

**HM 375, HOSPITALITY WORK EXPERIENCE I
KANSAS STATE UNIVERSITY, COLLEGE OF HUMAN ECOLOGY
DEPARTMENT OF HOSPITALITY MANAGEMENT**

Course Description: A 300-hour planned experience that combines observation, and employment within commercial or non-commercial foodservice operation.

Course Number and Title: HM 375, Hospitality Work Experience I

Credit Hours: 1

Semesters Offered: Fall, Spring, Summer

Instructor: Academic Advisor

Prerequisites: HM Majors only; consent of advisor; HM 341/367/363, HM 275

COURSE OBJECTIVES

- Provide practical on-the-job experience that will enable the student to use the skills, aptitude and knowledge gained in an academic setting.
- Expose students to general operating process and systems in a hospitality setting.
- Develop an understanding of how different department function.
- Communicate orally and in writing.

HM MISSION STATEMENT

The Hospitality Management Department at Kansas State University will be an internationally recognized program; committed to preparing the next generation of hospitality leaders for a successful career in industry or academia by delivering a transformational educational experience through experiential learning, professionalism, international experiences, and strong partnerships with hospitality industry.

HM PROGRAM OBJECTIVES

Graduates of the Hospitality Management program will demonstrate:

- The knowledge to manage the professional preparation, presentation, and service of quality food.
- The knowledge to manage and evaluate functional systems in lodging operations.
- The ability to integrate human, financial, and physical resource management into foodservice and lodging operations.
- The ability to develop, examine, question, and explore perspectives or alternatives to problems in hospitality operations.
- The ability to use professional written and oral communication skills and technology to successfully communicate.
- Demonstrate awareness, understanding, and skills necessary to live and work in a diverse world.
- Recognize the importance of lifelong learning and identify and apply appropriate resources utilizing trends associated with the economical, social, technological, political and ecological environments.
- Practice professional ethics, provide leadership, demonstrate personal and global responsibility and work effectively as a team member.

University Controls

UNIVERSITY SAFETY

Kansas State University is committed to providing a safe teaching and learning environment for student and faculty members. In order to enhance your safety in the unlikely case of a campus emergency make sure

that you know where and how to quickly exit your classroom and how to follow any emergency directives. To view additional campus emergency information go to the University's main page, www.kstate.edu, and click on the Emergency Information button.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Any student with a disability who needs a classroom accommodation, access to technology or other academic assistance in this course should contact Disability Support Services (dss@k-state.edu) and/or the instructor. DSS serves students with a wide range of disabilities including, but not limited to, physical disabilities, sensory impairments, learning disabilities, attention deficit disorder, depression, and anxiety.

UNDERGRADUATE HONOR SYSTEM

Kansas State University has an Honor System based on personal integrity, which is presumed to be sufficient assurance that, in academic matters, one's work is performed honestly and without unauthorized assistance. Undergraduate and graduate students, by registration, acknowledge the jurisdiction of the Honor System. The policies and procedures of the Honor System apply to all full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning. The honor system website can be reach via the following URL: www.ksu.edu/honor.

A component vital to the Honor System is the inclusion of the Honor Pledge which applies to all assignments, examinations, or other course work undertaken by students. The Honor Pledge is implied, whether or not it is stated: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work." A grade of XF can result from a breach of academic honesty. The F indicates failure in the course; the X indicates the reason is an Honor Pledge violation.

Course Controls

STUDENT RESPONSIBILITIES

1. The student will work for a hospitality business related to their track of interest for a minimum of 300 hours. A focused summer internship is recommended. This will allow the student to submerge themselves into the environment on a full-time basis and fully understand how the operation functions. However, this experience could be completed during the normal academic year.
2. Students are expected to put forth their best effort in their chosen position.
3. At the completion of the work experience, the student should submit the attached Work Experience Verification Form to their academic advisor.
4. Upon return to campus, all students who have completed the HMD 375 experience will be required to present a table-top poster session using a tri-fold poster board (36 x 48). The posters must be professional in nature and must include, but are not limited to, information about the following:
 - Name of company or organization
 - Location
 - Position and responsibilities
 - Operational data: size, volume, amount of staff, organizational structure, market share, and unique features of the business
 - What you learned about yourself, the job, and this area of hospitality
 - How will this experience help you attain your career goals?
 - How did you utilize your strengths throughout the experience?
5. Students will present their findings to other HM students during a department sponsored poster session upon returning to campus. Please visit with your advisor to determine the date of the presentations.

CRITERIA FOR AN INTERNSHIP SITE SELECTION & COURSE ENROLLMENT

Internships are to be completed in a foodservice setting and must be approved by the students' advisor prior to commencing work within the operation. The attached form should be completed by the student and submitted to the advisor before the advisor will grant the student permission to enroll in the course.

GRADES

Credit/No-Credit. Students will receive an incomplete until all assignments are completed.

WORK EXPERIENCE AGREEMENT FORM HM 375, FOODSERVICE WORK EXPERIENCE
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**This form should be completed by the student and returned to your academic advisor
before permission will be given to enroll. **

Date: _____ WID: _____

Student Name: _____

Property Name: _____

Property Location: _____

Position: _____

Starting Date: _____

Brief Description of Duties: _____

Students Direct Supervisor/Title: _____

Property Phone Number: _____ Fax Number: _____

Student Signature: _____ Date: _____

KSU Faculty Advisor: _____ Date: _____

WORK EXPERIENCE VERIFICATION FORM HM 375, FOODSERVICE WORK EXPERIENCE
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The top portion of this form should be completed by the student. The student's supervisor shall complete, sign, and date the form in the shaded area at the completion of 300 hours

Date: _____

WID: _____

Student Name: _____

Property Name: _____

Property Location: _____

Position: _____

Starting Date: _____

To be completed by the Student's Supervisor

Please complete the following information or attach your business card:

Students Direct Supervisor: _____

Title: _____

Address: _____

Phone Number: _____

I certify that the student has satisfactorily completed a minimum of 300 hours in the position described above under my supervision.

Comments about the student's performance (if desired):

Supervisor's Signature

Date