

Sample syllabus

Note that this syllabus is from an earlier semester. The current syllabus may differ in all areas except the course description and course objectives.

GEORGE MASON UNIVERSITY EXPERIENTIAL LEARNING AGREEMENT ATTACHMENT FOR SECTIONS 3.6, 4.4 and 5.4

GEORGE MASON UNIVERSITY
Department of Health, Fitness and Recreation Resources

TOUR 241—Practicum (3)

DAY/TIME:	TBA	LOCATION:	PW1
PROFESSOR:	Dr. Margaret Daniels	EMAIL ADDRESS:	mdaniels@gmu.edu
OFFICE LOCATION:	202 Bull Run Hall	PHONE NUMBER:	703-993-4279
OFFICE HOURS:	By Appointment	FAX NUMBER:	703-993-2025

PREREQUISITES: TOUR 200, TOUR 220, sophomore standing, and TOUR major or TEM minor status.

COURSE DESCRIPTION: Provides a paid or voluntary supervised professional experience in an approved tourism or event management industry setting under the supervision of a practicum University Supervisor and Agency Supervisor. The student is assigned tasks and responsibilities and is held responsible for their completion. Students are expected to complete a minimum 150 hours over a period of 10 to 14 weeks.

COURSE OBJECTIVES

At the conclusion of this course, students should be able to:

1. Describe and analyze the managerial and operational structure of their practicum site;
2. Demonstrate skills and competencies in routine business administration (e.g., accounting and record keeping, planning, public relations, assessments, staff relation);
3. Evaluate their personal strengths and weaknesses in light of demands and expectations of employment in the various positions in the field; and
4. Set career objectives in the tourism and event management industry.

EVALUATION

Requirements

During their work experience, students must fulfill specific requirements including completion of specified forms and assignments in order to be evaluated and receive a grade for their practicum. These include:

- working at an approved practicum site for a minimum of 150 hours of professional practice over a period of 10 to 14 weeks;
- completing one *Daily Activity Log of Hours* and *Weekly Report* per week, which form part of the *Practicum Journal* (see Appendix 1);
- meeting with their University Supervisor and the Agency Supervisor during a routine visit at their practicum site;
- submitting two copies of their *Practicum Journal* which encapsulates their cumulative work experience (see *Practicum Journal Guidelines* below); and
- attending a post-discussion session with their University Supervisor regarding their overall performance and practicum grade. At this time, the *Final Practicum Performance Form* will be shared with the

student only if the Agency Supervisor has given their express permission as indicated by their signature on the form (see Agency supervisor responsibilities during practicum below).

Additional Information

Student responsibilities during the practicum

During the practicum, which involves a minimum of 150 hours over a period of 10 to 14 weeks, the student must meet certain responsibilities and obligations to the Agency and/or Agency Supervisor, as well as to the University (see Evaluation section above) to fulfill their internship requirements. These include:

1. Reporting directly to the Agency Supervisor for instructions. The practicum student is responsible for fulfilling their duties as stipulated by their supervisor, and for meeting their scheduled training commitments and arrangements;
2. Participating in orientation sessions with their Agency Supervisor;
3. Familiarizing and abiding by all the rules, regulations, policies and procedures of the Agency applicable to their conduct while in the Agency's employment;
4. Becoming an integral and participating member of the Agency's staff;
5. Acting in a professional manner both as an Agency staff member and when dealing with the Agency's clientele. The student is a representative of GMU and an ambassador for the TOUR/TEM program. A positive work experience effectively 'paves the way' for the future placement of other interns. It is therefore imperative that a cooperative attitude and good work record and habits be maintained for good rapport between the student, University Supervisor and the Agency;
6. Visiting, observing and participating, as appropriate, in various levels of the Agency's operations, including meeting, programs, projects and training sessions. This enables the student to strive toward higher levels of personal and professional growth and fulfillment;
7. Meeting with the Agency Supervisor and the University Supervisor during a routine on-site visit of the latter to the Agency, if such a meeting is practicable;
8. Notify the Agency Supervisor in advance when it is necessary to be absent from work;
9. Participating in post-activity discussion with their Agency Supervisor, and
10. Each student enrolled in TOUR 241 must meet and share the responsibilities and *Practicum Journal Guidelines* requirements with their Agency Supervisor as outlined below to earn a letter grade for the practicum experience. The *Practicum Journal* must be well organized (i.e., table of contents, tabbed), typed and otherwise professionally presented. The front cover and title page must include: name, name of practicum site, course information (e.g., TOUR 241) and the semester/year. Practicum contents are normally compiled in a 3-ring notebook.

