

Tina R. Jones

Senior Instructor
Tourism and Events Management
School of Sport, Recreation and Tourism Management
George Mason University
703-993-2062
tjonesq@gmu.edu

EDUCATION

M.S.: University of Maryland Global Campus (December 2003)
Major: Management

B.S.: University of Maryland (May 1993)
Major: Recreation
Emphasis: Program Planning

PROFESSIONAL EMPLOYMENT HISTORY (Teaching)

George Mason University, School of Sport, Recreation and Tourism Management
Instructor of Tourism and Events Management (August 2014 - present)
Fieldwork Experience Coordinator (January 2016 – present)

George Mason University, School of Recreation Health and Tourism
Part-time Faculty/Instructor (August 2006-August 2014)

Teaching & Service:

Provide quality instruction for undergraduate students in the Tourism and Events Management program. Teach face-to-face and online courses; develop online courses, mentor other adjunct faculty in online course instruction.

Assist with program assessment and accreditation, assess academic program and student learning outcomes, prepare program calendar year report, and identify key assessments that align with student learning outcomes.

Serve on a variety of CEHD and University committees, participate in student events focused on recruitment and career-readiness.

Serve on the Board of Directors for Celebrate Fairfax (February 2022 – present), Awards Committee Chair (August 2023 – present)

Courses Taught

TOUR 190: Professionalism and Civility

TOUR 220: Introduction to Events Management

TOUR 190: Wedding Planning and Management

TOUR 241: Practicum

TOUR 470: Senior Seminar/Career Preparation

TOUR 490: Internship

Tourism and Events Management Fieldwork Experience Coordinator

Responsible for leadership, coordination and oversight of the Fieldwork Experience Program. Develop, coordinate and monitor programming related to student fieldwork experiences. Fieldwork Coordinator needs to be available to work during semester breaks and the summer as this is a high demand time for internship placement approvals. Fieldwork Experience Coordinator serves as a faculty instructor/supervisor for TOUR 490 each semester.

Position responsibilities:

- Orient students to the general protocol for fieldwork experiences (practicum and internship) and provide them with the appropriate resources associated with fieldwork selection and course registration process
- Update and submit online orientations for fieldwork (practicum and internship) students through the TEM Fieldwork Hub Organization in Bb.
- Review annually and maintain updated fieldwork (practicum and internship) policies and procedures.
- Confirm all internship students' eligibility
- Approve all internship students' job descriptions
- Review and approve all experiential learning agreements between GMU and the internship sites. Forward and track all agreements to the Dean's office for signature.
- Complete overrides for all students taking TOUR 490 once their eligibility has been confirmed and all appendices have been received and approved
- Collaborate with the legal department for agreement exceptions that need to be resolved between the site and Mason
- Work closely with students to resolve issues with scheduling and site placements
- Maintain a collaborative relationship with fieldwork instructors
- Prepare Blackboard course set up for instructors in all Internship sections
- Identify and develop new sites and partnerships for fieldwork (practicum and internship) experiences
- Meet with and/or provide fieldwork (practicum and internship) program information to potential new sites as requested
- Review the quality and appropriateness of fieldwork experiences by considering student feedback, site visits, job descriptions and other information in order to make recommendations for continued partnerships
- Facilitate the resolution of fieldwork issues affecting the student's academic performance
- Advise students regarding internship site selection
- Plan and acquire approvals for all final internship presentations

- Maintain relationships and communicate with fieldwork (practicum and internship) site supervisors
- Send out fieldwork (practicum and internship) job descriptions to student list serve

Peer Reviewed Research Publication

Park, M., & Jones, T. (2021). Going virtual: The impact of COVID-19 on internships in tourism, events, and hospitality education. *Journal of Hospitality and Tourism Education*.

Conference Presentations

Jones, T. (2024, April 7-9). Getting the most out of the virtual/hybrid internship experience. [Conference Presentation]. 2024 Cooperative Education & Internship Association (CEIA), Tampa, FL, U.S.A.

Park, M., & Jones, T. (2022, April 3-5). Going virtual: Transformation of internships in the wake of COVID-19. [Conference Presentation]. 2022 Cooperative Education & Internship Association (CEIA), Alexandria, VA, U.S.A.

Esherick, C., & Jones, T. (2022, April 3-5). Designing a professional development sequence for student success. [Conference Presentation]. 2022 Cooperative Education & Internship Association (CEIA), Alexandria, VA, U.S.A.

Park, M., & Jones, T. (2021, February 25-26). The COVID-19 pandemic and virtual internships in tourism, events, and hospitality education [Conference Presentation]. 2021 Greater Western Chapter Travel and Tourism Research Association (GWTTRA), Virtual Conference, United States.

