UNIVERSITY OF FLORIDA
DEPARTMENT OF TOURISM, HOSPITALITY AND EVENT MANAGEMENT
LEI 3921 – FIELD EXPERIENCE in Tourism

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Office Hours	Mon. 9:30 – 11:30 Fri. 9:30 – 11:30
Department Chair	Rachel Fu, Ph.D., CHE

Course Description: LEI 3921 provides students with the opportunity to gain practical experience within a leisure services/hospitality event management agency. Students will be able to apply their skills and knowledge as an agency volunteer in their particular option area. Students are expected to utilize leadership and management skills to enhance participant involvement and agency operations.

In addition, the course is designed to assist the student in the transition from student to a paid professional. The student will become familiar with resources necessary to find potential internship sites and to increase his or her knowledge regarding professionalism and business practices. Upon the successful completion of this course, all students will have finished their field experience requirement and have the tools necessary to submit a proposal required for their internship (packets will be submitted during the term). During the course, we will provide resources to help you generate and modify your resume and cover letter, help you position your credentials more effectively as you pursue a senior internship, help you refine your site assessment skills, and we will also require you to practice one of the most important success prediction skills, the personal interview.

Course Objectives:

1. To prepare students for the internship experience.
2. To foster the development of career objectives.
3. To facilitate experiences in which students can evaluate strengths and needs related to a career.
4. To provide information regarding the preparation for an internship.
5. To provide information regarding issues related to the world of work.
6. To provide information related to professional development.
7. To provide formal field experience(s) of at least 80 total documented clock hours in an appropriate professional hospitality organization/agency prior to internship. (8.28)

Course Format: The course will include a combination of guest lectures from professionals in various hospitality fields, assignments, activities, and a required 80-hour industry overview.

GUIDELINES

It is expected that all students arrive on time, are prepared for class, and all cellular phones and Internet connections are turned off during class (portable computers are not to be used unless you have note taking permission from the ADA office or sit in the front 2 rows. On a website, other than note taking, will result in a zero for the lecture assignment and attendance). On a computer other than mentioned above will result in a zero for the lecture assignment. If at any time, you feel the need for assistance and/or information concerning the course, see the instructor as soon as possible.

Course Grading:

There are 600 total points for the class. The class will be graded based upon the following items and all items must be submitted online through Canvas.

1. Agency Sign-up Form and Course Contract 15
2. Completed Internship Packet 55
(Includes Proposal Form, 13-Week Plan, 5 Questions, Academic Clearance Form and photo)
3. Class assignments (8 @ 10 pts each) 80
4. 40-hour Reports (2 @ 40 pts each) 80
5. Supervisor Final Evaluation & Student Summary (20 pts each) 40
You only need one summary report; submitted after all 80 hours are completed
6. Student Takeaways (10 Points) 10
7. Professional interview..... 20
8. Best Practices 20
9. Budget Assignment 15
10. Career Connection Visit (online student research and paper) ……40
11. Career Prep Portfolio 125
- Career Goal Setting Assignment
- Personal Philosophy/5 year-plan (500 words minimum)
- Resume/Cover Letter (Use of "I" more than eight times in Cover Letter will result in a deduction of 10 points)
- Career counseling interview with Ron Gromoll (10-15 min)
- Mock Interview

12. Attendance 10
TOTAL 600

Each assignment in the Career Prep Portfolio is worth 25 points individually; however, if all six assignments in the portfolio are not submitted, there will be a deduction of 50 points from the final grade.

Students need to be aware of deadline dates and submit their initial internship packet proposals on time (March 22nd, for a Summer 2021 Internship). It is the student's responsibility to submit a completed internship packet by the assigned deadline; late submittals will only be considered if time permits, and the student communicates with Ron Gromoll and Bobbi Cabaret.

Academic Clearance Forms:

Please be sure to complete the Academic Clearance Form with your academic adviser Bobbi Cabaret. It will be necessary to schedule an appointment or see the adviser during walk-in Hours. Please plan ahead and do not wait until the beginning of October as appointments fill up. This form must be completed with the Adviser prior to securing an internship site.

Mock Interview:

Students will participate in a mock interview through the Career Connection Center (25 points).

