

**Department of
Hotel, Restaurant & Institutional Management
Hospitality Industry Studies Major
Advisement Handbook**

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Hospitality Industry Studies Major

Faculty and Professional Staff

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June 2013

Dear Hospitality Industry Studies Major:

The faculty and staff welcome you to the Department of Hotel, Restaurant and Institutional Management (HRIM) Hospitality Industry Studies (HPIS) major at the University of Delaware. We are committed to providing you with the tools and guidance that will enable you to get the most from your college experience. HRIM has a renowned faculty, a staff that is dedicated to student development and some of the best hospitality training facilities in the world. Furthermore, the undergraduate enrollment for the Hospitality Industry Studies major is capped at 25 per graduating class. As we like to say, HRIM is large enough to lead, small enough to care.

You have an exciting educational opportunity before you. This is especially true when the assets of the Hospitality Industry Studies major are combined with the University's wide range of academic, cultural, athletic and social opportunities, along with its beautiful campus and diverse student body. While academics should be a top priority, we encourage you to take full advantage of the developmental opportunities available to you. These include study abroad programs and student club activities.

In addition to welcoming you into our community of scholars, we want to outline some of the expectations we have of our students in regards to professionalism. It is our position that your career starts the day you begin the Hospitality Industry Studies major, not at graduation. As a student you will regularly have contact with industry professionals in the classroom, on field trips and at industry events. **We require our students to be professionally dressed and groomed during field trips, industry events and when we host guest speakers.** The exact specifications of our dress code are included in this handbook so that there is no confusion as to what constitutes professional dress and grooming.

This dress code is not meant to impinge on anyone's personal sense of style. Rather, it is an attempt to help you succeed in a competitive business where first impressions are so important. The adage that you never get a second chance to make a first impression is undeniable. We want to prepare you to distinguish yourself through your professionalism as well as through your academic achievement.

To be certain that you understand and agree to meet these special requirements of HRIM, we ask that you read and sign the *Statement of Understanding* that follows this letter.

This is the beginning of what should be a wonderful and challenging experience. The faculty and staff at the department of Hotel, Restaurant and Institutional Management are available to assist you. Please take the time to get to know your instructors, advisors and classmates. Get involved in the HRIM student clubs and other campus activities.

Our faculty and staff welcome you to the Department of Hotel, Restaurant and Institutional Management at the University of Delaware!

Sincerely,

A handwritten signature in cursive script that reads "Sheryl Kline".

Sheryl Fried Kline, Ph.D.
Chair

Statement of Understanding

I have received and read the Department of Hotel, Restaurant and Institutional Management Advisement Handbook for the Hospitality Industry Studies major including the letter of welcome and the HRIM Requirements for Professional Appearance. I understand that I will be required to observe the requirements when traveling on school field trips, attending classes during a speaker's visit, participating in activities or representing the program. I understand that failure to follow these requirements will result in my not being able to participate in these activities. Also, I understand that my inability to participate may jeopardize my academic success and continuation in the program.

I understand that I will need to make arrangements for transportation to program sponsored activities and events.

Signature

Print Name Clearly

Date

PROFESSIONAL APPEARANCE and HRIM CODE OF CONDUCT

Students are required to dress professionally and be professionally groomed whenever traveling on school field trips, attending class during a speaker's visit, participating in activities and when representing the HRIM program. You will not be permitted to go on field trips or attend class sessions with industry speakers if you are not professionally dressed.

Requirements for Professional Appearance

Gentlemen

- Gold Name Badge
- Business suit (pants and jacket of same material and color)
- Tie
- Pressed dress shirt
- Undergarments should not show through shirt
- Polished closed toe dress shoes with socks (no sneakers, sandals, etc.)
- Short hair, neatly groomed and above the collar, is preferred. Long hair is discouraged and must be neatly groomed and pulled back.
- Earrings and other visible body piercings are not permitted.
- No more than one ring per hand.
- Clean-shaven is strongly preferred. If mustaches, goatee, and /or sideburns are worn, they must be closely cropped and neatly groomed.

Women

- Gold Name Badge
- Business suit (no exposed midriffs, cleavage or mini-skirts allowed) skirts should be at least to the top of the knee.
- Undergarments should not show through collared shirt/blouse
- Stockings
- Polished closed-toe dress shoes (no sneakers, sandals, top-siders or boots)
- Long hair must be neatly groomed and pulled back.
- Only one earring per ear (small) and no visible body piercings.
- No more than one ring per hand.

