Syllabus TSTD 4102 & 6283: Practicum  Fall Semester, 2015

Note; THE LINKS DON'T WORK

Faculty--Dr. Don Hawkins

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Course Description

Fieldwork, internship, and/or instructional practice, including conference and/or seminar. Admission by permission of instructor. May be repeated once for credit with permission of advisor. (Fall, spring, and summer)

Scope of Course

The field work practicum is a three way partnership: the student, the academic institution, and the sponsoring agency or organization. A typical 3 credit practicum is a minimum of 140 clock hours of supervised work at the organization’s site or other venues where the organization has a presence. It may or may not involve monetary compensation. A practicum is an essential experience for a student to develop the professional competencies not always available in a typical classroom or theoretical course. The practicum is MORE than just a job! It involves an evaluative process on the part of both the student and the sponsoring organization that prepares and directs students in developing long term strategic career goals. In recruiting for managers, organizations look not only to earned
degrees and transcripts but to practical field experience as well as recommendations from field professionals. The practicum can be an important and valuable part of your education.

**Fieldwork Sites.**

- Identify a suitable internship location by reviewing Practicum Resources (below), contacting Eugenia Sandy <esandy.gwu@GMAIL.COM> at the Department of Tourism and Hospitality Management for recent job openings, networking with individuals in the field, and asking the assistance of your advisor or the course instructor. Also, contact the School of Business Career Center, http://www.business.gwu.edu/gwsbcareercenter/ and learn more about their services, including JOB TRAK, http://www.jobtrak.com/

- **Interviews.** Arranging for site interviews is the student's responsibility. The student should bring a copy of his/her resume as well a copy of this syllabus to the interview. The Career Center also provides 48 hour service in critiquing your resume and cover letter.

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**Orientation**

**Introduction to Practicum** (483 KB)

This is a PowerPoint presentation introducing the course and its requirements. Make sure to review this presentation carefully to prepare for your Practicum.

**Practicum Resources**

Please consult the following resources in locating a practicum experience:

- Download the file above for links to various tourism, hospitality, sport and event management job databases.
- **Occupational Outlook Handbook** - This extensive handbook is published by the U.S. Department of Labor, Bureau of Labor Statistics. It can be a helpful resource when developing your career objectives.
Consult your MTA Concentration Advisor

Sports Job Database

- **Sports Jobs** - This is an Adobe Acrobat file with a detailed list of sports jobs databases.

**Practicum Supervisor Letter.doc** (1.62 Mb)

**Supervisor Instructions**

Here is a letter you can email or print and give to your supervisor.

**PracticumStyle08.doc** (113 Kb)

- **Style Manual** - This document contains useful guidelines and recommendations, which will help you write your papers professionally. Please, follow them when preparing your assignments for this course.

**Evaluation**

The components of this course that determine your grade in this class, with maximum points indicated:

- Practicum site information = 25 points
- Written Statement of Objectives = 100 points
- Log of Activities = 100 points
- Practicum Supervisor Evaluation = 450 points
- Student Evaluation Report = 300 points
- Posting your résumé = 25 points

Letter grades are assigned based on the distribution of total points earned in the course:

- A = 920 - 1000
- A- = 900 - 919
B+ = 880 - 899
B = 820 - 879
B- = 800 - 819
C+ = 780 - 799
C = 720-779
C- = 700-719
F = Below 700

Academic Dishonesty Policy

This course will abide by the George Washington University Code of Academic Integrity. The Code is printed in the Schedule of Classes and is also available on the GW web site. In the very unlikely event of academic dishonesty in this course, it is my policy to pursue the most severe sanctions available under the above Code.

Usually, this means an F in the course for any event or action in violation of the Code. For your information, under the Code, both giving assistance and receiving assistance from others, for assignments which are designated as individual efforts, is academically dishonest. In this course, the tutorials and the exams are individual efforts. For the cases which are designated group efforts, giving and receiving assistance is fine.

Cheating is not a victimless crime!

Disability Support Services
Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss specific needs. Please contact the Disability Support Services office at 202.994.3250 202.994.8250 in the Marvin Center, Suite 242, to establish eligibility and to coordinate reasonable accommodations. For additional information please refer to:
http://gswired.gwu.edu/dss/

Orientation
Introduction to Practicum (483 Kb)

Orientation

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Evaluation

These the components of this course and maximum points available, out of a total of 1,000:

- Practicum Site Information = 25 points
- Written Statement of Objectives = 100 points
- Log of Activities = 100 points
- Evaluation by the Site Supervisor = 450 points
- Student Evaluation Report = 300 points
- Student Résumé = 25 points

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C- = 700 - 719
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Practicum: Phase 1

Assignment #1

Work Placement - Please provide the name and address of the organization. Please include your supervisor's name, telephone number and email.

>> View/Complete Assignment: Assignment #1
Assignment # 2

Objectives - Prepare your objectives in a word document. Edit and spell check the document before copying and pasting into the text box below.

>> View/Complete Assignment: Assignment # 2

Practicum: Phase 2

Assignment # 3

Log of Activities - An anecdotal record of time and effort devoted to major activities noting successes and failures, projects and plans, reports on meetings, and other professional comments should be maintained during the course of the practicum. The log should be created in a word document file. At the conclusion of the practicum and/or semester attach your log of activities to this assignment form.

