

GEORGE MASON UNIVERSITY  
School of Recreation, Health, and Tourism

TOUR 470—Career Preparation (1)  
Fall 2015

DAY/TIME:	Friday/10:30 - 1:10 p.m.	LOCATION:	Robinson Hall B203
INSTRUCTOR:	Tina Jones	EMAIL ADDRESS:	tjonesq@gmu.edu
OFFICE HOURS:	Wednesday, 11:15 a.m. – 1:15 p.m. (SciTech) Fridays 1:15 – 2:15pm (FX) by appointment	PHONE NUMBER:	703-993-2062
		FAX NUMBER:	703-993-2052

#### PREREQUISITES

TEM Major (senior status), TOUR 241, HEAL 323, TOUR 340, TOUR 440 and PRLS 410

#### COURSE DESCRIPTION

Capstone educational experience focuses on current issues in tourism and event management, and career development strategies.

#### COURSE OBJECTIVES

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

1. Analyze current trends and issues in the tourism and events management field.
2. Conduct research using public and secondary data.
3. Prepare a technical report and make recommendations for management.
4. Identify, create and assess materials pertaining to career placement in the tourism or events field.

#### COURSE POSTINGS

Course materials will be posted on Blackboard, which can be accessed through <https://mymasonportal.gmu.edu/>.

#### COURSE OVERVIEW

This course is a seminar and requires preparation, extensive in-class discussion, and peer presentation. It is expected that students will demonstrate the knowledge and competencies they have developed during preceding semesters in the BS-TEM program. The following rules and guidelines are in support of the effort to prepare seminar participants to enter the profession:

1. Attendance and participation are key elements to a successful learning experience. When tardiness or an absence is anticipated, it is the responsibility of the student to advise the instructor in advance. Advising the instructor of unexpected absence or tardiness should take place at the earliest opportunity. **A passing grade will not be given if more than two seminar meetings are missed (including 'excused' absences). Each absence will automatically reduce your participation/attendance grade by 14 points. Points will also be deducted for tardiness or leaving class early.**
2. Assignments will NOT be accepted after the due date.
3. Unless required due to documented disability or approved by the instructor, laptop computers, tablets, phones and other mobile devices may NOT be used during class meetings.
4. All assignments must be typed and presented in a professional format. Electronic versions of assignments will only be accepted when that form is specifically requested by the instructor or approved in advance of the submission deadline.
5. If your instructor is not in the classroom at 10:30 a.m., please wait 20 minutes before leaving.

6. The instructor reserves the right to change this syllabus in order to improve the quality of the overall learning experience. Changes may include scheduled activities, classroom policies, and future grading criteria, and will be communicated to all students.

**NATURE OF COURSE DELIVERY**

Face to Face

As a seminar, this course is delivered in a facilitated discussion and student presentation mode.

**REQUIRED READINGS**

None

**SUGGESTED READINGS**

Career Services *Moving On* Guide (will be given out during the first class meeting)

**EVALUATION**

**Each unexcused absence will automatically reduce your participation/attendance grade by 14 points. Points will also be deducted for tardiness or leaving class early.**

Assignment	Weight	Due Date
Participation/Attendance, In-class Assignments - <i>Students are expected to attend and participate in every class session. In-class assignments and/or activities cannot be made up or turned in late.</i>	30% (.30)	As assigned
Issue Analysis Paper— <i>Students will research a current issue on an important tourism, hospitality or events management related topic and write an analysis with discussion questions for the class.</i>	20% (.20)	9/18
Current Industry Issues Presentation — <i>Students will give an engaging presentation to the class on their current issues topic and make recommendations based on their research.</i>	20% (.20)	As assigned beginning 9/18
Career Book – <i>students will complete an individual career book that is focused on their future career goals. The career book will serve as a resource for professional development and will assist the student in obtaining a job or internship.</i>	30% (.30)	10/9
<b>Total</b>	100%	

**Grading Scale**

A+ = 97 – 100	B+ = 87 – 89	C+ = 77 – 79	D = 60 – 69
A = 94 – 96	B = 84 – 86	C = 74 – 76	F = 0 – 59
A- = 90 – 93	B- = 80 – 83	C- = 70 – 73	

**TENTATIVE COURSE SCHEDULE**

DATE			TOPIC
F	September	4	Course Introduction Resume Writing & Interviewing Workshop (Charlotte Strauss, Industry Advisor, GMU Career Services)
F	September	11	Diversity in the Workplace - “How Cultural Competency Helps Your Bottom Line” (Apoorva Gandhi, Vice President, Multicultural Affairs, Marriott International, Inc.) Interviewing Exercises Dress to Impress
F	September	18	Virginia Hospitality and Tourism Association Overview (Kristen Karfalt, Director of Membership & Governmental Affairs, Northern Virginia) Leadership Styles/Working with Others

DATE			TOPIC
F	September	25	Working in the Industry, Careers in Events Management (Vicki Johnson, Principal, Vicki Johnson & Associates) Job Hunting and Professionalism
F	October	2	Networking Professional Associations
F	October	9	Negotiation and Job Offers <del>Careers in Tourism (Emily Cassell, Director, Arlington Convention and Visitors</del>
F	October	16	Current Industry Issues Presentations Course Wrap Up & Reflections

*Note: Faculty reserves the right to alter the schedule as necessary*

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#### *Student Expectations*

- Students must adhere to the guidelines of the George Mason University Honor Code [See <http://academicintegrity.gmu.edu/honorcode/>].
- Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See <http://ods.gmu.edu/>].
- Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/1301gen.html>].
- Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.

#### *Campus Resources*

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu/>].
- The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].
- For additional information on the College of Education and Human Development, School of Recreation, Health, and Tourism, please visit our website [See <http://rht.gmu.edu>].

**PROFESSIONAL BEHAVIOR:** Students are expected to exhibit professional behaviors and dispositions at all times.

**CORE VALUES COMMITMENT:** The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles.