Published Teaching Ancillary Materials

Daniels, M. J., & Jones, T. (2021). Test bank for the companion website to the book *Wedding planning and management: Consultancy for diverse clients, 3rd Edition*. Milton Park: Routledge.

Jones, T. (2021). "A family bouquet." Case study accepted for inclusion in the book *Wedding planning and management: Consultancy for diverse clients, 3rd Edition*. Milton Park: Routledge.

Daniels, M. J., & Jones, T. (2014) Test bank for the companion website to the book *Wedding planning and management: Consultancy for diverse clients, 2nd Edition*. Milton Park: Routledge.

Manuscript Reviews for Peer-Reviewed International Journal

Reviewer for manuscript under consideration, *Event Management*, October 2018.

Reviewer for manuscript under consideration, *Event Management*, April 2017.

Reviewer for manuscript under consideration, *Event Management*, May 2016.

PROFESSIONAL EMPLOYMENT HISTORY (Industry)

*Maryland-National Capital Park and Planning Commission, Department of Parks and Recreation, **Recreation Facility Manager** (October 1997-April 2005)*

- Managed programs, facilities and staff at community centers to provide professional recreation programs; Supervised and directed daily operation of community centers
- Planned, developed, coordinated, promoted and evaluated a comprehensive schedule of recreational programs for the community to include: classes, health & wellness activities, sports leagues, cultural programs, workshops, educational seminars and drop in activities
- Developed, planned, implemented and evaluated a variety of special events and festivals for diversified ethnic communities.
- Coordinated a year-round trips and tours program
- Developed and coordinated sponsorship program with local businesses to secure funding for large community events
- Recruited, hired, trained, supervised and evaluated staff and volunteers
- Promoted and marketed recreational programs, facilities and trips to the public
- Managed budget and controlled expenditures; Initiated contracts, purchase orders, check requests and other financial documents; Maintained cash fund; Deposited funds; Purchased equipment and supplies; Generated revenue
- Prepared and maintained statistics and records in the form of weekly, monthly and yearly attendance and financial reports
- Assisted agency with CAPRA accreditation
- Disseminated information to community patrons and responded to public complaints and requests

Prince George's Community College, Continuing Education

***Adjunct Faculty, Health & Exercise Instructor** (September 1997-June 2000)*

- Provided exercise program instruction to senior citizens to include: aerobic dance, stretching, weight training, meditation, mat/floor work and line dancing
- Prepared and presented mini-lectures on senior health related topics

Maryland-National Capital Park and Planning Commission, Department of Parks and Recreation

***Recreation Program Specialist** (January 1994 - March 1998)*

- Planned, developed and implemented multifaceted programs for youth, adults and seniors to include: classes, sports leagues, summer day camps, holiday & cultural programs, workshops & seminars, teen programs and trips
- Developed, coordinated, organized and promoted special events

- Assisted with planning, coordinating and developing large countywide festivals
- Coordinated facility rentals with community groups and the public
- Supervised off-site summer youth programs
- Coordinated programs with recreation councils and other community groups
- Assessed programs and provided public assistance with community programs
- Assisted in managing community center to include supervision of programs, facility and staff
- Prepared and maintained reports and statistics on programs and facility usage

Prince George's Community College, Department of Intercollegiate Athletics and Intramurals
Administrative Program Assistant (August 1988 - January 1994)

- Assisted in the development, marketing and implementation of intramural activities
- Assisted with the coordination of the Intercollegiate Athletic sports program
- Assisted with scheduling of athletic facilities
- Prepared correspondence and reports
- Assisted with maintaining inventory of athletic equipment and uniforms
- Provided information to students on athletic and intramural events

RELATED VOLUNTEER EXPERIENCE

Pioneer Baseball League, Alexandria, Virginia
Tournament Director (April 2013 – August 2017)

- Provide service to the executive board and support to 5 tournament teams
- Prepare marketing materials and advertise try outs to the league
- Provide administrative support to including scheduling, tournament registration and purchasing
- Prepare all player and league eligibility credentials
- Plan and implement tournaments that the league hosts
- Provide communication with district officials, league officials and team families

AWARDS/HONORS

CHRIE Journal of Hospitality & Tourism Education Article of the Year (2022)

GMU March Employee of the Month (2022)

Career Influencers Faculty Award Nominee (2016) and (2018)

“Champions of Character Award,” Fairfax County Athletic Council & Fairfax Council Neighborhood & Community Services (2013)

VIP Professional Award, M-NCPPC (2005)

Nine (9) Performance Recognition Awards for recreational programming, M-NCPPC (1995-2004)

"Woman of the Year", Maryland State Baseball Coaches Association (1999)