>> View/Complete Assignment: Assignment # 3

Assignment # 4

Student Evaluation Report - A complete written evaluation of the practicum experience, including an assessment of the site supervisors as well as the value and quality of the field work experience should be submitted prior to the end of the semester. The report should be first prepared in a word program, edited, spell-checked, and then attached as a file to this assignment form. The report will be graded by the instructor. The instructor will also consider, in grading the report, the information from the student evaluation of the site supervisor and fieldwork form. The following is a guideline for the evaluation report.

Report Guidelines (Reports that do not have the following components will lose points. Typical Reports are 10 to 15 pages).

1) Objectives: Initial objectives for the practicum and a discussion of the degree to which they were achieved.

2) Description: Description of the agency, it's mission, the department or unit the student was assigned, and the particular activities or projects that were part of the experience.
3) Contributions: Description of the contributions made during the practicum, i.e., programs developed, materials written or designed, activities initiated, assistance in training, job analysis, etc.

4) Professional Development: A general overview of the types of opportunities presented for professional development.

5) Problems: A discussion of problems or difficulties encountered, personal and otherwise. Describe approaches tried in alleviating adverse or problem conditions.

6) Self-Analysis: A self-analysis in terms of professional and personal growth, development of competencies, ability to develop interpersonal relationships, ability to work with a team, feelings of increased/decreased confidence and satisfaction/dissatisfaction with career choice.

7) Recommendations: Recommendations and suggestions for improving the practicum experience including an overall rating of the effectiveness of the site supervisor and practicum placement. Please also complete the form in the next section which deals with your evaluation of the practicum placement.

>> View/Complete Assignment: Assignment # 4

Resume

Resume - Please submit a copy of your resume.

>> View/Complete Assignment: Resume

Practicum: Phase 3

Supervisor Evaluation

See attached
The George Washington University

School of Business: Practicum (Tourism, Meetings & Events, Hospitality, Sports)

Supervisor’s Evaluation Form

Please complete this form and email to Yuri Horowitz, Instructional Assistant – yuri@gwu.edu
with a copy to the Practicum Faculty Advisor: Dr. Don Hawkins, dhawk@gwu.edu

We kindly ask that you take a few minutes to complete this evaluation form for the GWU student you supervised
during their practicum at your organization. Your evaluation counts as 45% of the student’s final grade for the
course. You can indicate your answer by highlighting your numeric answer in a red font, or bold font for your
responses to questions 4-6. You may also leave just the numeric value that you select.

Example:

Excellent  5 4 3 2 1 Poor  No Opinion
Excellent  5 4 3 2 1 Poor  No Opinion
Excellent  4

<table>
<thead>
<tr>
<th>Question</th>
<th>Complete and answer question below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of student being evaluated</td>
<td></td>
</tr>
<tr>
<td>2. Name of person submitting this evaluation:</td>
<td></td>
</tr>
<tr>
<td>3. Telephone number or email address of the person completing this evaluation who may be contacted by the course instructor</td>
<td></td>
</tr>
<tr>
<td>4. Please give your impression of the student’s fieldwork as it pertains to the following qualities. Please circle accordingly.</td>
<td></td>
</tr>
<tr>
<td>Appearance</td>
<td>Excellent  5 4 3 2 1 Poor  No Opinion</td>
</tr>
<tr>
<td>Tact</td>
<td>Excellent  5 4 3 2 1 Poor  No Opinion</td>
</tr>
<tr>
<td>Communication</td>
<td>Excellent  5 4 3 2 1 Poor  No Opinion</td>
</tr>
<tr>
<td>Initiative</td>
<td>Excellent  5 4 3 2 1 Poor  No Opinion</td>
</tr>
<tr>
<td>Dependability</td>
<td>Excellent  5 4 3 2 1 Poor  No Opinion</td>
</tr>
<tr>
<td>5. Please give your impression of the student’s fieldwork as it pertains to the following professional characteristics: Please circle accordingly</td>
<td></td>
</tr>
<tr>
<td>Ability to work with others</td>
<td>Excellent  5 4 3 2 1 Poor  No Opinion</td>
</tr>
<tr>
<td>Ability to work with clients</td>
<td>Excellent  5 4 3 2 1 Poor  No Opinion</td>
</tr>
<tr>
<td>Ability in the use of materials and equipment</td>
<td>Excellent  5 4 3 2 1 Poor  No Opinion</td>
</tr>
<tr>
<td>IT skills</td>
<td>Excellent  5 4 3 2 1 Poor  No Opinion</td>
</tr>
<tr>
<td>6. Please give your impression of the student’s fieldwork as a member of the profession:</td>
<td></td>
</tr>
<tr>
<td>Potential for professional growth</td>
<td>Excellent  5 4 3 2 1 Poor  No Opinion</td>
</tr>
<tr>
<td>Ability to work with client</td>
<td>Excellent  5 4 3 2 1 Poor  No Opinion</td>
</tr>
<tr>
<td>Professional attitude</td>
<td>Excellent  5 4 3 2 1 Poor  No Opinion</td>
</tr>
</tbody>
</table>

This is to certify that the student has completed a total of ______ contact hours at the practicum site.
Please indicate whether the information provided in this evaluation can be shared with the student you are evaluating?

___ the information may be shared       ___ I prefer that the information is not shared

Please provide any other comments that you believe should be considered in the grade the practicum student should receive: