SYLLABUS

HOSPITALITY INTERNSHIP
HFT-2941 / 3 CREDIT HOURS
Spring, 2014

Instructor’s Name: Fred Jaeger
Hospitality/Culinary Internship Coordinator: Malka Madkholkar

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Office Hours (Day, Time, and Location): Office Location: DHUM-109
(As posted or by appointment)

MANDATORY ORIENTATION: January 10th, 2014 11:00am - 1:45pm, DHUM-106

Course Description: A work-based learning experience that focuses on an area of interest in a restaurant or hotel. The intern will experience the opportunity to apply the theory learned in the program within a hospitality business setting. Grading is based on academic projects related to the position. Student must also provide authorized documentation confirming 125 hours of internship experience.

Prerequisite: Students must complete a minimum of 50 credit hours and be available to work at an internship site for a minimum of 16 hours a week.

At the completion of this course students should be able to:

1. Describe the various functions of the student’s department and job.
2. Define established lines of authority.
3. Identify opportunities for advancement in the organization.
4. Explain the job duties, expectations, and responsibilities of the position.
5. Describe the various styles of supervision utilized by management staff.
6. Provide a description of records kept on file; include the purpose and usefulness of each record kept.
7. Outline the requirements for the job position. (i.e. physical, mental, experience, and training)
8. Explain the various supervisory techniques utilized by management. (i.e. types of evaluations, incentives, discipline, etc.)
9. Define the physical setup of the site. (i.e. geographical factors, sources of business, location, volume of business, location of competition, etc.)
10. Provide a detailed description of the property. (i.e. size, floor plan, auxiliary features, services, outside attractions, student’s working space, etc.)
11. Identify the policies of the organization and interpret these policies from management’s perspective. (i.e. purchasing, maintenance, vermin, rates, advertising, promotion, and personnel.
12. Demonstrate a proficiency in communication skills.
Text Book and Materials:
(Workbook provided)

Grading System:

A  90-100 = Excellent
B  80-89  = Good
C  70-79  = Average
D  60-69  = Poor
F  00-59  = Failure
FX  = Student stopped attending class and failed to officially withdraw.

Academic Dishonesty Policy:
(Student Handbook)

Academic work submitted by students to their instructors is assumed to be the result of their own thought, research or self-expression. Moreover, when students borrow ideas, wording or organization from another source they are expected to acknowledge that fact in the appropriate manner.

Plagiarism is unacceptable. Refer to the Code of Student Conduct for HCC's disciplinary actions.

Final Grade Calculation:

Final Grade will be calculated by the submission of completed Internship Forms and Reports (Term Papers) as noted below:

Part I Forms DUE by January 17th, 2014
Part II Forms DUE by April 28th, 2014
Term Paper #1 February 28th, 2014
Term Paper # 2 March 28th, 2014
Term Paper #3 April 28th, 2014

Request for Accommodations: If, to participate in this course, you require an accommodation due to a physical or learning impairment, you must contact the Office of Services to Students with Disabilities. The office is located at DSTU 208. You may also reach the office by telephone at (813) 259-6035 (voice line); (813) 253-7516 (TTD); or (813) 253-7035