



**University of Florida**  
**Department of Tourism Hospitality and Event Management**  
**Practicum [LEI 6944]**

## **PRACTICUM -- LEI 6944**

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Office Hours: by appointment

### **Course Description**

The practicum provides students with an opportunity to engage in professional settings to enhance academic learning and employment readiness upon graduation. Experiential learning helps students to bridge the gap between course materials and real-world settings, furthering both academic and applied/business skills.

**Course Objectives** The practicum enables students to:

1. Apply the knowledge and skills attained in the academic setting to practical issues in the workplace.
2. Create and Contribute significantly to the activities at the practicum site.
3. Apply and Complete a project under the direction of the practicum supervisor.
4. Gain awareness of organizational and administrative structures, strategies, and procedures.
5. Accept constructive feedback to improve performance.
6. Exhibit effective oral and written communication skills.
7. Demonstrate professional behavior and work successfully with site employees.

### **Practicum Requirements**

Students are required to complete 48 clock hours for each credit hour. If the number of hours completed is greater or less than the credit hour requirement for which you are registered, you CANNOT retroactively add or drop credit hours. Practicum hours may not commence until the student is registered for LEI 6944 and the first day of the semester begins.

## Practicum Site Requirements

Students are responsible to make arrangements at approved practicum sites relative to their specialization and agree upon the:

1. Duties and responsibilities associated with practicum
2. Requirement to work physically on site
3. Supervisor who works closely with the student throughout the duration of the practicum
4. 10 goals to be accomplished during the practicum
5. Work schedule and total number of hours of work
6. Requirement to copy the site supervisor on every biweekly log
7. Completion of mid-term and final evaluations
8. Expectations associated with the final project

Practicum proposals must be completed and submitted to your advisor for review 30 days prior to the start of the term in which you plan to complete the practicum. The [Practicum Guide and proposal form](#) can be [found here](#).

<https://hospitalitymanagement.hhp.ufl.edu/curriculum/practicum-and-professional-paper/>  
<https://hospitalitymanagement.hhp.ufl.edu/downloads/mshbm-practicum-guide.pdf>

## Student Requirements

Communication: Ongoing communication is very important part of this process. The student is required to send **a weekly log update (every FRIDAY)** about the work/learning progress on the site informing the advisor of positive outcomes and/or challenges faced throughout the experience.

Midterm and Final Evaluation: As part of the internship or practicum requirements, students must have their site supervisor complete and **submit a midterm [October 20] and final evaluation [December 1]**. The evaluations are to be submitted to your faculty advisor by the deadline. The mid-term and final evaluation forms can be found on the website. In addition, students will be required to submit a midterm and final reflection of your experiences as they relate to your proposed learning objectives and goals (item 5 in the original proposal) and submit a midterm and final time log by the deadline.

Final Project: Students will also be required to submit a final project that is to be discussed with both their faculty advisor and site supervisor to determine documents or projects that might be most appropriate for the position in which the student is gaining experience (item 6 in the original proposal). **The final project should be at least 5 pages in length, double spaced, use Times New Roman, 12-point font and be submitted by the deadline [December 1].**

LEI 6944 – Practicum in Tourism and Recreation Management is graded on a letter scale. Student grades will be assigned based on their supervisor’s midterm and final evaluations as well as their agreed upon deliverables.

## BEFORE SEMESTER BEGINS

Establish contact information for site and faculty supervisor. Get site and work plan approved by your faculty advisor.

□ Submit practicum proposal and completed contract (page 4) at least 1 month prior to the start of the semester.

DURING SEMESTER

□ **Provide 14 weekly updates [28 points; 2 points/per weekly log] [starting from the 2<sup>nd</sup> Friday of the semester]** to your faculty advisor via posting your weekly log: minimum one page.

- What were your goals?
- What have you accomplished?
- What could be improved by your contributions?
- What could be done greater by your on-site supervisor's perceptions and feedback?
- What have you learned during this week?

