

2013 - 2014
Hospitality and Tourism Management
Undergraduate Student Handbook



School of Hospitality and Tourism Management
University of Guelph
June 2013

Welcome to the **School of Hospitality and Tourism Management (HTM)** at the University of Guelph. The School's mission, "Leaders Developing Leaders", has always been to prepare students for advanced careers in the hospitality industry. Today, we offer BComm, MBA, MSc and PhD degree programs. Although we are small by some standards, we have been ranked 17th in the World for our research contributions, and continue to be a favourite place for employers to go when looking for the best students and graduates. The hospitality industry has recruited extensively from the more than 3,500 graduates of the program.

Our reputation is very much due to the reputation of our graduates. As the Vidal Sassoon advertising slogan says, "When you look good, we look good!" In the past 6 years alone, 29 of our grads have been named among the "Top 30 under 30" by the Ontario Hospitality Institute. Others have gone on to be presidents and executives of top hospitality firms in Canada and abroad. And it is not just our graduates, each year in-course students from the School of Hospitality and Tourism Management win prestigious awards and scholarships, participate in community events and raise money for charities that matter.

When you received your offer of admission, it reflects our wish that you become part of our family, and contribute to our success and fine reputation. Our family extends well beyond the university campus, with Alumni and friends working across the breadth and depth of the industry both in Canada and abroad. Many of them return to campus from time to time and participate in activities that link education with industry such as guest lectures, career fair, as Executive-in-Residence, as mentors and research collaborators. We are fortunate to be able to offer a number of scholarship awards thanks to the very generous support of our industry supporters. We are well connected. We will teach you what you need to know, and provide opportunities to meet the people you need to know. Never forget that when you succeed, we all succeed.

Hospitality and tourism are people industries. If you are going to succeed, you need to develop the skills required to work with people and be leaders. To do that, we recommend that you get involved with student organisations and activities. Our student association, the HTMSA, is very active and plans numerous events, functions and trips throughout the year. I strongly encourage you to seek them out, volunteer and learn to make things happen. For those who desire involvement in University governance, student positions on Senate, the Board of Governors, hiring committees, etc. also exist. When you graduate in a few years time, employers won't only be looking at your grades (as important as they are), but they'll also look at who you are, what you've done as a member of our 'family' and what you stand for. The best preparation for a successful life and management career is to be involved in organised activity, get to know people, and learn to contribute as a member of a team, or as the leader.

Once again, welcome, and make yourself 'at home' here in Guelph. Work hard, play safe, and reap the rewards. All of us, faculty, staff, students and visiting alumni are very glad to see you, and look forward to taking this transformative journey with you.

Joe Barth
Interim Director
jbarth@uoguelph.ca

Welcome to the University of Guelph and the School of Hospitality & Tourism Management!

You are about to embark on your journey into the world of Hospitality & Tourism, so get ready because I promise it will be an adventure! These first years will open your eyes to the many opportunities that this industry and program has to offer. It may be overwhelming at times, but you have the full support from the School to give you the knowledge that you need to succeed in one of the many avenues you chose to take.

The School of Hospitality and Tourism Management (HTM) had a big year in 2009 when we celebrated our 40th Anniversary and we were recognized as the Top HTM Program in Canada. What this means for you is that you are not alone. There has been 40 years of students who have been in your shoes feeling both nervous and excited about what is to come. In addition, our faculty and former students have made a mark on the industry, so upon graduation you will be given many opportunities to make your own mark and move forward in your chosen career path.

Four years ago, when I was in your shoes embarking on my journey, I hadn't fully realized what was so unique and special about our program. It soon became so clear to me that our program is so special because of the foundation it has been built upon; Our People! We build close relationships with our professors, the staff and each other that other students don't normally have the chance to do during their university career. We are proudly a close-knit HTM family and have many unique opportunities available to us through the strong support of our professors and staff members.

Throughout the year the Hospitality & Tourism Management Student Association (HTMSA) will be running a variety of events that will help to make the transition into university effortless and memorable. You have already attended our Orientation at Rockwood during O-week and the events that are still to come include our annual trip to New York City, numerous charity events such as Think Pink, a Charity Auction, the HTM Job Expo and Alumni Networking Night to name a few.

University life is about balance; along with the academic aspects there are many opportunities to become involved at the University of Guelph. Whether it is athletics or student governments or anything at all, I encourage you to make the most of your years here at Guelph. Put forth your best effort in both your academics and extracurricular activities because in the end it is important to be well-rounded and it will aid in your success in the hospitality and tourism industry that we passionately and proudly call our own!

Congratulations on becoming a part of our wonderful family that is HTM! I look forward to meeting and working with all of you!

Cheers,

Stephanie Walker
HTMSA President 2013-14
swalke04@uoguelph.ca

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YOUR SCHOOL - PAST, PRESENT AND FUTURE

The first Bachelor of Commerce (BComm) students in the then School of Hotel and Food Administration (HAFA) were admitted in September 1969. The 26 students in this class marked a milestone in the evolution of professional education for the hospitality, food service, accommodation and tourism industries in Canada. With the support of industry leaders and a strong need for professionally qualified managers, the first university degree program of its kind in Canada was created.

To help establish the School, industry provided funds to cover part of the initial capital outlay and operating expenses and the Hospitality Industry Founders' Fund was established. The remainder of this Fund was used to help build the 2003 addition to the building.

Initially, classes and offices of the School of Hospitality and Tourism Management were located in Macdonald Institute (MINS). In 1975, Macdonald Stewart Hall, attached to the older Macdonald Institute, was built to house the School. The new building was financed by the hospitality industry through the Founders' Fund. The Macdonald Stewart Foundation provided a naming grant for the building, continuing in the tradition of Sir William Macdonald who gave the campus Macdonald Institute and Macdonald Hall. The other donors to the original Macdonald Stewart Hall can be seen on a plaque outside the Director's office (MACS 201)

By 1976, the School had an enrolment of 300 students and six faculty. In addition to their teaching responsibilities these faculty conducted research, took an active role in professional associations and were involved in management education programs for the industry.

Professor George Bedell, the founding Director of the School, laid the groundwork for what has become one of the most respected hospitality management schools in North America. A photograph of Professor Bedell can be seen in the HTM Reading Room (across from MACS 203). Dr. Tom Powers was appointed Director in 1979 and under his leadership the faculty pursued doctoral studies, research activities were strengthened and management development programs for senior executives in the hospitality industry were established.

In 1983, the first Advanced Management Program for the Hospitality Industry (AMPHI) was launched. A one week program for middle managers, known as the Hospitality Management Development Course (HMDC), was also developed. Today, over 1,500 executives and managers from leading companies have completed the two programs. These programs have solidified our relations with the industry, and both the undergraduate and graduate programs have benefited greatly.

During the 1980s the enrolment of the School continued to grow and by 1986 there were 400 students and the faculty had grown to ten full-time members.

In 1987, Professor Michael Nightingale joined the School as its third Director. During the 1990s he led the development of the **HAFA Co-op program** which has become one of the most successful and frequently emulated of its kind. Student enrolment during this time peaked at 550 and the number of faculty increased to 17.

The School achieved another milestone with the introduction of a Master of Management Studies (MMS) graduate degree program in hospitality in 1992.

Professor Michael Haywood, a long-time faculty member of the School, was appointed Director in 1995 and Professor Nightingale became the Dean of the former College of Family and Consumer Studies (FACS). Professor Haywood, along with the faculty, continued to improve the School's learning, research and management development activities. In 1997, an addition was built at the back of Macdonald Stewart Hall to provide two case teaching classrooms, seminar rooms and office space. A list of the donors to this addition can be seen on the donor wall outside MACS 129.

Dr. John Walsh became Director in 1998. In May 2000 the Masters degree became an ***MBA in Hospitality and Tourism*** and a distance version of the MBA began in July 2000. In September 2000 the first students entered the new ***Tourism Management major*** of the Bachelor of Commerce program. May 2002 marked another important event in the School's history - we became the ***School of Hospitality and Tourism Management***. This name recognizes the addition of the Tourism Management major as well as a greater focus on management in all aspects of the hospitality industry.

In May of 2003, Dr. Marion Joppe became the School's sixth Director. Marion came to Guelph from Ryerson University's Hospitality and Tourism Management program where she had been a faculty member since 1995. Marion oversaw the completion of the atrium addition to the building which includes expanded food preparation and dining room facilities as well as an entrance and new main office for the School. The expanded food preparation space is now known as the ***Compass Group Culinary Management Facility*** and the restaurant is called ***PJ's Restaurant in the Atrium***. The restaurant is named for Cara's modern founder, the late Paul J. Phelan, to honour his entrepreneurial spirit, leadership and significant contributions to Canada's hospitality industry, and in acknowledgment of the generous gifts made in his memory by Cara Operations Limited, The Percy R. Gardiner Foundation and Mr. Gabriel Tsampalieros. The donor wall in the main entrance recognizes the individuals and companies who helped make the atrium addition possible.

Effective May 1, 2006, the University created the ***College of Management and Economics (CME)***. CME is an amalgamation of existing programs and includes the Department of Economics, the School of Hospitality and Tourism Management and the Department of Marketing and Consumer Studies as well as some contributions from the departments of Agricultural Economics and Business, Psychology and Political Science as part of the newly created Department of Business. CME was created to facilitate growth in the management and leadership programs at the University. The BComm has an entering class of almost 800 students and the graduate enrolment has also increased substantially, with executive management and leadership programs now among the largest on campus.

On September 1, 2007 Dr. Marion Joppe stepped down as the Director and accepted the School's first University Research Chair in Tourism. Celebrating Marion's outstanding research background, this was an excellent opportunity to strengthen the School's tourism and research program.

Concurrently in September 2007, Dr. Stephen Lynch was appointed Interim Director of the School. The School welcomed all sectors of the hospitality industry as active partners into School activities through a Career Awareness Week, two alumni-focused Executive-in-Residence programs, the Alumni Night and Job Expo. Hotel and restaurant industry partnerships were re-affirmed, alumni relationships were strengthened and on-going curriculum changes continued to prepare our graduates for the challenges of the industry. Incoming student numbers remained strong and the number of HAFA Co-op students beginning their work term was at an all-time high.

In June 2008, CME received approval to offer a PhD in Management and the first students were accepted for Fall 2009 into Services Management, Marketing and Consumer Behaviour and Organizational Leadership.

In October, 2009 HTM welcomed Dr. Kerry Godfrey as the School's seventh Director. Kerry is a Canadian, originally from British Columbia, who spent 20 years in the United Kingdom in higher education. During the 4 years prior to returning to Canada Kerry was the Dean of Business and Leisure at the UHI Millennium Institute in Inverness, Scotland. UHI is a partnership of colleges, learning and research centres, working together to provide university-level education to people throughout the Highlands and Islands of Scotland. Kerry was appointed Associate Dean Academic of the College of Management and Economics in March 2013 but continues to hold a teaching position in the School.

Dr. Joe Barth was appointed Interim Director in March 2013.

The future of our programs is as strong as at any other time in our history. As a new member of this community we hope you will play an important role in shaping the future of the School. Its success depends on your success.

HTM as PART of the UNIVERSITY of GUELPH

The **School** of Hospitality and Tourism Management (HTM) is part of the **College** of Management and Economics (CME), which is one of the seven colleges at the University of Guelph. The School offers 2 of the 9 majors in the Bachelor of Commerce (B.Comm.) **Program** - Hotel and Food Administration (HAFA) which also has a Co-op option (HAFA:C) and Tourism Management (TMGT). The acronym HAFA refers to one of the majors offered by the School and until May of 2002 was also the name of the School.

As a HTM student you:

- are part of the **College** of Management and Economics (CME),
- are enrolled in the B.Comm. **program**
- have a **major** in either Hotel and Food Administration (HAFA), Hotel and Food Administration Co-op (HAFA:C) or Tourism Management (TMGT) within the BComm program.

When you graduate your degree will indicate that you received a Bachelor of Commerce degree, but it will not indicate your major or the School's name. Your official University of Guelph transcript will indicate both your degree and major (HAFA, HAFA Co-op or TMGT).

For more information about HTM visit our home page at: <https://www.uoguelph.ca/htm/>

The University of Guelph's home page can be found at: <http://www.uoguelph.ca>

OUR VISION, MISSION, BELIEFS and VALUES

Vision

To be Canada's leading school, and amongst the world's best, for education and research in hotels, restaurants, food services, lodging, hospitality, food and tourism management.

Mission

Leaders Developing Leaders

Strategic Goals

- **Transformative Learning** – placing an emphasis on the integration of experiential learning across flexible and comprehensive management development programs.
- **Research that Counts** – through the conduct and communication of research that integrates current and emerging industry issues and challenges.
- **Community Engagement** – by actively working in partnership with industry on current and future learning development, outreach needs and opportunities.

Beliefs

We believe:

that student learning is our first priority.
 in a collaborative and supportive environment.
 in a constructive diversity of individuals and ideas.
 that learning is a lifelong responsibility.
 in excellence through high standards and continuous improvement.
 in ethical and professional behaviour.
 in scholarship that generates and disseminates knowledge.
 in pro-active change.

Values

The values of faculty and staff within the School of Hospitality and Tourism Management are:

A student-oriented learning environment that promotes the fullest development of its students' abilities and talents by:

- a) setting high expectations;
- b) providing effective assessment and feedback;
- c) fostering cooperation.

The University's learning objectives as well as the professional competencies required for a management career in the hospitality and tourism industry.

- The generation and dissemination of relevant research as it relates to the hospitality & tourism industries and management practices.
 Close links with the hospitality industry. HTM recognizes the industry's significant contribution to the School's development and acknowledges the School's responsibility to maintain an atmosphere of free and open debate with the industry on issues of mutual concern.
 Quality in teaching, research and service activities.

A balanced, integrative and inter-disciplinary approach toward teaching, research and service activities.

An ethical responsibility to the University, the community, and the hospitality & tourism profession. This responsibility particularly pertains to matters concerning equality in the work and learning environment.

A collegial environment that is conducive to cooperation and scholarly debate, re-evaluation of ideas and individual growth.

The contributions to the life of the School made by individual students, student councils and alumni.

The unique strengths and contributions of each faculty and staff member associated with the School and its programs; and the role of administrative systems in maximizing these strengths and the quality of these contributions.

Cooperation with other programs and units within the University and cooperation with other universities, especially those concerned with the hospitality/tourism industry and management-oriented education and research.

THE UNDERGRADUATE PROGRAM

Underlying Philosophy

The School of Hospitality and Tourism Management is dedicated to preparing its students for management careers in the hospitality industry. Its mandate is:

“to give students a broad exposure to the basic disciplines and a sound professional management education which prepares graduates for responsible positions in the hospitality, tourism and food service industries.”

The School of Hospitality and Tourism Management produces graduates who will become managers with an understanding of how to capitalize on opportunities, resolve problems and limitations of their facilities, manage service operations, market their facility and services to customers and develop excellent staff relations.

Curriculum

The majors within the School of Hospitality and Tourism Management consist of three components and each component has a specific objective, although there is obviously some overlap.

- 1) **Foundation Courses** - These are the courses upon which professional studies will be developed. Since students study different subject areas in high school, the intention is also to introduce them to other disciplines and thereby ensure some "levelling" of exposure by the end of first year.
- 2) **Professional Knowledge and Skills** - These courses constitute the core of the program and cover hospitality & tourism as well as business subjects. For the most part, these courses adopt a functional approach and have a unit-level or tactical management orientation.
- 3) **Conceptual Skill Development** - These courses, although relatively few in number, are crucial to the overall program, because their aim is to sharpen problem-solving and decision-making skills through the use of the case teaching method. These courses also focus on strategic issues, usually in multi-unit operations and encourage a multi-disciplinary perspective.

Bachelor of Commerce (B.Comm.) Core

The B.Comm. program is interdisciplinary in nature and designed to give students a sound professional management education with a focus on a specific industry sector, preparing graduates for positions of responsibility in particular areas of management and business. In addition to specializing in a major area of study, the **BComm core** program ensures that each major also provides a comprehensive business / commerce education to all students.

The B.Comm. core includes the following 6.50 credits:

Year 1

ECON*1050	[0.50]	Introductory Microeconomics
ECON*1100	[0.50]	Introductory Macroeconomics
MATH*1030	[0.50]	Business Mathematics
MCS*1000	[0.50]	Introductory Marketing
MGMT*1000	[1.00]	Introduction to Business

Year 2

ACCT*2220	[0.50]	Financial Accounting (maybe taken in Year 1)
ACCT*2230	[0.50]	Management Accounting
ECON*2560	[0.50]	Theory of Finance
HROB*2100	[1.00]	Managing People in Organizations

Year 3

MGMT*3320	[0.50]	Financial Management
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Year 4

MGMT*4000	[0.50]	Strategic Management
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Other B.Comm. requirements are accommodated by specialized courses within the major or through specific courses chosen by the major from those available on campus.

The core for HAFA and TMGT majors also includes the following 4.00 credits:

Liberal Education Requirement -1.50 credits (See p. 11 and Exhibit 6 on p. 82 for details)

HTM*3120	[0.50]	Service Operations Analysis
MCS*2020	[0.50]	Information Management
HTM*3080	[0.50]	Hospitality and Tourism Marketing
MCS*3040	[0.50]	Business and Consumer Law
STAT*2060	[0.50]	Statistics for Business Decisions

HAFA and Tourism Management Majors

The School offers a major in Hotel and Food Administration (HAFA) and one in Tourism Management (TMGT) as part of the Bachelor of Commerce (BComm) program. There is also a Co-op version of the HAFA major.

For the **regular HAFA major** 15.00 or 15.50 of the 20.00 credits are specified as core requirements, 2.50 or 3.00 are restricted electives chosen from a specified list (see Exhibit 3, p. 71), 1.50 are the Liberal Education Requirement (see Exhibit 6, p. 82) and 0.50 are free electives. The **HAFA Co-op** major also consists of 20.00 credits and 15.50 or 16.00 are specified as core requirements, 2.50 or 3.00 are restricted electives and 1.50 are the Liberal Education Requirement. The number of core courses and restricted electives for these two majors depends on whether you must take CHEM*1100 Chemistry Today in your first year. Students who completed Grade 12/4U Chemistry (SCH4U) in high school are not required to take CHEM*1100, but must take 3.00 credits in restricted electives.

The **Tourism Management major** also consists of 20.00 credits. For this major 15.00 credits are specified as core requirements, 2.50 as restricted electives (see Exhibit 5, p. 78), 1.50 are the Liberal Education Requirement (see Exhibit 6, p. 82) and 1.00 are free electives.

Unlike some other programs offered at Guelph, BComm has no limit on the number of 1000 or 2000 level introductory courses that may be taken.

The specific Schedule of Studies for these three BComm majors is outlined in the 2013-2014 Undergraduate Calendar (<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c10/c10bcomm.shtml>) and has been reproduced in Exhibit 2 (p. 68) and Exhibit 4 (p. 75).

You are required to follow the Schedule of Studies outlined in the calendar when you entered the program. For example, students who entered in Fall 2009 follow the 2009-10 Undergraduate Calendar throughout their program.

NOTES:

- 1) Given the professional and applied nature of the BComm program **there are no double majors or minors associated with the degree**. Elective options enable students to select courses which support or complement their primary field of study.
- 2) Students interested in earning the *Certificate in Leadership* can use a combination of restricted, Liberal Education and free electives to do so. See <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c11/c11-certdip-lead.shtml> for information about this certificate and its course requirements.

Liberal Education Requirement

The **Liberal Education Requirement** is designed to provide business students with exposure to and some understanding of a range of disciplines in the Arts, Social Sciences and Mathematical and Natural Sciences. All BComm students, including HAFA, HAFA Co-op and Tourism Management majors, are required to complete 1.50 credits from at least two (2) different subject prefixes as listed in the *BComm Program Information* section of the 2013-14 Undergraduate Calendar . See Exhibit 6 (p. 82) for a list of acceptable prefixes.

Double counting is not permitted within the B.Comm. Program. Therefore, students cannot use courses required in their schedule of studies (core/required courses) to meet the this requirement and cannot count a course as both a Restricted elective and towards the Liberal Education Requirement.

HAFA Co-op Major

The principal aim of the HAFA Co-op program is to facilitate the transition of students from academic studies to a professional work life by enhancing the integration of theory and practice. The Co-op program provides an opportunity for students to reinforce, evaluate and develop their knowledge and skills through:

- systematic exposure to several working environments, thereby developing interpersonal skills and realistic career expectations.
- experiencing operational practices that cannot be provided within the School.
- examination of the management processes involved in the utilization of financial, physical and human resources, and how these impact on the employee/customer relationship.
- development of critical thinking as a result of the observation, analysis and evaluation of work situation and, where possible, experience in the exercise of judgement and decision-making at a supervisory level.
- appreciation of the interdependence between different parts of a business enterprise.
- preparation of written work that demonstrates an integration of theory and practice.

In addition to the academic courses, the HAFA Co-op program consists of three consecutive 4-month work semesters. This 12 month work term begins at the end of the second year and runs from the beginning of May that year to the end of April the following year. The entire HAFA Co-op program is completed over a 5 year period.

Co-op Majors Must Maintain a 70% Average in First Year:

The University of Guelph believes Co-op students need to have a strong academic background before they go out on their first work term. Therefore, **Co-op students must obtain a cumulative 70% or higher average by the end of first year while taking at least 2.00 credits (4 courses) each semester.** The 70% average overall includes all your classes. This average is assessed in May after Cooperative Education Services (CES) receives first year marks from Academic Records. Students who do not maintain the 70% average are automatically withdrawn from their co-op program, but can continue in the regular major provided they meet Continuation of Study requirements (see Exhibits 7 and 8 on pp. 83 and 84). However, if there are specific circumstances that affected your academic performance and explain why your average is below 70%, you can appeal the decision. For more information about appeals, contact one of the BComm Program Counsellors (MINS 207 or bcomm@uoguelph.ca).

COOP*1100 Introduction to Co-operative Education:

COOP*1100 is a **required, non-credit course** for all students in the co-op program. During the employment process, you are competing against your classmates, other senior students in your program, and students at other universities. This course is designed to prepare you for that level of competition. The course will help you to identify and market your strengths, enhance your resume and cover letter writing skills, increase your comfort and skill during interviews, and learn more about the co-op employment process. You'll receive feedback from the instructor and peer helpers, and hear from employers and senior co-op students in your field.

You'll also get a "trial run" of what it's like to be "looking for your work term job" through the Virtual Employment Process (VEP) - you'll learn all the steps involved, plus get an idea of the time commitment required and challenges to expect.

Hafa Co-op students **must** take COOP*1100 in the Fall semester of second year.

Co-op Work Semesters:

The focus of a particular work semester depends on the background of the student, his/her career goals and the positions available at that point in time. One typical work semester might involve a student working at an operative level in at least two areas such as food service, rooms etc., whereas a student with more experience might be involved in some administrative or supervisory responsibilities. Some jobs are quite flexible and may combine both operational and supervisory components.

Employers involved in this program look to the student for:

- a commitment to the hospitality and tourism industry.
- a willingness to learn and be highly motivated.
- an excellent grounding in hospitality subject areas.
- an appreciation of the importance of customer relations.
- an ability to analyze and evaluate situations, as well as to communicate clearly.

Through their work terms, Co-op Hafa majors automatically meet the **'Hospitality and Tourism Work Experience Graduation Requirement'** (see p. 13).

For more information about Co-op at the University of Guelph visit the Co-operative Education Services (CES) website at: <http://www.coop.uoguelph.ca/> .

Professor Bruce McAdams is the HAFA Co-op Advisor. You can contact him in MACS 204, at Ext. 56597 or by e-mail at bmcadams@uoguelph.ca.

Conditions Required for Graduation

To graduate with a Bachelor of Commerce degree in either Hotel and Food Administration (regular or Co-op) or Tourism Management a student must satisfy all of the following conditions:

have successfully completed a minimum of 20.00 approved credits according to the Schedule of Studies for their major.

have successfully completed 1.50 credits from the Liberal Education Requirement list (see p. 11 and Exhibit 6, p. 82),

be meeting Continuation of Study requirements (see Exhibits 7 and 8, pp. 83 and 84).

