UF Department of Tourism, Hospitality and Event Management
College of Health and Human Performance
UNIVERSITY of FLORIDA

Field Experience in THEM

LEI3921 | Class # 401G | 3 Credits | Spring 2023

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Course Info

INSTRUCTOR

Ron Gromoll, CHA, CHE, CHIA
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Email: rgromoll@ufl.edu
Preferred Method of Contact: **email**

OFFICE HOURS

Office hours are Monday and Wednesday period 3 and by appointment

MEETING TIME/LOCATION

FLG 0265 – Tuesday period 6-7

COURSE DESCRIPTION

LEI 3921 provides students with the opportunity to gain practical experience within a tourism, hospitality or event agency. Students will be able to apply their skills and knowledge as an agency volunteer in their career field.

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.

PREREQUISITE KNOWLEDGE AND SKILLS

Department permission.

REQUIRED AND RECOMMENDED MATERIALS

All printed forms and documents are provided in the Canvas modules.

COURSE FORMAT

The Field Experience course will provide students with the professional development skills necessary to build a career in the hospitality industries. These will include instruction on:

- Interviewing at the career connection center
- Writing a cover letter and resume
- Researching career opportunities
- Networking within the industry

- Creating a personal, workable budget
- Various professions within the field of hospitality
- Interviewing and being accepted into a full semester, 520-hour internship
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The class will meet one time a week for two periods. There will be lectures, a visit, tour and lecture at the UF career connection center, and there will be at least eight lectures from professionals in various fields of hospitality including, but not limited to hotels and lodging facilities, sporting event management, culinary and restaurant services, theme park management, cruise lines, venue and event management, winery and brewery management, and destination marketing organizations.

The students must interview and select a company/organization at which they will do their field experience 80 hours of work. The company will supply three reports on the student's progress.

The students must interview and select a company/organization at which they will do their following semester of internship at 520 hours (13 weeks of 40 hours). The students must supply a packet of 5 items in order to be approved for the internship:

- A 2-page signed agreement with the company they select
- A 13-week work plan of the tasks and departments the student will work in during their internship
- A signed clearance form from the department advisor stating they have successfully completed all UF requirements except for their internship.
- A photo to be used in promotion of all interns and their companies in the administration office.

COURSE LEARNING OBJECTIVES:

By the end of this course, students should be able to…

1. Prepare students for their internship experience.
2. Summarize the development of their career objectives.
3. Evaluate strengths and needs related to their chosen career.
4. Illustrate information learned regarding the preparation for an internship.
5. Identify trends and issues relevant to the world of work.
6. Defend personal knowledge and information gained, related to professional development.
7. Apply formal field experience(s) of at least 80 total documented clock hours in an Approved tourism, hospitality, or event organization/agency prior to internship.
8. Recognize the diversity of career opportunities available in the tourism, hospitality and event industries.

Course & University Policies

ATTENDANCE POLICY

Attendance will be taken randomly at 10 of the 15 classes. Each attendance will be worth 10 points. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies. Click here to read the university attendance policies.

A student experiencing an illness should visit the UF Student Health Care Center or their preferred healthcare provider to seek medical advice and obtain documentation. If you have an illness, family emergency or death, please contact the Dean of Students Office (www.dso.ufl.edu) and follow the DSO Care Team procedures for documentation and submission of a request for make-up assignment (https://care.dso.ufl.edu/instructor-notifications/). The DSO will contact the instructor. Do not provide any documentation to the instructor

regarding illness or family emergency. This is your personal and protected information. The DSO is qualified to receive and verify the documents you provide. The instructor will follow the recommendations from the DSO.

PERSONAL CONDUCT POLICY

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions.
Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult the instructor or TA in this class.

EXAM MAKE-UP POLICY

"Requirements for class attendance and make-up exams, deadline assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx."

ACCOMMODATING STUDENTS WITH DISABILITIES

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center by visiting their Get Started page at https://disability.ufl.edu/students/get-started/. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

COURSE EVALUATIONS

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

Getting Help

You may contact the course instructor at any time to obtain help. Email is preferred but a phone call is acceptable if it is important, or an emergency item. You may also contact the department advisor in the administration office during business hours.

HEALTH & WELLNESS

- U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575
- Counseling and Wellness Center: https://counseling.ufl.edu/, 352-392-1575
- Sexual Assault Recovery Services (SARS) - Student Health Care Center, 392-1161
- University Police Department, 392-1111 (or 9-1-1 for emergencies) http://www.police.ufl.edu/

ACADEMIC RESOURCES

- E-learning technical support, 352-392-4357 (select opti on 2) or e-mail to Learning-support@ufl.edu. https://lss.at.ufl.edu/help.shtml

- Career Connections Center, Reitz Union, 392-1601. Career assistance and counseling. https://career.ufl.edu/
- Library Support, http://cms.uflib.ufl.edu/ask. 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. http://teachingcenter.ufl.edu/
- Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. http://writing.ufl.edu/writing-studio/
- Student Complaints On-Campus: https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/ On-Line Students Complaints: http://distance.ufl.edu/student-complaint-process/

INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY RESOURCES

For suggestions or concerns related to IDEA, please reach out to any of the following:

- Daniel Rogers, THEM IDEA Liaison, drogers@ufl.edu
- Dr Guilio Ronzoni THEM Interim Graduate Coordinator, giulio.ronzoni@ufl.edu
- Dr. Heather Gibson, THEM Undergraduate Coordinator, hgibson@ufl.edu

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 and Course Contract/ 15 points (7.5 points each)*** **-** 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. A signed form including the agency's information must be posted in the Canvas assignment. **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.

