

# Southwest Career and Technical Academy 2011-2012

**Course Expectations for Hospitality Management II #9890**

**Teacher(s): Mrs. Jones Room B-113**

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## **Course Scope:**

This one-year, two- or three-period course builds upon the fundamental skills developed in Hospitality Management I. Students have the opportunity to evaluate career possibilities at the entry level, mid-management, and management level in each of the specialty areas and investigate advanced educational opportunities at post secondary institutions. The students will have an opportunity to participate in a supervised internship program for nine to twelve weeks. Instructional practices will incorporate integration of diversity awareness including appreciation of all cultures and their important contributions to our society. The appropriate use of technology is an integral part of this course. This course satisfies the computer literacy requirement for graduation. This course will fulfill two of the elective credits required for high school graduation.

## **Course Goals:**

1. To analyze and interpret the current trends in the hospitality and tourism industry and their effects on the industry. [NS: HT 1.0, 1.2, 2.2]
2. To identify and use various types of equipment, records, and forms required in the hospitality and tourism industry. [NS: HT 1.0, 3.4]
3. To understand and apply the appropriate approach and methods for taking reservations. [NS: HT 3.1, 3.4]
4. To perform and develop computer skills involving databases, word processing, and presentation software. [NS: HT 3.4]
5. To compose, edit, and manage business letters, reports, and other correspondence common to the hospitality and tourism industry. [NS: HT 3.0, 3.3, 3.4]
6. To develop an awareness of rules and regulations affecting employer and employee rights and responsibilities. [NS: HT 3.6]
7. To identify and interpret the fundamental principles of human resources and business management including the roles and responsibilities of management and employees. [NS: HT 3.0]
8. To classify and process marketing functions as they relate to the hospitality and tourism industry. [NS: HT 1.5, 2.5]
9. To illustrate group [ten rooms or more] business within the hospitality and tourism industry and how they relate to various departments. [NS: HT 1.3, 1.4, 1.5, 2.2, 2.3, 2.4]
10. To demonstrate communication, critical thinking, logical reasoning, and problem-solving skills. [NS: HT 3.0]
11. To validate the importance for workers in the hospitality and tourism industry to act and dress professionally. [NS: HT 3.0]
12. To display how personal values and professionalism affect employability skills. [NS: HT 3.8, 3.9]

## Southwest Career and Technical Academy 2011-2012

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13. To create hospitality, travel and tourism projects, including event planning, through the use of technology. [NS: HT 1.0, 2.0]
14. To research career opportunities within the hospitality and travel and tourism field.  
[NS: HT 3.8]

It is recommended that nontraditional careers be encouraged and that gender-neutral teaching materials be utilized. The emphasis on hands-on activities allows for a wide range of ability levels. Equipment, tools, and machinery should be adapted for use by students with physical handicaps and the methods of their use should be adjusted to accommodate these special needs. Additionally, instructors are encouraged to use supplemental textbooks and audiovisuals illustrating special populations.

HT = Hospitality & Tourism  
ME = Marketing Education

\*Site Specific Course.

Approved April 1998, Revised May 2008.

CPD-CTE-SG-9890

## COURSE REQUIREMENTS AND GRADING PROCEDURES:

### GRADING POLICY

The purpose of grades is to provide effective feedback to students, parents, and the school administration about a student's progress towards mastery of the established standards for a particular course or subject. As such, other factors such as attendance, effort and behavior will not be considered when calculating a student's grade. However, **excessive absences** (Seven unexcused absences during a semester) may result in a loss of credit in accordance with CCSD Regulation 5113. Extra credit will **not** be permitted unless the work is specifically designed to provide more evidence of a student's progress towards mastery of the established standards.

Teachers will provide students with unit overviews that outline the performance expectations for that unit. These outlines will be accompanied by rubrics that define the levels of proficiency students are expected to demonstrate. The goal is for students to become more involved in monitoring their level of proficiency and participating in Assessment for Learning in order to improve their performance.

Students will be graded on a 0-100 point scale, with the following grade equivalents:

90-100	=	A	Consistently exceeds standards
80-89	=	B	Consistently meets standards
70-79	=	C	Approaching standards
60-69	=	D	Emergent
0-59	=	F	Does not meet standards/ Evidence not provided

In order to demonstrate sufficient evidence of proficiency, a student will be required to make arrangements with the teacher to make-up any assessments missed due to an absence. Failure to complete required assessments may result in a lower grade or a failing grade due to a lack of evidence.

