

Metropolitan State University of Denver  
School of Professional Studies  
Department of Hospitality, Tourism, and Events Management

## **SAMPLE SYLLABUS**

### **HTE 4000**

### **Hospitality Field Experience**

Instructor: Cynthia Vannucci, Ph.D., CHME, CHSP, CMP, CHE  
Class Sessions: Monday, January 18 – Sunday, December 7 – Online via  
Blackboard Learn  
Office Hours: Mondays 3:00-5:00pm  
Tuesdays 3:00-5:30pm  
Wednesdays 2:30-4:30pm  
Thursday 2:30-5:00pm  
Office Location: Hospitality Learning Center (HLC) 209  
Office Phone: 303-556-3367  
Office Fax: 303-556-8046  
Home Phone: 720-851-1184 (please, no calls after 8:00 pm)  
Cell Phone: 720-496-8450  
Office Manager (Susan): 303-556-3152  
E-mail: [vannucci@msudenver.edu](mailto:vannucci@msudenver.edu)

### **Course Description:**

The purpose of the Hospitality, Tourism, and Events Management Field Experience is to assist a student in making an effective transition from the University theoretic classroom to a real world setting. The internship is considered a culminating experience of a student's academic career and is available only to students who have demonstrated adequate academic and practical preparation in a concentration of study in HTE.

**Learning Objectives:**

1. Research and develop the review of literature (profile of sponsoring agency) of the sponsoring business or agency.
2. Develop a solid understanding on how theoretical methods are integrated into actual applications.
3. Critically analyze hospitality, tourism, and events management methods learned.
4. Create new and improved management techniques from existing methods though the process of critical thinking.
5. Evaluate the results of one's strengths and weaknesses from the internship.

**Grading:**

Written assignments, quizzes, tests, and other work are graded based on the standards, specifications, and criteria listed in the syllabus, the grading criteria cover sheets, or according to answer keys. Many assignments and tests are graded by the professor's assistant or a professional grader. The grader strictly follows the professor's answer key or specified criteria. Should a student have a question or concern over an assigned grade, the student is encouraged to speak directly with the professor. Changed assignment grades must be noted directly on the assignment and accompanied by the professor's signature and date.

**Evaluation of Student Performance:**

1. Completion of four Required Student forms.
2. Weekly journal experience paper (Total of 12).
3. Completion of 150 contact hours.
4. Completion of designation of competencies (refer to student information packet).
5. Sponsoring Agency Midterm Evaluation
6. Sponsoring Agency Final Evaluation

**Final Grades** will be determined using the following scale:

Total Points Possible: 654

Grade	Percentage	Total Semester Points
A	90 -100%	589 - 654
B	80 - 89%	524 - 588
C	70 - 79%	458 - 523
D	60 - 69%	393 - 457
F	<59%	392 and below

You will receive the grade that **precisely** corresponds to the total number of points you have earned. No exceptions.

**Class Schedule:**

Subject to change at the professor’s discretion.

<b>Class #</b>	<b>Description</b>	<b>Assignments Due</b>
1	8:00am or 6:00pm in HLC 201 Course Introduction Syllabus Review	Student Forms Due (4 total) Student Data Sheet Sponsoring Agency Form Student Agreement Form Worker’s Compensation
<b>Last Day to Drop with 100% Refund</b>		
2		Journal Experience 1
<b>Last Day to Drop with 50% Refund</b>		
<b>Application for Graduation Deadline</b>		
3		Journal Experience 2
4		Journal Experience 3  **Start of Internship Calls through week 10
5		Journal Experience 4
6		Journal Experience 5
7		Journal Experience 6
8		Journal Experience 7  Agency Midterm Evaluation
9		Journal Experience 8
10		Journal Experience 9
<b>Last Day to Withdraw and Receive “NC”</b>		
11		Journal Experience 10
12		Journal Experience 11
13/14		Final Journal Experience 12
15		150 Hours and  Agency Final Evaluation

**\*\*Professor handling the internship will be scheduling an Internship Call to visit sponsoring agency to discuss student performance. Student does not need to be present during the Internship Call. Internship Calls will start during Week Four.**

**Evaluation and Grade Tracking:**

It is the student’s responsibility to track his/her own cumulative grades and be aware of his/her progress. Students may keep track of their cumulative grades by recording their assignment scores on this chart and calculating the percentage of possible points.

