

**George Mason University**  
**College of Education and Human Development**  
Tourism and Events Management

TOUR 241 (001) – HTEM Practicum  
3 Credits  
SPRING 2023

**Faculty**

Name: **Dr. Abena A. Aidoo Hewton**  
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**Prerequisites/Corequisites**

TOUR 200, TOUR 220, Sophomore Standing, and TEM major status

**University Catalog 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 of 120 hours over a period of 10 to 14 weeks. The number of weeks is abbreviated for summer experiences.

**Course Delivery Method**

This course will be completed in an approved, field-related setting.

**Learner Outcomes or 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.

## Required Texts

\*\*Tourism and Events Management (TEM) Practicum Manual.

\*\*\*All correspondence from the assigned Faculty Supervisor and the Internship Coordinator.

## Course Performance Evaluation

For additional details and templates of appendices, go to: <https://rht.gmu.edu/hospitality-tourism-and-events-management/practicum-and-internshipexperiences/>

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, Tk20, hard copy).

During their work experience, students must fulfill specific requirements, including completion of specified forms and assignments (*using the templates provided in the Practicum Manual Appendices, and made available on Blackboard*), to be evaluated and receive a grade for their practicum.

## The Specific Requirements for the Practicum include:

1. **Completing the Mandatory Course Overview on Blackboard**, no later than **Tuesday, January 31, 2023, by 11:59 p.m.**, (\*this is different from the mandatory pre-experience orientation you completed before registering for the Course).

This **Mandatory Course Overview on Blackboard** involves:

- a) reviewing the slides and notes of a presentation,
  - b) completing a quiz based on the presentation, and
  - c) receiving a Notice of Completion that will be generated once a student obtains a perfect score on the quiz
- **The Notice of Completion must be submitted through a corresponding portal on Blackboard, in a pdf format.**
- The Overview will be available to complete on Blackboard on **Monday, January 23, 2023, at 6 p.m.**
  - A perfect score on the quiz, AND the resulting Notice of Completion, are required to successfully complete the **Overview** – three (3) attempts at the quiz will be provided.
  - Students **will not receive a grade** for this course unless they **successfully complete this Mandatory Course Overview, by the deadline:**
  - **Students must read through the entire Syllabus, and the Practicum Manual** (<https://cehd.gmu.edu/assets/docs/rht/tem/TEM%20Practicum%20Manual.pdf>), **before** they begin their Practicum.

- Students must share the Practicum Manual with their Site/Agency Supervisors, particularly the “*Student, Site Supervisor, and Faculty Supervisor Responsibilities*” sections.
2. **Submitting** all correctly AND completely filled-out AND signed paperwork **through e-mail**, including the Experiential Learning Agreement, in a timely fashion, AND before the paperwork submission deadline, **Wednesday, February 1, 2023:**
- All official job descriptions must be provided to, and approved by, Dr. Aidoo Hewton, **before any job offer is accepted, AND before any other paperwork will be accepted.**
    - Details on what should be included in the job description are found at the following link:  
<https://cehd.gmu.edu/assets/docs/rht/tem/What%20is%20an%20official%20job%20description.pdf>;
  - All paperwork must be submitted in a pdf format
    - **Appendices 2-5 + approved job description must be submitted together as one pdf file.**
      - Please note that only students completing their Practicum virtually (i.e., between 75% and 100% of the work is virtual) must complete Appendix 5.
    - **ii) Appendix 6 as a second separate pdf file.**
  - **The Experiential Learning Agreement (Appendix 6) must be signed by the Dean’s Office before the practicum hours can begin.**
    - All Experiential Learning Agreements must be sent to Dr. Aidoo Hewton only.
    - Students will be notified by Dr. Aidoo Hewton once the Agreement has been signed.
    - Once students receive the notification, they can begin to count their practicum hours.
    - No hours completed before this notification will count towards the required Practicum hours.
3. **Working** at the approved practicum site for 120 hours of professional practice - for **approximately 15 hours/week**, depending on when the practicum begins.
- **Students cannot work more than 20 hours/week without prior approval by Dr. Aidoo Hewton:**