**Midterm [30 points]:**

□ Prepare the top section of mid-term evaluation form and arrange a time for the site supervisor to complete and sign the evaluation form and discuss it with you.

□ Complete the time log. – a cumulative summary [up to 10 pages]

□ Write a midterm reflection of your experiences as they related to your proposed learning objectives

and goals (item 5 in the original proposal).

□ Send the midterm evaluation, time log and written midterm reflection to your faculty advisor by end

of week 7 of the semester.

**Final [50 points]:**

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□ Prepare the top section of final evaluation form and arrange a time for the site supervisor to complete and sign the evaluation form and discuss it with you.

□ Complete the time log. [cumulative log: up to 15 pages – a collection from the weekly submission]

□ Write a final reflection of your experiences as they related to your proposed learning objectives and

goals (item 5 in the original proposal).

□ Write final project outlined in original proposal (item 6) along with the supporting documents from

your practicum, the final report [up to 25 pages, double spaced, 12 font size – you may include photos, tables, and supported information] should also include:

□ the final report [up to 25 pages, double spaced, 12 font size – you may include photos, tables, and supported information] should also include:

- a written explanation of the documents
- what you learned from the documents
- how you could improve the documents in the future
- the challenges you experienced throughout the project
- how the project/documents will help you in your sport career
- Send the final project and supporting documents, final evaluation, time log and written final reflection

to your faculty advisor by end of week 15 of the semester: **Friday, December 1 by 11:59 pm EST.**

## GRADING:

**Grades will be based on the following assignments and points:**

**Student can earn 100 points (100%) in this class:**

Weekly log and reflection (28 points)	2 points/per week -- 14 weeks Starting from the 2 <sup>nd</sup> Friday of the semester	28
	Midterm Evaluation	24
	Final Reflection and Report	50
	<b>TOTAL POINTS</b>	<b>100</b>

It will take one week to 10 days to get grades posted for each assignment. Please contact your instructor in one week after your grade is posted when you feel there is an error in grading. **Your grade will not be rounded.** More detailed information regarding current UF grading policies can be found here: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>.” Any requests for additional extra credit or special exceptions to these grading policies will be interpreted as an honor code violation (i.e., asking for preferential treatment) and will be handled accordingly.

## GRADING SCALE AND GPA POINTS:

A- = 90.00-92.99% (3.67)	A = 93.00-100% (4.0)		
B- = 80.00-82.99% (2.67)	B = 83.00-86.99% (3.0)	B+ = 87.00-89.99% (3.33)	

## COURSE AND UNIVERSITY POLICIES:

Students should be aware that online learning is different than a traditional classroom experience and can present unique challenges, particularly to individuals who do not possess good time management skills. The online classroom is available to you 24 hours a day. Unlike traditional instructional settings in which each student gets the same class at a set time and day, the online setting gives students the opportunity to tailor class to their particular learning style. You should note, however, that this course is not completely self-paced. Please note that all assignments, must be completed and submitted by the due date listed on the syllabus. Since we will not have in-class meeting times for me to remind you of critical dates, it is essential to familiarize yourself with the course schedule, deadlines, and due dates.

### **Make Up Policy:**

Assignments will not be accepted late, and on some days more than one of these tasks may be due. If personal circumstances arise that may interfere with your ability to meet a deadline, **please let me know as soon as possible before the due date.** Please keep in mind only university authorized excuses will be accepted, and documentation must be provided. Requirements for make-up exams, assignments, and other work are consistent with university policies: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

### **Communication and Questions:**

Students are responsible for getting a University of Florida email account (e.g., john.doe@ufl.edu) and should use this email for all university related correspondence – The instructor may not read emails from or send emails to any non-UF email addresses (e.g., john.doe@hotmail.com). Email subject should start with “**LEI 6944 Practicum** – First name, Last name - ...” Email use does not relieve students from the responsibility of confirming the communication with the instructor. Always sign your email – don’t make the instructor guess from whom the email was sent. The instructor will answer your email within two business days, when possible.