During one semester at the University of Delaware, students are required to take HRIM380 Management of Lodging Operations and HRIM481 Marketing in the Hospitality Industry, both classes are held at the Courtyard by Marriott at the University of Delaware.

Classroom Attire for HRIM380 and HRIM481 is as follows:

Gentlemen

- Gold Name Badge
- Business pants (no khakis)
- Pressed dress shirt
- Undergarments should not show through shirt
- Polished closed dress shoes with socks (no sneakers, sandals, etc.)

Women

- Gold Name Badge
- Business pants/skirt (no exposed midriffs, cleavage or mini-skirts allowed)
- Skirts should be at least to the top of the knee.
- Undergarments should not show through collared shirt/blouse
- Stockings (nude/flesh tone)
- Polished closed-toe dress shoes (no sneakers, sandals, top-siders, boots)

Hair

- Men – Neatly combed and styled. Length must not exceed back of the shirt collar in the back, middle of the ear on the sides, or past the eyebrows in the front. Sideburns should not extend below a line running from the corner of the mouth to the back of the jaw. Mustaches are permitted, however beards are not. Mustaches must be clean, neatly trimmed and should not extend below the bottom of the upper lip or past the corners of the mouth.
- Women – Neatly combed and styled. Hair colors must complement skin tone and roots should not be of a contrasting color. Wigs are permitted, but should be conservative in style and color.

Nails

- Men – Clean and neatly manicured.
- Women – Clean and neatly manicured. Nail length must be conservative, and nail polish should be of a neutral, unobtrusive color. Nail polish should be un-chipped.

Jewelry

- Men – Men are allowed to wear up to two rings of moderate size, as well as a wristwatch. Neck chains, bracelets and earring are not permitted.
- Women – Earrings are allowed, but should be kept to one earring per ear. The size of the earring must not exceed that of a quarter. A maximum of three rings of moderate size can be worn. Large rings, long chains, dangling earrings and bracelets should not be worn as they present a safety hazard.

Personal Phone Calls & Cell Phones

Personal phone calls are to be avoided whenever possible. Should you need to make or take a personal phone call, please do so from the Employee Breakroom and limit the length of your call to less than five minutes. There are to be no personal conversations in any exposed Guest Contact Areas. At no time should there be a cell phone present in any Guest Contact Area. Any cell phones found in Guest Contact Areas will be confiscated, and the incident will be reported to the relevant hotel and HRIM personnel.

Loitering

While taking classes in the hotel, those students who smoke are to do so in the area designated by the hotel. At no time should you be smoking in an area that is visible to guests or other business activities. The area designated is the entrance located near the Engineering and Electrical Workshops at the rear of the hotel.

Parking

At no time will a student be permitted to park in the hotel lot while attending class. Students should rely on other methods of transportation, including the University of Delaware Shuttle.

Judicial Affairs Offenses

There are a number of situations that could jeopardize the success of the hotel, as well as its individual employees. All students in the hotel will be held accountable for any of the following offenses:

- Misuse of company property. Examples of this include (but are not limited to):
 - Unauthorized access to guest areas;
 - Solicitation of hotel guests or employees;
 - Damage to furniture or equipment;
 - Theft, etc.
- Reporting to class under the influence of drugs or alcohol.
- Consuming alcoholic beverages on hotel premises.
- Harassment or discrimination of any nature (i.e.; age, sex, gender, culture, etc.).
- Insubordination or disregard for hotel or HRIM personnel.
- Falsification of hotel records or documents; i.e., Marriott Reward Points.
- Any unauthorized monetary transaction.

In a situation where any of these offenses are observed by another student or hotel employee, manager, or HRIM personnel, disciplinary action will result including hotel documentation and presentation of the issue to the HRIM Department for further investigation. Depending on circumstances, disciplinary action can include a reduction in a student's grade or possible expulsion.

NOTE – Should there be any changes or additions to the aforementioned policies, students and hotel employees alike will be notified accordingly.

Pagers & Cell Phones

Pagers and cell phones are not permitted in any class at any time. It is extremely distracting to the instructors, as well as other fellow students.