<b>Assignment</b>	<b>Points Possible</b>	<b>Points Received</b>	<b>Total Points Possible</b>	<b>Total Points Received</b>
Student Data Sheet	30		30	
Sponsoring Agency/Student Agreement	30		60	
Worker’s Compensation	30		90	
Journal Experience 1	20		110	
Journal Experience 2	20		130	
Journal Experience 3	20		150	
Journal Experience 4	20		170	
Journal Experience 5	20		190	
Journal Experience 6	20		210	
Journal Experience 7	20		230	
Journal Experience 8	20		250	
Journal Experience 9	20		270	
Journal Experience 10	20		290	
Journal Experience 11	20		310	
Journal Experience 12 (Final Report)	50		360	
Total of 150 Contact Hours	150		510	
Sponsoring Agency Midterm Evaluation	72		582	
Sponsoring Agency Final Evaluation	72		654	

**Required Student Forms  
Grading Criteria Cover Sheet**

**FOUR REQUIRED FORMS ARE IN THE INTERNSHIP INFORMATION PACKET AND SYLLABUS  
IF YOU COMPLETED ONCE, DO NOT COMPLETE AGAIN**

THIS SHOULD BE THE FIRST PAGE OF YOUR PACKET

Student’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DUE: BEFORE START OF SEMESTER**

Grading Requirements / Grading Sheet

Requirements	Points Possible	Your Points
Formatting: <ul style="list-style-type: none"> <li>• Attach a copy of this Grading Criteria Cover Sheet to the top of your paper</li> <li>• Typed</li> <li>• Double Spaced</li> <li>• Times New Roman or other normal serif font</li> <li>• 12 point font size</li> <li>• Correct Margins</li> <li>• Stapled or Bound</li> </ul>		
<ul style="list-style-type: none"> <li>• Completed Student Data Sheet</li> <li>• Completed Sponsoring Agency Form</li> <li>• Completed Student Agreement Form</li> <li>• Proof that you are covered under either the Sponsoring Agency or under the State of Colorado. Attached copy of insurance.</li> <li>• Signed copy of the Worker’s Compensation Procedures.</li> </ul>	<b>90</b>	
<b>Total Points</b>	<b>90</b>	

## Journal Experience Grading Criteria Cover Sheet

**\*THIS SHOULD BE THE FIRST PAGE OF YOUR PACKET\***

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DUE: Every Sunday on Blackboard before midnight. Refer back to syllabus for exact dates.**

### Grading Requirements / Grading Sheet

Requirements	Points Possible	Your Points
<b>Formatting:</b> <ul style="list-style-type: none"> <li>• Attach a copy of this Grading Criteria Cover Sheet to the top of your paper</li> <li>• Typed</li> <li>• Double Spaced</li> <li>• Times New Roman or other normal serif font</li> <li>• 12 point font size</li> <li>• Correct Margins</li> </ul>		
<b>Writing Skills:</b> <ul style="list-style-type: none"> <li>• Spelling, Grammar, Sentence Structure</li> <li>• Use of Language, Transitions, Mechanics</li> <li>• Points will be deducted for spelling, grammar, and writing skill-related errors. (1 pt per error)</li> </ul>		
<b>Weekly Journal Experiences Criteria:</b> Minimum of 1 full page. Use Core Competencies. <ul style="list-style-type: none"> <li>• What were your experiences this week; include core competencies?</li> <li>• What did you learn or not learn that relate to the HTE competencies?</li> <li>• What did you take from this week's experience that will help you in the future?</li> <li>• State time, date and number of hours present for internship.</li> </ul>		
<b>Total Points</b>	<b>20</b>	

## Final Journal Experience Grading Criteria Cover Sheet

**\*THIS SHOULD BE THE FIRST PAGE OF YOUR PACKET\***

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DUE: WEEK 14**

### Grading Requirements / Grading Sheet

Requirements	Points Possible	Your Points
<b>Formatting:</b> <ul style="list-style-type: none"> <li>• Attach a copy of this Grading Criteria Cover Sheet to the top of your paper</li> <li>• Typed</li> <li>• Double Spaced</li> <li>• Times New Roman or other normal serif font</li> <li>• 12 point font size</li> <li>• Correct Margins</li> </ul>		
<b>Writing Skills:</b> <ul style="list-style-type: none"> <li>• Spelling, Grammar, Sentence Structure</li> <li>• Use of Language, Transitions, Mechanics</li> <li>• Points will be deducted for spelling, grammar, and writing skill-related errors. (1 pt per error)</li> </ul>		
Minimum 3 full pages. Maximum 5 full pages. <ul style="list-style-type: none"> <li>• Prepare a descriptive, written summary of the overall evaluations of your experiences. What are the most valuable experiences from the Field Experience that you can use in your future HTE career?</li> <li>• What has the Sponsoring Agency taught you that relates to your concentration through the competencies? Were your duties correlated to your concentration?</li> <li>• What is your overall feeling about the experience with your Sponsoring Agency? Would you encourage this agency to continue to sponsor the Field Experience Internship?</li> <li>• Is there any opportunity for job placement with from your internship?</li> <li>• If you had to do the internship over, how would you want it to be?</li> <li>• Please add any additional comments.</li> </ul>		
<b>Total Points</b>	<b>50</b>	