Throughout the semester, students will be expected to complete formative and summative assessments. The Southwest Career and Technical Academy will be incorporating Project-Based Learning across the curriculum. The project-driven assessments will be implemented and assessed according to a standard rubric for all students, based on our beliefs in the attributes of Academic Knowledge, Character, Skills, Work Ethic, and Preparation. Further assessments include, but are not limited to, homework, class activities, participation, lab activities, class projects, quizzes, and exams. For this subject, assessments will be weighted as follows:

### Project-Based Learning and the Six Tenets

The Southwest Career and Technical Academy is dedicated to assessing student learning and achievement through Project-Based Learning (PBL). The Southwest CTA uses six tenets, or beliefs, to assess student performance during each PBL assessment. These tenets will be the basis of grading during each PBL project. The six tenets are as follows:

- Content Knowledge
- Work Ethic
- Use of Resources
- Teamwork and Collaboration
- Professional Presentations
- Writing Skills

The tenets above are also be used in the classroom setting for all assignments, participation, projects, quizzes, and tests. Grades will be calculated using the weights below:

Content Knowledge = 20%

Work Ethic = 20%

Use of Resources = 15%

Teamwork and Collaboration = 15%

Professional Presentations = 15%

Writing Skills = 15%

- Tests and quizzes will be administered throughout the course to determine the individual student's progress, as well as the effectiveness of the teaching/learning system being employed. Tests will be essay, multiple choice, fill in the blank and true/false format. All essays must be written in blue/black ink.
- Worksheets of terms and questions will be provided as deemed necessary. Written assignments will vary with each unit of study. **ALL WRITTEN WORK WILL BE DONE USING COMPLETE SENTENCES. THIS INCLUDES IN-CLASS WORK, HOMEWORK AND TESTS. GRADING WILL INCLUDE CORRECT PUNCTUATION, CAPITALIZATION AND GRAMMAR.** Work is due on time. Most assignments will be completed during class, which is part of the participation points. Late work (homework) will not be accepted. Good attendance is important due to in-class assignments.
- Extra-credit will be given to students who choose to dress professional. Additional extra credit work may be available periodically throughout the semester with the instructor's approval. **REMEMBER**, students who do not complete their assigned work cannot expect to do extra-credit work as make-up work.
- Make-up work is available to students at their request after being absent. It is the student's responsibility to request make-up work within **three (3) days** of his/her return. Students shall be allowed a minimum of three (3) days to complete makeup work. Make-up work must be returned to the teacher by the specified date. Students with extended absences excused by the doctor may be given more time. Extra time or make-up time for team projects will not be given as project due dates are given 2-3 weeks ahead of time. Students have one week upon return to make-up a test. Tests will normally be made up in the morning (6:30 a.m.) or by appointment.
- **Classroom participation is an essential part of this course and your grade will reflect this aspect.**
- Students are required to complete various projects throughout the year. Project assignments and grading criteria will be given when projects are dispersed.

## Southwest Career and Technical Academy 2011-2012

- Attendance is compulsory, so students are expected to be present every day. If not, lower grades can be expected.
- It is integral to participate in DECA, An Association of Marketing Students in order to take this class. Detailed information will be distributed in class.

According to CCSD regulation 5121, "Semester exams shall be comprehensive of the material covered during the semester and may be worth up to, but not exceed, 20% of the student's final semester grade. Final semester grades shall reflect assignments and assessments completed throughout the semester and the final exam grade". Semester grades are not to account for more than 10% of the final grade. Semester grades will be calculated as follows:

Quarter 1 Grade	=	45%
Quarter 2 Grade	=	45%
Semester Exam	=	10%
Semester Grade	=	100%

### REQUIRED MATERIALS

- Pen (blue or black)
- Pencil
- One-inch Binder
- Notebook paper (lined)
- Flash Drive (strongly suggested)

### MAKEUP WORK POLICY

#### **The following language is from CCSD Regulation 5113:**

Teachers shall provide an opportunity for a student to make up missed work due to any absence, and students shall be held accountable for the work. When a student is absent, however, the educational experiences lost during that absence might be irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through makeup work.

After any absence, a secondary student is required to initiate contact with the teacher(s) to obtain appropriate makeup work **within** three school days immediately following the absence. Once contact has been made with the teacher(s), specific makeup work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student/parent or legal guardian. The makeup work must be returned to the teacher(s) by the specified due date if it is to be acknowledged. Students shall be allowed a minimum of three (3) days to complete makeup work.

**LATE WORK POLICY**

Late work that is considered practice (homework, classwork, etc.) will be accepted and graded for credit at the teacher's discretion.