Students are NOT eligible to graduate while on Probationary or Required to Withdraw status and therefore must have a minimum cumulative average of 60.0%,

have taken at least 5.00 of the credits required for graduation in their program at the University of Guelph, ①

have completed at least 60% of the 3000 and 4000 level courses required for graduation at the University of Guelph, ① and

have completed the required number of hours of work experience in the hospitality and tourism industry (see below).

Note: WebAdvisor does *not* keep track of work experience hours. This is done manually by Valerie Allen, the HTM Undergraduate Academic Advisor.

① University of Guelph courses include courses taken on exchange and study abroad programs. Letter of permission courses are not included.

Hospitality and Tourism Work Experience Graduation Requirement

Verified work experience in the hospitality and tourism industry is a graduation requirement for all HAFA and Tourism Management majors in the BComm program. A total of **1200 hours** of work experience must be verified using the *Hospitality and Tourism Work Experience Verification Form* (Exhibit 9, p. 85 or <http://www.htm.uoguelph.ca/links-forms-brochures.shtml>) before a student can be approved to graduate. The amount of employment is stated in hours rather than weeks or days to allow for various types of employment, including part-time and volunteer. **Two or more positions with different responsibilities with two (2) or more employers are preferred requirements.**

Objectives of the Work Experience Requirement

The objective of the hospitality and tourism work experience graduation requirement is to ensure that students have a balance between theory and practice in the industry. Students will:

learn more about their career interests and gain valuable experience in the various parts of the hospitality and tourism industry.

recognize, develop and practice the skills they will need in order to be successful in their future careers.

put their classroom theory to use in the industry and gain further insights into their academic assignments.

be able to compare and contrast (and make intelligent career choices) different types of companies and cultures and work environments.

improve their eventual marketability upon graduation.

What Type of Work Experience Counts?

Work experience must be related to the hospitality and tourism industry, but in order to give students as much flexibility as possible the hospitality and tourism industry is interpreted in its broadest sense. The following definition of the industry is a guideline:

The hospitality and tourism industry includes not only those establishments conventionally associated with the name such as hotels, clubs, fast food, tourist agencies, attractions, resorts, foodservice suppliers and restaurants, but also any firm or establishment engaged in foodservices or housing for temporary and/or permanent residents such as dormitories, seniors residences, in-flight foodservice kitchens, school cafeterias or any type of health care facility.

Two (2) or more positions with different responsibilities with two (2) or more employers are preferred requirements. There is no requirement regarding the specific level of jobs required and entry level jobs are acceptable, but the School hopes that students will try to progress to supervisory positions. It is the student's responsibility to ensure that any job they are considering is acceptable by consulting the School's Academic Advisor who will consider their individual situation. When there are extenuating circumstances necessitating that a student work outside the hospitality and tourism industry for some of their hours a note will be put into their student file and documentation may be required. Volunteer as well as paid employment is acceptable.

Time Frame for Completing Work Experience

The 1200 hours of work experience are to be obtained while enrolled in the program OR since the age of 18 years. However, many transfer students entering the HAFA and Tourism Management majors already have considerable work experience and it is not necessary for them to obtain extensive further experience. Therefore, the number of hours transfer students are required to complete is pro-rated based on the number of credits they receive towards their major (e.g. if a student receives 5.00 transfer credits they are required to complete 900 hours of work; 10.00 credits, 600 hours etc.). **A minimum of 500 hours of work must be completed and verified while enrolled in the program. In other words, a student cannot complete all of their work experience hours prior to entering their program.** Advanced standing students with little or no hospitality and tourism work experience are required to complete the full 1200 hours.

Students must submit their completed 'Hospitality and Tourism Work Experience Verification Forms' (Exhibit 9, p. 85 or <http://www.htm.uoguelph.ca/links-forms-brochures.shtml>) **to the School's Academic Advisor no later than the application deadline for graduation (usually 2 months prior to the end of their program and 4 months before their graduation ceremony). If a student has not completed the required number of hours of hospitality and tourism work experience by the time they apply to graduate then permission to graduate will be denied until the work experience is completed and verified.**

Verification of Work Experience

It is the student's responsibility to ask each employer to complete a **Hospitality and Tourism Work Experience Verification Form** (available on the HTM website at <http://www.htm.uoguelph.ca/links-forms-brochures.shtml>). The completed forms must be returned to the School's Academic Advisor who will place them in the student's file. **WebAdvisor does not keep track of the work experience requirement.**

The School of Hospitality and Tourism Management retains the right to verify the accuracy of the information submitted and employers may be contacted using the phone number and address on the verification forms.

HABA Co-op majors who successfully complete their three (3) work terms will automatically meet these guidelines without having to complete and submit *Hospitality and Tourism Work Experience Verification* forms.

ACADEMIC ADVISING - TO SUPPORT YOU

The Role of Academic Advising

Universities can be intimidating and impersonal institutions, especially for new students. In order to address this problem, the University provides various counselling services ranging from academic to personal counselling.

Although *it is the responsibility of students to ensure they meet all the University regulations*, the School places particular emphasis on supporting students through its own academic advising activities. Indeed, the School has always assigned at least one faculty member to co-ordinate its advising system. The function of the HTM academic advising system is to act as a resource in the following ways:

To advise students on routine academic procedures such as dropping and adding courses, the course selection period, medical notes etc.

To provide students with information about the academic requirements of their major, including their selection of courses, various prerequisite requirements for courses and graduation requirements.

To provide initial counselling to those students who are in academic difficulty and to refer students to other campus services such as the BComm Program Counsellor (MINS 207), as necessary. For example, assisting students on Probation in understanding their academic requirements while on Probation.

To be aware of career and graduate study opportunities related to the hospitality and tourism industry.

To support students with personal problems that are affecting their academic performance adversely. Quite a few students fall into this category during the four years. In such instances, it is advisable to let Valerie Allen, the School's Academic Advisor (MACS 206, Ext. 58710 or vallen@uoguelph.ca) know of the specific situation **before** rather than after it has an impact on your studies or exam results. The University has various procedures relating to illness and compassionate situations.

Although the School tries to meet the above obligations to the best of its ability, it is the student's responsibility to initiate action and provide the necessary information.

HTM Undergraduate Academic Advisor:

Valerie Allen, the HTM Undergraduate Academic Advisor, advises all **TRANSFER** students. Since the programs of transfer students are generally out of sequence and their course planning is more difficult, they are **strongly advised** to consult Valerie Allen regarding course selection *each semester*. Other students with concerns that are of a non-routine or personal nature may be referred to Valerie Allen by their Year Advisor, or may approach Valerie directly. Since the issues involved in these instances can be quite time consuming, whenever possible you are asked to make an appointment by contacting Professor Allen at Ext. 58710 or by e-mail at vallen@uoguelph.ca .

Planning Electives in Your Program

Both the HAFA and TMGT majors are intentionally structured to provide you with more electives in your third and fourth years when you will have a better idea of which subject areas most interest you.

Restricted electives for each major have been categorized to facilitate areas of specialization (see the second page of Exhibits 2 and 4, pp. 69 and 76). Although there are no minors in the B.Comm. program, you may wish to focus on one of these areas. This does require you to start planning now, because many restricted elective courses have prerequisites. Indeed, you may find that the prerequisites, in turn, also have prerequisites. For example, as a HAFA student you may want to take Labour Economics (ECON*3520). One of the prerequisites for this particular course is Intermediate Microeconomics (ECON*2310), which in turn has the prerequisites Introductory Microeconomics (ECON*1050) and Introductory Macroeconomics (ECON*1100). You will take ECON*1050 and ECON*1100 in your first year, but you need to plan when you can fit ECON*2310 into your program.

Another major reason for developing a basic 'game plan' now is so that you have some idea as to your options when a prerequisite you want clashes with a core course. There are often changes in course offerings, so it is advisable to review your 'game plan' before each course selection period.

In order to assist you with planning, program planning checklists have been provided in Exhibits 17, 18 and 19 (pp. 101 -103) for the HAFA, HAFA Co-op and Tourism Management majors. It is suggested that you update your own program planning checklist at the end of each semester.

Exhibits 3 and 5 (pp. 71 and 78) list the Restricted Electives for the two majors, alphabetically by course prefix. These lists also include the prerequisites, co-requisites and major restrictions for each course.

NOTE: *You may select credits in any foreign language (Chinese, French, German, Greek, Italian, Latin, Portuguese or Spanish/Hispanic Studies) as Restricted electives. Students without a second language are strongly recommended to take language courses.*

Key Academic Regulations

Continuation of Study

The continuation of study requirements at the University of Guelph are based on the principle that students ***must maintain a minimum cumulative/overall average of 60%***. To allow for the transition to university for *students entering from high school*, some leniency has been built into the minimum average requirement during the first 5.00 credit *attempts* (See Exhibit 7, p. 83).

When deciding on whether you are eligible to continue in your program, the University reviews your cumulative average first. If your cumulative average does not meet the required minimum of 60%, then you will be either placed on probation or required to withdraw from the University for a minimum of two semesters.

You should keep in mind that even one very low mark will bring down your cumulative average, although you do well in your other courses. Consequently, each semester you should be aware of the last day to drop courses without penalty (i.e. the 40th class day).

Probationary Status

If you are placed on PROBATION, you will be **required to obtain a minimum 60% semester average** (see the charts in Exhibits 7 and 8, pp. 83 and 84) **each semester until your cumulative average is 60% or higher. A semester consists of 1,2,3,4,5 or 6 courses and Summer as well as Fall and Winter semesters are included.** Therefore, students who are on Probation and taking only one (1) Summer semester course, are cautioned that they must obtain 60% in that course. In subsequent semesters, you would be placed back on regular status, allowed to continue on probation or required to withdraw. Students are taken off probation once their cumulative average is greater than, or equal to 60%.

Last Day to Drop Courses (40th Class Day)

All course drops from a student's program for a particular semester must be completed by the dates specified in the Schedule of Dates in the current on-line Undergraduate Calendar (<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c03/index.shtml>). Courses that are one semester long must be dropped by the end of the fortieth class day. Dropping of a course after the 40th class day is allowed only in exceptional circumstances and requires the approval of the BComm Program Counsellor (MINS 207) or the BComm Academic Review Sub-Committee

Before the last day to drop, it is a good idea to evaluate how you are doing in each of your courses. If you know you are likely to fail a course it may be better to drop the course. This can be particularly true of distance education courses where students have a tendency to "give up on a course" and then obtain a very low grade (e.g. less than 40%) which obviously brings down their cumulative average considerably. Remember, Valerie Allen, the HTM Undergraduate Academic Advisor is always there to assist you.

Course Selection Period

Course selection refers to a specific 3-week period of time each semester when you select courses for the following semester. Students are responsible for completing their course selection **by using the WebAdvisor computer system accessible through the University's website, either on-campus from various sites including residence or from off-campus**

It is important to do your course selection as soon as your Course Selection Window opens for several reasons:

- courses and/or sections of courses may be full after Course Selection Period and those who have not selected courses may not be able to enrol in them. Indeed, there have been several occasions when students have had to return for an extra semester just to pick up one course.
- individual course approvals are not required during Course Selection Period whereas they may be required during the Add Period.

- your fees are determined by Student Financial Services based on the number of courses you select.

Prior to the Course Selection Period each semester you will receive e-mail message telling you where to find the '**HTM Course Selection Memo**' on the HTM website (<http://www.htm.uoguelph.ca/>) . This memo will give you advice about which courses are being offered and which ones you should take in the following semester. The courses in this program are intended to be taken in a particular sequence so that prerequisites can be met, therefore it is important for you to follow the instructions in this memo. In particular, pay close attention to the

charts at the end of the memo which indicates which courses you should take based on your alphabetical group. For example, first year students cannot just take second or third year courses.

Although students who are ELIGIBLE to CONTINUE do not need program approval when completing course selection if you are unsure about your choice of courses it is a good idea to consult with your Year Advisor or Valerie Allen, the HTM Undergraduate Academic Advisor.

To avoid problems during the course selection period.

- **DO NOT** select courses where the lectures/seminars/labs clash with each other, resulting in a timetable conflict. The WebAdvisor program will not alert you to course conflicts (lectures, seminars and/or labs scheduled at the same time) so **you must plan** your courses to avoid these conflicts.
DO NOT select courses for which you do not have the prerequisites. This includes courses which require a certain of credits completed. In such instances, WebAdvisor is programmed to reject your selection of courses.
DO NOT leave your course selection until the last moment, particularly if you need a Course Waiver in order to take a course.

Permission to Take 3.00 credits in a Semester

Students are normally restricted to selecting a maximum of 2.75 credits during course selection and up to the last day of the add period. With approval from the BComm Program Counsellor (MINS 207), under exceptional circumstances, a student can enrol in more than 2.75 credits earlier in the Course Selection Process.

Dropping and Adding Courses, Changing Seminar or Lab Sections

Courses are designated as being either **REGULAR** or **PRIORITY ACCESS (PAC)**. Priority Access Courses (PACs) have restriction rules placed on them in order to control registration where there is a demonstrated need to restrict access to a particular cohort of students on a priority basis (e.g. BComm, HAFA students only, or students with a minimum number of credits etc.). Many courses will also have limits on the class size. Any course that is not designated a PAC is considered to be a REGULAR course.

You will need a **Course Waiver Request Form** signed in order to take a Priority Access course if you do not meet the restrictions placed on the course or if the course has reached its designated capacity. *Course Waiver Request* forms are signed by the instructor or the departmental representative in the Departmental offering the course. Valerie Allen, the HTM Undergraduate Academic Advisor (MACS 206), signs all Course Waiver Requests for HTM courses. A **Course Waiver Request Form** may be downloaded from the Office of Registrarial Services website (<http://www.uoguelph.ca/registrar/>) by clicking on 'Downloads' on the right hand toolbar.

NOTE: ***If you have obtained a signed 'Course Waiver Request' form allowing you to take a course, this form must be processed by Student Records, Office of Registrarial Services (UC Level 3). Once the form is processed then you are registered in the course.***

Dropping and adding of courses, changing seminar and lab sections can be done on-line using WebAdvisor.

Courses (both REGULAR and PAC) may only be **ADDED** during the Add Period at the beginning of each semester (see Schedule of Dates section of the current on-line Undergraduate Calendar). The addition of a course after the end of the Add Period will be considered only in exceptional circumstances (e.g. illness or compassionate grounds during the first 3 days of classes, late resolution of appeals, failure of a deferred exam, University errors in registration procedures) and requires the approval of both the course instructor and the BComm Program Counsellor (MINS 207). If you do not have the required prerequisite or do not meet the course restrictions you will need a signature on a **Course Waiver Request** form in order to add a PAC.

Courses (both REGULAR and PAC) may be **DROPPED** up until the 40th class day. Permission to drop courses after the 40th class day is only granted by the BComm Program Counsellor (MINS 207) under very extenuating circumstances

Prerequisite Waivers

It is sometimes possible to have the prerequisite(s) waived for a particular course. A **Course Waiver Request Form** may be downloaded from the Office of Registrarial Services website (<http://www.uoguelph.ca/registrar/>) by clicking on 'Downloads' on the right hand toolbar. It is the instructor or department's decision as to whether or not the prerequisite should be waived and is not automatically granted. This form must be signed by the instructor or the designated departmental representative. **Once the form is signed it must also be processed by Student Records, Office of Registrarial Services (UC Level 3) before the end of the Course Selection Period.** Valerie Allen, the HTM Undergraduate Academic Advisor (MACS 206), signs Course Waiver Requests for all HTM courses.

Medical or Compassionate Problems

In order to obtain academic consideration for medical or compassionate problems, you should follow the procedure outlined in the current on-line Undergraduate Calendar, by clicking on 'VIII - Undergraduate Degree Regulations and Procedures, then 'Academic Consideration and Appeals' (<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac-ac.shtml>). If you have medical documentation, it **must** be handed in to the BComm Program Counselling Office (MINS 207) which will circulate copies to all your instructors. You should always inform your instructor in writing if you want to obtain academic consideration. You are strongly advised not to write midterm or final exams if you are not feeling well. Instead, you should obtain medical documentation and speak to the instructor.

Please consult, Valerie Allen, the HTM Undergraduate Advisor if you have any questions (MACS 206 or vallen@uoguelph.ca).

Deferred Final Exams and Privileges

If you are unable to write a required final exam, complete a final assignment, or complete a work term report by the deadline due to medical, psychological or compassionate circumstances, you may be eligible for a deferred privilege. A deferred privilege is the opportunity to write the final exam or complete the final course requirement after the end of the semester. The Bachelor of Commerce Academic Review Sub-Committee grants deferred exams and privileges to HTM students. **Course instructors do NOT have the authority to grant deferred final exams or**

privileges. Instructors can only grant academic consideration for work that is due during the semester and cannot grant extensions beyond their deadline for submission of final grades.

You should consult the HTM Undergraduate Academic Advisor or the BComm Program Counsellor and submit a **Request for Academic Consideration** form to the BComm Program Counselling Office (MINS 207). It is the student's responsibility to consult an advisor as soon as extenuating circumstances affect academic performance, in order to initiate action and provide any required documentation. For further information consult the current on-line Undergraduate Calendar by clicking on 'VIII -Undergraduate Degree Regulations and Procedures, then 'Deferred Privileges'

(<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-defpriv.shtml>).

Deferred privileges are completed in the semester immediately following the semester when the course was taken.

Please know that *supporting documentation* (medical note, letter from a counsellor, death certificate, obituary, letter from a lawyer etc.) must accompany any Request of Academic Consideration.

Letters of Permission

If you wish to take a course at another university **and** have that course considered as a credit towards your BComm program at the University of Guelph, you must complete a **Request for Letter of Permission** form and obtain the necessary approvals/signatures from the HTM Undergraduate Academic Advisor, Valerie Allen (MACS 206) and the BComm Program Counsellor (MINS 207). The form must be completed prior to applying for admission at the other university. Letter of Permission forms can be obtained from the Office of Registrarial Services (U.C. Level 3). For further information consult the current on-line Undergraduate Calendar by clicking on 'VIII - Undergraduate Degree Regulations and Procedures, then 'Letter of Permission' (<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-lop.shtml>)

Other Key Regulations

Academic regulations and other important information can be found in the current on-line Undergraduate Calendar at <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/>, as follows:

- **Academic Consideration and Appeals** - Section VIII
- **Academic Misconduct** - Section VIII
- **Adding Courses** (How and when you can add courses?) - Section VIII
- **BComm Program** (The program of study for each of the BComm majors) - Section X
- **Continuation of Study** (Are you eligible to continue in your program?) - Section VIII
- **Deferred Privileges** (Deferring exams due to illness etc.) - Section VIII
- **Description of University of Guelph courses** - Section XII
- **Description of Hospitality and Tourism Management (HTM) courses** - Section XII, then Hospitality and Tourism Management
- **Dropping Courses** (How and when you can drop courses?) - Section VIII
- **Examinations** (Midterm and final exam procedures and regulations) - Section VIII
- **Failed Courses** - Section VIII
- **Fees and Refunds** - Section VI
- **Grades and Grading Procedures** (What does an A or B mean?) - Section VIII
- **HABA Major Schedule of Studies** - Section X, then Bachelor of Commerce, then Hotel and Food Administration (HABA)

- **HAFACo-op Major Schedule of Studies** - Section X, then Bachelor of Commerce, then Hotel and Food Administration (Co-op) (HAFAC:C)
 - Grade Reassessment** (What to do if your grade in a course is wrong?) - Section VIII
 - Graduation** (Requirements, fees, types of degrees, standing on graduation) - Section VIII
 - Letters of Permission** (Taking courses at another University) - Section VIII
 - Schedule of Dates** (including last day to drop courses, deferred exam dates, course selection period, exam period etc.) - Section III, then the appropriate semester
 - Scholarships and Awards** - Section IX
 - Student Type** (regular vs. special) - Section VIII
 - Supplemental Privileges** (What if I fail a course in my graduating semester?) - Section VIII
 - Tourism Management Schedule of Studies** - Section X, then Bachelor of Commerce, then Tourism Management (TMGT)
 - Withdrawal from a Semester (Hiatus)** - Section VIII

ACADEMIC INTEGRITY

Have you ever been:

- ◆ confused about how to cite your sources properly?
- ◆ worried you might be unfairly accused of academic misconduct?
- ◆ tempted to borrow from someone else's work?

If you answered "yes" to any of these questions, or if you have other questions about the academic code of ethics, then the Learning Commons '**Academic Integrity Tutorial**' (<http://www.academicintegrity.uoguelph.ca/>) is something you should read.

Here are some key pieces of information from the website and tutorial.

What is Academic Integrity?

Academic integrity is a code of ethics for teachers, students, researchers, and writers. Academic Integrity is fundamental to the University of Guelph's educational mission. Trust in the integrity of scholarly work is the foundation of academic life and the value of our university's degrees.

A Code of Ethics for Students and Faculty

The ethical person does *not*:

- ◆ claim credit for the work of another
- ◆ falsify documents
- ◆ obstruct another person's ability to perform academic tasks in order to gain an unfair advantage
- ◆ disobey the rules of ethical research, or improperly obtain access to privileged information or disseminate that information.

As a student at the University of Guelph, not only should you obey this code of ethics, but you also have the right to expect that your teachers will obey it as well: that they will grade you fairly and that you will have due process if accused of misconduct.

University of Guelph Expectations of Students

The University has expectations of its students too: one of these expectations is that they will honestly engage in the learning process. Since teaching is often understood as a dialogue or conversation between teachers and their students, with learning as the result, you can understand that if a student is falsifying one side of the conversation, no real dialogue is going on. Instead of growing and advancing in learning and understanding, unethical students are going to suffer. In the short run, they may be caught and charged with academic misconduct, resulting in failure of a course, suspension, or expulsion from university. In the long run, they will be unprepared for their profession when they graduate.

Academic Culture is Damaged When Academic Misconduct Occurs

Academic misconduct is a general term describing the act of perpetrating academic offences detrimental to the university's learning environment, offences which destroy that trust we have said is essential for academic life. Every member of the University of Guelph community is

responsible for maintaining the integrity of scholarship and research. This means that academic misconduct, whether it takes the form of

- ◆ plagiarism
- ◆ copying another's work in tests, lab reports, theses, journal articles, or computer programs
- ◆ damaging, hiding, or destroying library books
- ◆ falsifying health certificates
- ◆ cheating on exams

will *not* be tolerated. We must all work together to prevent cheating. We all know that we should not cheat; nor should we allow others to put honest students at a disadvantage by failing to maintain academic integrity.

Why Academic Integrity is Important

Academic misconduct limits learning and disadvantages honest students: these are two reasons that make it unacceptable. There are others. One is that, since knowledge is built on the foundations of the research that has gone before, we have to trust that what others say they have done is valid. If it is not, subsequent work based on that foundational knowledge will itself be flawed. Another reason is that, once chosen, the path of academic misconduct can lead to further trespasses, and thus can have practical consequences in the world outside of the university.

HTM Style Guide

Using the APA referencing guidelines in the *Hospitality and Tourism Management Style Guide* (Appendix 12, pp. 88 to 95) will help you avoid plagiarism and send out a message to anyone reading your papers that your work is academically rigorous and professional. You need to use the HTM Style Guide whenever you're citing or using someone else's material in your written assignments. This doesn't just refer to direct quotations from another document or text. It can also refer to conclusions, ideas, or data that someone else has developed. It can even refer to the particular way that someone else has presented those conclusions, ideas or data.

To learn more about Academic Integrity complete the Learning Commons Academic Integrity Tutorial (<http://www.academicintegrity.uoguelph.ca/>) and read this article: http://www.lib.uoguelph.ca/assistance/writing_services/resources/components/documents/plagiarism.pdf

You will find the following in the tutorial:

- ◆ Definitions of Academic Integrity and Plagiarism
- ◆ A Video vignette depicting an issue of academic misconduct involving U of G students
- ◆ Rules, Regulations, and Penalties for Academic Misconduct at the University of Guelph
- ◆ Illustrations of how to avoid unintentional academic misconduct and plagiarism
- ◆ Short quizzes to test your understanding of the rules governing academic work

By the time you've completed the tutorial, you should have a better understanding of how to avoid academic misconduct and why academic integrity is so important. This will make you feel more secure when you complete your assignments. There are two sections to the tutorial. The first discusses the more general topic of academic integrity; the second focuses on plagiarism.