## Contact Hours Grading Criteria Cover Sheet

THIS SHOULD BE THE FIRST PAGE OF YOUR PACKET

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DUE: WEEK 14**

Grading Requirements / Grading Sheet

Requirements	Points Possible	Your Points
Formatting: <ul style="list-style-type: none"><li>• Attach a copy of this Grading Criteria Cover Sheet to the top of your paper</li><li>• Typed</li><li>• Double Spaced</li><li>• Times New Roman or other normal serif font</li><li>• 12 point font size</li><li>• Correct Margins</li><li>• Stapled or Bound</li></ul>		
Proof that you have completed of total of <b>150</b> Contact Hours at the Sponsoring Agency. The attached Verification Form must be completed and signed by Internship Sponsor. (A letter from your Internship Sponsor or a Pay Stub for those of you who are getting paid can be attached)	<b>150</b>	
<b>Total Points</b>	<b>150</b>	



<b>Verification of Completed Contact Hours</b> <b>MINIMUM of 150 hours</b>
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This form MUST be completed with a signature from the Internship Sponsor for grading.

WEEK	DATES	NUMBER OF HOURS	NOTES
EXAMPLE:	Monday 8/11 – Saturday 8/16	18	Made up hours for week 4 as well.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

INTERNSHIP SPONSOR SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**Agency Supervisor Mid-Term (8-week) Performance Evaluation**

Form can be emailed to [vannucci@msudenver.edu](mailto:vannucci@msudenver.edu) or submit in person to HLC 209.

Students Name : Agency: Due: **October 12, 2014**

Agency Supervisor: Eight Week Period Date: to

Please evaluate the intern on the factors using the rating scale provided.

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1-Poor 2-Fair 3-Good 4-Excellent

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Please evaluate the intern on the listed factors using the rating scale provided.

1-POOR 2-FAIR 3-GOOD 4-EXCELLENT

1. Attendance	1	2	3	4
2. Punctuality	1	2	3	4
3. Appearance	1	2	3	4
4. Use of Judgment	1	2	3	4
5. Cooperation	1	2	3	4
6. Organization	1	2	3	4
7. Follows Instructions	1	2	3	4
8. Quality of Work	1	2	3	4
9. Tact and Courtesy	1	2	3	4
10. Use of Time	1	2	3	4
11. Ability to Communicate (Verbally)	1	2	3	4
12. Ability to Communicate (Written)	1	2	3	4
13. Basic Skill Knowledge	1	2	3	4
14. Reliability	1	2	3	4
15. Receptive to Criticism/Suggestions	1	2	3	4



## Agency Supervisor Final Performance Evaluation

Form can be emailed to [vannucci@msudenver.edu](mailto:vannucci@msudenver.edu) or submit in person to HLC 209.

**Prepare a descriptive, written summary of the overall evaluations of your experiences.**

Students Name :

Agency:

**Due: November 30, 2014**

Agency Supervisor:

Eight Week Period Date:

to

Please evaluate the intern on the factors using the rating scale provided.

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1-Poor    2-Fair    3-Good    4-Excellent

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Please evaluate the intern on the listed factors using the rating scale provided.

1-POOR 2-FAIR 3-GOOD 4-EXCELLENT

1. Attendance	1	2	3	4
2. Punctuality	1	2	3	4
3. Appearance	1	2	3	4
4. Use of Judgment	1	2	3	4
5. Cooperation	1	2	3	4
6. Organization	1	2	3	4
7. Follows Instructions	1	2	3	4
8. Quality of Work	1	2	3	4
9. Tact and Courtesy	1	2	3	4
10. Use of Time	1	2	3	4
11. Effectiveness of Verbal Communication	1	2	3	4
12. Effectiveness of Written Communication	1	2	3	4
13. Basic Skill Knowledge	1	2	3	4
14. Reliability	1	2	3	4