## DISCIPLINE PROCEDURES AND CITIZENSHIP GRADING:

### Classroom Discipline Plan

1. **Attendance and Punctuality:** Since the classroom is a training ground for future performance in the business world it is expected that students will arrive ON TIME and be in attendance DAILY unless severe circumstances exist. No employer will keep an employee with a high absenteeism rate, and students will have difficulty passing this class if too many sessions are missed. Students are also to enter the classroom without screaming, running or otherwise causing a ruckus. Students who do not do this will be asked to leave the room and reenter as expected. A student, who is not in the classroom at the appropriate time, is considered either late or tardy. A student is tardy if he/she is without a pass. A student is late if he/she arrives with a pass. Tardy students need to sign the tardy notebook by the door, and are not to disrupt the class. Late students need to hand their pass to me and be seated quickly and quietly. There is no penalty for arriving late with a pass. The tardy penalty is explained in section B below.
2. **Materials:** Students should bring a writing instrument and paper to class with them on a daily basis. A one-inch binder [preferred] and/or one-subject spiral notebook will be required each semester for early work. Student must bring their binder/notebook to class every day. Everyday will begin with early work. An example of early work is having the student copy a question from the board in its entirety and providing the correct answer. Many of the test questions will come from early work. Periodic notebook checks will be done for a grade.
3. **Equipment and Books:** Students should treat all equipment/books as they would want their own personal items treated. As books, calculators, computers, or other machinery are used, students will be expected to report any malfunctions to the instructor immediately, and to replace equipment in its original place at the end of each class period. Textbooks will be checked out to students. Students will be fined if books are damaged or lost.
4. **Appearance and Personal Grooming:** As this course is preparatory for getting a job in the business world, students are expected to dress according to appropriate work attire. Students will be encouraged to wear professional attire once per week (Wednesday or Thursday). DECA officers will be required to dress professional each week. The Clark County School District Dress Code will be strictly enforced. No hats or caps will be allowed in the classroom. Personal grooming tasks should be reserved for outside the classroom environment.
5. **Restroom passes** will only be issued for EXTREME emergencies. There will be NO HALL PASSES when there is a guest speaker.

6. **Quality of Work:** It is expected that students will hand in work as they would to a boss in industry "READY FOR SIGNATURE." Spelling, grammar, punctuation will all be considered in grading, as will neatness and meeting the "deadline." Students are to use a blue or black pen or pencil. Use of red pen will result in a zero on the assignment. All assignments must include the appropriate heading as follows:
  - First Name, Last Name
  - Date
  - Period #
  - Class/Subject
7. **Courtesy and Respect:** Students will exhibit courtesy and respect toward all other students at all times. Hateful comments concerning race, gender, sexuality, political views, appearance, or of any other type will not be tolerated; this applies to serious as well as "joking" comments. In addition, you will respect others by raising your hand and waiting for permission to speak. When others are talking, YOU ARE NOT! When I am talking, YOU ARE NOT! Keep Your Hands to Yourself- Physical contact of any kind is not permitted. Violation of this simple rule will be punished by the most severe consequences possible. Stay in Your Seat- Do not walk around during class unless directed to do so. Have everything you need ready before class begins. Leave the Food at Home- Students may not eat or drink in the classroom. This includes gum and candy. Closable containers of water are permitted. I Need to See Your Eyes- Students may not sleep in class. To prevent this, students' eyes must be open and visible to the instructor at all times.
8. **Note Taking:** All students will be expected to take notes using the Cornell Note-Taking System and will be graded accordingly. This note-taking system will be explained and modeled in detail during the first two weeks of class.
9. **Leaving the Classroom:** The clock does not dismiss the class, I do. Do not pack up or leave your seats until instructed to. "People who pack fast shall leave last."
10. **School Rules:** All school rules listed in the SWCTA Handbook will be strictly enforced within the classroom, i.e., proper use of computers/Internet. Academic Integrity- All students involved in copying, plagiarizing, or cheating of any kind will receive a zero on the assignment. In addition, students may face additional consequences based on the severity of the incident.

The following steps in the Southwest Career and Technical Academy Progressive Discipline Plan will be followed when students do not follow established rules and behave inappropriately:

<b>STEP ONE:</b>	<b>Teacher-Student Conference (Warning)</b>
<b>STEP TWO:</b>	<b>Parent Contact by Teacher (Phone or Letter)</b>
<b>STEP THREE:</b>	<b>Counselor Referral</b>
<b>STEP FOUR:</b>	<b>Dean's Referral</b>

**Some offenses are serious enough to warrant a referral to the Dean for the initial infraction (e.g.: physical violence, gross insubordination, truancy, etc.)**

## **A. Tardy Policy**

Timeliness Is Expected (T.I.E.) program promotes being on time as a basic skill for success that every person needs to possess. Through this program, it is our expectation that SWCTA students arrive on time to every class. Not only are students developing skills for success in high school but for the rest of their lives. Being on time before school may require special attention from the student's parent or guardian.

When a student is tardy during the 2011-2012 school year, the student will bring home a tardy slip. Any tardy during 1st block will result in a deans' detention to be served after school the following day. Detention will be served from 1:30-2:00 in a room designated by the dean's office. In addition to dean's detention, the third tardy in 1st block will also result in a Required Parent Conference, and a sixth tardy will result in one day of suspension. A day of suspension will be given for every tardy thereafter. Tardies received for any other periods of the day will require a parent or guardian to bring the student to school the next day and sign them in at the dean's office. Students who attempt to attend classes before being reinstated will be required to call home and get a parent to come sign them in or get permission to leave campus. Students not signed in will be placed on RPC (Required Parent Conference) pending a parent conference.

