

GEORGE MASON UNIVERSITY
School of Recreation, Health, and Tourism

TOUR 241-002 — PRACTICUM (3 credits)
FALL 2014

DAY/TIME:	Variable	LOCATION:	Multiple Approved Settings
FACULTY SUPERVISOR:	Dr. Abena A. Aidoo	EMAIL ADDRESS:	aaidoo@gmu.edu
OFFICE LOCATION:	PW – BRH, Rm. 228A	PHONE NUMBER:	703-993-9047
OFFICE HOURS:	PW- T: 12 noon – 2:30 p.m. FX- By Appointment	FAX NUMBER:	703-993-2025

PREREQUISITES: TOUR 200, TOUR 220, Sophomore Standing, and TOUR major status

COURSE DESCRIPTION: Provides 120 hours of introductory supervised professional fieldwork experience in an approved tourism, events, or hospitality management setting for 10 to 14 weeks (10 weeks maximum for the Summer term) under the supervision of a practicum Faculty Supervisor and Agency Supervisor. Includes meetings and assignments before, during, and after the practicum. Start date is the first day of classes.

COURSE OVERVIEW

The student is assigned tasks and responsibilities and is held responsible for their completion, as well as an associated portfolio where all activities are documented. Students are expected to complete a minimum 120 hours over a period of 10 to 14 weeks. The number of weeks may be abbreviated for summer experiences.

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.

RESPONSIBILITIES

Student responsibilities during the practicum

During the practicum, which involves a minimum of 120 hours, the student must meet certain responsibilities and obligations to the site and/or site supervisor, as well as to the university to fulfill their requirements. These include:

1. Reporting directly to the site 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 site supervisor;

3. Familiarizing and abiding by all the rules, regulations, policies and procedures of the site applicable to their conduct while in the site's employment;
4. Becoming an integral and participating member of the site's staff;
5. Acting in a professional manner both as a site staff member and when dealing with the Site's clientele. The student is a representative of GMU and an ambassador for the 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, faculty supervisor and the Site;
6. Visiting, observing and participating, as appropriate, in various levels of the site'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 site supervisor and the faculty supervisor during a routine on-site visit of the latter to the site, if such a meeting is practicable; otherwise, the faculty supervisor will contact the site supervisor by phone or e-mail for feedback regarding the student's performance;
8. Notifying the site supervisor in advance when it is necessary to be absent from work;
9. Participating in post-activity discussion with their site supervisor;
10. Each student enrolled in TOUR 241 must meet and share the responsibilities and *Practicum Portfolio Guidelines* requirements with their site supervisor as outlined below to earn a grade of Satisfactory (S)/Pass for the practicum experience. The *Practicum Portfolio* must be well organized (i.e., Table of Contents, tabbed, information typed, and otherwise professionally presented). The front cover and title page must include: **name of student, name of practicum site, course information (e.g., TOUR 241-XXX) and the semester/year.** Practicum contents should be compiled in a 3-ring notebook. Students must include samples of work completed during the practicum experience;
11. Each student must also share the following site supervisor responsibilities with their site supervisor; and
12. **Ensuring that they stay in constant communication with their University Supervisor by regularly checking their *George Mason University* e-mail accounts and Blackboard, and responding to requests in a timely manner.**

Site Supervisor responsibilities during the practicum

The site 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 site supervisor is expected to assume responsibilities and obligations to the student and the Faculty 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 site or institution staff for the arrival of the student, and orienting the student to the site'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*, which is sent confidentially to the student's faculty supervisor;
4. Immediately notifying the practicum faculty 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 site, or for reimbursable expenses identified in advance by the site; 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.

Faculty 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 site;
3. Soliciting evaluative commentary and reports from the student and the site supervisor;
4. Receiving, reviewing and evaluating required submissions from the student and site supervisor; and
5. Advising and assisting the site on matters pertaining to enrichment of the educational experience in the practicum.

EVALUATION

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

- Attending the mandatory pre-experience informational session;
- Meeting with their faculty supervisor at the beginning of the experience to submit all properly filled out and signed paperwork, including the Experiential Learning Agreement (the Agreement must be signed by the Dean's Office **before the practicum can begin**), in a timely fashion;
- Working at an **approved** practicum site for a minimum of 120 hours of professional practice - for between 10 hours/week and 20 hours/week, depending on when the practicum is begun. Students may not work more than 40 hours/week;
- Completing the Practicum Daily Logs;
- Completing the Practicum Weekly Report;
- Completing a Practicum Midpoint Report;
- Completing and submitting the *Practicum Portfolio*;
- Attending the mandatory Final Roundtable Discussion on the date determined by the faculty supervisor;
- Submitting the *Final Practicum Performance Assessment Form* completed by site supervisors;
- Meeting all other requirements outlined in the Syllabus, Practicum Manual (plus Appendices), and all communication from faculty supervisors and the internship coordinator.

MIDPOINT REPORT GUIDELINES

The interim report should be written up and e-mailed to your faculty supervisor as soon as you have completed between 60 hours, (**using the template provided**). For this report, answer the following questions in detail (the questions must be cited before the answers):

1. How many hours have you completed as of today?
2. How many hours do you have left to complete (note: the total number of hours required is 120).
3. On what date do you anticipate completing your hours?