Name Badge

Each student will be issued one free HRIM gold name badge upon enrollment in the HRIM program. This is normally done through HRIM 180 - Introduction to Hospitality since freshmen and transfers generally start with this course.

Instructors will require students to wear their gold name badge on class trips to industry sites, sales blitzes, career fairs, etc. You will be asked to sign a receipt for the original badge.

Note: If a replacement badge is needed, it must be ordered in advance by calling the HRIM department office at 831-6077. The replacement fee is \$6.

ADVISEMENT INFORMATION

The University of Delaware offers many services to advise and support students. Students are assigned to the Alfred Lerner College of Business & Economics Office of Undergraduate Advising and Academic Services, Ms. Kim Wilson, wkim@udel.edu, 831-4369, 102 Purnell Hall, for their freshman and sophomore years. Juniors and seniors are advised by Professor Paul Sestak, sestak@udel.edu, 831-8553, 206 Raub Hall.

An HRIM faculty mentor will be available to meet with the student and guide in industry related questions about work, volunteer and internship experiences as well. In addition to the advisor and mentor, the University offers an Internet based Student Information System (UDSIS) where students can manage their scheduling; review their academic progress report, finances and more. Ultimately, the student is responsible for their academic choices. **It is your responsibility to contact your advisor and mentor for academic and career counseling.**

Below please find some helpful advising links:

- **Alfred Lerner College of Business Undergraduate Advising and Academic Services**
<http://www.lerner.udel.edu/advising>
- **Student Information System UDSIS**
<https://cas.nss.udel.edu/cas/login?service=https://woodenshoe.nss.udel.edu:4480/psp/SAPRD/EMPLOYEE/HRMS/?cmd=login>
- **Academic Calendar**
<http://www.udel.edu/registrar/cal/main.html>
- **Undergraduate Catalog**
<http://academiccatalog.udel.edu/>
- **Academic Enrichment Services**
<http://www.aec.udel.edu>
- **Office of Disability Support Services**
<http://www.udel.edu/DSS/>

Decisions about your course schedule are your prerogative and responsibility; however, we strongly encourage you to seek the advice and counsel of your advisor at all times. In addition to providing valuable information on course sequencing and other academic requirements, your advisor and mentor are here to provide assistance in other areas such as career paths, internship possibilities, student club activities, industry networking, etc. If you are unsure about where to get answers, it is best to begin with your advisor. Since the demand for appointments with your advisor is highest during the pre-registration periods, it is highly recommended that you call early to schedule an appointment regarding questions on scheduling courses.

HOSPITALITY INDUSTRY STUDIES

CURRICULUM - Suggested sequence for students admitted as of Fall 2011 - Present

<u>First Semester</u>	<u>Credits</u>	<u>Second Semester</u>	<u>Credits</u>
<u>FRESHMAN YEAR</u>			
Introduction to Hospitality, HRIM 180*	3	Foreign Language	3/4
Math., Nat. & Phys. Science Course*	3	Math., Nat. & Phys. Science Course	3
Intro to Microeconomics, ECON 151*	3	Intro. to Hosp. Info. Mgt., HRIM 187*	3
Calculus I, MATH 221	3	Critical Reading & Writing, ENGL 110*	3
Basics of Business, BUAD 110 ^{&}	<u>3</u>	Intro to Macroeconomics, ECON 152*	<u>3</u>
	15		15/16

At the start of the sophomore year, 175 hospitality-related work hours and 25 volunteer hours should be completed and documented at the department office.

SOPHOMORE YEAR

General Psychology, PSYC 100	3	Accounting II, ACCT 208*	3
Statistics I, MATH 201	3	Statistics II, MATH 202	3
Accounting I, ACCT 207*	3	Hist. & Cultural Change Course/Multicul.*	3
Issues in Tourism Mgt., HRIM 214*	3	COMM 212 or HRIM 230*	3
Business Comp., MISY 160*	<u>3</u>	Meeting & Conf. Mgt., HRIM 215*	<u>3</u>
	15		15

At the start of the junior year, 350 hospitality-related work hours and 50 volunteer hours should be completed and documented at the department office.

