COURSE OUTLINE

Course Number: HOS 289
Course Title: Internship in Hotel Restaurant Management
Credits: 1

Hours:
lecture/Lab/Other: 0/400

Co- or Pre-requisite:
Prerequisites: minimum GPA of 2.0 and completion of 24 credits or permission of program coordinator

Implementation:
Fall / 2019

Catalog description (2019-20120 Catalog):
Prerequisites: minimum GPA of 2.0 or permission of program coordinator; eligibility usually limited to students who have completed their second semester or with permission of the HRIM coordinator. Supervised field experience in the operation and management of various departments or functional areas at selected hotels, restaurants, and institutions. Focus on leadership skills, human relations development, service in the hospitality industry, and reducing turnover with teamwork. 0 lecture/240 internship hours

Is course New, Revised, or Modified?
New

Required texts/other materials:
None

Revision date:
Fall 2019

Course coordinator:
Doug Fee, BS 116
609-570-3447
feed@mccc.edu

Objectives:
1) Develop realistic awareness of the roles and responsibilities of a culinarian / pastry chef.
2) Unite theory with practice by performing exercises in a wide range of hospitality related skills in the field
3) Analyze and assess yourself as a present and future hospitality employee and leader.
4) Learn to make a meaningful contribution to your hospitality operation.
5) Learn to work effectively with persons from various environments and cultures.
6) Demonstrate a working knowledge of the skills necessary for success in our industry including career and internship assessment

Method of Instruction: This course is a supervised field experience. Students are expected to maintain and complete a log book of jobs and tasks performed during their time at the sponsors' facilities. The students' supervisor will complete two evaluations. The first after completion of 90 hours and a second upon completion of the required 400 hours.

MCCC Course Outline; Approved by the Curriculum Committee 12/6/07
Student Evaluation Process:

A. Employer Evaluation Site Visit / Interview with immediate supervisor and level of Technical Work Activities

   20%

B. Internship Work Log

   Log Submission: 240 hours

   80%

Grade Scale:

<table>
<thead>
<tr>
<th>Grade Scale</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>100% - 93% = A</td>
<td>82% - 80% = B-</td>
</tr>
<tr>
<td>92% - 90% = A-</td>
<td>79% - 77% = C+</td>
</tr>
<tr>
<td>89% - 87% = B+</td>
<td>76% - 70% = C</td>
</tr>
<tr>
<td>86% - 83% = B</td>
<td>69% - 60% = D</td>
</tr>
<tr>
<td>68% - 60% = F</td>
<td>59% - 0% = F</td>
</tr>
</tbody>
</table>

Student Obligations:
The minimum field experience is 400 hours for the HRIM A.A.S. degree and the Catering Management Certificate program. If proof of hours is not submitted within the specified time period a grade of F will be entered on your transcript. The final responsibility for acquiring an internship/work experience belongs to the students. The Instructor and MCCC are not responsible for any student unable to acquire an internship position.

Unit I: STUDENT OBLIGATIONS

Learning Objectives

The student will be able to...

- under the guidance of a mentor / supervisor, learn the daily operations of the facility to properly perform his/her duties. Perform preparation and service procedures as required and secure a position in the hospitality field in the area in which you pursuing your degree or certificate.

- The minimum field experience requirement is 400 hours and this requirement must be met to receive a grade. Any student seeking an internship position will inform the HRIM program coordinator. The student will arrange an interview with the owner / contact to discuss employment. Neither MCCC nor the coordinator is responsible for any student not being able to acquire an internship position.

- Upon securing an internship position, the student will submit a projected work schedule that will show that the 400 hours of minimum work will be achieved. To support this obligation, the student will sign a statement acknowledging his/her understanding of the course responsibilities.

- The student is responsible for any required interviews with prospective employers.

- The student will follow the policies and procedures of the facility in which he/she is employed, in accordance with any local, state and federal laws.

- Student is required to notify the employer, based on its policies, if absence from work becomes necessary. Excess absences from the internship will affect the student’s final grade and possibly employment termination.

- Student will maintain a weekly internship log, which he/she will submit to the program coordinator for review and grade one week prior to the end of the semester. The course will be completed and a final grade given only upon submission of a competed logbook.
Reasonable Accommodations for Students with Documented Disabilities

Mercer County Community College is committed to supporting all students in their academic and co-curricular endeavors. Each semester, a significant number of students document disabilities, which may require learning, sight, hearing, manual, speech or mobility accommodations to ensure access to academic and co-curricular activities. The college provides services and reasonable accommodations to all students who need and have a legal entitlement to such accommodations.

For more information regarding accommodations, you may visit the Office of Academic Support Services in LB 218 or contact them at 609.570.3422 or stinsona@mccc.edu.

First Semester Students – A coach has been assigned to assist you with navigating your first semester in college. Coaches help with understanding how Mercer works, finding appropriate help with course work, and establishing academic goals. Visit www.mccc.edu/coaching to find your coach or Contact: Arlene Stinson, LB217, 570-3451, SOAR@mccc.edu.

Academic Advising after your first semester – Faculty advisors provide help with completing your major after your first semester. Meet your faculty advisors! Contact the division of your major to find out who is your faculty advisor.

- Business & Technology Division Doris Geck BS 134 570-3482 / geckd@mccc.edu
- Liberal Arts Division Debbie Stotland LA 162 570-3378 / stotland@mccc.edu
- Math, Science & Health Division Barbara Pieslak MS 126 570-3383 / pieslakb@mccc.edu

Use your “MyMercer” Portal – Your “MyMercer” portal contains your MercerMail, financial information, class schedule, grades, and other information. Check your “MyMercer” portal every day! Visit www.mccc.edu/mymercerc to access your portal.