4. What have been your key tasks and responsibilities from the beginning of your practicum until now?
5. Name and explain the two most significant, positive experiences you have had during your practicum thus far. **How did you personally contribute to these experiences?**
6. Name and explain the two most frustrating occurrences you have had during your practicum thus far. **What did you do to overcome these frustrations?**

PRACTICUM PORTFOLIO GUIDELINES

Upon completion of the practicum period, students are required to submit their *Practicum Portfolio*. The portfolio must include **all** the following information **in a 3-ring binder** (see *Student responsibilities* above for details on the presentation of Portfolio):

I. Introduction

- A. Cover Page / Title Page
- B. Table of Contents – must be tabbed
- C. Practicum Site Profile (two copies: one completed and handed in at the beginning of the experience and a duplicate included in the final portfolio).
- D. Site Overview
 1. Give the name of the Site and describe the practicum site including the history, mission statement, type of organization (e.g., corporation, private, government site, non-profit, etc.), customers, services offered, as well as other special features.
 2. Site Personnel and Oversight
 - a. Provide an organizational chart and label the names of the key officers, managers, board, etc. Also show your place in the Site.
 - b. Give a brief description of the individuals that you interacted with (including your Site Supervisor) on a regular basis and indicate whether they are full-time, part-time, seasonal, and/or volunteers.
 3. Office Environment. Describe the location where you worked and how it contributes to the overall mission of the site. Provide a site layout if available. Describe the office space you were assigned and explain how that influenced your experience.

II. Chronicle of Daily / Weekly Experience (Remember you must use the templates provided)

- A. Daily Activity Log of Hours: every day you work, you must log the report number, date, time, total number of hours worked for the day (travel to and from, breaks and meals do not count), and an organized list of all activities completed, such as the example below.

Report #:	
Date:	
Number of total hours worked today:	
Time	Task
9:00 a.m. – 12:00 noon	Assisted the Director (Jeanenne) with registration for event by managing database and sending out marketing materials via e-mail

1:00 p.m. – 3:00 p.m.	Attended staff meeting to review program activities...
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*****The hours covered in the Task Descriptions MUST MATCH the total number of hours worked.**

- B. Weekly Reports: At the end of each week you work, you will answer the following **four** questions below. Responses should be at least fifty words in length and typed in paragraph format using professional language. Give examples throughout to clarify. Include other comments at the end, as relevant.
1. Describe your principal assignments and responsibilities during the week.
 2. What experiences were particularly rewarding during this report period?
 3. What experiences were particularly disappointing or frustrating?
 4. What skills were learned or applied this week? What expectations do you have for next week? Explain how your expectations from last week were met or not met.

*****Each weekly must be clustered with the Daily Logs for that particular week.**

III. Evaluation of Practicum Experience: Answer the six questions below in detail.

- A. What are the three most important skills you used or put into practice during the experience? Name and give examples of how these skills were used.
- B. Briefly evaluate the site and your Site Supervisor
- C. Should the Practicum TEM Faculty supervisors seek to place another student with this Site? Explain why or why not.
- D. What recommendations do you have for the improvement of the practicum experience?
- E. Did you feel educationally prepared for the experience? What other measures can TEM program faculty take to prepare TEM students for the practicum experience?
- F. Was the practicum a worthwhile experience? Explain why or why not.

IV. Samples of Work Completed: Illustrate the breadth and depth of your experience by including numerous written and visual examples of work you completed.

- A. Written examples: (e.g., handouts, correspondence prepared, relevant e-mails, agendas, plans, timelines, etc.).
- B. Visual examples: (e.g., photographs, promotional materials, maps, etc.)

SITE SUPERVISOR EVALUATION GUIDELINES

Your Faculty supervisor will send your Site Supervisor a form where your performance will be evaluated. This form will be sent directly back to the Faculty supervisor and will be shared with you **only with the written permission of the Site Supervisor.**

PLEASE SEE NEXT PAGE FOR FINAL EVALUATION CRITERIA

FINAL EVALUATION

Final Grade (*Satisfactory - S OR No Credit - NC*) will be based on the Faculty Supervisor's evaluation of the following:

- Attending **mandatory** pre-experience meeting attendance
 - Site Profile and Site Agreement completion
 - Midpoint Report completion
 - Practicum Portfolio submission – must meet professionalism standards
 - Completion of Hours (at least 120 hours)
 - Site Supervisor's Evaluation – submitted by deadline
 - Attending **mandatory** Final Roundtable Discussion
 - The timeliness and professionalism of your communication
 - The overall timeliness and professionalism of your paperwork and portfolio
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Student Expectations

- Students must adhere to the guidelines of the George Mason University Honor Code [See <http://oai.gmu.edu/honor-code/>].
- Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See <http://ods.gmu.edu/>].
- Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>].
- Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.

Campus Resources

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu/>].
- The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].
- For additional information on the College of Education and Human Development, School of Recreation, Health, and Tourism, please visit our website [See <http://rht.gmu.edu>].

PROFESSIONAL BEHAVIOR: Students are expected to exhibit professional behaviors and dispositions at all times.

CORE VALUES COMMITMENT: The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles.