INTERNATIONAL EXCHANGE OPPORTUNITIES

Given the increasing globalization of business, many students wish to spend a semester studying in another location or at an institution located in another country. Studying abroad can be one of the most rewarding experiences a person can have. However, preparing to study, volunteer, or work abroad requires a great deal of time, thought and planning.

Exchange programs offer students an opportunity to take courses at a university abroad, normally for one semester, but for up to a year. Students earn credit toward their degree at Guelph. In return, students from the host university study at Guelph. While on exchange, students are registered at both their home and exchange institution, pay their tuition fees at their home university, take regularly scheduled courses at the host university and are subject to the policies and regulations of the host institution. Guelph students attending other institutions are required to pay the University of Guelph the cost of full-time tuition and compulsory fees (less the Bus Pass fee), regardless of the number of course credits taken while on exchange. Grades are forwarded to the home institution at the end of the study period with students receiving grades of pass, fail or outstanding pass on their transcripts. These courses do not affect your University of Guelph cumulative average.

Semester abroad programs offer students an opportunity to study in another country with a group of University of Guelph students and faculty. Students have a choice of 6 or 7 courses that they normally can count as free or restricted electives or liberal education. Like exchanges, students pay University of Guelph tuition and compulsory fees. Semester abroad opportunities include the London, Paris and Krakow Semesters.

Applications to participate in exchange and semester abroad programs are made through the Centre for International Programs (CIP) in the University Centre, Level 3. Students are only able to apply after attending a 'Study Abroad Information Session'. To sign-up for a session go to the CIP website (<http://www.uoguelph.ca/cip/>), then the "Guelph Students" tab. Until you attend a 'Study Abroad Information Session', you do not have access to the online Study Abroad Applications.

Exchange and semester abroad opportunities are awarded on a competitive basis. Your application does not guarantee that you will be successful. A 70% cumulative average is necessary to apply to an Exchange or Semester Abroad Program. Because these programs are academic programs and the selection process is competitive, your marks do count. Applicants with cumulative averages lower than 70% will be considered if there are extenuating circumstances such as illness that resulted in a lower cumulative average.

Exchanges in Australia, New Zealand and the UK are the most applied to locations. Each year, there are a limited number of places at each of our partner universities and these numbers vary every year based on the number of students that are sent to Guelph from these locations. Typically, each school has one to five places available. Your chances of being a successful applicant are based on the number of Guelph students that apply to the locations you've applied to, the number of spaces we have available at those locations and your application. Your application includes your cumulative average, your motivation for going on exchange and your academic fit for these locations.

To increase your chances of being accepted, keep your cumulative average above 70%, apply to universities that fit with your academic program, and complete a thoughtful application. What is your motivation for exchange? Surfing in Australia is not a great reason for your application. Think outside the box!

Students participating in any University of Guelph study abroad program are required to pay a Study Abroad Program Administration Fee of \$75.00. All students travelling outside Canada on a study abroad program in connection with their academic work must complete a Pre-departure Orientation. Pre-departure Orientations are offered in an on-line format using Desire2Learn. Modules cover information on topics that are particularly relevant for those pursuing academic travel.

Answers to 'Frequently Asked Questions' (FAQs) about the study abroad process can be found on the CIP website at: <http://www.uoguelph.ca/cip/page.cfm?id=66> or by contacting the Education Abroad Advisor in CIP at goabroad@uoguelph.ca.

Descriptions of some of the exchange programs that have particular relevance to HTM students can be found below and on the following pages. To search for other exchange opportunities, go to the CIP website (<http://www.uoguelph.ca/cip/>) and click on "Guelph Students", then "Find a Study Abroad Program".

◆ University of Canberra, Australia

The University of Canberra is located in Australia's capital city. The Campus is a haven of clean air, tall trees and native vegetation, with many different birds, including white cockatoos, and resident kangaroos, yet it's handy to popular entertainment and shopping venues. Accommodation is available on and off-campus or students can participate in the homestay program and live with a Canberra host family.

The Faculty of Business and Government offers a **Bachelor of Tourism Management**. Areas addressed by the program include sustainable tourism development culture and heritage tourism, strategic tourism management, marketing and planning, Pacific Rim tourism, visitor service management, and event management.

For more information about the University of Canberra contact CIP, University Centre, Level 3 and visit their website at: <http://www.canberra.edu.au/home/> .

◆ Curtin University, Perth, Western Australia

Curtin University has earned a reputation as a dynamic and innovative Australian university, gaining recognition as a leading education provider in the international arena. The University is located in Perth, the capital city of Western Australia. Perth is a modern, cosmopolitan city with low cost housing and more hours of sunshine than any other Australian capital. Most exchange students choose to live in one of the seven on-campus residences. Accommodation is in apartments or "cottages" with separate bedrooms, shared kitchens and living areas.

Curtin offers more than 860 courses in areas such as Business, Engineering, Science and Computing, Health Sciences, Humanities and Resources and Environment. Curtin's Business School offers courses in the areas of: Accounting, Business Law, Economics and Finance, Entrepreneurship, Information Systems, International Business, Marketing, **Tourism and Hospitality** and several others. Most courses operate on a semester mode. The first semester begins in mid-February and finishes with exams during the final 2 weeks of June and the second semester starts in mid-July and concludes with exams during the last half of November.

After attending classes for at least one week, full-time exchange students are permitted to apply for work rights to their student visas. This allows them to work for up to 20 hours per week during the semester and full-time during semester breaks.

For more information about Curtin contact CIP, University Centre, Level 3 and visit the Curtin website at: <http://www.curtin.edu.au/>.

◆ Deakin University, Melbourne, Australia

Deakin University is located in the province of Victoria in Australia. Victoria has Australia's second largest population with more than 4 million people from culturally and linguistically diverse backgrounds. It is a place of great contrasts, with ocean beaches and mountain ranges, deserts and forests, volcanic plains and vast sheep and wheat farms.

Deakin has campuses in Melbourne, Geelong (two) and Warrnambool, all of which offer a distinctive and unique living and learning experience. The Melbourne Burwood Campus (<http://www.deakin.edu.au/campuses/burwood.php>) is Deakin's thriving metropolitan campus, attracting about 17,000 undergraduate and postgraduate on-campus students. It is the home of the **School of Management and Marketing** and is located in **Melbourne's eastern suburbs**, about 45 minutes by tram from the Melbourne city centre. The School of Management and Marketing offers programs in Marketing, Human Resource Management, **Sport Management**, **Arts and Entertainment Management as well as Property and Real Estate**.

Melbourne, Victoria's capital city, is characterized by its architectural elegance and has long been regarded as a memorable cultural experience with its great food and events. Victorians combine a strong cultural tradition with a contemporary and relaxed lifestyle, a distinct sense of community and a passionate interest in sport. Victoria is also a major centre of education and research in Australia.

Students applying to Deakin University can study in either Trimester 1 (March to June) or Trimester 2 (July to October).

Visit <http://www.deakin.edu.au/future-students/international/index.php> for more information about international studies at Deakin University.

◆ Edith Cowan University, Perth, Western Australia

Edith Cowan University has two metropolitan campuses in Mount Lawley and Joondalup and also serves Western Australia's South West region from a campus in Bunbury, 200 km south of Perth.

The **Faculty of Business and Law** is located on the Joondalup campus in **Perth**, the capital city of Western Australia, and is the University's headquarters. Perth is a relaxed, friendly, multicultural city offering a large range of attractions and activities to cater to all tastes. The warm sunny climate is perfect for sporting and leisure activities - everything from tennis to golf through to whale watching and sailing.

The Joondalup campus is situated close to rail transport and Perth's major freeway. It boasts state-of-the-art facilities including the Health and Wellness Building, a multi-million dollar sport and fitness centre, a new award winning library and student hub, an outdoor cinema during the summer months and on-campus accommodation. You can see pictures of the beautiful campus and some of its award-winning buildings on this website:

<http://www.ecu.edu.au/about-ecu/our-campuses>

Within the University's Faculty of Business and Law, the ***School of Marketing, Tourism and Leisure*** offers courses in the areas of marketing, eco-recreation, tourism, hospitality and event, sport and recreation management.

For more information about Edith Cowan University contact CIP, University Centre, Level 3 and visit the ***School of Marketing, Tourism and Leisure*** website at:
<http://www.ecu.edu.au/schools/marketing-tourism-leisure/overview> .

◆ **ESCEM School of Business and Management, Poitiers, France**

ESCEM is one of only 11 French Business Schools holding both EQUIS and AACSB International accreditations. The institution is the fruit of the successful merger -over 10 years ago- of two former business schools in the cities of Tours and Poitiers and is today home to over 2800 students spread mainly over its two main programs and its two main campuses.

The Bachelor in European Business program was launched in 2003 and represents half of the student numbers. ESCEM welcomes over 200 international exchange students to France each academic year, creating a stimulating and international environment for students and staff alike. ESCEM has been a pioneer in international education in France, offering unique study opportunities with both French and English taught programs since its creation in 1998.

ESCEM has two main campuses, the larger of which is located in the city of Tours in the Loire Valley and offers programs taught in French. The second ***campus is located in Poitiers*** (just 90 km south of the Tours campus) and ***offers programs entirely taught in English***.

Students who would like to spend a semester in one of Europe's leading business schools, improving their business knowledge and learning in an international environment in English, normally choose to follow one of ESCEM's English-taught certificate programs.

Students can choose between 4 different certificates each semester (e.g. European Business Studies, Business and Sustainable Development, Marketing, Entrepreneurship) . Each certificate program corresponds to a set package of courses worth 30 ECTS and therefore equates to a full semester workload. The English-taught programs allow students from all over the world to come to France and benefit from a multi-cultural atmosphere. Without necessarily speaking the language, students are able to live and study in the country that is undoubtedly the world's top tourist destination.

For more information about ESCEM visit their website at:
http://www.escem.fr/international/?page_id=120 or contact CIP on Level 3 in the University Centre.

◆ Griffith University, Brisbane, Australia

Griffith University is acknowledged as one of Australia's top universities. Positioned in Queensland's burgeoning Brisbane-Gold Coast corridor, Griffith has six campuses with more than 27,000 students and 3,000 staff. As well as its original Nathan location, the University has five other campuses including Mt. Gravatt, Logan and the Gold Coast. Also under the auspices of Griffith is Australia's largest music school, the Queensland Conservatorium, as well as the nation's oldest art institution, the Queensland College of Art. Three thousand students from over 70 countries travel to Griffith to complete one of the 690 courses offered to overseas students.

A wide range of degrees are offered, from biomedical science to international business, aviation to education, law to music, engineering to fine art, IT to psychology, the environment to the humanities, laser sciences to languages, and nursing to physiotherapy. Programs of interest to hospitality and tourism students include a Hotel Management, International Tourism, Sustainable Tourism, Event Management, Sport Management, and Property and Real Estate.

You can earn restricted and free elective credits and possibly credit for core courses. You generally take 4 courses at Griffith. For more information, contact CIP, University Centre, Level 3 and visit the Griffith website at: <http://www.gu.edu.au/>.

◆ Hong Kong Polytechnic University

The Hong Kong Polytechnic University (PolyU) attained full university status in 1994 and is located in Hung Hom, Kowloon, adjacent to the Cross Harbour Tunnel. The campus has experienced extensive development and rapid expansion during the past 10 years. The university offers a wide range of programs and courses at the Bachelor's, Master's, and Doctoral level including those offered by the **School of Hotel and Tourism Management (SHTM)**. Established in 1979, the Department of Institutional Management and Catering Services was renamed SHTM in October 2001 and became an independent and autonomous academic unit within PolyU in 2005. According to the *Journal of Hospitality and Tourism Research* in 2005, SHTM was rated No. 4 in the world among major academic institutions in hospitality and tourism based on research and scholarly activities.

English is the formal language of instruction. There are 1,600 students enrolled in SHTM with more than 47 academics from 17 countries. The majority of the academic staff have hospitality and tourism industry managerial experience. PolyU has a Hotel and Tourism Resource Centre, a Training Restaurant and state-of-the-art computer facilities as well as a virtual hotel workplace simulator called *Virtel*.

Priority is given to students coming from overseas for placement in residence halls that are a 15- to 20-minute walk to the main part of campus and the same distance to a mall and train station. Reasonably priced dining facilities are available on campus. Next to campus is a mall with numerous restaurants. Well maintained and professionally staffed health services and athletic facilities are available on campus.

For more information about the Hong Kong Polytechnic University visit their website at: <http://www.polyu.edu.hk/> .

◆ ITESM Exchange, Mazatlan, Mexico

The University of Guelph has an exchange agreement with Instituto Tecnológico y de Estudios Superiores de Monterrey, more commonly referred to as "ITESM" or "Monterrey Tec". ITESM was founded in 1943 as a private university by a group of businessmen interested in providing young people in the area with a first-rate college education. Today, the Monterrey Tec System operates 26 campuses in 25 major Mexican cities and is a leader in higher education in Mexico. Their website is: <http://www.mty.itesm.mx/rectoria/pi/internationalstudents/>.

Through this program, students in HAFA and Tourism Management can study in the west coast resort town of Mazatlan, Mexico. Mazatlan, in the state of Sinaloa, has a population of just over 600,000 and is one of the principle tourist destinations on the Mexican Riviera. Housing can be arranged either with a local family or in the campus' mini-hotel that is operated by Hotel and Tourism students. Weekend cultural day trips are planned every week for summer session students and at least bi-monthly for regular semester students. Transportation is provided by Campus Mazatlan buses and arrangements are handled by Campus Mazatlan's Mexican Customs and Culture Faculty. Trips are free, but food, beverages and additional excursions are the student's financial responsibility.

Courses taught in English include *Business in Mexico*, and *Mexican Culture*. Among the courses available that require beginner's Spanish fluency are *Intensive Spanish*, and ***Introduction to Hotel and Tourism in Mexico***. Spanish language courses are also available.

For more information about this exchange please visit the the Centre for International Programs website at: <http://www.uoguelph.ca/cip/page.cfm?id=42> .

◆ James Cook University, Queensland, Australia

James Cook University was established in 1970 and is a multi-campus institution with the largest campuses in Townsville and Cairns, smaller study centres in Mount Isa, Thursday Island, and Mackay, and campuses in Singapore and Brisbane. The university offers courses which span the Arts, Business, Creative Arts, Education, Engineering, Law, Medicine and Health Sciences, Science, Information Technology and Social Sciences.

The School of Business at James Cook offers a Bachelor of Business specializing in several areas including ***Hospitality Management (Brisbane campus)***, ***Sports and Event Management (Townsville campus)***, Human Resource Management, Accounting, International Business and ***Tourism Management (Townsville and Cairns campuses)***.

Around 11,500 students study at Townsville campus, including over 1,500 international students. The campus is located in the suburb of Douglas, in a 386-hectare natural bush and parkland setting, 13 kilometres (8 miles) from the central business district. The Townsville campus houses teaching and research facilities, the main JCU library, cafés, bars, fitness and sporting facilities and a wealth of student clubs and societies. Townsville is Australia's largest tropical city with a population of around 175,000. It's a thriving coastal city and port, and a stepping-off point for visiting the Great Barrier Reef.

Over 4,000 students study at Cairns campus of James Cook University, including about 380 international students. The campus location is spectacular – surrounded on three sides by rainforest-covered mountains. Located near the northern beaches in the suburb of Smithfield, the campus is 15 kilometres (9 miles) north of the city centre.

The Brisbane campus is in the heart of the Brisbane central business district. Brisbane is the

capital of Queensland and is the third largest and fastest growing city in Australia with a population of 1.7 million.

For more information about James Cook University visit their website at: <http://www.jcu.edu.au/> .
The School of Business website can be found at: <http://www.jcu.edu.au/business/index.htm> .

◆ La Trobe University Exchange, Melbourne, Australia

La Trobe was established in 1964 at the same time as the University of Guelph and has about 22,000 students who study on four campuses located in the State of Victoria in southeast Australia. The main campus, Bundoora, is 14 kilometres from central Melbourne. The others campuses include Albury/Wodonga, Bendigo and City Centre. Most of the university's courses are offered on the main campus at Bundoora including courses in the **Department of Marketing and Tourism and Hospitality which is part of the La Trobe Business School**. Specialized hospitality and tourism courses are offered at the and Albury-Wodonga campus.

The main library on the Bundoora campus is recognized as a leading university library in Australia, with sophisticated information technology connecting it to other major Australian and overseas libraries. The Bundoora campus is a complete community, providing a range services and facilities including retail outlets (food, clothing, hairdresser, travel agent, laundry and stationer), health and dental services, optometrist, banks, theatre and child care. There are two options for on-campus accommodation. First, there are three residential colleges that provide single, furnished study-bedrooms with shared kitchen, bathroom and laundry facilities located within a 5-minute walk of the centre of campus. Second, there are 85 furnished flats with two to six bedrooms located about a 10-minute walk from campus. Students may prefer to live off-campus in private apartments or houses or arrange a home stay with a family near campus.

La Trobe's academic year is divided into two semesters. First semester commences at the beginning of March and concludes at the end of June while the second semester begins in mid-July and finishes in mid-November. These dates include a one-week study break in the middle of each semester and the exam period at the end the semester. Courses offered in the **Department of Marketing and Tourism and Hospitality** include basic business subjects such as marketing, accounting, communications, information systems, human resources and statistics as well as more specialized courses in tourism and hospitality. For more information about La Trobe University, visit their website at: <http://www.latrobe.edu.au>. The website for the La Trobe Business School: <http://www.latrobe.edu.au/business> .

◆ Lahti University of Applied Sciences, Lahti, Finland

Lahti University of Applied Sciences is the English name for Lahden Ammattikorkeakoulu (LAMK). LAMK is a large, multi-disciplinary university located 100 km north of the Finnish capital of Helsinki. The university is located a kilometre from the centre of the town of Lahti which has a population of about 100,000. The main campus is close to Lake Vesijärvi and the Salpausselkä outdoor recreation centre.

LAMK has more than 5,000 students and approximately 200 full-time teaching staff. The University offers both Bachelors and Masters programs that, while based on theory and sciences, have a clearly applied emphasis specifically designed to respond to the demands and development needs of business and industry. LAMK has 21 degree programs in the following fields of study: **Business Studies**, Design, Fine Arts, Music, **Tourism and Hospitality Management**, Social and Health Care, Sports, Technology and Engineering, and Visual Communications.

The academic year is divided into 2 semesters: the Autumn Semester (early September to late December) and the Spring Semester (early January to early June). There is a one-week break in late October and another one in late February. Students may live on-campus in flats of 3 to 4 people with a private bedroom and a communal kitchen and bathroom. There are also student residences located within walking distance or a short bus ride from the city centre, where rent is paid monthly. These have single and double rooms with shared kitchen and bathrooms.

For more information contact CIP (University Centre, Level 3), visit the LAMK website at: <http://www.lamk.fi/english/> and the Faculty of Tourism and Hospitality website at: <http://www.lamk.fi/english/tourism/about/Sivut/default.aspx> .

◆ Lincoln University, Lincoln, New Zealand

Among the programs offered at Lincoln are a **Bachelor of Tourism Management**, a **Bachelor of Commerce (Food Industry)**, **Bachelor of Sport and Recreation Management**, **Bachelor of Commerce - Hotel Management** and a **Bachelor of Viticulture and Oenology**. Information about each of these programs can be found on the Lincoln website at: <http://www.lincoln.ac.nz/Degrees-Diplomas-and-Certificates/Qualifications/#2125> .

Lincoln University is one of eight government universities in New Zealand, with a history stretching back more than a hundred and twenty five years. The University is less than twenty five minutes from Christchurch, the largest city in the South Island. It has an established campus noted for its space and the quality of the environment. The 58 hectare campus, where approximately 4,500 students study, houses modern teaching spaces, an excellent library and campus facilities, and accommodation for approximately 650 students during the university year.

Known as the Garden City of New Zealand, Christchurch offers a diverse range of cafes, restaurants, bars, and nightclubs, excellent sporting facilities, golf clubs and clubs, movie theatres galore and lots of boutique clothing designers. You can also enjoy day at the beach, mountain biking, tennis, golf, surfing, fishing or ten-pin bowling when you visit Christchurch.

For more information about Lincoln University visit their website at: <http://www.lincoln.ac.nz/> .

◆ Lingnan University, Hong Kong

Although Lingnan University is the youngest university in Hong Kong, its history dates back to 1888. The university was incorporated in 1999 and moved to its present location in Tuen Mun in 1995. It has a total enrolment of 2,000 students with hostel accommodation for 1,500 students. A core characteristic of the programs is the international orientation that embraces both global and comparative perspectives. Lingnan offers undergraduate programs leading to honours degrees in Chinese, Contemporary English Studies, Cultural Studies, History, Philosophy, **Business** and Social Sciences. The Business programs include departments in Accountancy, Finance and Insurance, Computing and Decision Sciences, Management and Human Resources, and Marketing and International Business.

For more information contact CIP (University Centre, Level 3) and visit the Lingnan website at: <http://www.ln.edu.hk/>.

◆ Management Center Innsbruck (MCI), Innsbruck, Austria

The Management Center Innsbruck (MCI) in Austria was established in 1995 by the University of Innsbruck Business School, the City of Innsbruck and Province of Tyrol. It is recognized as one of the leading educational institutions in the Austria / southern Germany region, offering 4 full-time and 2 part-time Bachelors programs, an executive MBA, professional development and custom training programs. The full-time Bachelors program consists of 8 semesters of instruction including an 18 week professional placement in the seventh semester.

The program in Tourism Business Studies

(<http://www.mci.edu/en/study-program/bachelor/tourism-business-studies>) has a focus in entrepreneurship and entrepreneurial approaches in tourism and leisure. The program includes a sound education in business administration, the development of entrepreneurial approaches as well as the development of a high awareness regarding customer and service orientation, making it of particular interest to students interested in owning and operating their own business.

Semesters at MCI consist of 14 weeks of courses and one exam week. The Winter semester takes place from September to December and the summer semester from mid-March to mid-July. MCI Tourism and Leisure courses are offered in either English or German depending on instructor availability. All Semester 6 courses are taught in English and MCI strives to teach as many of the other courses as possible in English. Semester 6 course might include: **Alpine Tourism, International Tourism & Leisure Markets, Inter- and Intrapersonal Skills Training, Event Management, Meeting & Convention Industry, Sustainable Tourism Development, Strategic Management, Integrative Project Management and Methodologies of Decision Making.**

Students live in dormitories and guest houses co-ordinated by the Austrian Student Government Association. The campus is located in a student district adjacent to the University of Innsbruck. MCI has a small library and MCI students also have complete access to the Library of Social Science and the University of Innsbruck Library located a short walk from MCI's buildings.

If you would like more information about MCI you can explore their website at:

<http://www.mci.edu/com/index.html>. For further information about this exchange, contact Professor Joe Barth, the MCI Exchange Coordinator by e-mail at: jbarth@uoguelph.ca.

◆ NAFTA Consortium Exchange: Food, Culture and Cuisine

The NAFTA Consortium Exchange is a program designed for students Interested in food, cuisine and culture. This is a fully-funded exchange program that allows you to study at one of our NAFTA partners for the opportunity to gain more knowledge and experience with culture, cuisine and tourism.

All of the basic costs of the exchange will be covered by the program: airfare, books, and a monthly stipend to cover the costs of accommodations, food and local transportation (\$5,500) plus a \$1,000 stipend to cover the cost of a Spanish language course if you study in Mexico.

Where can you go?

The University of Guadalajara in Guadalajara, Jalisco, Mexico

(http://www.udg.mx/content.php?id_categoria=71)

State University of New York at Cobleskill, New York, USA

(<http://www.cobleskill.edu/>)

To qualify for this fully-funded NAFTA program, you must be:
 enrolled at the University of Guelph with at least a 70% cumulative average,
 a Canadian citizen, landed immigrant or have been granted refugee status in Canada,
 between the ages of 15 and 30 at the time of application,
 possess a valid social insurance number, and
 not receiving Employment Insurance (EI) at the time of application.

If you are interested in applying for the NAFTA program, please research the above universities to see if they would be a good academic fit for you and your program at Guelph. For further information about this exchange, contact Professor Tanya MacLaurin at tmaclaur@uoguelph.ca.