JUNIOR YEAR

Hosp. Entr. & Venture Creation, HRIM 314*	3	Follow suggested sequence for	
Travel Internet Marketing, HRIM 346*	3	selected focus on page 2.	
Operations Management, BUAD 306*	3		
Mgt. & Org. Behavior, BUAD 309*	3		
Principles of Finance, FINC 311*	<u>3</u>		
	15		

*C- or better required in these courses.

[&]Course satisfied the First-Year Experience (FYE) requirement. Students that matriculated prior to 2013 fall may satisfy this requirement with another course designated as FYE.

[§]Course satisfies the Discovery Learning Experience (DLE).

<u>Transaction Advisory Services</u>		<u>Hospitality Sales & Marketing</u>		<u>Hospitality Information Management</u>	
<u>Junior Year, Second Semester (Spring)</u>					
Mgt. of Lodging Operations, HRIM 380*	3	Mgt. of Lodging Operations, HRIM 380*	3	Mgt. of Lodging Operations, HRIM 380*	3
Man. Acct. & Fin. in the Hosp. Industry, HRIM 382*	3	Man. Acct. & Fin. in the Hosp. Industry, HRIM 382*	3	Man. Acct. & Fin. in the Hosp. Industry, HRIM 382*	3
Marketing in the Hospitality Industry, HRIM 481*	3	Marketing in the Hospitality Industry, HRIM 481*	3	Marketing in the Hospitality Industry, HRIM 481*	3
Law of Innkeeping, HRIM 482*	3	Law of Innkeeping, HRIM 482*	3	Law of Innkeeping, HRIM 482*	3
Sociology course	<u>3</u> 15	Intro to Marketing BUAD301	<u>3</u> 15	Sociology course	<u>3</u> 15
<i>At the start of the senior year, 525 hospitality-related work hours and 75 volunteer hours should be completed and documented at the department office.</i>					
		<u>Winter or Summer Session</u> Creative Arts & Humanities*	3	<u>Winter or Summer Session</u> Creative Arts & Humanities*	3
<u>Senior Year, First Semester (Fall)</u>					
Ethics in the Workplace, BUAD 424*	3	Ethics in the Workplace, BUAD 424*	3	Ethics in the Workplace, BUAD 424*	3
Mgt. of Food & Bev. Ops., HRIM 381*	3	Sales Management and Selling, BUAD 470*	3	Mgt. of Food & Bev. Ops., HRIM 381*	3
Intermediate Financial Management, FINC 312*	3	Advertising Mgt., BUAD 471*	3	Info. Tech. & Ser. Mgt., HRIM 140*	3
Investments, FINC314	3	Mgt. of Food & Bev Operations, HRIM382	3	Hosp. Information Management, HRIM144	3
Creative Arts & Humanities	<u>3</u> 15	Sociology course	<u>3</u> 15	Mgt. Information Systems, MISY261*	<u>3</u> 15

Senior Year, Second Semester (Spring)					
Written Communications in Business, ENGL 312	3	Buyer Behavior, BUAD 473*	3	Managing Hosp. Info. Systems, HRIM 450*	3
Real Estate Finance, FINC 417*	3	Hum. Res. Mgt. in Hosp. Ind., HRIM 480*	3	Data Mining App. in Hosp., HRIM 448*	3
Real Estate Development and Investment, FINC 467*	3	Written Communications in Business, ENGL 312	3	Hospitality Feasibility Studies, HRIM 495* [§]	3
Hospitality Feasibility Studies, HRIM 495* [§]	3	Hospitality Feasibility Studies, HRIM 495* [§]	3	Hum. Res. Mgt. in Hosp. Ind., HRIM 480*	3
Hum. Res. Mgt. in Hosp. Ind., HRIM 480*	<u>3</u> 15	Comm. Prin. in Mktg., COMM 313*	<u>3</u> 15	Written Communications in Business, ENGL 312 *	<u>3</u> 15
<i>By the end of the senior year, 700 hospitality-related work hours and 100 volunteer hours should be completed and documented at the department office.</i>					

REQUIREMENTS FOR MAJORS IN HOSPITALITY INDUSTRY STUDIES

(NOTE: All requirements except free electives must be taken for a letter grade. Pass/Fail status courses may only count in free electives.)