- Students must notify Dr. Aidoo Hewton of their **exact start date**, and the **estimated number of hours/week** they will be working, **before** they begin their Practicum.
  - Students must notify Dr. Aidoo Hewton, **immediately**, if for any reason they are unable to work the stated number of hours/week, or work at all **during a particular week**:
    - As with any course, students will be required to provide documentation (such as a doctor's note) if they are unable to work during a particular week, due to an illness.
    - This notification must be sent **before** the end of the applicable week.
  - **Please note the time taken to commute between students' dwellings and their sites cannot be counted as part of the hours worked in any given week.**
4. **Completing the Practicum Weekly Report (Appendix 7), and submitting them through the Weekly Reports link on Blackboard, using the template provided:**
- The weekly report must cover the tasks, activities, and experiences of the **preceding** week.
  - \*\*\*Once the weekly report covering the 120<sup>th</sup> hour of the practicum has been submitted, **no more weekly reports must be submitted**, even if a student continues to work at the site.
  - Remember this is a course, and thus attention must be paid to avoid excessive typographical and grammatical errors.
    - Student will be asked to fix the errors and resubmit the report if the errors are deemed excessive.
5. **Completing and Submitting the Practicum Midpoint Report (Appendix 8), immediately after completing 60 hours, and submitting it through the *Required Paperwork* link on Blackboard, using the template provided.**
- **The report must be initialed by the site supervisor.**
  - **There will be a Zoom progress meeting scheduled for 4:30 p.m. on Thursday, February 23, 2023.**
    - Attendance to this meeting will be optional but will provide an opportunity for students to communicate with Dr. Aidoo Hewton and each other about their experiences so far.
6. **Completing the required 120 hours by the deadline, Sunday, April 30, 2023.**

7. **Attending the mandatory Zoom Final Roundtable Discussion** on **Friday, May 5, 2023, at 1:30 p.m.**
  - Failure to attend the **mandatory Roundtable** will lead to a failing grade for any student.
  
8. **Completing and Submitting the Practicum Portfolio** (please follow the directions in Appendix 9), which is due on **Sunday, May 7, 2023, no later than 11:59 p.m.**
  - It must be submitted through the corresponding link under the *Required Paperwork* link on Blackboard – **remember all information must be typed (this may not apply to samples of work).**
  - It must meet all professional standards.
  
9. **Submitting the Final Performance Evaluation Form** (Appendix 10) completed by site supervisors through the corresponding link under the *Required Paperwork* link on Blackboard:
  - Students **must provide their site supervisors with Appendix 10 with enough time to complete it before the due date.** The completed form must be uploaded using the corresponding link under the *Required Paperwork* link.
  - Final Performance Evaluation form must be submitted, **no later than Sunday, May 7, 2023, by 11:59 p.m.**, to meet grade submission deadlines.
  
10. **Meeting** all requirements outlined in this **Syllabus**, the **Practicum Manual (including its Appendices)**, and **all** communication from Dr. Aidoo Hewton, and the Internship Coordinator:
  - Students are expected to regularly check their Mason e-mail, and required to use their Mason **e-mail address only**, for all course-related communication.

### Due Dates and Deadlines:

<b>Course Requirement Activity</b>	<b>Due Date/Deadline</b>
1. Last Day to complete Mandatory Course Overview	<b>Sunday, January 31, 2023, by 11:59 p.m.</b>
2. Last Day to submit initial Paperwork (Appendices 2 – 6)	<b>Wednesday, February 1, 2023, by 11:59 p.m.</b>
3. Optional Zoom Progress Meeting	<b>Thursday, March 2, 2023, at 4:30 p.m.</b>
4. Last day to complete 120 hours	<b>Sunday, April 30, 2023</b>
5. Date for <b>Mandatory</b> Final Roundtable	<b>Friday, May 5, 2023, at 1:30 p.m.</b>

6. Due Date for Submission of Practicum Portfolio	<b>Sunday, May 7, 2023, by 11:59 p.m.</b>
7. Due Date for Submission of Final Evaluation	<b>Sunday, May 7, 2023, by 11:59 p.m.</b>