◆ Oxford-Brookes University, Oxford, England

Each year, normally in the Fall semester, 2 to 4 Guelph students study at Oxford-Brookes University in Oxford, England. At the same time, an equal number of students from Oxford-Brookes University come to Guelph to take courses. The exchange allows the students to develop their skills in the area of **foodservice management**, to acquire different approaches to hospitality business studies and to develop an international perspective both culturally and professionally. Students normally enrol in a maximum of four courses at the host institution. Courses are chosen in consultation with the exchange coordinator and the School's Academic Advisor.

If you would like more information about the programs in the **School of Hospitality Management** at Oxford Brookes University you can explore their website at: <http://hospitality.brookes.ac.uk/> . The School is the home of **Oxford Gastronomica**, a specialist centre for the study of food, drink and culture, works to enhance our relationship with food and drink, and to celebrate their place in our lives (<http://hospitality.brookes.ac.uk/gastronomica/>).

For more information about the courses offered at Oxford Brookes go to: <http://www.brookes.ac.uk/studying/courses/undergraduate/> where you can do key word searches.

◆ University of Plymouth, Plymouth, England

The University of Plymouth is one of the UK's most prominent and dynamic universities with an educational history dating back to 1862. It has over 30,000 students and is located in the South West of the UK between Dartmoor National Park and the sea. Plymouth is the largest city in the region. It is serviced by all major transport services with its own railway station and bus station close to the city centre and University campus, and an airport situated just 20 minutes away by car.

The **School of Tourism and Hospitality** is one of the three schools within the Plymouth Business School and offers a broad range of undergraduate programs in **Cruise Management, International Hospitality Management, Tourism, Events Management** and languages. All their degrees have great links with local and national businesses, which means that students benefit from the type of support that only comes from networking with professionals. The School is home to the Devon and Cornwall branch of the Institute of Hospitality, and is also a member of the Association of Cruise Expert, Destination Southwest, Cruise Research Society, Tourism Society, ATLAS, the British Hospitality Association, the International Council on Hotel Restaurant and International Education, and the Council of Hospitality Management in Education. If you would like more information about the programs in the **School of Tourism and Hospitality** you can explore their website at: <http://www.plymouth.ac.uk/schools/th> .

AWARDS - YOU SHOULD APPLY

Students in the School are eligible for an impressive number of awards made possible through the generous support of corporations, associations and other groups. Eligibility for awards varies from entrance to in-course students, from academic attainment to general contribution to the life of the School and may involve financial need. **If you have a 70% or higher cumulative average in the last two semesters, we encourage you to constantly review the terms and conditions for scholarships and apply for any for which you are eligible.** As well, there is a group of awards that are based on need as long as you are eligible to continue to study. Apply and let the HTM Awards Committee decide if you will receive the award. In the past, most students who had financial need but were not eligible for HTM specific scholarships received general bursary money from Student Financial Services.

The awards are managed by the HTM Awards Committee which is a sub-committee of the College of Management and Economics Awards Committee. Professor Cathy Ralston chairs the HTM Awards Committee. At least two other faculty members and student representatives from the HTM student body are also members of this committee.

In addition to the awards listed on the following pages, HAFA and Tourism Management majors are eligible for various awards listed in the "Bachelor of Commerce" section of the current on-line Undergraduate Calendar (http://www.uoguelph.ca/undergrad_calendar/09.shtml).

As well, other awards often become available to HTM students. Students will be notified about additional awards by e-mail. Therefore, reading your University of Guelph e-mail regularly will keep you up-to-date about new awards.

Application forms for both internal and external awards are available on-line or from the HTM Main Office (MACS 101). Please read and follow **all** instructions when applying for awards. The **HTM Undergraduate Scholarship Application Form** (see Appendix 14, p. 97) can be downloaded from the HTM website at: <http://www.htm.uoguelph.ca/awards-and-scholarships.cfm>.

Notes:

- 1) the conditions of some awards may change as you progress through the program.
- 2) Not all awards may be offered in any year.

Undergraduate Award Status

As a result of the current volatility in the economic markets and the potential negative impact it will have on University Endowments, the University of Guelph has suspended some of its endowed scholarships, bursaries, and travel grants for the time being. The University is working very hard to cushion the impact on those students depending on awards based on financial need as we work our way through the 2013-14 academic year.

To check on the current status of a particular award go to the on-line Undergraduate Award Search website at: <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?app=awards>.

The following will assist you in understanding the status of the endowed awards:

Not available in 2013-2014: This message will appear for awards that will not be awarded this year. We will not be accepting applications for awards in this category.

Status under review: This message will appear for awards under review. No decisions have been

made on whether these awards will be available or not. We are working to gather this information as quickly as possible and are committed to providing the most accurate information as it becomes available. Please check back daily for updates.

'N' awards are available in 2013-2014: This message will appear for awards that cannot pay out the usual number of awards. It indicates a reduction in the number of awards provided, but there is no change to the value of the award.

For more information about Awards and Scholarships:

- read the following pages in this Undergraduate Handbook
- check the on-line Undergraduate Calendar and
- contact the HTM Awards Committee by e-mail at:
HTMAward@uoguelph.ca.

Awards Available in the Fall Semester

ACCESS Awards

This group of awards has been created by generous donations from firms in the hospitality industry that were matched by money from the Ontario government. To be eligible for these OSOTF (Ontario Student Opportunity Trust Fund) awards, you must be Canadian citizen or permanent resident and be considered an *Ontario resident*. To check your eligibility, please visit the following website:

http://www.uoguelph.ca/undergrad_calendar/09.shtml (Click on “Bachelor of Commerce”, then click on “In-course Scholarships with Financial Need” and “In-Course Awards with Financial Need”). Financial Need Assessment Forms (NAF) can be downloaded from the following website:

<http://www.uoguelph.ca/registrar/studentfinance>

To receive ACCESS Awards, you MUST list them on your Need Assessment Form (NAF). Apply if you meet the academic criteria for these awards and are on OSAP or have financial need.

Bill Allen ACCESS Scholarship

To honour of Bill Allen, former Deputy Minister, Tourism and Recreation, the Ontario Tourism Industry with the assistance of the Ontario government's OTSS program established this \$2,500 scholarship for a student in a major of the BComm degree program offered by the School of Hospitality and Tourism Management who that demonstrates financial need, has completed 8.00 to 12.50 credits at the time of application, and has at least a 75% average in the last two equivalent full-time semesters. ***Apply with a completed Financial Need Assessment Form (NAF) to Student Financial Services usually by the end of September and include a résumé and complete list of extracurricular activities.***

Canada Bread Limited ACCESS Scholarships

Two scholarships of \$1,000 each are provided annually to students in a major offered by the School of Hospitality and Tourism Management by Canada Bread Limited with the assistance of the Ontario government's OSOTF program. To be eligible, students must have completed at least 13.0 but no more than 17.5 credits at the time of application, in a major offered by the School of Hospitality and Tourism Management and have at least a 70% average in the last two equivalent full-time semesters. The scholarships are awarded based on financial need. Students must be registered full-time in the semester they receive the award. ***Apply with a completed Financial Need Assessment Form (NAF) to Student Financial Services usually by the end of September.***

Cara Operations ACCESS Scholarships

Two scholarships of \$1,500 each and two scholarships of \$1,000 each are provided annually to students in a major offered by the School of Hospitality and Tourism Management by Cara Operations Limited, with the assistance of the Ontario government's OSOTF program. To be eligible, students must have completed at least 4.0 but no more than 7.5 credits at the time of application, in a major offered by the School of Hospitality and Tourism Management and have at least a 70% average in the last two full-time equivalent semesters. The scholarships are awarded based on financial need. Students must be registered full-time in the semester that they receive the award. ***Apply with a completed Financial Need Assessment Form (NAF) to Student Financial Services usually by the end of September.***

Delta Hotels Limited ACCESS Scholarships

Delta Hotels & Resorts Limited, with the assistance of the Ontario government's OSOTF program, provides two scholarships of \$1,000 each to students in a major offered by the School of Hospitality and Tourism Management. To be eligible, students must have completed at least 8.0 but no more than 12.5 credits at the time of application, be enrolled in a major offered by the School of Hospitality and Tourism Management and have at least a 70% average in the last two full-time equivalent semesters. The scholarships are awarded based on financial need. ***Preference will be given to students who have transferred from a community college. Students must be registered full-time during the semester that they receive the award. Apply with a completed Financial Need Assessment Form (NAF) to Student Financial Services usually by the end of September.***

Four Seasons Hotels and Resorts ACCESS Scholarships

Four Seasons Hotels and Resorts, with the assistance of the Ontario government's OSOTF program, provides two scholarships of \$500 each to students in a major offered by the School of Hospitality and Tourism Management with a minimum of 5.0 credits. The recipients will be selected based on level of financial need, a minimum 70% average in the last two full-time academic semesters as well as interest and commitment to the hotel, food and tourism industry. ***Apply to Student Financial Services usually by the end of September, with a completed Financial Need Assessment Form (NAF), one letter of reference from a previous or current employer in the hotel, food and tourism industry and a covering letter from the applicant that includes a statement of interest in the industry.***

Journey's End Management Inc. ACCESS Scholarship

Journey's End Corporation with the assistance of the Ontario government's OSOTF program, provides a scholarship of \$1,000 each. To be eligible, students must have completed at least 13.0 but no more than 17.5 credits at the time of application, in a major offered by the School of Hospitality and Tourism Management and have at least a 70% average in the last two full-time equivalent semesters. The scholarship is awarded based on financial need. Students must be registered full-time during the semester that they receive the scholarship. ***Apply to Student Financial Services with a completed Financial Need Assessment Form (NAF) usually by the end of September.***

TDL Group Corp. Brian Cresswell Memorial ACCESS Scholarship

This \$4,500 scholarship was established by the TDL Group Corporation with the assistance of the Ontario government's OTSS program and is awarded in memory of Brian Cresswell, former Assistant Director of Research and Development, who during his 13 years with the TDL Group Corp. was instrumental in the development of some of Tim Horton's most successful products. He is remembered by his friends at TDL for his positive attitude, passion and incredible commitment to the company. It is offered to students registered in the HAFA major of the BComm degree program who have completed at least 8.0 but no more than 17.5 credits with a minimum 75% average in the last two full-time equivalent semesters and have demonstrated financial need. ***Apply with a completed Financial Need Assessment Form (NAF) to Student Financial Services, by October 7.***

Westmont Hospitality Group ACCESS Scholarship

Journey's End Corporation with the assistance of the Ontario government's OSOTF program, provides a scholarship of \$1,000. To be eligible, students must have completed at least 13.0 but no more than 17.5 credits at the time of application, in a major offered by the School of Hospitality and Tourism Management and have at least a 70% average in the last two full-time equivalent semesters. The scholarship is awarded based on financial need. Students must be registered full-time during the semester that they receive the scholarship. **Apply to Student Financial Services with a completed Financial Need Assessment Form (NAF) usually by the end of September.**

Additional Awards Available in the FALL SEMESTER

University Wide Fall Semester Awards

Aeroplan International Travel Grant

Established to provide students with an airline ticket to international destinations served by Air Canada or its Star Alliance partners, Aeroplan offers 1 plane ticket per each semester to full-time students with a minimum cumulative average of 70%, completion of a minimum of 4.0 credits and confirmed participation in University of Guelph travel activities related to their academic program. *Preference will be given to students participating in a semester abroad or an academic exchange.* **Apply to Student Financial Services by submitting a 'Travel Grant Need-Based Application' by June 30th** . Award is subject to the availability of Aeroplan miles and may not be available every year.

City of Guelph 175th Anniversary Scholarship

Funded by a leadership gift from the City of Guelph and donations from business and community leaders, this \$2,000 scholarship was established in 2002. Students registered in any degree program who have completed a minimum of 4.0 credits with a minimum 70% cumulative average, demonstrated volunteer leadership on campus and financial need are eligible. Applicants *must be graduates of a City of Guelph high school* and be Canadian citizens or permanent residents. Selection will include equally weighted consideration of academic performance, leadership both on and off campus and financial need. **Apply to Student Financial Services by the end of September, with a letter describing volunteer activities, one reference letter from an individual familiar with the volunteer and/or community service contributions, and a completed Financial Need Assessment Form (NAF).**

Deans' Scholarships

Offered by the Board of Governors, these \$1,000 scholarships are available to students registered in any degree program who have completed a minimum of 4.00 credits. The primary academic criteria is placement on the Deans' Honours List for two consecutive semesters, excluding semesters 7 and 8. Recipients will be selected by each of the College Awards Committees. Recipients will be notified in the Fall semester. **No application is necessary.**

Eleanor Morgan & Bill Archibald Scholarships

The family of Eleanor and Bill Archibald, with the assistance of the Ontario government's OSOTF program, provide this \$1,000 scholarship in memory of their parents. Students registered in any program with a minimum of 5.0 credits who have a cumulative 70% average, have demonstrated community involvement, and financial need. **Apply to Student Financial Services with a completed Financial Need Assessment Form (NAF) and a letter outlining community involvement usually by the end of September.**

George A. Gray O.A.C. '51 Varsity Scholarships

Established in memory of George Gray, O.A.C. '51, a Guelph football lineman and a great player of the game, Mrs. George A. Gray offers 2 awards of \$1,250 each. In-course students who are current member of a varsity team and have achieved a minimum 70% average in the previous academic year are eligible. Recipients will be selected based on demonstrated athletic and leadership qualities. Coaches will nominate students to the Athletics Awards Committee. Preference will be given to members of the varsity football team. **No application is required.**

Grand River Chapter (Society of Management Accountants of Ontario) Bursary

Donated by the Grand River Chapter of the Society of Management Accountants of Ontario. One bursary of \$500 to a student enrolled full-time in the BComm program. *Preference will be given to students who attended high school in the County of Perth, Waterloo or Wellington.* **Apply to Student Financial Services with a completed Financial Need Assessment Form (NAF) usually by the end of September.**

Guelph Student Assistance Program

Several bursaries of up to \$1,000 have been established and approved by undergraduate students through student referendum to assist undergraduate and University of Guelph campus diploma students in financial need that are in any degree program. *Preference will be given to students who are not eligible for provincial and/or federal assistance programs such as Ontario Student Assistance Program (OSAP) and/or Canada Student Loan Program (CSLP).* **Apply to Student Financial Services with a completed Financial Need Assessment Form (NAF) usually by the end of September.**

Stephanie Wilken Volunteer Scholarship

Established by the Wilken family in memory of Stephanie Wilken, BA 1995, this \$1,000 award is available to a student registered in any undergraduate degree program, who has been a *volunteer for at least two semesters at the Wellness Centre.* The recipient will be selected on the basis of academic performance in all courses to date and volunteer work at the Wellness Centre. **Apply to Student Financial Services with a letter indicating the kind and extent of volunteer activities at the Wellness Centre by October 1. Selection committee is the Senate Committee on Awards on the recommendation of the Student Wellness Educator at the Wellness Centre.**

Tara Lynn Giuliani Memorial Scholarship

In memory of Tara Lynn Giuliani, a bright young woman, who did not let her blindness stand in the way of her studies at the University of Guelph, the Giuliani Family offers this award (in varying amounts) to the *most academically promising applicant with a demonstrated disability and having financial need. Preference will be given to a visually impaired student. **Apply with a letter and a completed Financial Need Assessment Form to Student Financial Services normally by the end of September.***

University of Guelph Travel Scholarships

The University of Guelph, through the sale of Guelph London House, has established an endowment to provide several travel scholarships of up to \$1,500 to undergraduate and graduate students who wish to study outside of Canada but need financial support to do so. Registered undergraduate and graduate students that have completed 5.0 credits with demonstrated financial need who have a minimum 70% cumulative average in the last two semesters of full-time equivalent study are eligible to apply. The value of the award will depend on the assessed financial need. The scholarship can cover additional costs of travelling outside of Canada including: airfare, administrative costs, and differential costs of accommodation. *Preference will be given to students participating in the London Semester.* Students may only receive this travel grant once per degree. **Apply to Student Financial Services with a description of the intended travel, an estimate of the travel costs and a completed Financial Need Assessment Form (NAF) at least one month prior to departure. Deadline dates are June 30 for Fall travel, October 1 for Winter travel, and February 1 for Summer travel.**

William Furlong Scholarship in Microeconomics

The Department of Economics offers three \$200 scholarships in honour of Professor William Furlong, a long-term member of the Department of Economics and a leader in the scholarship of teaching principles of microeconomics, to the three full-time students with the highest final grades in Introductory Microeconomics (ECON*1050) in the fall semester. **No application is necessary.**

Awards Available in the Winter Semester

Bachelor of Commerce Leadership Prize

The College of Management and Economics offers a **plaque** and framed certificate to a graduating BComm student who has contributed significantly to the BComm Program. The award will be made on the basis of overall contribution to the Bachelor of Commerce Program through extracurricular leadership activity and academic achievement. **Apply to the CME Committee on Student Awards by April 1 using the BComm Leadership Award Application Form and include a resumé and a detailed list of extracurricular activities indicating the dates of involvement, listed in reverse chronological order, the nature of your involvement, any offices held and your responsibilities. Please divide them into the following categories: Specialization/Major Activities, Program Activities, College/University Activities (CME, CSAHS or OAC), Other.**

Bill Taylor Memorial Scholarship

AMF Canada Ltd. offers this \$900 to a full-time student who has completed at least 7.5 but no more than 17.5 credits in the Winter term who has a cumulative 80% average or who is in the top 10% of his/her program. The recipient must have demonstrated *responsibility and leadership qualities through participation in intramural or intercollegiate athletics*. **Apply to Student Financial Services by May 15th and include a supporting letter from a coach or intramural supervisor.**

Cameron Hawkins and Associates Scholarship

Cameron Hawkins, HAFA' 77, president of Cameron Hawkins and Associates Inc., has established an annual scholarship of \$500 to students registered in a major offered by the School of Hospitality and Tourism Management. The scholarship will be awarded to a student who has completed at least 11.0 but no more than 14.50 credits with a minimum 70% average in the last two full-time equivalent semesters. The recipient must have participated in extracurricular activities at the University of Guelph and have a strong interest in the foodservice industry. **Apply by January 31st to the HTM Awards Committee using the HTM Undergraduate Scholarship Application Form (Appendix 16) and include a statement of no more than 500 words describing your interest in the foodservice industry.**

Dorothy Shantz Memorial Scholarship - Third Year

The Canadian Hospitality Foundation has established an annual scholarship of \$1,000 and an engraved plaque to a student registered in a major offered by the School of Hospitality and Tourism Management, who has successfully completed at least 11.0 but no more than 14.5 credits (normally in their sixth semester) with a minimum 70% average in the last two equivalent full-time semesters and who shows enthusiasm for the foodservice industry. The recipient must have demonstrated leadership ability by holding an executive position on a student organization in the School of Hospitality and Tourism Management. **Apply to the HTM Awards Committee by January 31st using the HTM Undergraduate Scholarship Application Form (Appendix 16).**

Dorothy Shantz Memorial Scholarship - Fourth Year

The Canadian Hospitality Foundation has established an annual scholarship of \$1,000 and an engraved plaque is awarded to a student in a major offered by the School of Hospitality and Tourism Management, who has successfully completed at least 15.0 credits (normally in their eighth semester) with a minimum cumulative average of 70% and who shows enthusiasm for the foodservice industry. The recipient must have demonstrated leadership ability by holding an executive position on a student organization in the School of Hospitality and Tourism Management. **Apply to the HTM Awards Committee by January 31st using the HTM Undergraduate Scholarship Application Form (Appendix 16).**

E.D. Smith Scholarship in Food Service Administration

E.D. Smith and Sons Ltd., a multi-faceted processor of foods, offers an annual scholarship of \$1,000 to a second year student who has demonstrated an interest in the foodservice industry, has maintained a minimum of a 'B' average, and has completed 7.0 to 10.5 credits in a major offered by the School of Hospitality and Tourism Management. The scholarship will be awarded based on interest in foodservice operations and academic standing. Interest in the foodservice industry can be demonstrated by work experience or active membership in the Canadian Association of Foodservice Professional (CAFP). **Apply by January 31st to the HTM Awards Committee using the HTM Undergraduate Scholarship Application Form (Appendix 16) and include a statement of interest in the foodservice industry.**

Elizabeth M. (Betty) Upton Memorial Travel Grant

This grant of \$500 was established in memory of Elizabeth M. Upton, a faculty member in the School of Hospitality and Tourism Management, who played a key role in the development of the School and was instrumental in the development of the previous Institutional Foodservice Management major. This grant is awarded to a student who demonstrates financial need for travel to:

- a University of Guelph recognized study abroad, exchange or letter of permission activity outside Canada, OR
- attend a relevant professional conference, OR
- collect research data for their Master's thesis or major paper.

Students must have completed at least two semesters in a graduate or undergraduate program offered by the School of Hospitality and Tourism Management and must be in good academic standing. The travel must occur within the next 12 months. **Apply by letter, to the HTM Awards Committee by May 15th describing the travel, expected benefits, a budget and any expected sources of funding.**

Erin Demers Memorial Scholarship

The family and friends of Erin Demers, a first-year student at the University of Guelph who was tragically killed in a car accident in 1996, have established this \$1,500 scholarship in her memory. It is available to a student who lived in an on-campus residence during the first semester and who has completed a minimum of 5.00 credits and has a minimum cumulative average of 70%. Preference will be given to students with demonstrated financial need and who have participated significantly in extracurricular activities. **Apply to Student Financial Services by May 15th with a completed Financial Need Assessment Form (NAF), along with one supporting reference letter from a Residence Assistant, Residence Manager, or Residence Officer.**

Fairmont Hotels and Resorts Scholarship

These two (2) \$1,000 scholarships are to support upper year students who intend to pursue a career in the hotel hospitality field. Students must be registered in a program offered through the School of Hospitality and Tourism Management, have completed a minimum of 10.00 credits, and have completed hospitality-related employment, co-op education placement or extra-curricular or volunteer activities.

Apply to the College of Management and Economics Awards Committee by May 15th with a resume listing such experiences, as well as a 1 to 2 page statement outlining your interest in the hotel hospitality field and how the Fairmont Hotels and Resorts values of respect, integrity, teamwork and empowerment are reflected in your education and experience to date.

FARMHOUSEhospitality Entrepreneurship Scholarship

This \$1,000 scholarship was established by FARMHOUSEhospitality and Darcy MacDonell (HAFA 2002). Students registered in any major offered by the School of Hospitality and Tourism Management who have completed at least 5.00 credits and have personal experience as an entrepreneur (current or past, including self-employment as a hospitality/tourism small business operator or partnership with an equity position in a hospitality/tourism small business) are eligible. The scholarship will be awarded to the student whose entrepreneurial experience is most creative in addressing a unique need in the Canadian hospitality/tourism marketplace. **Apply to the HTM Awards Committee by May 15th with a current resumé and a one-page description of the entrepreneurial experience, including the date the venture was launched.**

Frank Hughes Memorial Scholarship

Parnell Kerr Forster (PKF) Consulting Inc. provides an annual scholarship of \$1,000 to a full-time student in the BComm program in any major offered by the School of Hospitality and Tourism Management who has completed between 11.0 and 14.5 course credits. The winner will be chosen on the basis of three criteria: (1) industry work experience; (2) academic achievement; and (3) extracurricular involvement. **Apply to the HTM Awards Committee by January 31st using the HTM Undergraduate Scholarship Application Form (Appendix 16). Include a resume outlining relevant industry work experience and a detailed list of extracurricular involvement.**

G.H. Mann Foodservice Scholarship

The G.H. Mann Memorial Fund and M. Mann of Guelph provide a scholarship of \$300 to a student registered in a major offered by the School of Hospitality and Tourism Management who has successfully completed at least 17.5 credits with a minimum cumulative average of 70%. The recipient will also have an interest in and have participated in activities conducive to a career in the foodservice industry. Preference will be given to a student who has contributed to the on-going success of the Hospitality Services Department of the University of Guelph. **Apply to the HTM Awards Committee by January 31st using the HTM Undergraduate Scholarship Application Form (Appendix 16) and include a statement of up to 500 words explaining interest in the foodservice industry.**

George D. Bedell Prize

A **plaque** is presented to a graduating student of the School in honour of George D. Bedell, the first director of the School of Hospitality and Tourism Management. This award is given to the student who, in the minds of his or her fellow students, has demonstrated outstanding leadership, versatility of interests and involvement in community affairs, both within and outside the School and who exemplifies the sense of professionalism to which the fourth year students have dedicated themselves. **The**

recipient will be selected in the Winter semester by the HTM Awards Committee who will conduct an election with the graduating class.

