

GEORGE MASON UNIVERSITY
School of Recreation, Health, and Tourism

TOUR 470—Career Preparation (1)
Spring 2016

DAY/TIME:	Friday/10:30 - 1:10 p.m.	LOCATION:	Krug Hall 5
INSTRUCTOR:	Tina Jones	EMAIL ADDRESS:	tjonesq@gmu.edu
OFFICE HOURS:	Tuesday: 9:30 – 11:30am (SciTech)	PHONE NUMBER:	703-993-2062
	Fridays: (FX) by appointment	FAX NUMBER:	703-993-2052

PREREQUISITES

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

COURSE DESCRIPTION

Focuses on current issues in tourism, events and hospitality management with an emphasis on career development strategies.

COURSE OBJECTIVES

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

1. Analyze current trends and issues in the hospitality, tourism and events management field
2. Apply the course information and skills to the job hunting process
3. Understand the different types of resume formats and what to include in a resume
4. Identify, create and assess materials pertaining to career placement in the hospitality, tourism or events field
5. Understand and prepare different types of cover letters
6. Prepare for an interview and understand what is involved in a behavioral interview
7. Demonstrate knowledge of workforce professionalism
8. Meet and network with a variety of industry professionals

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. If your instructor is not in the classroom at 10:30 a.m., please wait 20 minutes before leaving.
5. **SRT CAREER SOCIAL – March 2, 2016 - Mark your calendar!**
Our 2nd Annual Career Social will be held on Wednesday, March 2nd from 6:00 – 8:30 p.m. in the HUB ballroom. This will be a great opportunity to meet with industry recruiters and learn about job/internship openings. **Attendance is mandatory for all TOUR 470 students.**
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>With a partner, 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)	2/12
Current Industry Issues Presentation – <i>With a partner, students will give an engaging presentation to the class on their current issues topic and lead a class discussion.</i>	20% (.20)	As assigned 2/26 and 3/4
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)	2/26
Total	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	January	29	Course Introduction Developing Your Personal Pitch
F	February	5	Hilton Worldwide (Gregg Rockett, Vice President of Corporate Hotel Development) Resume Writing & Interviewing Workshop (Charlotte Strauss, Industry Advisor, GMU Career Services) Preparing Cover Letters Professional Associations and Networking
F	February	12	Ideagen (George and Adriana Sifakis, CEO and Founders) Non-profit organizations (Sara Kreitzer, Manager, Strategic Alliances at First Book and Jessica Warren, Corporate Services and Event Coordinator, Volunteer Fairfax)
F	February	19	Marriott Voyage Global Leadership Development Program and Internship Opportunities (Dolores Press, University Relations and Community Engagement Leader) Negotiation and Job Offers Internship Pre-Experience Orientation *required for TOUR 490
F	February	26	How to Dress to Impress Professionalism and Transition from College to Workforce
W	March	2	Career Social HUB Ballroom 6:00 – 8:30 p.m.
F	March	4	Current Industry Issues Presentations Course Wrap Up & Reflections

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

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.

