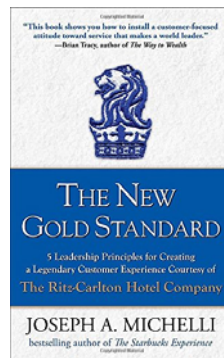
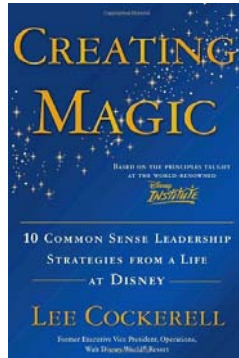


CASPER COLLEGE COURSE SYLLABUS
HOSP 2980 -Cooperative Work Experience
Fall 2015



Lecture Hours: **None** Lab Hours: **None** Credit Hours: **3**
Class Time: **None** Days: **None** Room: **None**

Instructor's Name: **Ginny Garner**

Instructor's Contact Information: **BU #109**

Office Phone: **(307) 268-2600**

Email: ggarner@caspercollege.edu

www.facebook.com/CreatingExperienceMakers

www.facebook.com/CasperCollege.HospitalityManagement

(I will respond to emails within 24-hours, Monday-Friday)

Office Hours:

Monday and Wednesday: 1:00 p.m. to 2: 30 p.m.

Tuesday and Thursday: 11:00 a.m. to 12:30 p.m.

Friday: By Appointment

Course Description: Students are afforded the opportunity to gain on the job experience in their area of specialty. Students will be supervised throughout the semester by the program coordinator and their employer. A minimum of 80 hours of on the job training represents one semester credit hour. Students must maintain a 2.00 GPA during the semester. Student must have the program coordinator's permission to enroll in the class.

Prerequisites: Hospitality Major

Institutional Outcomes:

- Demonstrate effective oral and written communication
- Solve problems using critical thinking and creativity
- Appreciate aesthetic and creative activities
- Use appropriate technology and information to conduct research

Program Goals:

- The School of Business and Industry provides students with the academic programs of general and specialized learning in preparation for responsible careers in the world of business.
- Business/Hospitality majors have the opportunity to pursue a top-quality two-year degree in Management, Marketing or Hospitality that provides the skills and abilities to succeed in the business world upon graduation.
- This educational experience enables students to develop the expertise needed to function in a retail environment and to develop an understanding of the social and economic forces shaping the future of the world's economy.

Course Goals: Students will receive on the job work experience that will enhance their education and allow them to apply the knowledge they have learned in the classroom in a working environment.

Evaluation Criteria:

1. Each Student in conjunction with his or her employer must complete an application. **You may obtain the application from the program coordinator via Moodle and must be completed and returned within the first ten days of the semester.**

2. Each student enrolled in HOSP 2980 is required to work 80-hours per one credit hour.
3. Each student must submit report forms when every eight weeks showing the hours worked for each week. The program coordinator will distribute report forms.
4. A weekly journal will be kept and submitted every eight weeks highlighting the skills used throughout the work experience that were learned within the student's studies within the hospitality management/marketing program at Casper College.
5. You will then write a two to three-page reflection paper summarizing the eight-weeks in conjunction with the selected capstone book selected by the instructor: More information will be distributed by the program coordinator.
6. Your final grade will be based upon the evaluations received from your employer, your journal entries and your two reflection papers. Your employer will submit two evaluations: one at mid-term and one at the end of the semester.

Grading:

Midterm Review:	50 Points
Final Review:	50 Points
Journal Entries:	200 Points (100 Points/Submission)
Reflection Papers	200 Points (100 Points/Submission)
Total:	500 Points

Required Text, Readings, and Materials:

- Michelli, Joseph, *The New Gold Standard, 5 Leadership Principles for Creating a Legendary Customer Experience Courtesy of The Ritz-Carlton Hotel Company* (2008). McGraw Hill
- Cockerell, Lee, *Creating Magic, 10 Common Sense Leadership Strategies from a Life at Disney* (2008). Doubleday (Second Eight Weeks)

Class Policies: Last Date to Change to Audit Status or to withdraw with a "W" Grade is **November 12, 2015**. No extensions will be given or drop slip signed after this date.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty: (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Class Schedule & Dates to Remember

Tues., September 8th: Application Returned From Student/Employer

Sun., October 11th: Journal Entries, Reflection Paper & Timesheets Due

Employer's Mid-Term Review Due

Sun., December 13th: Journal Entries, Reflection Paper & Timesheets Due

Employer's Final Review Due