Greater Toronto Hotel Association Scholarship

The Greater Toronto Hotel Association has established an annual scholarship of \$1,000 for students registered in a major offered by the School of Hospitality and Tourism Management. The scholarship will be awarded to a student who has completed Lodging Operations (HTM*2100) in the previous winter semester. Each January, the HTM Awards Committee will invite the students with the top five grades in HTM*2100 in the previous winter to submit a statement of up to 500 words explaining their interest in the lodging industry. The recipient will be selected based on academic performance and the statement of interest. ***Apply to the HTM Awards Committee by January 31st using the HTM Undergraduate Scholarship Application Form (Appendix 16) and include a 500 word statement explaining your interest in the lodging industry.***

HAFSA / HTM Alumni Association Recognition of Achievement Prize

This \$500 award and a framed certificate is given to a graduating student of the School of Hospitality and Tourism Management in recognition of his/her involvement in the life of the School and/or the University. To qualify, a student needs a minimum 70% average. Selection will be based on the number of extracurricular activities and the level of involvement. ***Apply to the HTM Awards Committee by January 31st using the HTM Undergraduate Scholarship Application Form (Appendix 16) and include a detailed list of extracurricular activities.***

HAFSA / HTM Alumni Association Scholarships

Two awards of \$1,000 each, established by the School's Alumni Association in recognition of student involvement in the life of the School and/or the University. To be eligible students must be registered in a major offered by the School of Hospitality and Tourism Management, have an average of at least 70% in the last two full-time equivalent semesters and have participated in extracurricular activities at the University. One scholarship is awarded to a student who has completed at least 7.0 credits (but no more than 10.5 credits) and the second scholarship will be given to a student who has completed 11.0 credits (but no more than 14.5 credits). ***Apply to the HTM Awards Committee by January 31st, using the HTM Undergraduate Scholarship Application Form (Appendix 16).***

Hospitality Financial & Technology Professionals Scholarship

Hospitality Financial & Technology Professionals (HFTP) are dedicated to advancing and supporting the professionalism of individuals working in the finance and technology fields of the hospitality industry. This \$1,000 scholarship is given to a student registered in a major of the BComm degree program offered by the School of Hospitality and Tourism Management who has completed at least 7.0 but no more than 10.5 credits with a minimum 75% in the last two full-time equivalent semesters. ***Preference will be given to students who are Canadian citizens or permanent residents. The recipient will be selected based on academic performance and extracurricular activities. Apply to the HTM Awards Committee by January 31st using the HTM Undergraduate Scholarship Application Form (Appendix 16) and include a resumé and a complete list of extracurricular activities.***

Hotel Human Resource Professionals Association of Greater Metropolitan Toronto Scholarship

The Association offers a \$1,000 award to a student in a major offered by the School of Hospitality and Tourism Management who has at least a combined 77% (B+) average in Individuals and Groups in Organizations (BUS*2090) and Human Resources Management (BUS*3000). The student must have either work experience in the human resources area OR have completed a human resources-related project on the job or in relevant course work. **Apply to the HTM Awards Committee by January 31st, using the HTM Undergraduate Scholarship Application Form (Appendix 16). Include a statement of career interests, a resumé and a report on the work experience or individual field project or term paper.**

International Undergraduate Scholarship

Two (2) awards of \$2,000 each were established through a student referendum approved by the undergraduate student body, to recognize international students' academic merit along with involvement/leadership activities during their enrollment at the University of Guelph. It is available to *full-time International students* (defined as those paying full international student tuition without exemption), who have completed at least 4.0 credits from the University of Guelph with a minimum cumulative average of 75%, and are registered at the time of application. Financial need will be considered in the event of a tie. **Apply to Student Financial Services, by May 15th, with a letter indicating involvement /extracurricular activity since entering the University, two academic and/or professional references, and a completed Financial Need Assessment (NAF) for International Students form.**

John Eccles Scholarship

This \$600 scholarship is offered by Student Housing Services to a full-time student registered in semester 2, 3, 4, 5 or 6 and living in residence in the Winter semester who has a cumulative 80% average or who is in the top 10% of his/her program. The recipient must have *demonstrated responsibility and leadership qualities through participation in residence related activities*. Residence Life Staff and paid members of Interhall Council and Hall Councils are not eligible. **Apply to Student Financial Services by May 15th and include a letter highlighting leadership abilities through participation in residence life. Provide a reference letter.**

Kevin Durie Memorial Scholarship

This \$1,000 award was established in memory of Kevin Durie, BA '93, by his family and friends. Selection will be based on demonstration of outstanding service as a Residence Life staff member and volunteer. Students who are registered in any degree program on the University of Guelph campus, are a member of Residence Life staff and are academically eligible to continue as a Residence Assistant or as part of Residence Life staff are eligible for this scholarship. **Apply by October 31st to the Director, Student Housing Services with a letter of reference from a member of the Residence Life management team and a personal statement of up to 500 words that outlines time commitment and types of volunteer activities undertaken as well as an indication of how their volunteer activities and participation as a Residence Life staff member are valuable and rewarding experiences.**

Leo Lecours Memorial Award

Lecours Wolfson, a Canadian hospitality management and chef recruitment firm, provides this \$500 scholarship to a student in a major offered by the School of Hospitality and Tourism Management who has made the greatest potential contribution to the School and/or the hospitality industry. Particular attention will be paid to those applicants and nominees who are keenly focused on and enthusiastic about a career in the hospitality industry. **Apply using the HTM Undergraduate Scholarship Application Form (Appendix 16) by January 31st, including a 500-word statement on your career goals and objectives.** The faculty of the School of Hospitality and Tourism Management will also be invited to nominate deserving students and to provide information on the nominees.

Mandarin Restaurants Scholarship

This \$1,000 scholarship is offered by Mandarin Restaurant Franchise Corporation and will be awarded to a student in a major of the BComm program offered by the School of Hospitality and Tourism Management who has completed at least 11.0 but no more than 14.5 credits with a minimum 75% in the last two full-time equivalent semesters and has demonstrated a continued interest in the food service industry. The recipient will be selected based on academic performance and the statement of interest. **Apply to the HTM Awards Committee by January 31st using the HTM Undergraduate Scholarship Application Form (Appendix 16) and include a statement of up to 500-words explaining your interest in the food service industry.**

Shirley Louie Memorial Scholarship

This \$500 award is offered by the Canadian College and University Food Services Association (CCUFSA) to honour Shirley Louie, a long-time member of the CCUFSA who was an outstanding mentor and coach. Students in their final year of a major offered by the School of Hospitality and Tourism Management with a 70% average and an interest in the foodservice industry are eligible. **Apply to the HTM Awards Committee by January 31st using the HTM Awards Application Form (Appendix 16). Also provide a 500-word statement of your interest in the foodservice industry, a copy of your résumé and any other information the HTM Awards Committee should take into consideration.**

Smart Serve Ontario Scholarships

Smart Serve Ontario, a non-profit organization dedicated to promoting the responsible service of alcohol, offers two awards of \$675 each to students in the BComm program in a major offered by the School of Hospitality and Tourism Management, who have completed between 6.0 and 8.0 course credits and the Smart Serve certification program. The two award winners will be chosen on the basis of the highest cumulative averages. **No application is necessary.**

Society of Management Accountants of Ontario Scholarship

The Society of Management Accountants, Grand River Chapter offers this \$500 scholarship and a free course enrolment in the first complete CMA subject enrolled in the Society's program to full-time student graduating from BComm, BA (minor in Business Administration), or BSc (minor in Business Administration), or BSc Agr (major in Agriculture Business or Food Agriculture and Resource Economics). The recipient will have the highest average in the 2 courses Financial Accounting (ACCT*2220) and Intermediate Financial Accounting I (ACCT*3330). **No application is necessary.**

United Steelworkers Local 4120 Scholarship

United Steelworkers LU4120 offers this \$1,000 scholarship to a student who is a member or former member, or who is from the immediate family of a member of United Steelworkers LU 4120, and who is entering semester 2, 3, or 4 of a degree or diploma program in the Winter semester with a minimum 70% cumulative average. If there is more than one eligible candidate, the award will go to the student who has attained the highest relative class standing in his or her previous full-time semester. **Apply to Student Financial Services, by January 31st and provide the name of the USWA member and the relationship to the applicant.**

Van Stralen and Van Der Hoeven Memorial Scholarship

Mr. & Mrs. J. Van Stralen & family and Mr. & Mrs. Hans Van Der Hoeven & family offer 2 awards of \$400 each to students who have completed at least 2.0 but not more than 7.5 credits in the Winter term in any degree program and who have obtained a minimum of 70% standing. Selection will be on the basis of participation in university activities and in the student's home community as well as qualities of leadership, ambition and initiative. **Apply by May 15th, with a one-page summary demonstrating leadership abilities as evidenced through extra-curricular activities.** Awarded in the Fall semester.

W.N. Vaughan Medal

Friends of Walter N. Vaughan offer this medal to the student senator who has high academic standing and who has made a substantial contribution to student life and to the University, particularly through involvement in and commitment to Senate activities. Prospective candidates will be nominated by Senators and the medal winner will be chosen by a committee selected by the Striking Committee. The medal will be awarded at Convocation in June. **No application is necessary.**

Westmont Hospitality Group Scholarship

An award of \$1000 is offered annually to a student registered in a major offered by the Hospitality and Tourism Management who has completed at minimum of 17.50 credits. Academic achievement and participation in extracurricular activities, including leadership roles, will be considered. **Apply to HTM Awards Committee by January 31st using the HTM Undergraduate Scholarship Application Form (Appendix 16) include a resumé and list of extracurricular activities indicating leadership roles.**

W.C. Winegard Medal

The Winegard Medal is the most prestigious graduating award of the University of Guelph and is given to the graduating student who excels both academically and in extracurricular activities. The School nominates one student for this award. The Senate Awards Committee will make the final selection and the medal will be awarded at Convocation in June. **No application is necessary.** The College of Management and Economics provides a medal to the College's nominee for the Winegard Medal.

External Awards

The following awards are available to HTM students, but require a **special application form or process that normally must be sent directly to the association**. The deadlines vary for these awards.

Canadian Association of Foodservice Professionals (CAFP) Awards

Students who are active members of the Guelph Student Branch of the Canadian Association of Foodservice Professionals (CAFP) are eligible for several awards of \$1,000. The recipients are judged based on academic performance, financial need, work experience, student branch participation, attendance at seminars and conventions, and career plans. *Apply directly to the CAFP, using the **special application form for this award** obtained from the Guelph Student Branch. The normal deadline is mid-January.*

Canadian Hospitality Foundation Scholarships

The Foundation offers several scholarships ranging in value from \$1,000 to \$3,500 for students interested in food and beverage management or hotel management. Available to students completing first, second or third year who have not received any other Foundation scholarships. Applicants will be judged based on aptitude for and related work experience in the hospitality industry, indication of financial need, leadership qualities, extracurricular activities, scholastic record, references from instructors and, where applicable, from past or present employers. ***Watch your University of Guelph e-mail account for application information and deadlines. Applications are normally due in mid-May.***

Clark E. DeHaven Scholarship Trust

The National Association of College and University Food Services (NACUFS) offers an award of \$1,500 US to a full-time second or third year student with a minimum 2.75 (71%) cumulative average. The selection criteria are commitment to a career in the foodservice industry, merit, and normal progress toward a degree, good character, campus citizenship and financial need. ***Apply using the special application form for this award, along with two references, an official transcript and a letter of personal evaluation directly to the donor at the address on the application form. The normal deadline is February 15th.*** Applications and more information can be obtained on the NACUFS website at: <http://www.nacufs.org//index.php/careers-scholarships/> .

Gordon Taylor Future Researchers Undergraduate Award

This \$1,000 award from the Travel and Tourism Research Association (TTRA) - Canada Chapter is to recognize an interest in and potential for excellence in tourism studies and to encourage undergraduate students to pursue research excellence through employment in industry and/or graduate studies. The recipient also receives complimentary TTRA Canada conference registration and up to \$1,000 towards travel and accommodation. Applicants must have completed an original research paper which contributes to applied tourism development or management practice. This award may be suitable for projects completed by **Tourism Management majors** in HTM*4500 Special Study in Hospitality and Tourism. ***Apply by following the requirements for the award on the following website: <http://www.ttracanada.ca/en/awards> . The application deadline is normally mid-May each year.***

NEWH The Hospitality Industry Network Scholarships

The objectives of NEWH is to promote scholarship, education and interest in the hospitality industry and related fields. NEWH chapters award scholarships annually based on the following criteria:

- must have completed half the requirements for a degree or certification program in which enrolled
- must have real financial need
- must have at least a 3.0 G.P.A (73-76% cumulative average)
- must have a career objective in the hospitality industry (i.e. hotel/restaurant management, culinary, food service, architecture, design, etc.).

Watch your University of Guelph e-mail account and the 'Awards & Scholarships' portion of the HTM website (<https://www.uoguelph.ca/htm/awards-scholarships>) for application information and deadlines. Applications are normally due at the end of June.

NEWH scholarship application forms are sent to:

Stephanie Tristani,
NEWH Toronto Scholarship Director
2825, Unit 59 Gananoque Drive
Mississauga, Ontario L5N 1V6

Ontario Hostelry Institute Scholarships

The association provides the \$2,000 Gordon Cardy Hotel Management Award and the \$1,500 Brian Cooper Food and Beverage Award to full-time hospitality students who have completed first, second or third year. Applicants will be judged on their academic record, work experience, extracurricular activities and letters of recommendation. Equal weighting is given to each of the judging criteria. Financial need will also be taken into consideration. *Apply directly to the Ontario Hostelry Institute (OHI) by submitting the special application form for this award, a resumé, official transcript, one or more letters of recommendation from a current faculty member and/or school administrator, and one or more letters of recommendation from a current and/or past employer, usually by late-April.* Applications and more information can be obtained on their website at: <http://www.theohi.ca/Scholarships.aspx> .

Tourism Cares Scholarship Program

Tourism Cares manages the scholarship funds endowed by both individual donors and several travel, tourism, and hospitality industry associations. Several awards of \$1,000 US to \$2,500 US plus an invitation to attend the National Tour Association's Annual Convention in Las Vegas, Nevada in early December are available to full-time students **entering second, third or fourth year**, with a 3.0 (73%) cumulative average and an interest in tourism. In addition to the **special on-line application form**, you must also submit a 2-page essay, resumé, official transcript and two references normally by early April. Applications and more information can be obtained on the Tourism Cares website at: <http://www.tourismcares.org/student-programs/scholarship-programs> .

CAREER OPPORTUNITIES - THINKING OF YOUR FUTURE

Career Planning

Nearly all of you have obtained some experience in the hospitality and tourism industry. Some of you have had much more experience than others. It may surprise you to know that we have incoming students who have been district sales managers, area managers and swing managers with McDonalds, etc. We hope those students will share their experiences with others.

Over the years, we have had a number of mature students go through the program. A major reason for their return to school is that they recognize the need to broaden and develop their range of knowledge and skills. Sometimes their experience has become too narrow for their career goals. For example, they have become very competent at running one type of operation, but want to move to other sectors of the industry. They may also feel their mobility, both laterally and vertically is limited by their lack of a firm management foundation. This, incidently, is a major reason for our executive development programs.

Obviously, as part of the program, we stress principles that are common to any hospitality and tourism organization regardless of the sector. However, you should supplement the faculty's efforts by continuing to work in the industry during your summers and building up your resume. In discussing career planning with senior Human Resources Executives, the point was made that "prior experience limits future opportunities". What this means is that if your experience is limited to one sector, one employer or one job your resume will not be as attractive to most employers as someone who has a broader based background. Employers frequently ask graduating students to elaborate on their career path to date. It is easier to answer this question convincingly if you have some underlying rationale from early in your program as to what you did each summer. Remember, when you graduate employers will be as interested in your resume as in your degree. Your resume is a potent marketing tool!

Some students find it helpful to think in terms of "building blocks". Rather than work in the same job each summer, (although there may be good reasons for doing so), you could take a more systematic approach. For instance, you could get jobs in different sectors e.g. institutional as well as luxury operations or you could get different jobs e.g. cook, bartender, etc. In your third summer you could try to obtain a supervisory position. The important point is to have some underlying logic that you can convey to prospective employers. For example, if you eventually want to work for a luxury chain, then it is desirable to obtain some experience in a full service restaurant. If you are not sure of the sector or job you may eventually want, then your strategy may be to "cover your bases" e.g. some food production/service experience and some exposure to lodging operations.

There are at least 4 reasons why a systematic rather than an ad hoc approach to work experience is beneficial:

- You can determine which sectors, jobs etc. may or may not be of interest to you when you graduate.
- You can appreciate better the significance of issues raised in various courses.
- You can more easily obtain credibility with your future employees if you can say you have done this job, and they can perceive that you know what you are talking about.
- You can impress on prospective employers that you adopted a professional approach to your career from the start. The job you get upon graduation will reflect your cumulative work experience.

Another important issue you may be wondering about is whether there will be jobs when you graduate. The industry is growing rapidly and the forecasts suggest there will be many more management jobs, and we hope that the quality of working life in the industry will continue to improve.

No doubt you will soon be thinking about where you want to work next summer. In order to get an idea of the range of jobs available to both in-course and graduates from the School, I would suggest you attend both the HTM Job Fair and the HTM Alumni Careers Night which take place in late January each year. At the Jobs Fair, hospitality and tourism employers have booths which students can visit to find out more about the various companies. Employers attending the Jobs Fair are looking to hire students for both summer employment and into permanent positions for graduating students. During Alumni Careers Night alumni from different sectors of the industry conduct round table discussions about their careers. Both events are for students in all four years and will provide you with valuable contacts for summer and permanent employment.

Some examples of what HTM students are doing immediately after graduation as well as 3 or more years later can be found in Appendix 10 (p. 86).

Job Searches

Although the responsibility for finding a summer or permanent job rests with the student, assistance is available from Career Services which is situated on the 3rd floor in the University Centre. Career Services provides a range of services including resume writing; interview preparation; vocational testing and career counselling. Each September, Career Services participates in managing Canada's largest Career Fair held at Bingeman Park in Kitchener. In February, a Job Fair is also held there. During the Fall and Winter semesters, employers visit the campus to interview students for summer as well as permanent jobs. Career Services uses On Campus Recruiting (OCR) Job Search and workopolis.com for on-line posting of positions available to University of Guelph students and graduates. These dynamic data bases are searchable by discipline.

Check the Co-operative Education and Career Services' web site: <https://www.recruitguelph.ca/cecs/> for all your career and job related needs.

In addition, specific hospitality related job vacancies are posted on the HTM website by clicking on *Careers and Jobs* on the top light blue toolbar (<http://www.htm.uoguelph.ca/careers-and-jobs.shtml>)

AIESEC

AIESEC, the world's largest student-run organization, is an international platform for young people to discover and develop their potential to have a positive impact on society. It is a global, non-political, independent, not-for-profit organization run by students and recent graduates of institutions of higher education. Its members are interested in world issues, leadership and management.

In partnership with business and higher education, AIESEC has 50 years of experience in developing high-potential students into globally-minded responsible leaders. AIESEC's innovative development process consists of unmatched leadership experiences and global internships.

AIESEC Canada Inc, headquartered in Toronto, is a registered national, not-for-profit organization present in 26 Canadian universities.

AIESEC:

- is a global network run by 23,000 students and recent graduates
- is active in 1100 universities across 103 countries and territories
- has 5,000 leadership opportunities annually
- is a Canadian network of 1,800 students and recent graduates in 27 universities

The Global Internship Program

For 50 years companies have used the Global Internship Program to meet their employment needs by gaining access to a global talent pool of the best and brightest young responsible leaders. The Global Internship Program is a recruitment and community integration process for high quality international internships. Companies of all sizes have used the program to build their leadership pipeline, increase their competitiveness, and fuel their innovation.

Why Join AIESEC?

AIESEC helps members to develop leadership and entrepreneurship skills through global internships. Members build practical skills and experience in areas such as: sales & marketing, finance & accounting, HR, project management and public speaking.

For more information go to the AIESEC website at: <http://www.aiesec.ca/guelph> OR contact AIESEC Guelph at:

University of Guelph
UC, Room 234
Ext. 54610
Fax: (519) 763-9603
Email: aiesec.guelph.ca@gmail.com

YOUR HTM STUDENT ASSOCIATION - WORKING FOR YOU

The HTM Student Administration (HTMSA) is an elected/appointed body of students who are responsible for ensuring that student-faculty-alumni-industry relations are developed and maintained. HTMSA also instills a sense of professionalism and pride in students and increases socialization among HTM students and the rest of the University community.

This is a recognized University organization. You can contact HTMSA at: htmsa@uoguelph.ca .

2013-2014 HTM Student Administration (<http://www.htmsa.ca/>)

President	Stephanie Walker (swalke04@uoguelph.ca)
Vice President	Hannah McClenaghan (hmcclena@uoguelph.ca)
Director of Finance	Loes Borgjink
Director of Charitable Events	Rachel Jefferson
Director of Special Events	Meghan Wright
Directors of Communications - F'13	Michelle Chan
Directors of Communications - W'14	Nicolette Cheng
Director of Tourism	Simon Benevides
Director of Business Relations	Connor Trendov

Year Representatives:

<u>1st Year</u> - 4 positions to be elected in HTM*1000 in September 2013	<u>2nd Year</u> - Erin Burton Jenny Jung Karen Lam Yonnie Wong
<u>3rd Year</u> - Alyson Gregoire Dean Hooper Rebecca McIlroy	<u>4th Year</u> - Justin Brown Stephanie Lailvaux Brody Slacer Hilde van Niekerk

The following clubs and professional organizations are also represented on the HTMSA:

- | | |
|--|--|
| ◆ Canadian Assoc. of Foodservice Professionals (CAFP)
(cafp@uoguelph.ca) | Erin Beaulieu, President
beauliee@uoguelph.ca |
| ◆ Hospitality Financial and Technology Professionals (HFTP)
(http://www.hftp.org/) | Fanyi Wei, President
weif@uoguelph.ca |
| ◆ Hotel Association of Canada (HAC)
(http://www.hotelassociation.ca/) | Bailey Morrison, President
bmorri03@uoguelph.ca |
| ◆ Meeting Professionals International (MPI)
(http://www.mpitoronto.org/) | Jessica Schiedel, President
jschiede@uoguelph.ca |
| ◆ Professional Convention Management Association (PCMA)
(http://www.pcma.org/Chapters/Canada-East.htm) | Apolline Gaignard, President
agaignar@uoguelph.ca |
| ◆ Slow Food Canada
(http://www.slowfood.ca/) | Stephanie Redmond, President
sredmond@uoguelph.ca |

OUR ALUMNI - SUPPORTING THE SCHOOL

The objectives of the Alumni Association are:

- to maintain contact with all other HAFA/HTM graduates,
- to establish contact with in-course students, and to assist them through career oriented programs and scholarships, and
- to promote the School and its graduates, both on and off campus.

Its major activities include:

- **Alumni Fall Reception**

This event is held annually in a hotel in Toronto during the HostEx convention and is an excellent opportunity to acquaint oneself with alumni and faculty as well as with in-course and graduating students and industry representatives.

- **Life Membership Award**

Awarded to a fourth year student in recognition of leadership involvement in University activities.

- **George D. Bedell Alumni Award of Excellence**

This award was established to recognize the contributions of George Bedell, founding director of the School. It is awarded to an alumnus who best represents the School in professionalism, outstanding achievement and personal contribution to the hospitality industry and the community. Professor Iain Murray was the recipient of this award in 1995.

- **Alumni Careers Night**

This worthwhile event is normally held in late January during HTM week, when alumni return to share their career experiences with in-course students.

- **Alumni Weekend**

This annual June event provides an excellent opportunity to renew campus-wide friendships as well as give the HAFA/HTM Alumni Association the opportunity to hold its general meeting and luncheon.

- **Annual Golf Tournament and Dinner**

The golf tournament takes place each summer and is a chance to renew friendships and network.