It is our goal that all students achieve to the best of their ability. By being on time to each class, students have a better opportunity to be successful. Parents or guardians may contact the Dean's Office at 799-5766 (X4500) in the event that there are questions regarding our Timeliness Is Expected program.

## **B. Cell Phone/Nuisance Item Policy**

The Southwest Career and Technical Academy cell phone/nuisance item policy is in accordance with CCSD Regulation 5136 and the specific needs of the Southwest Career and Technical Academy.

<b>FIRST OFFENSE:</b>	<b>Warning/Copy of Policy/Confiscation</b>
<b>SECOND OFFENSE:</b>	<b>RPC-B/Parent Pick-Up/Confiscation</b>
<b>THIRD OFFENSE:</b>	<b>RPC-T/Behavior Contract/Parent PickUp/ Confiscation</b>
<b>FOURTH OFFENSE:</b>	<b>1 Day Suspension/Parent Pick-Up/ Confiscation</b>
<b>FIFTH OFFENSE:</b>	<b>3 Day Suspension/Parent Pick-Up/ Confiscation</b>
<b>SIXTH OFFENSE:</b>	<b>5 Day Suspension/Parent Pick-Up/ Confiscation</b>

**C. Citizenship Policy**

<b>CATEGORY</b>	<b>Outstanding (4)</b>	<b>Satisfactory (3)</b>	<b>Needs Improvement (2)</b>	<b>Unsatisfactory (1)</b>
Engagement	Consistently involved in class activities; contributes to overall learning process; collaborates with others and/or the teacher.	Engages in class activities, but may have to be encouraged; works with others or groups, but may not initiate collaboration.	Does not engage in class activities; rarely demonstrates initiative and may occasionally disengage from class.	Consistently uninvolved in class activities. Adamant refusal to work.
Preparation	Consistently prepared with materials; work is on time and may go beyond expectations.	Student has materials and submits work in a timely fashion and as expected.	Student may have had multiple instances of being unprepared, late work, or not completed as requested.	Consistently unprepared for class. Does not submit work on time or at all.
Behavior	Consistently respectful of both classmates and adults; Takes responsibility for individual actions; Consistently complies with school and classroom rules.	Respectful to both peers and adults. Occasionally accepts personal responsibility. Mostly complies with school and classroom rules.	Disruptive to others. Argumentative and defensive when disciplined. Disregard for school or class rules.	Consistent disrespect to classmates or adults. Regularly disruptive to learning process and violation of school or class rules. <b>Plagiarism</b>

**Student citizenship grades are reported as follows: (This part cannot be changed)**

- O = Outstanding**
  - S = Satisfactory citizenship**
  - N = Needs Improvement**
  - U = Unsatisfactory citizenship**
- CODE OF HONOR**

**Nevada Department of Education**

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

### **What is cheating?**

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- ➡ Taking or copying answers on an examination or any other assignment from another student or other source
- ➡ Giving answers on an examination or any other assignment to another student
- ➡ Copying assignments that are turned in as original work\*
- ➡ Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- ➡ Allowing others to do the research or writing for an assigned paper
- ➡ Using unauthorized electronic devices
- ➡ Falsifying data or lab results, including changing grades electronically

*\*This includes submitting the same assignment to two separate teachers without prior permission.*

### **What is plagiarism?**

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- ➡ Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- ➡ Turning in purchased papers or papers from the Internet written by someone else
- ➡ Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own

### Helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

*\*This includes submitting the same assignment to two separate teachers without prior permission.*

*Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your child's school administration and/or the school district.*

**Southwest Career and Technical Academy 2011-2012**

**Dear Families,**

Please sign and detach this portion along the line above and have your child return it to the teacher listed below, so that you may keep this copy of the course expectations for future reference. Please contact (teacher) at 799-5766, if you have any questions regarding the information included in this document. I look forward to meeting you and becoming a partner in your child’s educational experience at Southwest Career and Technical Academy.

**Teacher**  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I HAVE READ THESE COURSE EXPECTATIONS AND UNDERSTAND THE EXPECTATIONS FOR MY CHILD THIS YEAR.**

**Parent/Guardian**  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I HAVE READ THESE COURSE EXPECTATIONS AND UNDERSTAND THE EXPECTATIONS FOR ME DURING THIS SCHOOL YEAR.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please indicate your preference, sign and date this form below.*

- I give** my child permission to view “PG” rated films.
- I do not give** my child permission to view “PG” rated films with the understanding that an alternative assignment will be given.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_