

GRAYSON COLLEGE

Course Syllabus

Course Information

HAMG 2167 Practicum (or Field Experience) - Hospitality Administration/Management, General
CHEF1164 Practicum (or Field Experience)- Culinary Arts

Instructor Contact Information

Instructor name: Joanna Bryant Office phone: 903-463-8654. Email: bryantj@grayson.edu. Office location: CA114

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Course to be taken the last semester of the student's certificate or degree plan

Course Description

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Student Learning Outcomes

- A. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
- B. Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

ACF Competencies

- A. Perform mock interviews; prepare resumes, job applications and cover letters.
- B. Analyze ways of dealing with stress in the workplace.
- C. Discuss time management and other organizational management techniques.

Required Textbooks (ISBN # included) and Materials

None

Suggested Course Materials

Computer to Write Resume and other research, Pen/pencil, paper, Calendar with space to write on it, professional dress for work experience.

Required Assignments & Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Blackboard accounts for directions on where or how to continue their coursework.

These dates are tentative and can be changed with notice by the professor. You should attend class to make sure that you are up to date with the rest of the class.

Course Schedule

| Day | Date | Topics, Readings, Assignments, Deadlines |
|-----|--------|--|
| 1 | Online | <ul style="list-style-type: none">•Introduction to practicum•Introduction to resumes/cover letters•Paper work for practicum Complete graduation application**** |
| 2 | Online | <ul style="list-style-type: none">•Personal financial management•Time and stress management/organizational skills•Professional dress/etiquette•Workplace communication/Conflict negotiation•Job Search Skills•Attitude, goal setting and life management Finish Practicum Experience (Paperwork due by last day of semester) NO EXCEPTIONS |

Methods of Evaluation/Grading

A letter grade will be assigned as follows: 90-100 A, 80-89 B, 70-79C, below 70 F. The final grade will be calculated as follows:

| Categories | Points |
|------------------------|--------|
| Cover letter | 10 |
| Résumé | 10 |
| Online Assignments | 20 |
| Time Sheet/Practicum | 60 |
| Total points available | 100 |

Grades to be posted on Canvas

Methods of Instruction

Lecture, class discussion, audio-visual materials, and in field experience will be used.

Course & Instructor Policies

You will act professional and will be prompt to class. Consider this class a job.

Student Conduct & Discipline

Classroom Behavior:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance and an attitude that seeks to take full advantage of the educational opportunity.

Defacing College Property:

Anyone caught defacing property will be responsible for cleaning, repairing or replacing the defaced property. The individual will also receive a zero (0) for the day. Defacing property includes, but is not limited to, writing, marking or scratching on the tables, tabletops, chairs, cabinets, counter tops, shelving or walls.

Cell Phone Policy:

All cell phones and other electronic devices must be turned off before entering the classroom. Text messaging is not permitted during class. If you have an emergency and need to take a call during class, you must inform the instructor before the beginning of class. Turn your ringer to vibrate, and when your call comes in, pick up all of your belongings and leave the classroom. You may return to class the next time the class meets.

Grayson County College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

Dr. Regina Organ, Title IX Coordinator (903-463-8714)

Mr. Brad Bankhead, Title IX Deputy Coordinator- South Campus (903) 415-2601

Mr. Mike McBrayer, Title IX Deputy Coordinator (903) 463-8753

Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>

GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501 - South Campus)

GC Counseling Center: (903) 463-8730

For Any On-campus Emergencies: 911

Grayson College campus-wide student policies may be found on our Current Student Page on our website: <http://grayson.edu/current-students/index.html>