Tutoring support – Academic support services are free and available for all students. Drop in or contact the following to make arrangements:

- Arlene Stinson (WWC) LB 217 570-3422 / stinsona@mccc.edu
- Joann Mia (TC) KC 311 570-3128 / miaj@mccc.edu

Reasonable Accommodations for Students with Documented Disabilities – The Office of Special Services (OSS) provides continued support to students with documented disabilities. Support staff is available to help students with differing abilities make a smooth transition to college as well as to succeed throughout their college experience. Contact:

- Arlene Stinson (WWC) LB 217 570-3422 / stinsona@mccc.edu

Career and Transfer Center – Planning to go to work or to transfer to a 4-year college after completing your Mercer degree? Contact the Career and Transfer Center for support and advice.

- Laurene Jones (WWC Transfer Services) SC 201 570-3307 / jonesl@mccc.edu
- Kimberley Bowser (TC Transfer & Career) KC 216 570-3110 / bowserk@mccc.edu

Counseling Services – Are you experiencing personal challenges, feeling overwhelmed? Are you having stress and anxiety? Counseling services are available free of charge. Contact:

- Dorothy Gasparro SC 239 570-3354 / gasparrd@mccc.edu

Veteran’s Services – If you are military, veteran, or family member, we offer free support for you. Contact:

- John Becker SC 220 570-3240 / vets@mccc.edu
**Academic Integrity Statement** – Mercer County Community College is committed to *Academic Integrity* – the honest, fair, and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work, and that faculty members will take reasonable precautions to prevent the opportunity for academic dishonesty.

The college recognizes the following general categories of violations of *Academic Integrity*, with representative examples of each. *Academic Integrity* is violated whenever a student:

a) **Uses or obtains unauthorized assistance in any academic work.**
   - Copying from another student’s exam.
   - Using notes, books, or aids of any kind during an exam when prohibited.
   - Stealing an exam or possessing a stolen copy of an exam.

b) **Gives fraudulent assistance to another student.**
   - Completing an academic activity or taking an exam for someone else.
   - Giving answers to or sharing answers with another student during an exam.
   - Sharing answers during an exam by using a system of signals.

c) **Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.**
   - Submitting a paper or other academic work for credit, which includes words, ideas, data, or creative work of others without acknowledging the source.
   - Using another author’s words without enclosing them in quotation marks, without paraphrasing them, or without citing the source appropriately.
   - Presenting another individual’s work as one’s own.
   - Submitting the same paper or academic assignment to another class without the permission of the instructor.

d) **Fabricates data in support of an academic assignment.**
   - Falsifying bibliographic entries.
   - Submitting any academic assignment, which contains falsified or fabricated data or results.

e) **Inappropriately, or unethically, uses technological means to gain academic advantage.**
   - Inappropriate or unethical acquisition of material via the *Internet*.
   - Using hidden devices for communication during an exam.

Each instructor is authorized to establish specific guidelines consistent with this policy.

**Consequences for violations of Academic Integrity** – For a single violation, the faculty member will determine the course of action to be followed. This may include assigning a lower grade on the assignment, assigning a lower final course grade, failing the student in the course, or other penalty appropriate to the violation. In all cases, the instructor shall notify the *Chairperson of the Academic Standards Committee* of the violation, and the penalty, imposed.

When two (or more) violations of *Academic Integrity* are reported on a student, the *Academic Standards Committee* may impose disciplinary penalties beyond those imposed by the course instructors. The student shall have the right to a hearing before the *Academic Standards Committee* or a designated subcommittee thereof.

**Appeals** – The student has the right to appeal the decision of the instructor, or the *Academic Standards Committee*. Judicial procedures governing violations of *Academic Integrity* are contained in the *Student Handbook*.

Approved: Board of Trustees – May 18, 2000
Hotel Restaurant and Institutional Management Internship

STATEMENT OF UNDERSTANDING FOR PROGRAM RESPONSIBILITIES

1) The minimum field experience is 400 hours for any Culinary or Pastry Arts Certificate Program or Associates Degree Program and 240 hours for Hotel Restaurant Management program. If proof of hours is not submitted within the specified time period a grade of F will be entered on your transcript. The final responsibility for acquiring an internship/work experience is the students'. The Instructor and MCCC are not responsible for any student unable to acquire an internship position.

2) You are responsible for any required interviews with prospective employers.

3) You must follow the policies and procedures of the facility in which you are employed.

4) You must follow all facility rules and regulations; and any local, state and federal laws.

5) You are required to notify your employer, based on their policies, if absences from your work schedule become necessary. Excess absences from the internship site will affect your final grade.

6) Maintain a weekly work hour’s log. (use provided template). And make note of any questions and situations which you would like to address with the program coordinator.

7) You will be withdrawn from the field work site if documented evidence shows that you are unacceptable in the hospitality operation for reasons of performance of duties, insubordination, illegal unethical behavior or disregarding any facility, state local or federal work rules or law.

I, ________________________, understand my responsibilities for my internship experience as outlined in the course outline, which has been presented to me. The work schedule that I am submitting for approval reflects my goal of achieving the minimum 400 hours of work at my sponsoring facility. The completed Internship Log will be submitted as proof of actual working hours achieved.

Signed,

NAME: ___________________________ DATE: ______________