

George Mason University
College of Education and Human Development
Tourism and Events Management

TOUR 241 (002) – HTEM Practicum
3 Credits, SPRING 2020

Faculty

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Prerequisites/Corequisites

TOUR 200, TOUR 220, Sophomore Standing, and TEM major status

University Catalog Course Description

Provides 120 hours of introductory supervised professional fieldwork experience in an approved tourism, events, or hospitality management setting for 10 to 14 weeks (10 weeks maximum for the Summer term) under the supervision of a practicum Faculty Supervisor and Agency Supervisor. Includes meetings and assignments before, during, and after the practicum. Start date is the first day of classes.

Course Overview

The student is assigned tasks and responsibilities and is held responsible for their completion, as well as an associated portfolio where all activities are documented. Students are expected to complete a minimum of 120 hours over a period of 10 to 14 weeks. The number of weeks is abbreviated for summer experiences.

Course Delivery Method

This course will be completed in an approved, field-related setting.

Learner Outcomes or Objectives

At the conclusion of this course, students should be able to:

1. Describe and analyze the managerial and operational structure of their practicum site;
2. Demonstrate skills and competencies in routine business administration (e.g., accounting and record keeping, planning, public relations, assessments, staff relation);

3. Evaluate their personal strengths and weaknesses in light of demands and expectations of employment in the various positions in the field; and
4. Set career objectives in the tourism and event management industry.

Required Texts

**Tourism and Events Management (TEM) Practicum Manual.

***All correspondence from the assigned Faculty Supervisor and the Internship Coordinator.

Course Performance Evaluation

For additional details and templates of appendices, go to: <https://rht.gmu.edu/hospitality-tourism-and-events-management/practicum-and-internshipexperiences/>

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, Tk20, hard copy).

During their work experience, students must fulfill specific requirements, including completion of specified forms and assignments (*using the templates provided in the Practicum Manual Appendices, and made available on Blackboard*), to be evaluated and receive a grade for their practicum.

The Specific Requirements include:

1. **Completing the mandatory TOUR 241-002 Online Information Session**, which must be completed on Blackboard (*****this is different from the mandatory Online Orientation provided by the Internship Coordinator, which students already completed to be eligible to take the course – TOUR 241**), no later than *Sunday, February 2, 2020, at 11:59 p.m.*

This **Information Session on Blackboard** will involve: **a)** reviewing the slides and notes of a presentation, **b)** completing a quiz based on the presentation, and **c)** receiving a Notice of Completion that will be generated once a student obtains a perfect score on the quiz (**the Notice of Completion must be included in your portfolio, as the last page**):

- A perfect score on the quiz, AND the resulting Notice of Completion, are required to successfully complete the orientation – three (3) attempts at the quiz will be provided.
- Students **will not receive a grade** for this course unless they **successfully complete** this **mandatory** Information Session, **by the deadline**:
 - The deadline for the completion of the Information Session is *Sunday, February 2, 2020, at 11:59 p.m.*
- **Students are required to read through the entire Syllabus, and the Practicum Manual** (<http://rht.gmu.edu/assets/docs/rht/tem/TEM%20Practicum%20Manual.pdf>),

before they begin their Practicum.

- Students must share the “*Student, Site Supervisor, and Faculty Supervisor Responsibilities*” sections, described in the Practicum Manual, with their Site Supervisors.
2. **Submitting** all properly filled out and signed paperwork **through e-mail**, including the Experiential Learning Agreement, in a timely fashion, AND before the paperwork submission deadline, **Friday, February 7, 2020**:
- An official job description must be provided to Dr. Aidoo for approval **before any offer is accepted, AND before any paperwork will be accepted.**
 - Details on what should be included in the job description are found at the following link:
<http://rht.gmu.edu/assets/docs/rht/tem/What%20is%20an%20official%20job%20description.pdf>;
 - All paperwork must be submitted in a pdf format (**Appendices 3-5 together as one pdf file, and Appendix 6 as a second separate pdf file**); and
 - **The Experiential Learning Agreement (Appendix 6) must be signed by the Dean’s Office before the practicum can begin.**
 - Students will be notified by Dr. Aidoo once the Agreement has been signed.
 - Once students receive the notification, they can begin their practicum.
 - No hours completed before this notification will count towards the required Practicum hours.
3. **Working** at the **approved** practicum site for 120 hours of professional practice - for **between 15 hours/week and 20 hours/week**, depending on when the practicum begins. **Students cannot work more than 20 hours/week without prior approval by Dr. Aidoo:**
- Students **cannot** complete their Practicum working from their homes.
 - Students must inform Dr. Aidoo of their **exact start date**, and the **estimated number of hours/week** they will be working, **before** they begin their practicums.
 - Students must notify Dr. Aidoo, **immediately**, if for any reason they are unable to work the stated number of hours/week, or work at all **during a particular week**:
 - As with any course, students will be required to provide documentation (such as a doctor’s note) if they are unable to work during a particular

week, due to an illness.

