

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Travel and Tourism</u>
COURSE RUBRIC AND NUMBER	<u>TRVM 2266</u>
COURSE TITLE	<u>Practicum (or Field Experience)-Tourism and Travel Services Management</u>
COURSE CREDIT HOURS	<u>2 0 : 15</u> Credits Lec Lab

I. Catalog Description

Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. **Prerequisite: TRVM 1345. (0:15).**

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to:

- A. Unit I. Job Placement
 1. Create a current resume.
 2. Develop a cover letter.
 3. Prepare a thank you letter.
 4. Complete the appropriate job placement forms.
 5. Role playing to practice interviewing techniques.

- B. Unit II. On the Job
 1. Master the theory, concepts and skills in the job placement environment.
 2. Demonstrate ethical behavior.
 3. Practice safety, interpersonal and teamwork skills.
 4. Communicate in the appropriate technical language of the industry.
 5. Exhibit proper behavior and dress during subsequent employment.
 6. Demonstrate basic keyboarding skills.

- C. Unit III. Classroom Activities
 1. Establish goals based on work experience and past instruction.
 2. Exchange verbal ideas and information with classmates and instructor.
 3. Report weekly on your work experience.
 4. Discuss customer service skills that are utilized at your workplace.
 5. Prepare a final written report of your work experience.

III. THECB Learning Outcomes (WECM)

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

IV. Evaluation

A. Work Experience

1. Work experience will be graded on the basis of being correct and complete.
2. Work reports will be due as stated in the instructor's calendar.
3. It is the responsibility of the students to complete work experience as outlined in the syllabus.

B. Unit Participation and Attendance

1. There will be no written tests.
2. Participation, completion of reports, and satisfactory attendance will be part of the evaluation of the competence of a student.

C. Final Evaluation

1. The course grade will be based on reports submitted by the students, interviews with company personnel, and attendance during work shifts and at scheduled classroom and guest speaker activities.
2. The final grade will be determined by the cumulative evaluation of reports, attendance, company interviews, and job performance.

D. Grading Scale:

900-1000 points (90 – 100%) = A	Incomplete = I
800-0899 points (80 – 89%) = B	Withdrawal = W
700-0799 points (70 – 79%) = C	
600-0699 points (60 – 69%) = D	
000-0599 points (00 – 59%) = F	

E. Remediation

Students seeking additional help may obtain tutoring assistance from the instructor as time permits.

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.