University Requirements

- ENGL 110 Critical Reading & Writing with a minimum grade of C- (3 credits).
- 3 credits of a Multicultural Course.
- Discovery Learning Experience (fulfilled by HRIM 495 Hospitality Feasibility Studies).
- First-Year Experience (FYE) – BUAD 110 Basics of Business. Students that matriculated prior to 2013 fall may satisfy this requirement with another course designated as FYE. Students that completed an FYE at the University of Delaware prior to becoming a Hospitality Industry Studies major are not required to take BUAD 110.
- University Breadth Requirements (12 credits with a minimum grade of C-):
All students at the University of Delaware are required to take a minimum of 12 credits of University breadth requirements—3 credits each from courses designated as Creative Arts and Humanities, History and Cultural Change, Social and Behavioral Sciences, and Mathematics, Natural Sciences, and Technology. Students must pass these courses with a grade of C- or better. Note that students must take breadth courses from four different subject areas (e.g. the four-letter subject code ACCT, HIST, etc.). Students may not use a course that is cross-listed with a subject area that has already been used to satisfy a university breadth requirement. Students enrolled in a single major may not satisfy the breadth requirement with courses in the subject area of that major (e.g. chemistry majors may not use CHEM courses). Students who are enrolled in more than one major or degree are allowed to meet the University breadth requirement by taking approved breadth courses from within the subject areas of their majors. The requirement may be fulfilled through a course or courses taken to complete other degree requirements, subject to the limitations above; however, credit hours may be counted only once towards the 120-credit hour minimum required for the degree. See the undergraduate catalog at <http://academiccatalog.udel.edu> for the list of course options.

9-10 credits of Humanities

- Foreign Language Elective – choose from Arabic, Chinese, French, German, Greek, Hebrew, Italian, Japanese, Portuguese, Russian, Spanish or Latin (any level) (3-4 credits)
- ENGL 312 Written Communications in Business (3 credits)
- Executive Presentations, HRIM 230 or Oral Communication in Business, COMM 212 (3 credits). Note that if HRIM 230 is taken, a C- minimum grade is required.

15-16 credits of Sciences and Mathematics

- MATH 221 Calculus I or MATH 241 Analytic Geometry and Calculus A (3-4 credits)
- MATH 201 Statistics I and MATH 202 Statistics II (6 credits)
- 6 credits from the Mathematics, Natural Sciences and Technology University breadth requirements excluding MATH 201, 202, 221, 241 and STAT 200.

6 credits of Social Sciences

- PSYC 100 General Psychology (3 credits)
- Sociology course from the University breadth requirements list (3 credits)
- Note that a C- is required in either BUAD 309, ECON 151, ECON 152, PSYC 100, or the SOCI course to also fulfill the Social and Behavioral Sciences University Breadth Requirement

27 credits of Accounting, Business Administration, Economics, Finance and MIS (minimum grades of C-)

- ACCT 207 Accounting I (3 credits)
- ACCT 208 Accounting II (3 credits)
- ECON 151 Introduction to Microeconomics (3 credits)
- ECON 152 Introduction to Macroeconomics (3 credits)
- BUAD 306 Operations Management (3 credits)
- BUAD 309 Mgt. & Org. Behavior (3 credits)
- BUAD 424 Ethics in the Workplace (3 credits)
- FINC 311 Principles of Finance (FINC 311)
- MISY 160 Business Computing: Tools and Concepts (3 credits)

39 credits of Required HRIM Courses (minimum grades of C-)

- HRIM 180 Introduction to Hospitality (3 credits)
- HRIM 187 Introduction to Hospitality Information Systems
- HRIM 214 Issues in Tourism Management (3 credits)
- HRIM 215 Meeting and Conference Management (3 credits)
- HRIM 314 Hospitality Entrepreneurship & Venture Creation (3 credits)
- HRIM 346 Travel Internet Marketing (3 credits)
- HRIM 380 Management of Lodging Operations (3 credits)
- HRIM 381 Management of Food and Beverage Operations (3 credits)
- HRIM 382 Managerial Accounting & Finance in the Hospitality Industry (3 credits)
- HRIM 480 Human Resources Management in the Hospitality Industry (3 credits)
- HRIM 481 Marketing in the Hospitality Industry (3 credits)
- HRIM 482 Law of Innkeeping (3 credits)
- HRIM 495 Hospitality Feasibility Studies (3 credits)

Hospitality-Related Work Experience and Community Service Requirements

- 700 hours of documented work-related experience is required.
- 100 hours of documented community service is required.

