

Northern Marianas College
CURRICULUM ACTION REQUEST

Effective Semester / Session: Spring 2009

Type of Action:

- New
- Modification
- Cancellation
- Move to Inactive (Stop Out)

Course Title: Internship Training in Tourism & Hospitality

Course Alpha and Number: TS 298

Reason for initiating, revising, or canceling:

To update the course to reflect changes in course name, description, English placement level, prerequisites, course content, student learning outcomes, and assessment measures.



Lawrence Lee

January 16, 2009

Proposer

Date



Lawrence Lee

January 16, 2009

Acting Department Chair

Date



Bruce Johnson

English and Format Reviewer

Date

1/16/09



Dr. Debra T. Cabrera

Dean of Academic Programs and Services

Date

1/16/09

Northern Marianas College Course Guide

Course: TS 298 Internship Training in Tourism & Hospitality

1. Department

Business

2. Purpose

This internship course is specifically designed for hospitality management students as the final step in the process of completing their academic program of study. The course provides students with an intensive on-the-job training experience that is related to the student's career and educational goals. This work experience course will enhance the student's career self-awareness and current employment skills; it will integrate classroom-learned skills with a focused hands-on internship program. Students will develop and master the necessary hospitality skills and techniques for delivering quality service in multicultural environments.

3. Description

A. Required/Recommended Textbook(s) and Related Materials

None.

B. Contact Hours

1. Lecture:

2. Lab:

3. Other: A minimum of 150 hours of actual work experience.

C. Credits

1. Number: 3

2. Type: Regular degree credits

D. Catalogue Course Description

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E. Degree or Certificate Requirements Met by Course

This course is required for the A.A.S. in Hospitality Management.

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F. Course Activities and Design

The course will integrate classroom-learned skills with an on-the-job training experience for a minimum of 150 hours.

4. Course Prerequisite(s); Concurrent Course Enrollment; Required English/Mathematics Placement Level(s)

Prerequisites: CE250 or TS288

English Placement Level: EN 202

Math placement level: MA132

5. Estimated Cost of Course; Instructional Resources Needed

Cost to the Student: Tuition for a 3-credit course, instructional materials fee, and transportation costs to/from work.

Cost to the College: Instructor's salary

Instructional resources needed for this course include instructor's laptop, appropriate reference materials, and photocopying.

6. Method of Evaluation

Student grades will be based on the regular letter grade system as described below:

A: Excellent – grade points: 4.0;

B: Above average – grade points: 3.0;

C: Average – grade points: 2.0;

D: Below average – grade points: 1.0;

F: Failure – grade points: 0.0.

NMC's grading and attendance policies will be followed.

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7. Course Outline

This is a topical outline and does not necessarily indicate the sequence in which the material will be presented.

- 1.0 Examine career goals and determine internship site preferences
- 2.0 Meet with prospective employer and establish training objectives, job description, and work schedule
- 3.0 Instructor, intern, and employer sign Internship Agreement
- 4.0 Student participates in internship training program
- 5.0 Intern submits biweekly reports and final internship report to instructor
- 6.0 Intern submits signed employer evaluation

8. Instructional Goals

This course will introduce students to:

- 1.0 Examination of student's career goals and selecting internship site preferences;
- 2.0 Meeting with a prospective employer and establishing training objectives, a job description, and work schedule;
- 3.0 The formal Internship Agreement;
- 4.0 An internship training program
- 5.0 Submitting biweekly reports and the final internship report to instructor;
- 6.0 Submitting the signed employer evaluation;

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9. Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1.0 Demonstrate an understanding of a tourism business/agency operation;
- 2.0 Successfully perform the required duties and responsibilities of an actual employee in a tourism business/agency;
- 3.0 Apply the business and hospitality knowledge and skills learned in college classes;
- 4.0 Demonstrate a responsible work ethic and proper business etiquette;
- 5.0 Develop and master the necessary hospitality skills and techniques for delivering quality service in multicultural environments;
- 6.0 Demonstrate effective communication and interpersonal skills that enhance team productivity.

10. Assessment Measures

Assessment of student learning may include, but not be limited to, the following:

- 1.0 Attendance;
- 2.0 Biweekly reports;
- 3.0 Final internship report;
- 4.0 Employer evaluation;