You may email me through the course site with any questions or concerns you have, and I will attempt to respond to your emails within 48 hours (typically sooner). If you have an urgent issue, please call my office and/or email my personal UF email, <[racheljuichifu@ufl.edu](mailto:racheljuichifu@ufl.edu)>.

All students are expected to follow rules of common courtesy in email messages, discussions, chats, etc.

### **Copyright/Recording Statement:**

The materials used in this course are copyrighted. The content presented is the property of UF and may not be duplicated in any format without permission from the College of Health and Human Performance and University of Florida and may not be used for any commercial purposes. Content includes but is not limited to syllabi, videos, slides, quizzes, exams, lab problems, in-class materials, review sheets, and additional problem sets. Because these materials are copyrighted, you do not have the right to copy or distribute the course materials, unless permission is expressly granted. Students violating this policy will be subject to disciplinary action under the UF Conduct Code.

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor. A “class lecture” is an educational presentation intended to teach enrolled students about a inform or particular subject including any instructor-led discussions that form part of the presentation and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to

social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under University of Florida Regulation 4.040 Student Honor Code and Student Conduct Code.

**University Policy on Accommodating Students with Disabilities:**

Students with disabilities requesting accommodations should first register with the Disability Resource (DSR) Center (352-392-8565; [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. You must submit this documentation to your instructor prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the DSR office as soon as possible in the term for which they are seeking accommodations

**Honor Code Policy:**

“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”

The following pledge will be either required or implied on all work:

“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

It is the duty of the student to abide by all rules set forth in the UF Undergraduate Catalog. Students are responsible for reporting any circumstances, which may facilitate academic dishonesty. University Policy on Academic Misconduct: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at:

<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

**Academic Integrity:**

All students must adhere to university regulations regarding academic integrity. Any form of academic dishonesty (including but not limited to any form of cheating, plagiarism, misrepresentation, etc.) will not be tolerated. Any student guilty of academic dishonesty will receive a failing grade (E) for the course, and the matter will be forwarded to the UF Office Student Affairs and the Dean of Students.

**Grade Appeal Policy:**

Should you want to contest a grade, you will have up to three (3) days after a grade has been posted to contact me and discuss your issue; after which the grade is final. Grades are based on a point scale and will not be rounded.

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**Getting Help:**

The University of Florida recognizes that pursuit of an online degree requires just as much student support as pursuit of a traditional on-campus degree and, therefore, each online program is responsible for providing the same student support services to both students who are in residence on the main campus and those who are seeking an online degree through distance learning. The following links provide support services for students:

### **Online Computing Help Desk- e-Learning Support Services**

The UF Computing Help Desk is available to assist students with technical issues. If you have any issues accessing the online course material you must contact the UF Computing Help Desk immediately for assistance and obtain a case number. I will not accept late assignments, or change any course dates, due to technology difficulties if you do not have a case number prior to the due date for the assignment.

For issues with technical difficulties in E-learning, please contact the UF Help Desk:

helpdesk@ufl.edu

(352) 392-4357

<https://elearning.ufl.edu/student-help-faqs/>

Other resources are available at: <https://distance.ufl.edu/getting-help/>

### **Online Library Help Desk**

The help desk is available to assist students with access to all of the UF Libraries resources.

### **Disabilities Resource Center**

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. If you have a physical, learning, sensory or psychological disability, please visit our Disabilities Resource Center.

**U Matter, We Care** - Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

### **Student Privacy**

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see the Notification to Students of FERPA Rights.

### **Health and Wellness**

Counseling and Wellness Center: [counseling.ufl.edu/cwc](http://counseling.ufl.edu/cwc), and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

**Sexual Assault Recovery Services (SARS)**

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or [police.ufl.edu](http://police.ufl.edu).

**Academic Resources**

E-learning technical support, 352-392-4357 (select option 2) or e-mail to [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu).

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling.

Library Support, Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints Campus

On-Line Students Complaints

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Disclaimer: This syllabus represents the objectives and tentative plans for the course. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, will be communicated clearly, are not unusual, and should be expected.