Areas of Focus

Students must choose an area of focus from among the following (C- minimum grade required in all focus courses):

Transaction Advisory Services

- FINC 312 Intermediate Financial Management
- FINC 314 Investments
- FINC 417 Real Estate Finance
- FINC 467 Real Estate Development and Investment

Hospitality Sales and Marketing

- BUAD 470 Sales Management and Selling
- BUAD 471 Advertising Management
- BUAD 473 Buyer Behavior
- COMM 313 Communication Principles in Marketing
(Note that BUAD 301 Intro to Marketing is a prerequisite for BUAD 470, 471 and 473).

Hospitality Information Management

- HRIM 140 Information Technology and Services Management
- HRIM 144 Hospitality Information Management
- HRIM 448 Data Mining Applications in Hospitality
- HRIM 450 Managing Hospitality Information Systems
- MISY 261 Business Information Systems

Free Electives

In addition, sufficient elective credits must be taken to meet the minimum credits required for the degree with the following restrictions:

- 1) Only two credits of HESC/BHAN 120 may be counted toward the degree.
- 2) Only four credits of Music ensemble may be counted toward the degree.
- 3) Only four credits of 100-and 200-level AFSC/MLSC courses may be counted toward the degree
- 4) HRIM courses taken as free electives require a C- minimum grade.

**CHECK SHEET
REQUIRED FOCUS**

For students admitted to the University as of Fall 2011 - Present

Name _____ ID# _____

<u>Course</u>	<u>Credits</u>	<u>Grade</u>	<u>Semester</u>	<u>Course</u>	<u>Credits</u>	<u>Grade</u>	<u>Semester</u>
<u>TRANSACTION ADVISORY SERVICES</u>				<u>HOSPITALITY INFORMATION MANAGEMENT</u>			
*FINC 312	_3_	_____	_____	*HRIM 140	_3_	_____	_____
*FINC 314	_3_	_____	_____	*HRIM 144	_3_	_____	_____
*FINC 417	_3_	_____	_____	*HRIM 448	_3_	_____	_____
*FINC 467	_3_	_____	_____	*HRIM 450	_3_	_____	_____
	12			*MISY 261	_3_	_____	_____
					15		
<u>HOSPITALITY SALES & MARKETING</u>							
BUAD 301	_3_	_____	_____				
*BUAD 470	_3_	_____	_____				
*BUAD 471	_3_	_____	_____				
*BUAD 473	_3_	_____	_____				
*COMM 313	_3_	_____	_____				
	15						

*C- minimum grade required.

UNIVERSITY REQUIREMENTS CHECK SHEET

University requirements may also fulfill major requirements; however, credit hours may be counted only once towards the credit hour minimum required for the degree.

<u>Requirement</u>	<u>Credits</u>	<u>Grade</u>	<u>Semester</u>
1. First-Year Experience Requirement (FYE) (See http://fye.udel.edu for the list of approved FYE courses). Course: _____	_____	_____	_____
2. Writing Requirement (C- minimum grade) ENGL 110	3	_____	_____
3. Multicultural Requirement (3 credits) (this course must be taken for standard grading) Course: _____	3	_____	_____
4. Discovery Learning Experience Requirement (DLE) (3 credits) (See www.ugs.udel.edu/dle for the list of approved DLE courses). Course(s) _____ _____	_____ _____	_____ _____	_____ _____
5. University Breadth Requirements (12 credits) (C- minimum grade) <u>All students entering the University of Delaware as of Fall 2010</u> are required to take a minimum of 12 credits of University breadth requirements—3 credits each from courses designated as Creative Arts and Humanities, History and Cultural Change, Social and Behavioral Sciences, and Mathematics, Natural Sciences, and Technology. Students must pass these courses with a grade of C- or better. Note that students must take breadth courses from four different subject areas (e.g. the four-letter subject code ACCT, HIST, etc.). Students may not use a course that is cross-listed with a subject area that has already been used to satisfy a university breadth requirement. Students enrolled in a single major may not satisfy the breadth requirement with courses in the subject area of that major (e.g. chemistry majors may not use CHEM courses). Students who are enrolled in more than one major or degree are allowed to meet the University breadth requirement by taking approved breadth courses from within the subject areas of their majors. The requirement may be fulfilled through a course or courses taken to complete other degree requirements, subject to the limitations above; however, credit hours may be counted only once towards the credit hour minimum required for the degree. See the undergraduate catalog at http://academiccatalog.udel.edu for the list of course options.			
<u>Creative Arts and Humanities (3 credits) (C- minimum grade)</u> Course: _____	3	_____	_____
<u>History and Cultural Change (3 credits) (C- minimum grade)</u> Course: _____	3	_____	_____
<u>Social and Behavioral Sciences (3 credits) (C- minimum grade)</u> Course: _____	3	_____	_____
<u>Mathematics, Natural Sciences, and Technology (3 credits) (C- minimum grade)</u> Course: _____	3	_____	_____
6. Residency Requirement (check one): _____ The first 90 of 100 credits completed at UD _____ The last 30 of 36 credits completed at UD			