The purpose of this exercise is to simulate a "real" job interview for the benefit of improving interviewing skills. When completed by the CCC you will receive a form from a CCC professional or if it is by zoom, take a screen shot of the completion.
See the assignment instructions in order to make an appointment with the CCC. (https://career.ufl.edu); please note there is limited availability so schedule early. Online students who are not residing in Gainesville should make a zoom appointment with the CCC .

Professional Interview:

Students are asked to interview a professional they aspire to be. This individual should be a seasoned professional employed in a position of responsibility (20 points). The purpose of the assignment is for the student to examine a path of success and to inquire from the professional about possible avenues of choice related to their career enhancement and advancement.

Although we encourage students to seek guidance from their parents, **the professional interview cannot be completed with a family member and must be completed with a professional in the industry of the student's major.**

Budget Assignment:

Students will be required to create a projected budget earning $40,000 with no family support. (15 points) A template will be provided on Canvas and students will fill out the various financial categories. If you have a job lined up you can use the salary but it must be noted. **You must allocate all $40,000.**

80 Hours of Field Experience [paid or unpaid]:

Eighty (80) hours of field experience are required for successful completion of this course. Without validation of completion of the full 80 hours by the last day of class, students will not be able to pass the class; incomplete grades will not be issued. The purpose of the 80-hour experience is to expose the student to real world situations in a professional setting complementary to the degree specialization. (2 – 40 hour reports worth 30 pts apiece)

When the agency representative is interviewing the student, schedules should be compared for compatibility. The student and the agency representative will develop the working schedule. The student must adhere to the agreed upon schedule. Remember that Holidays/spring break for the university may not coincide with the agency's days off. The field experience should include leadership training in the student's particular option area and not be limited to clerical work or manual labor.

80 Hours of Field Experience [paid or unpaid] (Continued):

The Agency Sign-up Form is required for all field experience sites and must be submitted on Canvas no later than the assignment due date. Additionally, please ensure the site has been approved via a comment on Canvas when the assignment is graded. **Students are encouraged to secure an approved site as soon as possible** (once approved, the student can begin working toward the 80-hour requirement). Throughout the volunteer experience, two 40-hour reports are to be turned in and a separate report must be turned in after each 40-hour segment is completed.

Mandatory class requirements

Complete and submit reports validating 80 hours of supervised field work with the same site by the deadlines. Submit a completed real or mock internship packet (see list below) by the packet deadline.

Complete Internship Packet:

The packet must be submitted electronically on Canvas as a single attachment in the order below. There are scanners available free of charge on the second and third floors of Library West. If you need to combine multiple pdfs into one document, you can do so here:

http://www.pdfmerge.com/. Early submissions of the Internship Packet are encouraged. The grade for your internship packet will be evaluated based upon:

1. A completed Internship Proposal Form or **Mock Internship Proposal Form**.
2. Answers to the 5 questions found on page 2 of the internship proposal form.
3. A detailed 13-week plan for your internship (examples available on Canvas).
4. The Academic Clearance Form which must be completed with your adviser before the deadline, make an appointment early. Contact your Departmental Academic Adviser Bobbi Cabaret (bcabaret@ufl.edu)

Students completing mock packets will still need to complete the Academic Clearance Form and photograph.

Future Internship Deadlines:

Spring 2023 Packet submission deadline is October 28st, 2022.

Summer 2023 Packet submission deadline is March 24th, 2023

Fall 2023 Packet submission deadline is June 30th, 2023

Students that are not attending classes or an internship with the University of Florida for three consecutive semesters, must enroll again before they can complete classes or their internship.

Online Learning Environment: Please be aware that the online learning platform can sometimes present challenges, particularly to students who are not a 'self-starter' nor possess good time management skills. Unlike traditional classroom settings in which each student gets the same class at a set time and day, the online setting is available to you 24 hours a day and gives students the opportunity to tailor class to their schedule. Please note, however, this course is not entirely self-paced.

There are select times during which units and course materials will be available to you. You can view each unit's lectures at any time during the dates in which the unit is open. However, quizzes will only be made available to you on the listed date(s). Given the online nature of this course, there will be no class meeting for me to remind you of important due dates so please be sure to reference the syllabus to familiarize yourself with these critical deadlines.