Practicum Journal Guidelines/Submission Requirements

Upon completion of the practicum period, students are required to submit **two** copies of their *Practicum Journal*. The journal must be organized in the following manner:

1. Practicum Site Profile (see Appendix 2)
2. Introduction
 - a. Give the name of the Agency and briefly describe the practicum site (e.g., location, history, program or services offered)
 - b. Agency personnel
 - i. Provide an organizational chart and label the names of the key officers, managers, etc. Also show your place in the Agency.
 - ii. Give a brief description of the individuals that a practicum student interact with (including your Agency Supervisor) on a regular basis and indicate whether they are full-time, part-time, seasonal, and/or volunteers
3. Chronicle of Experience

- a. Summary of the total learning experience, including exposure to new concepts and/or ideas, as well as participation level
 - b. Daily Activity Log of Hours and Weekly Reports (Appendix 1)
 - c. Other examples of work completed (e.g., handouts, correspondence prepared, photographs of events, program plans, promotional material). These special materials should be labeled and included as Appendices
4. Evaluation of Practicum Experience
- a. Briefly evaluate the site and the Agency Supervisor
 - b. Should the Practicum TOUR/TEM University Supervisors seek to place another student with this Agency?
 - c. What recommendations do you have for the improvement of the practicum phase of the TOUR or TEM program?
 - d. Should we strive to prepare our students in a special manner for this Agency?
 - e. Was the practicum a worthwhile experience? Please explain why or why not.

Agency Supervisor responsibilities during the practicum

The Agency Supervisor plays a pivotal role in the lives of students at the personal and professional career level by offering advice, instruction and supervision that furthers a student's professional competence. By providing a challenging and stimulating work experience, students are allowed to discover their own strengths and weaknesses in their chosen professional career. Thus, the Agency Supervisor is expected to assume responsibilities and obligations to the student and the University Supervisor that foster learning and are in line with the Tourism and Event Management's practicum course. These are summarized below:

1. Providing the student with a structured and supervised learning experience;
2. Preparing the Agency or institution staff for the arrival of the student, and orienting the student to the Agency's history (including organizational chart), philosophy, policies regulations, administration, programs and facilities in order to allow the student to function effectively in the practicum setting;
3. Providing timely and fair evaluative summaries of the student's work, including filling in a written *Final Practicum Performance Assessment Form* (see Appendix 3), which is sent confidentially to the student's University Supervisor;
4. Immediately notifying the practicum University Supervisor of any emerging condition that significantly affects the student's ability to succeed or complete the agreed upon practicum tasks;
5. Directly reimbursing the student for any costs they are authorized to incur on behalf of the Agency, or for reimbursable expenses identified in advance by the Agency; and
6. Accepting the student as a volunteer or paid member of staff (as applicable) and afford them all the rights and protections pertaining to that status.

University Supervisor responsibilities during the practicum

1. Assisting the student to develop or acquire resources or skills necessary for the successful completion of assigned tasks;
2. Facilitating resolution of problems that may occur during the practicum between the student and the Agency;
3. Soliciting evaluative commentary and reports from the student and the Agency Supervisor
4. Conducting at least one site visit, if practicable, to observe the student in their practicum role;
5. Receiving, reviewing and evaluating required submissions from the student and Agency Supervisor; and
6. Advising and assisting the Agency on matters pertaining to enrichment of the educational experience in the practicum.

Evaluation Items

Type	Points
<i>Practicum Journal</i>	500
<i>Daily Activity Log of Hours and Weekly Reports</i>	200
Agency Supervisor's Evaluation	200
Student's Evaluation of Practicum Site	100

Grading Scale

The following semester point accumulation scale will be used by the practicum University Supervisor in determining the final grade:

970 to 1,000	=	A+
930 to 969	=	A
900 to 929	=	A-
870 to 899	=	B+
830 to 869	=	B
800 to 829	=	B-
770 to 799	=	C+
700 to 769	=	C
600 to 699	=	D
< 600	=	F

*School of Recreation,
Health, and Tourism*

George Mason University

- ❖ All students are held to the standards of the George Mason University Honor Code.
- ❖ University policy states that all sound emitting devices shall be turned off during class unless otherwise authorized by the professor.
- ❖ STUDENTS WITH DISABILITIES: Students having documentation on file with the Disability Resource Center should bring this to the attention of the professor at the beginning of the semester.
- ❖ <http://www.rht.gmu.edu>