9, 2015** to the employer with a blind copy to me. Your instructor has the discretion of approving or rejecting a request to reschedule the appointment. **This will only be considered for "serious" reasons and with documentation (i.e. sickness confirmed by a physician).**

It is mandatory to dress in professional business attire for this mock interview and treat as if it were a real interview. You will be meeting with employers, it is **MANDATORY** that you dress in professional business attire (nice dress pants or skirt with a top/shirt or in a dress – no spaghetti straps) for your appointment (no jeans, shorts, sweats). You will need to bring your resume with your most current information. **Attire is part of the grade assignment-50 points will be deducted from grade if you do not dress business profesional. (Suit & Tie)-Please follow the images above.**

Thank you Email

After the mock interview, you will need to send a thank you by e-mail to the employer that you had your mock interview with. **This e-mail thank you must be sent no later than Wednesday, 2015. You will need to blind copy me in the e-mail (rosa.malave@unt.edu).** 30 points will be deducted from your final course grade if this e-mail is not sent by **Monday, March 9, 2015.**

You will not have an assignment to turn in for the mock interview. Completing the mock interview is the assignment. Your grade will be determined on being on time and attending the mock interview and the rating scores provided by the employer on your mock interview evaluation sheet.

QUIZZES (360 points)

Each week at the end of each teaching module, you will take a quiz. The quiz will contain questions that relate to content from both the textbook chapter and from the online material included in the teaching module.

These are timed quizzes. Be prepared before you begin the quiz so that you will not run out of time. **You will have 30 minutes to take each quiz, which are plenty of time if you are prepared and each quiz worth a total of 30 points. Only in the first quiz, students will have two attempts.** Remember to allow plenty of time to submit your quiz before the deadline. You will only have one opportunity to submit the quiz, so if you are not prepared, or run out of time, you will lose the points for the quiz.

Each week, after you have read all of the material in the teaching module and the chapter in the textbook, you will click on the quiz link to access the quiz at the end of each module. (Quizzes may also be accessed through the assessment icon on the left of your Blackboard Learn screen.) You will see the quiz for that week. Select your answer to each question, save each answer, and click on "Finish" to submit the entire quiz. Be sure that you answer every question, and that your answers are all saved, before you complete the submission process.

NOTE: Do not "Click" on the quiz link until you are ready to take it. Once it is open....that's it! There will be no resets, so be ready to take the quiz when you click on the link.

There will not be any makeup quizzes for improper submissions unless there are technical issues with the Blackboard program. The course modules will open on Monday morning at 12:01 a.m. and close at 11:59 p.m. on Sunday night. The quizzes must be submitted before 11:59 p.m. each Sunday evening.

Final Exam (80 points each)

Final exams are administered online. Exams will cover material presented in lectures, activities, assignments, texts, outside readings, guest speakers, and other indicated sources. Make-up exams are allowed only in the case of documented medical emergencies and documented UNT school activities.

Make-up exam and final exam will be allowed **only** for serious reasons, i.e.:

- A. Sickness (confirmed by physician)
- B. Schedule conflicts, official school excuse, (and then only if the faculty member in charge of the course is notified prior to scheduled exam time).

Extra Credit- 5 Points Each Event

A)

A)

Informational Sessions

Monday, March 02, 2015

**2015 UNT Hospitality International Career Development Conference & Career Expo
Between 9:00am – 3:30pm Room(Gateway Center)**

Please see the information sessions below

**By appointment- Sign up for an appointment with the Instructor during class time.
(Extra Credit) 10 points(am) or/and 10 points(pm)=Max 20 points per day**

B)

Informational Sessions

Tuesday, March 03, 2015

**2015 UNT Hospitality International Career Development Conference & Career Expo
Between 9:00am – 3:30pm Room (Gateway Center)**

**Please see the information sessions below- By appointment- Sign up for an appointment with the
Instructor during class time. 10 points(am) or/and 10 points(pm)=Max 20 points per day**

**This is a *NEW* Event being offered to our Industry Partners to give them more access to recruit our
Brightest Hospitality Students preparing to enter the Industry!**

Don't miss!

Be prepared...Bring your Resume

Dress Professionally

Immediate Interviews for Full-Time/Part-Time/Internships

Agenda for the Information Sesiions

Monday, March 02, 2015

9:45am – 11:00am	Gateway Center – Room 51 Technology: Changing the Hospitality Industry for Tomorrow The world is changing; business is changing; customers are changing; talent pools are changing. Join us to talk about how technology is changing all aspects of the business and what companies are doing to stay in the game. Gateway Center – Room 52 Getting Your Career on Track Join us for this session where we will discuss internships, jobs, and careers, making the Career Expo work for you, and making sure your train is on track and headed in the right direction.
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1:45pm – 3:00pm	<p>Gateway Center – Room 51 First Impression: How to Develop A “Personal Brand” That Matters</p> <p>You may ask, do I need a brand? Does it matter what I say, do or wear? YES, you do and YES, it does. What is a brand? Learn how to make a great first impression and build YOUR brand for all situations, whether online or at an interview, a networking event or a business event.</p> <p>Gateway Center – Room 52 Sustainability Initiatives: A Multi-dimensional Approach</p> <p>Some corporations take sustainability more seriously than others, but the industry as a whole has certainly become ‘greener’ in recent years. Explore new ideas for sustainability with this interactive multi-dimensional approach.</p>
Tuesday, March 03, 2015	
9:45am – 11:00am	<p>Gateway Center – Room 51 Unlocking Your Personal Power</p> <p>Hear helpful tips about things you can do now to prepare yourself for the future. Our industry partners will share their experiences, answer your questions and help you to develop your career goals.</p> <p>Gateway Center – Room 52 Staying Ahead of the Future in the Hospitality Industry</p> <p>Staying Ahead: What does the future hold? Industry professionals in a variety of disciplines related to hospitality operations will talk about the rapidly changing world.</p>
1:45pm – 3:00pm	<p>Gateway Center – Room 51 Setting the Foundation of My Legacy</p> <p>Join us for this down-to-earth, engaging, and revealing look at the first couple of years of your career. Get the answers to all your questions: What are my goals as I start my career? How do I stand out from the crowd? How do I learn the ropes of my new job and my new company? How do I pace myself so I am not perceived as either over-eager or too slow in getting myself going?</p> <p>Gateway Center – Room 52 The Secret to Becoming a Successful Leader</p> <p>Leadership – possibly the most relevant topic of all! Explore the levels of leadership that you will experience as you progress through your career. This interactive session will uncover the secrets of displaying effective leadership characteristics that will set you apart from others.</p>

EVALUATION CRITERIA

A. Resume Review Workshop	300 points
B. Mock Interview Workshop	150 points
C. Hospitality Career Expo	50 points
D. Final Exam	80 points
E. 12 Quizzes(30 points each)	360 points
Total Points	940 Points

Make-up of any assignment will be allowed **only** for serious reasons, i.e.:

- A. Sickness (confirmed by physician)
- B. Schedule conflicts, official school excuse, (and then only if the faculty member in charge of the course is notified prior to scheduled exam time).

ASSIGNMENTS/TESTS

LATE WORK WILL NOT be accepted

Grading Scale	
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F