Technical Difficulties: Online access is your responsibility. If you experience trouble accessing the course or your GatorLink account, or any other relevant issues, please contact UF Computing Help Desk. Please email me (jinwonkim@ufl.edu) immediately if you have any questions or concerns with the content of the course. **I will attempt to respond to your emails within 24 business hours during regular business hours (M-F; 8am-5pm). Please remember to include the course number in your emails (LEI3921)**. **I will not respond to emails that do not have the course number listed. All correspondence must be presented in a professional manner.**

Scheduling Conflicts, Deadlines, and Make-Up Policy: Keep in mind, that should you have a conflict with the dates and/or times of the assignments you must email me at least five (3) business days prior to reschedule. Only University Accepted Excuses will be permitted, and documentation must be provided. If personal circumstances arise that may interfere with your

ability to meet an assignment deadline, please let me know as soon as possible. Only University Accepted Excuses will be accepted, and documentation must be provided. Personal issues with respect to fulfillment of course requirements will be handles on an individual basis. https://catalog.ufl.edu/ugrad/current/regulations/infor/attendance.aspx. All assignments must be turned in on time or there will be a 50% deduction for assignments that are up to a week late. Assignments more than a week late will receive a (0) zero.

GRADING SCALE		PERCENTAGE
A	558 – 600	93 - 100
A-	540 – 557.9	90 – 92.99
B+	522 – 539.9	87 – 89.99
B	498 – 521.9	83 – 86.99
B-	480 – 497.9	80 – 82.99
C+	462 – 479.9	77 – 79.99
C	438 – 461.9	73 – 76.99
C-	420 – 437.9	70 – 72.99
D+	402 – 419.9	67 – 69.99
D	378 – 401.9	63 – 66.99
D-	360 – 377.9	60 – 62.99
E	359.9 or below.	59.9 or below

Information about UF's current grading policies may be found at the UF Grades and Grading Policies website

Grade Appeal Policy

• You have up to three (3) days after a grade has been posted to contact me regarding any issues or concerns, after which the grade is final. **Grades are based on a point scale and will not be rounded.**

Honor Code Policy

• All students are expected to uphold the Honor Code: "*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 university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge are diminished by cheating, plagiarism and other acts of academic dishonesty."

• 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 http://www.dso.ufl.edu/students.php.

University Policy on Accommodating Students with Disabilities

• Students requesting accommodation for disabilities must first register with the Dean of Students Office (http://www.dso.ufl.edu/drc/). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. Students must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive; therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

Netiquette: Communication Courtesy

• All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.
http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf

UF Writing Studio

• The UF Writing Studio is a campus resource available for students wanting to become better writers. Students have the opportunity to work one-on-one with a consultant on issues specific to their own particular development. To get more information or schedule and appointment visit: http://writing.ufl.edu/writing-studio/

Counseling and Wellness Center

• Phone 352-392-1575, website http://www.counseling.ufl.edu/cwc/Default.aspx; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

U Matter, We Care

• 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. A nighttime and weekend crisis counselor is available by phone at 352-392-1575.

Teaching Evaluations

• Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/ .

Getting Help

• If you are having difficulties with the course material, please email the Professor and/or visit the Health and Human Performance Subject Guide at the UF Library: http://www.uflib.ufl.edu/cm/hhp/hhp.html . Or contact the sport, tourism and recreation subject librarian: http://apps.uflib.ufl.edu/staffdir/SubjectsSpecialist.aspx.

• 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.

• *Dean of Students Office* Do you need help resolving a conflict or would like access to the student code of conduct? Advise the Professor of your needs and register with the Dean of Students Office. The Dean of Students Office will provide documentation to you, which you then give to the instructor when requesting accommodation.

• *Counseling and Wellness Center* Would you like to speak to a counselor about a problem that you are having? Please visit our counseling and wellness center.

• *Online Computing Help Desk e-Learning Support Services* The UF Computing Help Desk is available to assist students when they are having technical issues.

• *Online Library Help Desk* The help desk is available to assist students with access to all UF Libraries resources.