Some typical jobs which our alumni hold after graduation is shown in Exhibit 10 (p. 86).

GRADUATE STUDIES

The School is involved with the two year, online MBA in Hospitality and Tourism and the twenty-four month MA (Leadership). Both programs allow up-and-coming professionals to remain on the job while they enhance their knowledge and skills.

The **on-Line MBA** program operates on a full cost recovery basis delivering a distance learning program that is a combination of electronic course work and one-week residential periods. The normal course load involves thirteen courses and either a major research project or two additional courses. Each on-line course runs for eight weeks with a minimum of two weeks between courses. The residential course components are held at the University of Guelph. One residential period occurs the summer before the first year of study and another between first and second year. Participants normally complete the Distance MBA within three years. Students are expected to devote 20 to 25 hours per week to the program.

The **MA (Leadership)** consists of eight interdisciplinary courses in addition to a Major Research Project. Courses are based upon "applied knowledge" whereby you confront real leadership issues pertaining to your specific situation and organization. The MA (Leadership) program culminates with a directed research project leading to a professional report on a leadership problem or issue. Students may also complete their degree by taking two additional elective courses in place of the Major Research Project with a Pass by Course option.

Admission Requirements:

Minimum admission requirements are:

- A four-year undergraduate degree or its equivalent (from a recognized university or college) with an average of at least a B- (70-72%) in the last two years of study **AND** at least three years of industry related experience, including supervisory and managerial responsibility for the MBA **OR** a minimum 5 years of relevant work experience for the MA Leadership.
- OR**
- A general (three-year) degree and/or
A diploma and/or
An acceptable professional designation
AND at least five years of industry related experience for the MBA **OR** at least seven years of work experience for the MA Leadership, showing progressive increases in responsibility

In some cases the admissions committee may ask for a Graduate Management Admissions Test (GMAT).

Admission decisions are made on a continuous basis, but students in both programs enter as a cohort with only one entering class in May each year.

For further information go to: <http://www.uoguelph.ca/cme/mba> or contact:

Patti Lago
Manager, Executive Programs
Mackinnon Building Room 800
Ext. 56607
E-mail: plago@uoguelph.ca

OUR FACULTY

**Valerie Allen, Assistant Professor
and Undergraduate Academic Advisor**
BASc, University of Guelph
MSc, University of Manitoba

Office: MACS 206
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E-mail: vallen@uoguelph.ca

Valerie Allen is the School's ***Undergraduate Academic Advisor*** and is responsible for the Introductory Foods (HTM*2700) course. She is also a member of the HTM Awards Committee and the BComm Program Committee. Prior to joining the School's faculty in 1990, Valerie taught in the then Department of Consumer Studies, worked on an energy conservation project for the foodservice industry and was a Food Consultant for Agriculture Canada. Her areas of interest include foods and nutrition.

**Joe Barth, Associate Professor
and Interim Director**
BSc, University of Guelph
MBA, Wilfrid Laurier University
MPS and PhD, Cornell University

Office: MACS 124
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E-mail: jbarth@uoguelph.ca

Joe joined the School of Hospitality and Tourism Management after fifteen years of management experience in the food and beverage industry and is currently the ***Interim Director of HTM***. Joe has managed one of the largest beverage revenue producing operations in Ontario and has been a senior executive with a major institutional food service company. He teaches the undergraduate Beverage Management (HTM*3030), Operations Analysis in the Hospitality and Tourism Industry (HTM*3120) and Wine and Oenology (HTM*4050) courses. He also teaches in the graduate and management development programs and is the ***Faculty Advisor for the Innsbruck (MCI) Exchange in Austria***. His research focuses on product bundling, yield management and wine retailing.

Knut Brundtland, Assistant Professor
Diploma, London School of Foreign Trade
Lic Oec HSG, Handelshochschule St. Gallen

Office: MACS 104
Ext: 56120
E-mail: kbrundtl@uoguelph.ca

Knut joined the School of Hospitality and Tourism Management in 2003 after a career in senior corporate management in Canada, the US and Europe. Knut has also established and successfully operated his own import and promotional businesses, in addition to acting as a consultant to various national and international companies. At Guelph he teaches Policy Issues in Hospitality and Tourism (HTM*4200), Tourism and the Economy (HTM*6170) and International Marketing (MCS*4600). He attempts to relate daily economic and business news to the relevant theories as discussed in class and believes that the approach to learning takes into account the interrelationships between various academic disciplines.

Hwan-Suk (Chris) Choi, Associate Professor
BA, Chung-Ang University, Korea
MTA, George Washington University
PhD, Texas A&M University

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E-mail: hwchoi@uoguelph.ca

Hwan-Suk (Chris) Choi joined the faculty in August 2003 after completing his PhD in Recreation, Parks and Tourism Sciences at Texas A & M University where he had a minor in urban and regional planning and a concentration in sustainable tourism development and tourism marketing. The title of his PhD dissertation was *Development of Objective and Subjective Indicators for Sustainable Community Tourism*. Chris' research and teaching interests include destination marketing, tourism marketing practice, sustainable tourism, gambling research and research methodology in travel and tourism.

Simon Day, General Manager, PJ's
Restaurant in the Atrium and Executive Chef
Chef's Red Seal, Southern Alberta Institute
of Technology (SAIT)

Office: MACS 105
Ext: 53979
E-mail: spday@uoguelph.ca

Simon joined the School in August, 2003 and is responsible for the Foodservice Operations Management (HTM*3090) and Restaurant Operations (HTM*4110) courses as well as being the **General Manager and Executive Chef** of the School's own **PJ's Restaurant in the Atrium**. Prior to coming to HTM Simon was a Head Chef Instructor at Liaison College of Culinary Arts in Kitchener. Simon was also Executive Chef at Leoni's Italian Kitchen and Joe Badali's Restaurant both in Toronto and worked for Movenpick Restaurants and Fentons. In addition to his chef's training he has a background as a Programmer Analyst and Internet Solutions Developer.

Statia Elliot, Associate Professor
BComm., St. Mary's University
MA, McMaster University
PhD, Carleton University

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Statia Elliot joined the School of Hospitality and Tourism Management after an extensive career in the Canadian tourism industry, where she has worked as a marketer, researcher, policy analyst and consultant for the provinces of Ontario and Manitoba. She now teaches marketing at both the undergraduate and graduate level, and is currently developing new curricula in e-Tourism. She is a Board member of the Travel and Tourism Research Association, Canada Chapter, and actively participates in travel and tourism conferences and committees in North America, and abroad. Her research interests are in the areas of destination marketing, tourism image, and e-Marketing.

Joan Flaherty, Assistant Professor
BA, MA, MSc, University of Guelph

Office: MACS 322
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E-mail: jflahert@uoguelph.ca

Joan teaches the undergraduate and graduate communications courses: Hospitality and Tourism Business Communications (HTM*2010) and Management Communications (HTM*6050 and HTM*6050EL). Her research interests revolve around the scholarship of teaching and learning; and inter-cultural communications. She is the **Faculty Advisor for the** HTM student publication **Hornblower: The HTM Magazine**.

**Kerry Godfrey, Professor and
Associate Dean Academic of the College
BSc (Hons), University of Victoria
MSc, University of Surrey
PhD, Oxford Brookes University
Cert. Educational Leadership, University of Leicester
Cert. Management Studies, University of Worcester
Cert. Teaching in Higher Education, Oxford Polytechnic**

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Ext. 56118
E-mail: godfreyk@uoguelph.ca**

Kerry joined the School as Director in October 2008 after spending 20 years in higher education in the UK. He is now the ***Associate Dean Academic for the College of Management and Economics (CME)***. He has taught primarily in the area of tourism development and strategic planning at the undergraduate and graduate levels. He is a Fellow of the Chartered Management Institute, the Royal Geographical Society, and a member of the Tourism Management Institute. His professional experience has primarily focused on Europe with project activity in the UK, Belgium, the Netherlands, Italy, Hungary, Slovakia, Cyprus, Malta, Finland, Canada and Thailand. Since the early '90s, he has been an occasional advisor on tourism development and management for the Cultural Heritage Division of the Council of Europe. Since 2000, much of his work has been geared towards university management, and over the 4 years prior to joining Guelph, he was deeply involved in developing the academic infrastructure of a new university for the Highlands and Islands of Scotland as its Dean of Business. His research interests have focused on the broad concept of 'sustainability' and its application to community development and resource management, including visitor impact management, consumer purchase behaviour, heritage and most recently in educational programming and development. His 2nd book, the *Tourism Development Handbook* is a core text in a number of educational programs around the world, and has recently been translated into Chinese and Italian.

**Marion Joppe, Professor
and University Research Chair
BA, University of Waterloo
MSc and PhD, Université d'Aix-Marseille**

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Marion was the School's sixth Director from 2003 to 2007 and is now ***University Research Chair in Tourism***. She came to Guelph from a similar program at Ryerson University in Toronto. Previously, she worked for the Waterfront Regeneration Trust, the Ontario Ministry of Tourism and Recreation, the Organization for Economic Cooperation and Development, various banks, tour operators and consulting companies. She specializes in the areas of destination management, government intervention, strategies and policies in tourism, with particular attention to community tourism and sustainable development, cultural/heritage and wellness tourism, ethnic communities and urban tourism.

Tanya MacLaurin, Professor
BS, MS and PhD, Kansas State University

Office: MACS 305
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Since becoming a member of the faculty in 1991, Tanya has taught courses in the areas of foodservice management, casino management and entrepreneurship. Tanya has worked in quick service, casual and fine dining restaurants as well as hospital and university dining facilities. She is a registered dietitian and a member of the American Dietetic Association. Tanya is actively involved in research on the impacts of food safety on tourism destination decisions, foodservice management issues and casino operations. From 1998 to 2001 Tanya was a visiting faculty member in the Hospitality and Tourism Management program at Nanyang University, Singapore. In 2001-02 she participated in a one-year faculty exchange program with the Hospitality and Tourism Management program at LaTrobe University in Australia.

Bruce McAdams, Assistant Professor
BComm and MA Leadership, University of Guelph

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In January 2009 Bruce joined the faculty after more than twenty years of leadership experience in the Ontario hospitality industry. After starting his management career in operations and training with Darden Restaurants, he joined the Toronto-based fine dining company Oliver & Bonacini Restaurants in 1997, serving most recently as its Vice President of Operations until 2008. Bruce currently teaches the School's fourth year 'capstone' strategy course Hospitality and Tourism Operations Planning (HTM*4190). For this course, McAdams writes 3 case studies each semester bringing real life business issues and operators into the classroom. He has also taught 'Leadership Studies' at George Brown College and most recently delivered a course on 'Quality Service Management' in the Guelph Executive MBA program. His current research interest involves the use of 'group work' within hospitality education. Outside of the hospitality industry, he is a Red Cross Disaster Management volunteer in Halton Region and works with several groups including 'HTM's Garden2Table' advocating food education for our children.

Justin Taillon, Assistant Professor
BSc, University of Houston
MBA, University of Guelph
PhD, Texas A&M University (expected S'12)

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E-mail: jtaillon@uoguelph.ca

Justin joined HTM in July 2011. His PhD studies are in Recreation, Parks, and Tourism Sciences at Texas A&M University. Prior to going to Texas for his PhD he worked for Hilton Hotels, Sheraton Hotels & Resorts and Marriott Hotels in various positions including Front Desk Manager. While at Texas A&M, Justin founded their chapter of the Hospitality Financial and Technology Professionals (HFTP). His interests include sustainable tourism and volunteer tourism. Justin is the **Faculty Advisor for the student chapters of four (4) professional organizations**: Hospitality Financial and Technology Professionals (HFTP), the Hotel Association of Canada (HAC), Meeting Professionals International (MPI) and the Professional Convention Management Association (PCMA).

Trent Tucker, Assistant Professor
BSc, University of Alberta
MBA, University of Toronto
PhD, University of Waterloo

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Ext. 56120
E-mail: ttucker@uoguelph.ca

Trent joined HTM in August of 2011 and his primary teaching responsibility is MGMT*1000 -- Introduction to Business -- a new course required of all first year Bachelor of Commerce students. Prior to coming to Guelph, Trent taught at Wilfrid Laurier University's School of Business & Economics, and before that, worked in industry for fifteen years. Trent's PhD is in Management Sciences from the University of Waterloo and his research interests include supply chain management and supply chain orientation.

Erna van Duren, Professor
BA, University of Waterloo
MSc, University of Guelph
PhD, University of Guelph

Office: MACS 224
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E-mail: evandure@uoguelph.ca

Erna joined the School in 2012 but has been a faculty member at the University of Guelph since 1990. She has taught in the B.Comm, M.Sc. PhD and MBA programmes in the areas of strategic management, economics and public policy. Her research interests include food systems, international business, strategic management of small and medium sized firms and not-for-profit organizations in the food system. Erna has published on competitiveness, value chain relationships and strategies, strategies of food companies and has developed a variety of case studies dealing with a variety of issues facing food and resource firms. She was Graduate Coordinator in the Department of Business twice and has advised graduate students in all of the College's programs.

Michael von Massow, Assistant Professor
BA, University of Manitoba
BSc and MSc, University of Guelph
PhD, McMaster University

Office: MACS 302
Ext: 56347
E-mail: mvonmass@uoguelph.ca

Mike joined the faculty in August 2010. He teaches courses in operations management and revenue management at both the undergraduate and graduate levels. He has also previously taught in the area of supply chain management. Prior to his PhD studies, Mike worked in several different consulting and management roles in operations and marketing in a variety of industries. He continues to provide strategic consulting services to several small and medium size firms. Mike's PhD dissertation dealt with long term pricing strategy and his research interests are in the areas of pricing/revenue management and in strategic supply chain management for competitive advantage.

Emeritus Faculty:

Michael Haywood, Professor Emeritus
Diploma in Hotel, Restaurant and Tourism
Management, Ryerson Polytechnical University
BA, University of Guelph
MBA, McMaster University

Michael was a faculty member from 1973 to 2002. Prior to joining the faculty he worked for the Ontario Ministry of Tourism, Four Seasons Hotels, VS Services and with various hotels in Nova Scotia, Ontario and the Bahamas. His areas of interest include tourism, strategic management and service operations. His research focuses on visitor satisfaction with urban tourism, developing rural tourism, sustainable island tourism and new approaches to hospitality education. In 1992 he was awarded the John Wiley & Sons award for lifetime contributions to hospitality and tourism research.

Iain Murray, Professor Emeritus
BComm and MSc, University of Guelph
PhD, Kansas State University

Iain Murray was a member of the faculty from 1985 until December 2012. He taught a wide variety of courses in the School including HTM*1000 Introduction to Hotel and Restaurant Management, HTM*2170 Tourism Policy Planning and Development, and HTM*4090 Hospitality and Tourism Facilities Management and Design. Iain twice served as the Co-ordinator of the Residential MBA-HTM program. Prior to his teaching career, he served for 10 years as an officer in the Canadian Armed Forces as well as three years as director of dietetics in a 700-bed hospital. In addition to having worked in most regions in Canada, his international work experience includes Syria, Israel, France and Barbados. Iain's research interests focused on rural tourism and hospitality facility design and management. In addition, Iain supervised graduate students in a wide variety of topical areas.

John Patterson, Professor Emeritus
BA, Ohio Wesleyan University
MBA, Cornell University

John was a member of the faculty from 1976 to 2002 and taught at the undergraduate and graduate level in the operations planning and strategic planning areas. He teaches in the School's Management Development programs. John's research interests include adult learning and operations analysis. His major research efforts were in the development of over 40 case studies in all areas of the hospitality industry. His industry experience includes middle and senior positions in both large and small commercial and institutional food service organizations. John also owned and operated a small multi-unit restaurant company.

Jim Pickworth, Professor Emeritus
Diploma in Hotel and Restaurant Management,
University of Surrey (UK)
MBA, Michigan State University

His research has focused primarily on productivity measurement and improvement. Besides writing case studies, Jim has published articles in various journals on topics relating to managerial responsibility, service delivery systems and human resources practices in the hospitality industry. He has been involved in management development in Great Britain and was an Area Operations Analyst for Hilton International. Although Jim retired in December 2003, he continues to teach some distance education courses for the School.

**Tom Powers, Professor Emeritus
AB and MBA, Harvard University
PhD, Georgia State University**

Tom Power's research interests include hospitality marketing, lodging management, international business and hospitality case research. Tom is the author of the leading text "Introduction to Management in the Hospitality Industry". He authored the second edition of "Marketing Hospitality" and is the co-author of a book on foodservice operations. In addition, Tom is consulting editor for a service management textbook series published by John Wiley & Sons. His industrial experience extends across both the hospitality and food service sectors.

**Margaret Shaw, Professor Emeritus
BS, MBA and PhD, Cornell University**

Margaret Shaw has been on the Faculties of Cornell University, the University of Massachusetts and was a professor in the School from 1990 to 2005. Her teaching and research interests include hospitality management, marketing and sales. Her work has been published in various hospitality journals, books and conference proceedings. Topics of particular interest include hospitality sales marketing plan development and she is currently working on a textbook in this field. Dr. Shaw has taught a number of courses in Europe. Her industry experience includes sales and marketing positions with the Sheraton and Hyatt Hotels Corporations.

GENERAL INFORMATION

- ◆ **For more information about HTM visit our webpage at: <https://www.uoguelph.ca/htm/> .**
- ◆ **Check your Gryph Mail frequently** - It is very important for professors, the School and the University to be able to communicate with all students.
Your University issued e-mail address (Gryph Mail) is your official address and is the only one used for all correspondence from the University and HTM.
According to the University's Statement of Students' Academic Responsibilities in the Section 1 of the Undergraduate Calendar:

"You are responsible for checking your University of Guelph Gryph Mail account regularly (every day is best) for important communications. This account is the primary way that the University will notify you of events, deadlines, announcements concerning grades, student financial accounts and other official information."
- ◆ **Learning Services in the Library**
(http://www.lib.uoguelph.ca/assistance/learning_services/undergraduates/) has many on-line resources including:
 - '**A Guide to Time Management**' - an on-line workshop of information, strategies, and advice on time planning and controlling procrastination
 - '**A Guide to University Learning**' - an on-line workshop which gives first-year students a preview of what it's like to take lecture notes, process academic text, create integrated study notes, and take a multiple choice test in a university learning environment
 - various handouts about preparing for exams, learning from lectures and textbooks and much more
 - a **Mark Calculator** which allows you to calculate your standing in a course based on the marks you've received so far
 - podcasts** about university writing, what students need to know to succeed in university courses etc.
 - Top 40 Study Tips**
- ◆ A list of **library information sources**, relevant to hospitality and tourism management students is provided in Exhibit 11 (p. 87). The homepage for the University of Guelph's McLaughlin Library is: <http://www.lib.uoguelph.ca/> .
- ◆ A copy of the **HTM Style Guide** for writing papers is found in Exhibit 12 (pp. 88-95)
- ◆ A copy of the **HTM Food Laboratory Policy** is found in Exhibit 13 (p. 96)
- ◆ Information about awards and scholarships can be found on the HTM website by clicking on 'Current Students', then 'Awards and Scholarships'
(<http://www.htm.uoguelph.ca/awards-and-scholarships.shtml>) .
- ◆ A copy of the **HTM Undergraduate Scholarship Application Form** is found in Exhibit 14 (p. 97) and can also be downloaded from the HTM website (<http://www.htm.uoguelph.ca/>) by clicking on 'Current Students', then 'Awards & Scholarships'.
- ◆ A copy of the **Hospitality and Tourism Work Experience Verification Form** is found in Exhibit 9 (p. 85) and can also be downloaded from the HTM website (<http://www.htm.uoguelph.ca/>) by clicking on 'Current Students', then 'Links, Forms and Brochures'.

- ◆ Other valuable sources of information are:
 - 1) **Counselling Services** (<http://www.uoguelph.ca/counselling/>),
 - 2) **Co-operative Education & Career Services** (<https://www.recruitguelph.ca/cecs/>) and
 - 3) **Undergraduate Academic Information Centre** (<http://www.uoguelph.ca/uaic/>)
 - 4) **The Learning Commons** (<http://www.learningcommons.uoguelph.ca/>) in the library has information about academic presentations, academic writing, avoiding plagiarism, ESL writing support, exam preparation, Supported Learning Groups (SLGs), time management and working in groups.
 - 5) **Department of Athletics** (<http://gryphons.ca/>) located in the W.F. Mitchell Athletics Centre.

- ◆ Many students are eligible for **dual citizenship**, but do not apply for a second passport. For example, students with a parent born in the United Kingdom can usually obtain a European Community (E.C.) passport and therefore are able to work in the European Community. Given the increasing globalization of business, students need to be aware of these potential opportunities.

- ◆ You may be wondering **how to address faculty members** when talking to them. You are always "safe" using Professor. Some faculty accept first names or may prefer the title Doctor. Ask if you are unsure.

- ◆ When **contacting faculty by e-mail** be sure to include your full name and student ID number as well as a descriptive subject line. E-mails addressed to "hey there" etc. or without a subject line will most likely be deleted.

- ◆ **Quick Tips for Writing Effective E-mails** (Exhibit 15, p. 98) will help you communicate more effectively with your professors.

- ◆ **How to Succeed in University** (Exhibit 16, p. 99) will provide you with some useful information.

Exhibit 1**Summary
of the
UNIVERSITY OF GUELPH'S LEARNING OBJECTIVES**

1. **LITERACY** - A fundamental intellectual tool that enables students to think and express themselves clearly. It is a means of communication, of shaping ideas and of selecting between alternatives.

Level A - The writing of a short expository paper, or oral presentation on a prescribed topic from a restricted list.

Level B - The writing of a paper (or seminar presentation) critical and analytical in its intent on a student's own topic. This experience requires the student to devise a topic and to frame its boundaries.

Level C - The writing of a paper that analyses or synthesizes; argues from hypothesis; produces insights for the reader; shows a breadth of understanding in drawing out implications and relationships.
2. **NUMERACY** - Numeracy is a mode of thinking that results in an ability to comprehend the significance of quantitative data. It enforces an accuracy and precision in procedure as well as in thought.
3. **SENSE OF HISTORICAL DEVELOPMENT** - An appreciation of the factors that have shaped the evolution of a field of study in order to provide the student with a time perspective. The sense of continuing change facilitates the acceptance of intellectual ambiguity or uncertainty. 'We know this much, but there is much we don't know.'
4. **GLOBAL UNDERSTANDING** - An understanding of how specific cultural, economic, political and geographic circumstances impact on the student's field of study.
5. **MORAL MATURITY** - Moral maturity is the ability to apply a body of knowledge to resolve specific dilemmas. An examination of the moral issues implicit in a course of study develops depth and consistency of judgement as well as an appreciation of the complexities involved.
6. **AESTHETIC MATURITY** - Aesthetic maturity may be described as a critical response to some objective and/or involvement in the work of creation itself. By exercising aesthetic maturity, students may appreciate the order, elegance and harmony associated with a field of study.
7. **UNDERSTANDING OF FORMS OF INQUIRY** - Inquiry is based upon systematic study, reflection, intuition and creativity. The inquiry process involves the collection and evaluation of relevant data as well as the observation of relationships in order to reach a conclusion. The student may be able to undertake this process independently, and thereby become familiar with the strengths and limitations of different modes of inquiry, such as by those used by scientists, by philosophers, and by historians.

8. **DEPTH & BREADTH OF UNDERSTANDING** - Breadth of understanding extends beyond knowledge to include the ability to operate across disciplinary boundaries in a coherent way. It is also characterized by an ability to recognize the implication of information and to put that information into a broader context.
- Level A** - In introductory courses, students might be shown how sets of facts are related.
- Level B** - Rather than have interrelationships demonstrated to them, students develop the ability to create their own interrelationships. Students would be expected to integrate knowledge and modes of inquiry so as to generate new understanding.
- Level C** - At the highest level, the student has the ability to deal with and generate abstractions.
9. **INDEPENDENCE OF THOUGHT** - Depth and breadth of understanding depend upon and contribute to independence of thought.
- Level A** - Students are shown the possibilities of independent thinking by instructors who challenge orthodoxies. By emulating the faculty member as a role model, students may develop critical thinking and reasoned scepticism to the authority of an expert.
- Level B** - Students through seminars etc., become actively involved in offering and defending their own challenges.
- Level C** - At this level, opportunities are provided for self-directed learning with a focus on being able to ask the right questions rather than always come up with right answers.
10. **LOVE OF LEARNING** - Love of learning may be reflected in intellectual curiosity; the ability to ask useful questions and see far reaching implications; the ability to make connections between disparate topics and a passion for the pursuit of knowledge and understanding.