Course Requirements & Sequencing

The check sheet used during NSO and subsequent advisement sessions is a "recommended" sequence of courses. Many of the courses at the University of Delaware have pre- or co-requisites. Scheduling of course time offerings is geared to the "recommended" sequence and deviation from this path may result in time or pre-requisite conflicts or delaying your graduation. These are issues that should be addressed with your advisor.

MBA 4+1+1

Students interested in the MBA 4+1+1 program are required to complete MATH 221, ECON 151 & 152 and ACCT 207 & 208 in addition to other business and mathematics courses. (For more information, please contact Ms. Kim Wilson – wkim@udel.edu.)

POLICIES & PROCEDURES

E-Mail Announcements

Please check your e-mail daily for important career, scholarship, and other HPIS announcements. If you want an e-mail sent to all HPIS majors, you must submit it to the Chair for approval.

External Transfer Policies

To be awarded a degree from the University of Delaware, students must complete either their first 90 of 100 credits or the last 30 of 36 credits through the University of Delaware. In addition, a minimum number of UD HRIM courses must be taken before graduation.

Credit by Exam

Credit by exam is available for HRIM courses as per University of Delaware guidelines. Students interested in this procedure should contact the Chair.

Grade Requirements/Pass-Fail options

Students must receive a grade of "C-" or better in all required HRIM courses and a grade of "C-" or better in the Lerner College of Business courses, ENGL 110 and the University Breadth Requirements. Hotel, Restaurant and Institutional Management students are only permitted to take "free elective" courses as "PASS/FAIL" and should refer to the Undergraduate Catalog for further limitations on the "PASS/FAIL" option.

Independent Study

Students interested in a supervised study experience to pursue a specific academic interest should consider completing an independent study course.

To initiate this process, students must obtain a faculty sponsor. Once a faculty member has agreed to sponsor an independent study, the student must:

1. Meet with the faculty sponsor to complete the "Independent Study Contract."
2. If desired, complete a "Titling Form."

3. HRIM will register the student for the Independent Study. Please see Donna Laws, 104 Raub Hall.
4. The Independent Study Contract will then be forwarded to the Alfred Lerner College of Business and Economics Office of Undergraduate Advising and Academic Services, 102 Purnell Hall.

Minors

Students interested in earning a minor in another subject should refer to the Undergraduate Catalog for requirements and application dates. Please see your advisor to discuss how minor courses may also fulfill degree requirements.

Readmission Policy

Students who have been academically dismissed from the University should contact the Alfred Lerner College of Business and Economics Office of Undergraduate Advising and Academic Services, (302) 831-4369, to schedule an appointment with the Senior Assistant Dean, Marcia Rollison. Readmission procedures will be discussed during this appointment.

Sophomore Audit

During your sophomore year, the Alfred Lerner College of Business and Economics Office of Undergraduate Advising and Academic Services will conduct an audit of your progress toward the degree. You will be notified in writing if you are not “on track” to complete your degree within four years.

Senior Checkout

During the Spring semester of your Junior year, students are required to complete a “Checkout Sheet” and the “Courses-in-Progress Sheet” in **black ink**, then meet with Professor Paul Sestak for review and signature. Ultimately, it is the student’s responsibility to ensure that all degree requirements have been fulfilled. If questions arise, a student should discuss them with his/her advisor.