## Important Notes About Communicating with Dr. Aidoo Hewton

- The preferred mode of communication for the Practicum is by e-mail.
- Students are expected to observe **proper and professional e-mail etiquette**, at all times, and all must include the following three elements:
  1. **A Proper Salutation** - Dear Dr. Aidoo Hewton OR Dr. Aidoo Hewton OR Dear Professor Aidoo Hewton OR Professor Aidoo Hewton.
  2. **A Subject Line** - *summarizing the content of your e-mail.*
  3. **The Sender's Name and the Course Number** - *to help the Professor identify the sender.*

**\*\*\*Please take note that e-mails that do not include the three elements above will not receive a response.**

- Adequate time must be allowed for a response when communicating via e-mail or phone.
  - An attempt will be made to respond to students' emails no later than 2 business days after receipt of the e-mail.
    - You must resend your email if you have not received a response after the second day, if you are sure your previous email included the three elements listed above.
  - E-mails sent/received **after 5 p.m.** or **during the weekend** will be reviewed and addressed during the next business day.
- **Remember that waiting for the last minute, when assignments are due, to send emails, may result in the issue not being resolved before the deadline. In that case, the assignment will be late, and will not be accepted.**
- **Please note, it is important and professional to send an e-mail to acknowledge receipt of a response from the Professor, to a question/issue/concern sent by the student to the Professor.**
- **Remember, students are expected to always communicate with the Professor in a civil and professional manner.**

- Before sending an email, please check the following (available on your Blackboard course menu) for answers, unless the email is of a personal nature:
  - 1) Syllabus; 2) Blackboard videos on how to use Blackboard features;
  - 3) Blackboard Q&A; and 4) Technology Requirements.
- **All class-related communication, as well as all other official e-mail, will be sent to students' Mason e-mail addresses ONLY.**
  - Students **must check their emails regularly**, and must ensure that they have enough space in their inbox to receive incoming mail (including attachments).
  - Students must send e-mails to the Professor **using their Mason e-mail addresses ONLY.**
- **Students must check the Blackboard Course page frequently to ensure that they do not miss any important announcements and deadlines.**

## FINAL GRADE

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**The Final Grade (*Satisfactory - S OR No Credit - NC*) will be based on the Dr. Aidoo Hewton's evaluation of the following:**

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1. Completion of **Mandatory Course Overview**
  2. Submission of Initial Paperwork
  3. Completion of required hours (120 hours) in the approved setting by deadline
  4. Completion and submission of Midpoint Report immediately after the 60<sup>th</sup> hour is reached
  5. Submission of site supervisor's Final Performance Evaluation by deadline
  6. Submission of Practicum Portfolio – must meet all requirements and professionalism standards
  7. Attendance to **mandatory** Final Roundtable Discussion
  8. The timeliness and professionalism of **all** communication
  9. The overall timeliness and professionalism of **all** paperwork and the portfolio
  10. Adhering to **all** other course requirements
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**\*\*\* Students' ability to pass this course depends on meeting all requirements as spelled out in this Syllabus, the Practicum Manual, and all communication from faculty supervisors and/or the internship coordinator, AND, doing so in a timely manner (by the due dates provided).**

## 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: <http://cehd.gmu.edu/values/>.

## GMU Policies and Resources for Students

### *Policies*

- Students must adhere to the guidelines of the Mason Honor Code (see <http://oai.gmu.edu/the-mason-honor-code/>).
- Students must follow the university policy for Responsible Use of Computing (see <https://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).
- Students are responsible for the content of university communications sent to their Mason 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 with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <https://ds.gmu.edu>).
- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

### *Campus Resources*

- Support for submission of assignments to VIA should be directed to [viahelp@gmu.edu](mailto:viahelp@gmu.edu) or <https://cehd.gmu.edu/aero/assessments>. Questions or concerns regarding use of Blackboard should be directed to <https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

### **Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:**

As a faculty member, I am designated as a “Non-Confidential Employee,” and must report all disclosures of sexual assault, sexual harassment, interpersonal violence, and stalking to Mason’s Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance or support measures from Mason’s Title IX Coordinator by calling 703-993-8730, or emailing [titleix@gmu.edu](mailto:titleix@gmu.edu).

**For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/students/> .**