2. ***Internship Packet/ 55 points –*** 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 2-page Proposal Form or **Mock Internship Proposal Form if a later internship semester is being chosen**. Answers must be supplied to the 5 questions found on page 2 of the internship proposal form.
2. 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)
4. A word document with your 10 internship goals, 5 of which are measurable
5. A separate jpeg photo to display on the THEM internship board in the admin office. Photos must look business professional.

3. ***80 Hours of Field Experience (Paid or Unpaid) / 2-40 hour reports @ 40 points each and a final supervisor* report@ 40 points-** 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.

4. ***Class Assignments/ 8 @ 10 points each –*** A ½ page paper stating two take away items from each hospitality professionals lecture and the student's explanation if they were to choose that profession as a career. Assignment must be posted in Canvas.

5. ***Student Take Away / 1 @ 10 points*** – A ½ page paper detailing what the student opinion on the class including possible suggestions to make the class better.

6. ***Professional Interview / 1 @ 20 points*** – Students must interview a professional they aspire to be. This individual should be a seasoned professional employed in a position of responsibility. 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.

7. **Networking Best Practices / 1 @ 20 points –The student must complete 4 parts to this assignment worth 5 points each.**
    - the student must develop a 30 second elevator pitch and present it in class.
    - The student must sign up on LinkedIn.
    - The student must research and send two connection requests to professionals in their desired field on LinkedIn and screen capture the request for posting to Canvas.
    - The students must create 4 questions they would ask during a networking event, and post them to Canvas.

8. ***Budget Assignment / 1 @ 15 points –*** Students will be required to create a projected budget while earning $40,000 with no family support. A template will be provided on Canvas and students will fill out the various financial categories. If the student has a position lined up they can use the salary but it must be noted on the form. **You must allocate all $40,000.**

9. **Career Prep Portfolio / 125 points (5 @ 25 points each) –**
    - Career Goal Setting Assignment – A detailed paper on the students' goals for field experience company, internship company and desired career.

- Personal Philosophy – a 5 year-plan detailing how the student will arrive at that goal and what resources will be needed. (500 words minimum)
- Resume/Cover Letter – After lectures on creating a cover letter and resume, student must create both and submit them on Canvas.
- Career counseling interview with Ron Gromoll – review of the Career goal setting paper reviewing how the field experience is progressing, how the internship search is progressing and suggestions on the career path goals.
- Mock Interview – After lectures on interviewing from the instructor and the career center, students must take a virtual interview at the UF Career Connection Center.

10. Extra Credit / **15 points**- Students can earn extra credit attending the job/internship fair from HHP College in Fall or Spring.

11. Career Connection Visit / 30 Points

The class will visit the UF Career Connection Center. The staff at the center will take the class on a tour of the various programs and facilities available to UF students and will make a presentation on interviewing in one of the meeting rooms.

12. **Student Summary / 10 Points**

Students will create a paper discussing highlights and concerns/challenges regarding the organization at which 80-hours was completed.

13. **Attendance/ 100 points**

Attendance will be taken randomly at 10 of the 15 classes. Each attendance will be worth 10 points each.

GRADING SCALE

Grades will be posted within several days after an assignment. If a grading error is detected, please contact the instructor as soon as possible. The grades 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/

Letter Grade	Points Needed to Earn Each Letter Grade	Percent of Total Points Associated with Each Letter Grade	GPA Impact of Each Letter Grade
A	558 - 600	93.00-100%	4.0
A-	540 – 557.9	90 – 92.99 %	3.67
B+	522 – 539.9	87 – 89.99%	3.33
B	498 – 521.9	83 – 86.99%	3.0
B-	480 – 497.9	80 – 82.99 %	2.67
C+	462 – 479.9	77 – 79.9%	2.33
C	438 – 461.9	73 – 76.99%	2.0
C-	420 – 437.9	70 – 72.99 %	1.67
D+	402 – 419.9	67 – 69.99%	1.33
D	378 – 401.9	63 – 66.99%	1.0

D-	360 – 377.9	60 – 62.99%	0.67
E	≤ 359.9	0-59.99%	0

CRITICAL DATES & UF OBSERVED HOLIDAYS

- January 16th, Civil Rights Day (Monday)
- Spring Break March 11th – March 19th. (Saturday - Sunday)
- Complete list available here: https://catalog.ufl.edu/UGRD/dates-deadlines/2021- 2022/

SUCCESS AND STUDY TIPS

Reach out to the professor for help with any organizations or company search or if you are having difficulties locating a company to fulfill your field experience 80 hours or agreement for an internship. The professor can help with the search and location of a company.

Attend the guest lectures as most will have attendance taken and the assignment associated with guest speakers.

> **Lecture and Guest Presentation Recordings:** Our class sessions may be audio visually recorded for students in an online Field Experience class. These students are not able to attend and must refer to the recordings for instruction and assignments.

For in-class recording, the following statement related to Florida's House Bill 233 is suggested but not mandatory:

> 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 inform or teach enrolled students about a 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 the 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 UF Regulation 4.040 Student Honor Code and Student Conduct

Code.