Transfer Credit

The University of Delaware permits matriculated students to complete classes at other accredited institutions if prior approval has been obtained. To assure the transfer of credits to the University, a "Transfer Credit" form should be completed **before** scheduling a course at another institution. This form may be obtained in the Alfred

Lerner Office of Undergraduate Advising and Academic Services, 102 Purnell Hall. Students should meet with their advisor to determine if the course will apply to the degree.

Work Requirement

One of the requirements of the Hotel, Restaurant and Institutional Management program is **700 hours** of paid hospitality industry work experience and **100 hours** of community service. The goal of this requirement is to create a strong, experience-filled resume that will assist in career placement upon graduation. In addition to valuable industry training, the work requirement provides opportunities to assess and evaluate the theoretical components presented in the junior and senior level HRIM courses.

Any work experiences between high school graduation and matriculation to the University of Delaware are acceptable with proper documentation.

Prior to the work experience, students are encouraged to see a faculty member to discuss appropriate placement and progress toward meeting the **700-hour** work requirement.

Please bring the completed work and volunteer hour forms indicating your progress in meeting the **700-hour** work experience and **100** hours of community service requirement to Raub Hall.

HRIM Community Service

The hospitality industry has a long history of community service and support. It is our intent to expose HRIM students to this vitally important role of the industry through the requirement of 100 hours of community service. Recognizing that there are many interpretations of community service, it is necessary to clarify our definition of community service. By definition, community service includes voluntary activities that are intended to provide aid and support to those in need or for the improvement of the community as a whole. **Activities that specifically benefit you or your organization financially are not acceptable.** Likewise, activities in support of political agenda are not acceptable as community service. Such activities may be laudable, but do not meet our criteria for community service. **To follow are examples of acceptable organizations:**

**Animal Shelters
Crisis Centers
Community Dining Rooms**

**Food Banks
Religious Aid Groups
Youth Organizations**

**Group Homes
Senior Centers
Homeless Shelters**

**Medical Support & Assist Groups (hospital)
Disaster Assist Organizations
Municipal Community Organizations**

Likewise, the free offering of your time to an endeavor does not automatically qualify as community service. Although admirable, the department recommends that you check with your advisor and/or department chair to ascertain its community service worthiness.

GET INVOLVED

Studies have shown that students who get the most out of college are those that are active in student clubs and organizations:

<http://www.lerner.udel.edu/departments/hrim/undergrad/clubs>

Registration Procedures

HRIM freshman and sophomore majors are advised through the Alfred Lerner College of Business and Economics Office of Undergraduate Advising and Academic Services, Ms. Kim Wilson, (302) 831-4369, wkim@udel.edu, 102 Purnell Hall. Juniors and seniors are advised by Professor Paul Sestak, (302) 831-8553, sestak@udel.edu, 206 Raub Hall. Do not wait until the last minute to do your course planning. Registration is completed using the Student Info Systems (UDSIS). Log-on via www.udel.edu. Choose UDSIS Student; enter your student ID and pin or UDeINet ID and password. Choose Registration and Drop/Add. Please visit www.udel.edu/registrar to view an online tutorial.

Course schedules will be available online through your UDSIS account and will continue to be available throughout the semester. Please see your advisor **before** making any changes to your schedule. Refer to the official academic calendar for important deadlines.

Desired Credit Load

This is the TOTAL number of credits you wish to be enrolled in for the semester. Students on probation may not register for more than 12 credit hours (generally four academic courses), excluding military science, physical education activity and SkillMod courses. Freshmen are limited to a maximum of 17 credits. Sophomores, juniors and seniors are limited to a maximum of 18 credits. The Senior Assistant Dean, Marcia Rollison, must approve any requests for an overload. An overload requires a minimum GPA of 3.0. Special circumstances are required for approval.

High Demand Courses for the Spring & Fall Semesters

Many of the courses required for the HRIM program are in high demand during the spring and fall semesters; preference will be given to graduating seniors.

UD Online

See your academic advisor to determine your eligibility to take online courses. Freshmen are not permitted to take online courses during the fall and spring semesters. Sophomores may take online courses during the fall and spring semesters with permission from their advisor.

Study Abroad Opportunities

Please view the University of Delaware's Study Abroad Programs and Information at: www.udel.edu/global