- This notification must be sent **before** the end of the applicable week.
 - **Please note the time taken to commute between students' dwellings and their sites cannot be counted as part of the hours worked in any given week.**
4. **Completing** the Practicum Weekly Report (Appendix 7), and **submitting them through the Weekly Reports link on Blackboard, using the template provided:**
 - The weekly report must cover the tasks, activities, and experiences of the **preceding** week.
 - ***Once the weekly report covering the 120th hour has been submitted, **no more weekly reports must be submitted**, even if a student continues to work at the site.
 5. **Completing** the Practicum Midpoint Report (Appendix 8), **immediately** after 60 hours have been completed, and submitting it through the **Required Paperwork** link on Blackboard, **using the template provided.**
 6. **Completing** the required 120 hours by the deadline, **Thursday, April 30, 2020.**
 7. **Completing** the *Practicum Portfolio* (please follow the directions in Appendix 9), which is due on **Friday, May 1, 2020, no later than 11:59 p.m.** **It must be submitted through the Required Paperwork link on Blackboard – remember all information must be typed (this may not apply to samples of work).**
 8. **Attending** the **mandatory** Final Roundtable Discussion on **Friday, May 1, 2020.**
 - ***The exact time and location will be communicated via e-mail, at a later date.***
*** It will be helpful to block out 11 a.m. to 4 p.m. on that date.
 - Only students whose sites are outside the Washington D.C. Metropolitan Area are exempt from this requirement. **Failure to attend the Roundtable will lead to a failing grade for any student.**
 9. **Submitting** the **Final Performance Evaluation Form** (Appendix 10) completed by site supervisors through the **Required Paperwork** link on Blackboard:
 - Students **must provide their site supervisors with Appendix 10 to be completed.** The completed form may be sent directly by site supervisors to Dr. Aidoo once it has been signed and dated, or it can be included in students' portfolios.

- Students must encourage their site supervisors to send the evaluation by the date of the Final Roundtable Discussion (and if not, **no later than Tuesday, May 5, 2020**), to meet grade submission deadlines.

10. **Meeting** all requirements outlined in this **Syllabus**, the **Practicum Manual (including its Appendices)**, and **all** communication from Dr. Aidoo, and the Internship Coordinator:

- Students are expected to regularly check their Mason e-mail, and required to use their Mason **e-mail address only** for all course-related communication.

Due Dates and Deadlines:

1. Last Day for Mandatory Online Information Session	Sunday, February 2, 2020
2. Last Day for Paperwork Submission	Friday, February 7, 2020
3. Last day to complete 120 hours	Thursday, April 30, 2020
4. Date for Mandatory Final Roundtable	Friday, May 1, 2020
5. Due Date for Submission of Final Evaluation	Tuesday, May 5, 2020

Important Notes About Communicating with Dr. Aidoo

- The preferred mode of communication for the Practicum is by e-mail.
- Students are expected to observe **proper and professional e-mail etiquette**, at all times, which includes (but is not limited to):
 1. **Using a Proper Salutation** - Dear Dr. Aidoo OR Dr. Aidoo OR Dear Professor Aidoo OR Professor Aidoo.
 2. **Including a Subject Line** - *describing the content of your e-mail.*
 3. **Including the Sender's Name and the Course Number** - *to help the Professor identify the sender.*

*****Please take note that e-mails that do not include the three elements above will not be reviewed, and will not receive a response.**

- Adequate time must be allowed for a response when communicating via e-mail or phone.
 - An attempt will be made to respond to students' emails no later than 2 business days after receipt of the e-mail.
 - You must resend your email if you have not received a response after the second day, if you are sure your previous email included the three elements listed above.
 - E-mails sent/received **after 5 p.m.** or **during the weekend** will be reviewed and addressed during the next business day.
- **Remember that waiting for the last minute may result in the issue not being resolved before a deadline.**

- Please note, it is important and professional to send an e-mail to acknowledge receipt of a response from the Professor, to a question/issue/concern sent by the student to the Professor.
- Remember, students are expected to communicate with the Professor in a civil and professional manner at all times.
- All class-related communication, as well as all other official e-mail, will be sent to students' Mason e-mail addresses ONLY.
 - Students **must check their emails regularly**, and must ensure that they have enough space in their inbox to receive incoming mail (including attachments).
 - Students must also make sure to send e-mails to the Professor **using their Mason e-mail addresses ONLY**.

Students must check the Blackboard Course page frequently (at least 3 times per module period) to ensure that they do not miss any important announcements and deadlines.

FINAL GRADE

The Final Grade (*Satisfactory - S OR No Credit - NC*) will be based on the Dr. Aidoo's evaluation of the following:

1. Attendance to **mandatory** pre-experience meeting; OR Completion of **mandatory** Information Session.
 2. Submission of initial paperwork
 3. Completion of Hours (120 hours) in the approved setting by deadline
 4. Completion and submission of Midpoint Report immediately after the 60th hour is reached
 5. Submission of site supervisor's Evaluation by deadline
 6. Submission of Practicum Portfolio – must meet all professionalism standards
 7. Attendance to **mandatory** Final Roundtable Discussion
 8. The timeliness and professionalism of **all** communication
 9. The overall timeliness and professionalism of **all** paperwork and the portfolio
 10. Meeting **all** other course requirements
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***** Students' ability to pass this course depends on meeting all requirements as spelt out in this Syllabus, the Practicum Manual, and all communication from faculty supervisors and/or the internship coordinator, AND, doing so in a timely manner (by the due dates provided).**

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: <http://cehd.gmu.edu/values/>.

GMU Policies and Resources for Students

Policies

- Students must adhere to the guidelines of the Mason Honor Code (see <http://oai.gmu.edu/the-mason-honor-code/>).
- Students must follow the university policy for Responsible Use of Computing (see <https://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).
- Students are responsible for the content of university communications sent to their Mason 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 with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <https://ds.gmu.edu>).
- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

Campus Resources

- Support for submission of assignments to Tk20 should be directed to tk20help@gmu.edu or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:

As a faculty member, I am designated as a “Responsible Employee,” and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason’s Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance from Mason’s Title IX Coordinator by calling 703-993-8730, or emailing titleix@gmu.edu.

For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/students/>.