Hotel and Food Administration (HAFA and HAFA:C)

The Hotel and Food Administration major prepares graduates to assume positions of responsibility in any aspect of the hospitality field. It includes principles of administration, theories of interpersonal relations, human resources management, and communications. Distinctive courses include Hospitality Facilities Management and Design and Lodging Management. The courses in this program relate to the management of both the accommodation and food service facilities used by the public and private sector.

Verified work experience in the hospitality industry is required for students to be eligible for graduation.

Group work is a significant part of core credit work.

Liberal Education Requirement

As part of the graduation requirement all BComm students are required to complete 1.50 credits from at least two different subject prefixes as listed under the BComm Program Information section of the Undergraduate Calendar (see Exhibit 6, p. 80).

Major

For the **Regular HAFA** major 15.50 of the 20.00 credits are specified as core requirements, 2.50 as restricted electives (from List B), 1.50 are the Liberal Education Requirement and 0.50 are Free electives. For the **Co-op HAFA** major the program consists of 20.00 credits, 16.00 of which are core requirements, 2.50 as restricted electives and 1.50 as the Liberal Education Requirement.

Semester 1

ECON*1050 [0.50] Introductory Microeconomics
 HTM*1000 [0.50] Introduction to Hospitality & Tourism Management
 MCS*1000 [0.50] Introductory Marketing
 MGMT*1000 [1.00] Introduction to Business

Semester 2

ECON*1100 [0.50] Introductory Macroeconomics
 HTM*2100 [0.50] Lodging Operations
 MATH*1030 [0.50] Business Mathematics

One of: ❶

CHEM*1100 [0.50] Chemistry Today
 HTM*2700 [0.50] Introductory Foods

0.50 from List B or elective.

❶ CHEM*1100 must be taken by students without Grade 12 / 4U Chemistry (SCH4U). If CHEM*1100 is not required, then a total of 3.00 restricted electives are required.

Semester 3

One of:

STAT*2060 [0.50] Statistics for Business Decisions
 ECON*2740 [0.50] Economic Statistics
 2.00 credits from List A or List B or electives.

Semester 4

2.50 credits from List A or List B or electives.

Semester 5

HTM*3030 [0.50] Beverage Management
 2.00 credits from List A or List B or electives.

Semester 6

2.50 credits from List A or List B or electives.

Semester 7

HTM*3060 [0.50] Lodging Management
 HTM*4300 [0.50] Co-operative Education Seminar ❷
 2.00 or 2.50 credits from List A or List B or electives.

❷ Taken by HAFA Co-op majors only.

Semester 8

2.50 credits from List A or List B or electives.

List A - Further Required Courses

The following 9.50 credits are also required. Further details on the scheduling of courses will be provided in writing prior to each course selection period by the School's Academic Advisor.

Semester 2 or 3

HTM*2700 [0.50] Introductory Foods

Semester 3 or 4

ACCT*2220 [0.50] Financial Accounting
 HROB*2100 [1.00] Managing People in Organizations
 HTM*2010 [0.50] Hospitality and Tourism Business Communications
 HTM*2030 [0.50] Control Systems in the Hospitality Industry
 MCS*2020 [0.50] Marketing Information Management
 MCS*3040 [0.50] Business and Consumer Law

Semester 4 or 5

ACCT*2230 [0.50] Management Accounting

Semester 5 or 6

ECON*2560 [0.50] Theory of Finance
 HTM*3080 [0.50] Hospitality and Tourism Marketing
 HTM*3090 [1.00] Restaurant Operations Management
 MGMT*3320 [0.50] Financial Management

Semester 6 or 7

HTM*3120 [0.50] Service Operations Analysis

Semester 7 or 8

HROB*3100 [0.50] Managerial Skills
 HTM*4090 [0.5] Hospitality and Tourism Facilities Management and Design
 HTM*4190 [0.50] Hospitality & Tourism Operations Planning
 MGMT*4000 [0.50] Strategic Management

List B - Restricted Electives

In addition to the 15.50 or 16.00 required credits, students must take a minimum of 2.50 credits in **restricted electives** throughout the program. Students may choose to explore a variety of subjects or may choose to study an area allied to their major in some depth. Restricted electives are listed below and have been grouped in major topical areas which are related to or are an extension of the professional interests of the major. Students may, however, choose restricted electives from any of those listed without regard to the categories, which are intended to be suggestive.

Students may also select credits in any foreign language as restricted electives. Students without a second language are strongly recommended to take language courses.

Social and economic environment of business:

ECON*2310	Intermediate Microeconomics
ECON*2410	Intermediate Macroeconomics
ECON*3520	Labour Economics
ECON*3660	Economics of Equity Markets
ECON*3760	Fundamentals of Derivatives
ECON*3860	International Finance
ECON*3960	Money, Credit and the Financial System
PHIL*1010	Introductory Philosophy: Social and Political Issues
PHIL*2600	Business and Professional Ethics
POLS*1400	Issues in Canadian Politics

Developing hospitality-related real estate:

REAL*1820	Real Estate and Housing
REAL*2820	Real Estate Finance
REAL*3810	Real Estate Market Analysis
REAL*3890	Property Management
REAL*4820	Real Estate Appraisal
REAL*4840	Housing and Real Estate Law

Human behaviour as related to work and work groups:

ANTH*1150	Introduction to Anthropology
ECON*2200	Industrial Relations
HROB*2010	Foundations of Leadership
HROB*3050	Employment Law
HROB*4010	Leadership Certificate Capstone
PSYC*1000	Introduction to Psychology
PSYC*2310	Introduction to Social Psychology
SOAN*2040	Globalization of Work and Organizations
SOC*1100	Sociology

Market forces and consumer behaviour:

FARE*4360	Marketing Research
MCS*2600	Fundamentals of Consumer Behaviour
MCS*3000	Advanced Marketing
MCS*3010	Quality Management
MCS*3620	Marketing Communications
MCS*4400	Pricing Management
PSYC*1000	Introduction to Psychology

Study of tourism:

EDRD*3500	Recreation and Tourism Planning
GEOG*1220	Human Impact on the Environment
GEOG*3490	Tourism and Environment
HTM*2170	Tourism, Policy, Planning and Development
HTM*3160	Destination Management and Marketing
HTM*4170	International Tourism

Institutional foodservice management:

CHEM*1040	General Chemistry I
CHEM*1050	General Chemistry II
FOOD*2150	Intro. to Nutritional and Food Science
FOOD*3700	Sensory Evaluation of Foods
HTM*2740	Cultural Aspects of Food
NUTR*1010	Nutrition and Society
NUTR*2050	Family and Community Nutrition

Specialized courses in Hospitality & Tourism Management:

HTM*2070	Meetings and Convention Management
HTM*2740	Cultural Aspects of Food
HTM*3150	Experiential Learning in the Hospitality Industry (Hafa Co-op majors only)
HTM*3180	Casino Operations Management
HTM*3780	Economics of Food Usage
HTM*4050	Wine and Oenology
HTM*4110	Advanced Restaurant Operations
HTM*4130	Current Management Topics to HTM*4150
HTM*4250	Hospitality Revenue Management
HTM*4500	Special Study in Hospitality and Tourism

Accounting and administration:

ACCT*2240	Applied Financial Accounting
ACCT*3230	Intermediate Management Accounting
ACCT*3280	Auditing I
ACCT*3330	Intermediate Financial Accounting I
ACCT*3340	Intermediate Financial Accounting II
ACCT*3350	Taxation
ACCT*4220	Advanced Financial Accounting
ACCT*4230	Advanced Management Accounting
MCS*2100	Personal Financial Management
MGMT*4260	International Business

Courses to prepare for the Certified Human Resource Professional (CHRP) designation:

ECON*2200	Industrial Relations
HROB*3010	Managing and Rewarding Performance
HROB*3030	Workplace Health and Safety
HROB*3070	Attracting and Acquiring Talent
HROB*3090	Developing Talent
HROB*4060	Workplace Optimization

List B - Restricted Electives (Continued)	Free Electives and Liberal Education Requirement
<p>Other restricted electives:</p> <p>CIS*1000 Introduction to Computer Applications EDRD*3140 Organizational Communication EDRD*3160 International Communication ENGL*1200 Reading the Contemporary World ENGL*1410 Major Writers MCS*3010 Quality Management MGMT*4050 Applied Community Project I MGMT*4060 Applied Community Project II MGMT*4350 Business Case Competition Preparation PHIL*2100 Critical Thinking</p> <p>Students may also select credits in any foreign language (Chinese, French, German, Greek, Italian, Latin, Portuguese or Spanish/Hispanic Studies) as restricted electives. Students without a second language are strongly recommended to take language courses.</p>	<p>In addition to the 15.50 (HAFA) or 16.00 (HAFA Co-op) required credits and the 2.50 restricted electives, the student has 2.00 electives throughout the program.</p> <p>These electives must include 1.50 credits toward the BComm Liberal Education Requirement (Exhibit 6).</p>

Course No.	Course Title	Sem. Offered	Credit Weight	Prerequisite(s) / Restriction / Comments
ACCT*2240	Applied Financial Accounting	F	0.5	ACCT*2220
ACCT*3230	Intermediate Management Accounting	W	0.5	ACCT*2230
ACCT*3280	Auditing I	F	0.5	ACCT*3330
ACCT*3330	Intermediate Financial Accounting I	W	0.5	ACCT*2220
ACCT*3340	Intermediate Financial Accounting II	F	0.5	ACCT*3330
ACCT*3350	Taxation	F	0.5	ACCT*3330 and MGMT*3320
ACCT*4220	Advanced Financial Accounting	F	0.5	ACCT*3330 and ACCT*3340
ACCT*4230	Advanced Management Accounting	W	0.5	ACCT*3230
ANTH*1150	Introduction to Anthropology	F,W	0.5	No prerequisite. <i>Also offered by distance education.</i>
CHEM*1040	General Chemistry I	F,W	0.5	4U Chemistry (or equivalent) or CHEM*1060.
CHEM*1050	General Chemistry II	F,W	0.5	CHEM*1040
CIS*1000	Intro. to Computer Applications	S,F,W	0.5	No prerequisite. <i>Cannot be taken if you already have credit for CIS*1200.</i> <i>Also offered by distance education.</i>
ECON*2200	Industrial Relations	F	0.5	ECON*1050
ECON*2310	Intermediate Microeconomics	S,F,W	0.5	ECON*1050 and ECON*1100 and MATH*1030. <i>Also offered by distance education.</i>
ECON*2410	Intermediate Macroeconomics	S,F,W	0.5	ECON*1100 and MATH*1030. <i>Also offered by distance education.</i>
ECON*3520	Labour Economics	U	0.5	ECON*2310 and 0.50 credit in Statistics.
ECON*3660	Economics of Equity Markets	U	0.5	ECON*2310 and ECON*2560
ECON*3760	Fundamentals of Derivatives	F,W	0.5	ECON*2310 and ECON*2560
ECON*3860	International Finance	F	0.5	ECON*2410 and ECON*2560
ECON*3960	Money, Credit and the Financial System	U	0.5	ECON*2410 and ECON*2560
EDRD*3140	Organizational Communication	W	0.5	5.00 credits. <i>Distance education only.</i>
EDRD*3160	International Communication	W	0.5	10.00 credits. <i>Distance education only.</i>
EDRD*3500	Recreation and Tourism Planning	F,W	0.5	10.00 credits. <i>Distance education only.</i>
ENGL*1200	Reading the Contemporary World	F,W	0.5	No prerequisite. <i>Also offered by distance education.</i>
ENGL*1410	Major Writers	U	0.5	No prerequisite.

Course No.	Course Title	Sem. Offered	Credit Weight	Prerequisite(s) / Restriction / Comments
FARE*4360	Marketing Research	W	0.5	0.50 credits in Statistics
FOOD*2150	Intro. to Nutritional and Food Science	F	0.5	(BIOL*1040 or BIOL*1080) and CHEM*1040
FOOD*3700	Sensory Evaluation of Foods	W	0.5	HTM*2700 and STAT*2060
GEOG*1220	Human Impact on the Environment	F,W	0.5	No prerequisite. <i>Also offered by distance education.</i>
GEOG*3490	Tourism and Environment	W	0.5	7.50 credits. <i>Also offered by distance education.</i>
HROB*2010	Foundations of Leadership	F,W	0.5	2.00 credits. This is a required course for the Certificate in Leadership. <i>Also offered by distance education.</i>
HROB*3010	Managing and Rewarding Performance	F	0.5	HROB*2100
HROB*3030	Workplace Health and Safety	W	0.5	9.00 credits including HROB*2100.
HROB*3050	Employment Law	F	0.5	9.00 credits including HROB*2100
HROB*3070	Attracting and Acquiring Talent	F	0.5	HROB*2100
HROB*3090	Developing Talent	W	0.5	HROB*2100
HRBO*4010	Leadership Certificate Capstone	W	0.5	HROB*2010 and 120 hours of placement experience. <i>Distance education only.</i>
HROB*4060	Workplace Optimization	W	0.5	15.00 credits including HROB*2100.
HTM*2070	Meetings & Convention Mgmt	W	0.5	HTM*1000
HTM*2170	Tourism Policy, Planning and Development	F	0.5	GEOG*1220 and HTM*1000
HTM*2740	Cultural Aspects of Food	F	0.5	No prerequisite.
HTM*3150	Experiential Learning in the Hospitality Industry	U	0.5	Registration in HAFA Co-op and instructor consent.
HTM*3160	Destination Management and Marketing	F	0.5	HTM*2170
HTM*3180	Casino Operations Management	U	0.5	ACCT*2230 and HROB*2100 <i>Distance education only.</i>
HTM*3780	Economics of Food Usage	F	0.5	1 of (FOOD*2010, HTM*2700 or MCS*1000). <i>Distance education only.</i>
HTM*4050	Wine and Oenology	W	0.5	9.00 credits. <i>Must be of legal drinking age in Ontario.</i>
HTM*4110	Advanced Restaurant Operations	U	0.5	HTM*3090

Course No.	Course Title	Sem. Offered	Credit Weight	Prerequisite(s) / Restriction / Comments
HTM*4130, 4140 & 4150	Current Management Topics	U	0.5	Varies with topic.
HTM*4170	International Tourism	W	0.5	14.00 credits including HTM*3160
HTM*4250	Hospitality Revenue Management	U	0.5	HTM*2100 and MGMT*3320
HTM*4500	Special Study in Hospitality & Tourism	U	0.5	Semester 7 or 8 and consent of the School.
MCS*2100	Personal Financial Management	S,F,W	0.5	5.00 credits. <i>Distance education only</i>
MCS*2600	Fundamentals of Consumer Behaviour	F,W	0.5	(HTM*1000 or MCS*1000) and (HROB*2100 or PSYC*1000). <i>Although not required, it is recommended that PSYC*1000 be taken before MCS*2600.</i>
MCS*3000	Advanced Marketing	F	0.5	10.00 credits including MCS*1000
MCS*3010	Quality Management	W	0.5	10.00 credits including 0.50 credits in Statistics
MCS*3620	Marketing Communications	F,W	0.5	10.00 credits, including MCS*1000 and MCS*2600
MCS*4400	Pricing Management	F	0.5	10.00 credits including (ECON*3740 or MCS*3030)
MGMT*4050	Applied Community Project I	F,W	0.5	10.00 credits and minimum 70% cumulative average and instructor consent.
MGMT*4060	Applied Community Project II	F,W	0.5	10.00 credits and minimum 70% cumulative average and instructor consent.
MGMT*4260	International Business	W	0.5	14.50 credits
MGMT*4350	Business Case Competition Preparation	F	0.5	9.50 credits
NUTR*1010	Nutrition and Society	F,W	0.5	No prerequisite. <i>Also offered by distance education.</i>
NUTR*2050	Family and Community Nutrition	F	0.5	NUTR*1010. <i>Also offered by distance education.</i>
PHIL*1010	Introductory Philosophy: Social and Political Issues	F,W	0.5	No prerequisite.
PHIL*2100	Critical Thinking	F,W	0.5	2.00 credits or 1 of (PHIL*1000, PHIL*1010 or PHIL*1050)
PHIL*2600	Business and Professional Ethics	W	0.5	2.00 credits or 1 of (PHIL*1000, PHIL*1010 or PHIL*1050)
POLS*1400	Issues in Canadian Politics	F	0.5	No prerequisite. <i>Also offered by distance education.</i>
PSYC*1000	Introduction to Psychology	S,F,W	0.5	No prerequisite. <i>Also offered by distance education.</i>
PSYC*2310	Introduction to Social Psychology	S,F,W	0.5	1 of PSYC*1000, PSYC*1100 or PSYC*1200. <i>Also offered by distance education.</i>

Course No.	Course Title	Sem. Offered	Credit Weight	Prerequisite(s) / Restriction / Comments
REAL*1820	Real Estate and Housing	F	0.5	No prerequisite.
REAL*2820	Real Estate Finance	W	0.5	5.00 credits
REAL*3810	Real Estate Market Analysis	F	0.5	REAL*1820 and STAT*2060
REAL*3890	Property Management	W	0.5	REAL*1820 and 1 of (ACCT*2230, ECON*2560 or REAL*2820)
REAL*4820	Real Estate Appraisal	F	0.5	(CIS*1000 or MCS*2020) and 1 of (ACCT*2230 , ECON*2560 or REAL*2820)
REAL*4840	Housing and Real Estate Law	F	0.5	9.00 credits including MCS*1000 and REAL*1820 and REAL*2820
SOAN*2040	Globalization of Work and Organizations	F,W	0.5	ANTH*1150 or SOC*1100.
SOC*1100	Sociology	S,F,W	0.5	No prerequisite. <i>Also offered by distance education.</i>

PLUS

Students may also select credits in any foreign language (Chinese, French, German, Greek, Italian, Latin, Portuguese or Spanish/Hispanic Studies) as restricted electives. Students without a second language are strongly recommended to take language courses.

Tourism Management (TMGT)

As the world's largest industry, tourism encompasses a wide range of public and private enterprises that require knowledgeable and talented management professionals. The program in Tourism Management builds on a strong base of hospitality management courses (human resources management, accounting, finance, hotel operations). In conjunction with these courses the program provides specialized courses dealing with the economic, social, cultural and environmental aspects of the industry as well as the critical functions of tourism marketing, distribution, planning and development. In addition, there are opportunities to develop expertise in eco-tourism and international tourism operations. **Verified work experience in the hospitality and tourism industry is required for students to be eligible to graduate.** Group work is a significant part of core credit work.

Liberal Education Requirement

As part of the graduation requirement all BComm students are required to complete 1.50 credits from at least two different subject prefixes as listed under the BComm Program Information section of the Undergraduate Calendar (see Exhibit 6, p. 80).

Major

For this major, 15.00 of the 20.00 credits are specified as core requirements, 2.50 as restricted electives (List A), 1.50 as the Liberal Education Requirement and 1.00 are free electives.

Semester 1

ECON*1050 [0.50] Introductory Microeconomics
 HTM*1000 [0.50] Introduction to Hospitality and Tourism Management
 MATH*1030 [0.50] Business Mathematics
 MGMT*1000 [1.00] Introduction to Business

Semester 2

ECON*1100 [0.50] Introductory Macroeconomics
 GEOG*1220 [0.50] Human Impact on the Environment
 HTM*2010 [0.50] Hospitality and Tourism Business Communications
 HTM*2100 [0.50] Lodging Operations
 MCS*1000 [0.50] Introductory Marketing

Semester 3

ACCT*2220 [0.50] Financial Accounting
 HROB*2100 [1.00] Managing People in Organizations
 HTM*2170 [0.50] Tourism Policy, Planning and Development

One of:

STAT*2060 [0.50] Statistics for Business Decisions
 ECON*3740 [0.50] Economic Statistics

Semester 4

ACCT*2230 [0.50] Management Accounting
 ECON*2560 [0.50] Theory of Finance

MCS*2020 Information Management
 1.00 credits from List A or electives

Semester 5

HROB*3100 [0.50] Managerial Skills
 HTM*3080 [0.50] Hospitality and Tourism Marketing
 HTM*3160 [0.50] Destination Management and Marketing
 MGMT*3320 [0.50] Financial Management
 0.50 credits from List A or elective

Semester 6

FARE*4360 [0.50] Marketing Research
 HTM*2070 [0.50] Meetings and Convention Management
 HTM*3120 [0.50] Service Operations Analysis
 MCS*3040 [0.50] Business and Consumer Law
 0.50 credits from List A or elective

Semester 7

HTM*4190 [0.50] Hospitality & Tourism Operations Planning
 MGMT*4000 [0.50] Strategic Management
 1.50 credits from List A or electives

Semester 8

EDRD*4010 [0.50] Tourism Planning in Less Developed World
 HTM*4170 [0.50] International Tourism Development and Management
 1.50 credits from List A or electives

List A - Restricted Electives

In addition to the 15.00 required credits, students must also take a minimum of **2.50 restricted electives from the following list**, throughout the program. Students may choose to explore a variety of subjects or may choose to study an area related to their major in some depth. Restricted electives are listed below and have been grouped into major subject areas which are related to the professional interests of the Tourism Management major.

Students may also select language courses as restricted electives. This is strongly recommended for students without a second language.

