

GENERAL INFORMATION			
Name: Shelly Fano/Ana Cruz	Phone #: 305-237-3370		
Course Prefix/Number: HFT 1949	Course Title: Coop work-study/internships I		
Number of Credits: 3			
Degree Type	<input type="checkbox"/> B.A. <input type="checkbox"/> B.S. <input type="checkbox"/> B.A.S <input type="checkbox"/> A.A. <input checked="" type="checkbox"/> A.S. <input type="checkbox"/> A.A.S. <input checked="" type="checkbox"/> C.C.C. <input type="checkbox"/> A.T.C. <input type="checkbox"/> V.C.C		
Date Submitted/Revised: 06/15/2008	Effective Year/Term: 2009-1		
<input type="checkbox"/> New Course Competency <input checked="" type="checkbox"/> Revised Course Competency			
Course to be designated as a General Education course (part of the 36 hours of A.A. Gen. Ed. coursework): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
The above course links to the following General Education Outcomes: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Communication  <input type="checkbox"/> Numbers / Data  <input type="checkbox"/> Critical thinking  <input checked="" type="checkbox"/> Information Literacy  <input checked="" type="checkbox"/> Cultural / Global Perspective               </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Social Responsibility  <input checked="" type="checkbox"/> Ethical Issues  <input type="checkbox"/> Computer / Technology Usage  <input type="checkbox"/> Aesthetic / Creative Activities  <input type="checkbox"/> Environmental Responsibility               </td> </tr> </table>		<input type="checkbox"/> Communication <input type="checkbox"/> Numbers / Data <input type="checkbox"/> Critical thinking <input checked="" type="checkbox"/> Information Literacy <input checked="" type="checkbox"/> Cultural / Global Perspective	<input checked="" type="checkbox"/> Social Responsibility <input checked="" type="checkbox"/> Ethical Issues <input type="checkbox"/> Computer / Technology Usage <input type="checkbox"/> Aesthetic / Creative Activities <input type="checkbox"/> Environmental Responsibility
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<b>Course Description:</b> The course is designed to provide entry level hands–on hospitality training in a student’s field of study through work experience. Students are evaluated on the basis of the documentation of learning acquired as reported by student and employer. <b>*Departmental Permission Required</b>			
Prerequisite(s):                      N/A	Co requisite(s):                      N/A		

### Course Competencies:

Competency 1: The student will be able to conduct, secure information and hospitality work/internship opportunity by:

1. Discovering departments, periphery and support businesses in the hospitality industry.
2. Demonstrating the ability to write a resume and cover letter, follow-up letter, acceptance/rejection letter and a letter of resignation appropriate for the hospitality industry.
3. Identifying professional working habits standard to the hospitality industry.
4. Identifying the importance of producing quality work and meeting performance standards.
5. Constructing a career ladder and opportunities related to the hospitality field.
6. Identifying the working culture of the organization by meeting with chefs and hospitality professionals.
7. Preparing documents necessary in the course of employment.
8. Demonstrating competence in job interview techniques.
9. Demonstrating knowledge of proper kitchen/hospitality attire.

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

Approved By Academic Dean Date: \_\_\_\_\_

Reviewed By Director of Academic Programs Date: \_\_\_\_\_