Eco-tourism:

ECON*2100	Economic Growth and Environmental Quality
EDRD*3400	Sustainable Communities
FARE*2700	Survey of Natural Resource Economics
FARE*4290	Land Economics
FARE*4310	Resource Economics
GEOG*2210	Environment and Resources
GEOG*3490	Tourism and Environment
PHIL*2070	Philosophy of the Environment
POLS*3370	Environmental Politics and Governance

International tourism:

ECON*2650	Introductory Development Economics
ECON*3620	International Trade
ECON*4830	Economic Development
EDRD*3160	International Communication
GEOG*3490	Tourism and Environment
HTM*2740	Cultural Aspects of Food

Developing tourism-related real estate:

GEOG*3490	Tourism and Environment
LARC*2820	Urban and Regional Planning
REAL*1820	Real Estate and Housing
REAL*2820	Real Estate Finance
REAL*3810	Real Estate Market Analysis
REAL*3890	Property Management
REAL*4820	Real Estate Appraisal
REAL*4840	Housing and Real Estate Law

Social and economic environment of business:

ECON*2310	Intermediate Microeconomics
ECON*2410	Intermediate Macroeconomics
ECON*3520	Labour Economics
ECON*3660	Economics of Equity Markets
ECON*3760	Fundamentals of Derivatives
ECON*3860	International Finance
ECON*3960	Money, Credit and the Financial System
MCS*4050	The Evolution of Capitalism: A Canadian Perspective
PHIL*1010	Introductory Philosophy: Social & Political Issues
PHIL*2600	Business and Professional Ethics
POLS*1400	Issues in Canadian Politics

Human behaviour related to work and work groups:

ANTH*1150	Introduction to Anthropology
ANTH*2160	Social Anthropology
ECON*2200	Industrial Relations
HROB*2010	Foundations of Leadership
HROB*3030	Occupational Health and Safety
HROB*3050	Employment Law
HROB*4010	Leadership Capstone
PSYC*1000	Introduction to Psychology
PSYC*2310	Introduction to Social Psychology
SOAN*2040	Globalization of Work & Organizations
SOC*1100	Sociology

Marketing and consumer behaviour:

MCS*2600	Fundamentals of Consumer Behaviour
MCS*3000	Advanced Marketing
MCS*3010	Quality Management
MCS*3620	Marketing Communications
MCS*4400	Pricing Management
PSYC*1000	Introduction to Psychology

Specialized courses in Hospitality & Tourism Management:

HTM*2700	Introductory Foods
HTM*2740	Cultural Aspects of Food
HTM*3030	Beverage Management
HTM*3060	Lodging Management
HTM*3090	Restaurant Operations Management
HTM*3180	Casino Operations Management
HTM*3780	Economics of Food Usage
HTM*4050	Wine and Oenology
HTM*4090	Hospitality and Tourism Facilities Management and Design
HTM*4110	Advanced Restaurant Operations
HTM*4130	Current Management Topics to HTM*4150
HTM*4250	Hospitality Revenue Management
HTM*4500	Special Study in Hospitality and Tourism

Accounting and administration:

ACCT*2240	Applied Financial Accounting
ACCT*3230	Intermediate Management Accounting
ACCT*3280	Auditing I
ACCT*3330	Intermediate Financial Accounting I
ACCT*3340	Intermediate Financial Accounting II
ACCT*3350	Taxation
ACCT*4220	Advanced Financial Accounting
ACCT*4230	Advanced Management Accounting
MCS*2100	Personal Financial Management
MGMT*4260	International Business

Courses to prepare for the Certified Human Resource Professional (CHRP) designation:

ECON*2200	Industrial Relations
HROB*3010	Managing and Rewarding Performance
HROB*3030	Workplace Health and Safety
HROB*3070	Attracting and Acquiring Talent
HROB*3090	Developing Talent
HROB*4060	Workplace Optimization

<p>List A - Restricted Electives (Continued):</p> <p><i>Other restricted electives:</i> CHEM*1100 Chemistry Today CIS*1000 Introduction to Computer Applications EDRD*3140 Organizational Communications ENGL*1200 Reading the Contemporary World ENGL*1410 Major Writers MGMT*4050 Applied Community Project I MGMT*4060 Applied Community Project II MGMT*4350 Business Case Competition Preparation PHIL*2100 Critical Thinking</p> <p><i>Students may also select language courses (Chinese, French, German, Greek, Italian, Latin, Portuguese or Spanish/Hispanic Studies) as restricted electives. This is strongly recommended for students without a second language.</i></p>	<p>Free Electives and Liberal Education Requirement</p> <p>In addition to the 15.00 required credits and the 2.50 restricted electives, the student must include the 1.50 credits toward the BComm Liberal Education Requirement (see Exhibit 6) and 1.00 free electives.</p>
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Course No.	Course Title	Sem. Offered	Credit Weight	Prerequisite(s) / Restriction / Comments
ACCT*2240	Applied Financial Accounting	F	0.5	ACCT*2220
ACCT*3230	Intermediate Management Accounting	W	0.5	ACCT*2230
ACCT*3280	Auditing I	F	0.5	ACCT*3330
ACCT*3330	Intermediate Financial Accounting I	W	0.5	ACCT*2220
ACCT*3340	Intermediate Financial Accounting II	F	0.5	ACCT*3330
ACCT*3350	Taxation	F	0.5	ACCT*3330 and MGMT*3320
ACCT*4220	Advanced Financial Accounting	F	0.5	ACCT*3330 and ACCT*3340
ACCT*4230	Advanced Management Accounting	W	0.5	ACCT*3230
ANTH*1150	Introduction to Anthropology	F,W	0.5	<i>Also offered by Distance Education</i>
ANTH*2160	Social Anthropology	W	0.5	ANTH*1150
CHEM*1100	Chemistry Today	W	0.5	<i>Cannot be taken if you have credit for CHEM*1040. Distance education <u>only</u>.</i>
CIS*1000	Intro. to Computer Applications	S,F,W	0.5	<i>Cannot be taken if you have credit for CIS*1200. Also offered by Distance Education.</i>
ECON*2100	Economic Growth and Environmental Quality	F	0.5	ECON*1050.
ECON*2200	Industrial Relations	F	0.5	ECON*1050
ECON*2310	Intermediate Microeconomics	S,F,W	0.5	ECON*1050 and ECON*1100 and MATH*1030. <i>Also offered by distance education..</i>
ECON*2410	Intermediate Macroeconomics	S,F,W	0.5	ECON*1100 and MATH*1030. <i>Also offered by distance education.</i>
ECON*2650	Intro. Development Economics	F	0.5	ECON*1050 and ECON*1100.
ECON*3520	Labour Economics	U	0.5	ECON*2310 and STAT*2060
ECON*3620	International Trade	U	0.5	ECON*2310
ECON*3660	Economics of Equity Markets	U	0.5	ECON*2310 and ECON*2560
ECON*3760	Fundamentals of Derivatives	F,W	0.5	ECON*2310 and ECON*2560
ECON*3860	International Finance	F	0.5	ECON*2410 and ECON*2560
ECON*3960	Money, Credit and the Financial System	U	0.5	ECON*2410 and ECON*2560
ECON*4830	Economic Development	U	0.5	ECON*2310

Course No.	Course Title	Sem. Offered	Credit Weight	Prerequisite(s) / Restriction / Comments
EDRD*3140	Organizational Communication	W	0.5	5.00 credits. <i>Distance education only.</i>
EDRD*3160	International Communication	W	0.5	10.00 credits. <i>Distance education only.</i>
EDRD*3400	Sustainable Communities	F	0.5	AGR*1250 or 10.00 credits.
ENGL*1200	Reading the Contemporary World	F,W	0.5	No prerequisite. <i>Also offered by distance education.</i>
ENGL*1410	Major Writers	U	0.5	No prerequisite.
FARE*2700	Survey of Natural Resource Economics	F	0.5	ECON*1050
FARE*4290	Land Economics	F	0.5	FARE*2700 or ECON*2310. <i>Offered in even-numbered years.</i>
FARE*4310	Resource Economics	W	0.5	FARE*3170 and 1 of (FARE*2700, ECON*2310, ECON*2100)
GEOG*2210	Environment and Resources	W	0.5	GEOG*1220 is recommended. <i>Also offered by distance education.</i>
GEOG*3490	Tourism and Environment	W	0.5	7.50 credits.
HROB*2010	Foundations of Leadership	F,W	0.5	2.00 credits. This is a required course for the Leadership Certificate. <i>Also offered by distance education.</i>
HROB*3010	Managing and Rewarding Performance	F	0.5	HROB*2100
HROB*3030	Workplace Health & Safety	W	0.5	9.00 credits including HROB*2100.
HROB*3050	Employment Law	F	0.5	9.00 credits including HROB*2100 <i>First offering is Fall 2013.</i>
HROB*3070	Attracting and Acquiring Talent	F	0.5	HROB*2100
HROB*3090	Developing Talent	W	0.5	HROB*2100
HROB*4010	Leadership Certificate Capstone	W	0.5	HROB*2100 and 120 hours of placement experience. <i>Distance education only.</i>
HROB*4060	Workplace Optimization	W	0.5	15.00 credits including HROB*2100.
HTM*2700	Introductory Foods	F,W	0.5	1 of (Grade 12U/ 4U Chemistry, CHEM*1040, CHEM*1060 or CHEM*1100).
HTM*2740	Cultural Aspects of Food	F	0.5	No prerequisite.
HTM*3030	Beverage Management	F	0.5	9.00 credits. <i>Must be legal drinking age in Ontario.</i>
HTM*3060	Lodging Management	F	0.5	9.00 credits, including HTM*2100.
HTM*3090	Restaurant Operations Management	F,W	1.0	HTM*2030 and HTM*2700.
HTM*3180	Casino Operations Management	U	0.5	ACCT*2230 and HROB*2100 <i>Distance education only.</i>

Course No.	Course Title	Sem. Offered	Credit Weight	Prerequisite(s) / Restriction / Comments
HTM*3780	Economics of Food Usage	F	0.5	1 of (FOOD*2010, HTM*2700 or MCS*1000). <i>Distance education <u>only</u>.</i>
HTM*4050	Wine and Oenology	W	0.5	9.00 credits. <i>Must be legal drinking age in Ontario.</i>
HTM*4090	Hospitality and Tourism Facilities Management and Design	F,W	0.5	HTM*3090
HTM*4110	Advanced Restaurant Operations	U	0.5	HTM*3090
HTM*4130, 4140 & 4150	Current Management Topics	U	0.5	Varies with topic.
HTM*4250	Hospitality Revenue Management	U	0.5	HTM*2100 and MGMT*3320
HTM*4500	Special Study in Hospitality	U	0.5	Semester 7 or 8 and consent of the School.
LARC*2820	Urban and Regional Planning	W	0.5	No prerequisite. <i>Also offered by distance education</i>
MCS*2100	Personal Financial Management	S,F,W	0.5	5.00 credits. <i>Distance education format <u>only</u>.</i>
MCS*2600	Fundamentals of Consumer Behaviour	F,W	0.5	(HTM*1000 or MCS*1000) and (HROB*2100 or PSYC*1000). <i>Although not required, it is recommended that PSYC*1000 be taken before MCS*2600.</i>
MCS*3000	Advanced Marketing	F	0.5	10.00 credits including MCS*1000.
MCS*3010	Quality Management	W	0.5	10.00 credits, including 0.50 credits in Statistics
MCS*3620	Marketing Communications	F,W	0.5	10.00 credits, including MCS*1000 and MCS*2600
MCS*4050	The Evolution of Capitalism: A Canadian Perspective	W	0.5	15.00 credits including ECON*1050 and ECON*1100.
MCS*4400	Pricing Management	F	0.5	10.00 credits including (ECON*3740 or MCS*3030).
MGMT*4050	Applied Community Project I	F,W	0.5	10.00 credits and minimum 70% cumulative average and instructor consent.
MGMT*4060	Applied Community Project II	F,W	0.5	10.00 credits and minimum 70% cumulative average and instructor consent.
MGMT*4260	International Business	W	0.5	14.50 credits
MGMT*4350	Business Case Competition Preparation	F	0.5	9.50 credits

Course No.	Course Title	Sem. Offered	Credit Weight	Prerequisite(s) / Restriction / Comments
PHIL*1010	Introductory Philosophy: Social and Political Issues	F,W	0.5	No prerequisite.
PHIL*2100	Critical Thinking	F,W	0.5	2.00 credits <u>or</u> 1 of (PHIL*1000, PHIL*1010 or PHIL*1050)
PHIL*2070	Philosophy of the Environment	W	0.5	2.00 credits <u>or</u> 1 of (PHIL*1000, PHIL*1010 or PHIL*1050). <i>Also offered by distance education.</i>
PHIL*2600	Business and Professional Ethics	W	0.5	2.00 credits <u>or</u> 1 of (PHIL*1000, PHIL*1010 or PHIL*1050)
POLS*1400	Issues in Canadian Politics	F	0.5	No prerequisite. <i>Also offered by distance education.</i>
POLS*3370	Environmental Politics and Governance	S,F	0.5	7.50 credits. <i>Also offered by distance education.</i>
PSYC*1000	Introduction to Psychology	S,F,W	0.5	No prerequisite. <i>Also offered by distance education.</i>
PSYC*2310	Introduction to Social Psychology	S,F,W	0.5	1 of (SYC*1000, PSYC*1100 or PSYC*1200) <i>Also offered by distance education.</i>
REAL*1820	Real Estate and Housing	F	0.5	No prerequisite.
REAL*2820	Real Estate Finance	W	0.5	5.00 credits
REAL*3810	Real Estate Market Analysis	F	0.5	REAL*1820 <u>and</u> STAT*2060
REAL*3890	Property Management	W	0.5	REAL*1820 <u>and</u> 1 of (ACCT*2230, ECON*2560 or REAL*2820)
REAL*4820	Real Estate Appraisal	F	0.5	(CIS*1000 or MCS*2020) <u>and</u> 1 of (ACCT*2230, ECON*2560 or REAL*2820)
REAL*4840	Housing and Real Estate Law	F	0.5	9.00 credits including MCS*1000 <u>and</u> REAL*1820 <u>and</u> REAL*2820
SOAN*2040	Globalization of Work and Organizations	F,W	0.5	ANTH*1150 or SOC*1100.
SOC*1100	Sociology	S,F,W	0.5	No prerequisite. <i>Also offered by distance education.</i>

PLUS

Students may also select credits in any foreign language (Chinese, French, German, Greek, Italian, Latin, Portuguese or Spanish/Hispanic Studies) as restricted electives. Students without a second language are strongly recommended to take language courses.

The Liberal Education Requirement is designed to provide BComm students with exposure to and some understanding of a range of disciplines in the Arts, Social Sciences and Mathematical and Natural Sciences.

HAFA, HAFA Co-op and Tourism Management majors, like all BComm students, must include 1.50 credits **from at least two of the prefixes below** to meet the Liberal Education Requirement.

NOTE: Double counting is **not** permitted within the B.Comm. Program. Therefore, students **cannot** use courses required in their schedule of studies (core courses) to meet this requirement and **cannot** count a course as both a Restricted elective or Free elective and towards the Liberal Education Requirement.

ANSC	Animal Science
ANTH	Anthropology
ARTH	Art History
BIOC	Biochemistry
BIOL	Biology
BIOM	Biomedical Sciences
BOT	Botany
CHEM	Chemistry
CHIN	Chinese
CIS	Computing and Information Science
CLAS	Classical Studies
CROP	Crop Science
EDRD	Environmental Design and Rural Development
ENGL	English
ENVB	Environmental Biology
EURO	European Studies
FOOD	Food Science
FREN	French Studies
FRHD	Family Relations and Human Development
GEOG	Geography
GERM	German Studies
GREK	Greek
HISP	Hispanic (Spanish) Studies
HIST	History
HORT	Horticulture
HUMN	Humanities
IDEV	International Development
ISS	Interdisciplinary Social Science
ITAL	Italian Studies
LARC	Landscape Architecture
LAT	Latin
LING	Linguistics
MATH	Mathematics
MBG	Molecular Biology and Genetics
MICR	Microbiology
MUSC	Music
NUTR	Nutrition
PHIL	Philosophy
PHYS	Physics
POLS	Political Science
PORT	Portuguese
PSYC	Psychology
SART	Studio Art
SOAN	Sociology and Anthropology
SOC	Sociology
THST	Theatre Studies
UNIV	Interdisciplinary University
WMST	Women's Studies
ZOO	Zoology

CONTINUATION OF STUDY REQUIREMENTS
SCHEDULE 1 (Students Entering from High School)

<p>Continuation of Study - Schedule 1</p> <p>Students follow Schedule 1 if:</p> <ol style="list-style-type: none"> 1. they are registered for the first time at the University of Guelph with no previous registration in another college or university; or 2. they are registered at Guelph in the Open Learning Program and taking credit courses; or 3. they have been registered in a program at this University, are eligible to continue study in that program and subsequently transfer to another degree program (including students transferring from Open Learning to a degree program); or 4. they have transferred from another university or college and have been admitted to Semester 1 at Guelph; or 5. they have been required for any reason other than academic performance to withdraw from the program, and subsequently are accepted for readmission to that program; or 6. they have registered at the University of Guelph as an exchange student. <p>Schedule 1 Regulations</p> <p>All degree programs, Open Learning and General Studies have established conditions which must be met for continuation of study. Continuation of study within a program is permitted provided the standards of academic performance listed below are met. In some instances, students not meeting the requirements may be allowed to proceed on probation. If these conditions are not met, the student will be required to withdraw from the program for a minimum of two (2) semesters and may apply for readmission after that period of time.</p> <p>The continuation of study regulations at the University of Guelph are based on the principle that students must maintain a minimum average of 60%. To allow for transition issues, some leniency has been built into the minimum average requirement during the first 5.0 credit attempts. The student's cumulative average will be reviewed first. If the student's cumulative average does not meet the minimum required, the student will either be required to withdraw or placed on probation. When a student is placed on probation he/she will be required to obtain a minimum semester average of 60%. In subsequent semesters the student will either be required to withdraw, allowed to continue on probation, or be placed back on regular status. Students will be taken off probation once their cumulative average is greater than, or equal to 60%.</p>	<p>Conditions for continuation of study will be applied using the following tables:</p> <p>Number of Credit Attempts: between 0.25 and 2.50</p> <p>Students who have <i>attempted</i> between 0.25 and 2.50 credits will be allowed to continue regardless of their cumulative average. Students will be placed on probation if their cumulative average falls below 50%.</p> <p>Number of Credit Attempts: between 2.75 and 5.00</p> <p>If Eligible to Continue:</p> <table style="width: 100%; border: none;"> <tr> <td style="border-bottom: 1px solid black;"><u>Cumulative Average (C)</u></td> <td style="border-bottom: 1px solid black;"><u>Status of Student</u></td> </tr> <tr> <td>C < 50%</td> <td>Required to Withdraw</td> </tr> <tr> <td>C ≥ 50% but C < 60%</td> <td>Probationary</td> </tr> <tr> <td>C ≥ 60%</td> <td>Eligible to Continue</td> </tr> </table> <p>If on Probation:</p> <table style="width: 100%; border: none;"> <tr> <td style="border-bottom: 1px solid black;"><u>Cumulative Average (C)</u></td> <td style="border-bottom: 1px solid black;"><u>Status of Student</u></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><u>Semester Average (S)</u></td> <td></td> </tr> <tr> <td>S < 50% or C < 50%</td> <td>Required to Withdraw</td> </tr> <tr> <td>S ≥ 50% but C < 50%</td> <td>Required to Withdraw</td> </tr> <tr> <td>S ≥ 50% but C < 60%</td> <td>Remain on Probation</td> </tr> <tr> <td>C ≥ 60%</td> <td>Eligible to Continue</td> </tr> </table> <p>Number of Credit Attempts: more than 5.00</p> <p>If Eligible to Continue:</p> <table style="width: 100%; border: none;"> <tr> <td style="border-bottom: 1px solid black;"><u>Cumulative Average (C)</u></td> <td style="border-bottom: 1px solid black;"><u>Status of Student</u></td> </tr> <tr> <td>C < 50%</td> <td>Required to Withdraw</td> </tr> <tr> <td>C ≥ 50% but C < 60%</td> <td>Probation</td> </tr> <tr> <td>C ≥ 60%</td> <td>Eligible to Continue</td> </tr> </table> <p>If on Probation:</p> <table style="width: 100%; border: none;"> <tr> <td style="border-bottom: 1px solid black;"><u>Cumulative Average (C)</u></td> <td style="border-bottom: 1px solid black;"><u>Status of Student</u></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><u>Semester Average (S)</u></td> <td></td> </tr> <tr> <td>S < 60%</td> <td>Required to Withdraw</td> </tr> <tr> <td>S ≥ 60% but C < 60%</td> <td>Probation</td> </tr> <tr> <td>C ≥ 60%</td> <td>Eligible to Continue</td> </tr> </table>	<u>Cumulative Average (C)</u>	<u>Status of Student</u>	C < 50%	Required to Withdraw	C ≥ 50% but C < 60%	Probationary	C ≥ 60%	Eligible to Continue	<u>Cumulative Average (C)</u>	<u>Status of Student</u>	<u>Semester Average (S)</u>		S < 50% or C < 50%	Required to Withdraw	S ≥ 50% but C < 50%	Required to Withdraw	S ≥ 50% but C < 60%	Remain on Probation	C ≥ 60%	Eligible to Continue	<u>Cumulative Average (C)</u>	<u>Status of Student</u>	C < 50%	Required to Withdraw	C ≥ 50% but C < 60%	Probation	C ≥ 60%	Eligible to Continue	<u>Cumulative Average (C)</u>	<u>Status of Student</u>	<u>Semester Average (S)</u>		S < 60%	Required to Withdraw	S ≥ 60% but C < 60%	Probation	C ≥ 60%	Eligible to Continue
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NOTE: Alternative course evaluations are NOT be included in the Continuation of Study calculations [Pass (P), Outstanding Pass (O), Fail (F), Credit Standing (CRD), or Withdraw with Failure (WF)]. Courses taken on Letter of Permission are also NOT be included in the calculations.

Source: 2013-14 Undergraduate Calendar, Click on 'VIII- Undergraduate Degree Regulations and Procedures', then 'Continuation of Study' (<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-contstudy-sched1.shtml>)

**CONTINUATION OF STUDY REQUIREMENTS
SCHEDULE 2 (Transfer Students)**

<p>Continuation of Study - Schedule 2</p> <p><i>Normally students who transfer from another university or college will be required to follow Schedule 2.</i> Students who are readmitted to this University, but whose prior record renders them ineligible to proceed under Schedule 1 will also be required to follow Schedule 2.</p> <p>Schedule 2 Regulations</p> <p>Continuation of study is permitted provided the student meets the conditions outlined below. In some instances, students not meeting the requirements may be allowed to proceed on probation. If these conditions are not met, the student will be required to withdraw from the program for a minimum of two semesters and may apply for readmission after that time.</p> <p>The continuation of study regulations are based on the principle that students must be maintaining a 60% average. The details of the continuation of study model follow. The student's cumulative average will be reviewed first. If it does not meet the required level, the student will be required to withdraw or placed on probation. Students who are placed on probation will be required to obtain a minimum 60% semester average in subsequent semesters. As a result of this review, the student will either be required to withdraw, remain on probation, or be placed back on regular status. Students will be taken off probation once their cumulative average rises above 60%.</p> <p>Continuation of Study is assessed each semester. Students whose cumulative average falls below 60% will be placed on probation for one semester, and then assessed based on their semester average.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><i>If Eligible to Continue:</i></td> </tr> <tr> <td style="text-align: center;"><u>Cumulative Average (C)</u></td> <td style="text-align: center;"><u>Status of Student</u></td> </tr> <tr> <td>C < 50%</td> <td>Required to Withdraw</td> </tr> <tr> <td>C ≥ 50% but C < 60%</td> <td>Probation</td> </tr> <tr> <td>C ≥ 60%</td> <td>Eligible to Continue</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"><i>If on Probation:</i></td> </tr> <tr> <td style="text-align: center;"><u>Cumulative Average (C)</u></td> <td style="text-align: center;"><u>Status of Student</u></td> </tr> <tr> <td style="text-align: center;"><u>Semester Average (S)</u></td> <td></td> </tr> <tr> <td>S < 60%</td> <td>Required to Withdraw</td> </tr> <tr> <td>S ≥ 60% but C < 60%</td> <td>Continue on Probation</td> </tr> <tr> <td>C ≥ 60%</td> <td>Eligible to Continue</td> </tr> </table>	<i>If Eligible to Continue:</i>		<u>Cumulative Average (C)</u>	<u>Status of Student</u>	C < 50%	Required to Withdraw	C ≥ 50% but C < 60%	Probation	C ≥ 60%	Eligible to Continue	 		<i>If on Probation:</i>		<u>Cumulative Average (C)</u>	<u>Status of Student</u>	<u>Semester Average (S)</u>		S < 60%	Required to Withdraw	S ≥ 60% but C < 60%	Continue on Probation	C ≥ 60%	Eligible to Continue
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NOTE: *Alternative course evaluations are NOT be included in the Continuation of Study calculations [Pass (P), Outstanding Pass (O), Fail (F), Credit Standing (CRD), or Withdraw with Failure (WF)]. Courses taken on Letter of Permission are also NOT be included in the calculations.*

Source: 2013-14 Undergraduate Calendar, Click on 'VIII- Undergraduate Degree Regulations and Procedures', then 'Continuation of Study' (<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-contstudy-sched2.shtml>)



College of Management and Economics
School of Hospitality and Tourism Management
Founded in 1969 as the School of Hotel and Food Administration

**HOSPITALITY and TOURISM WORK EXPERIENCE
VERIFICATION FORM**

The School of Hospitality and Tourism Management requires all of its students to work at least **1200 hours** in the hospitality and tourism industry prior to graduation. We would appreciate your co-operation in completing the information below. Thank you.

Employee/Student Name: _____ Student I.D. No: _____

Dates of Employment: _____
(**Start date and End date**)

Exact Number of Hours Worked: _____

Position(s) Held: _____

Basic Job Duties: _____

Supervisor's Name: _____

Supervisor's Position: _____

Company Name: _____

Address: _____

City Province Postal Code

Telephone Number: () _____

E-mail Address: _____

Signed: _____ Date: _____

THANK YOU AGAIN FOR YOUR ASSISTANCE. If returning by FAX (519-823-5512), please send to the attention of Valerie Allen, Academic Advisor.

What are HTM Graduates doing after graduation?

Immediately After Graduation:

- *Assistant Controllers, Food & Beverage Assistant Managers, HR Specialists* with Fairmont Hotels in Calgary, Jasper and Edmonton.
- *Service (Front-of-the-House) Manager*, Canyon Creek, Square One, Toronto
- *Customer Service Agent*, Royal Botanical Gardens, Burlington, ON
- *Assistant Residence Manager*, Humber College, Toronto
- *Management program* with Oliver Bonacini Restaurants, Toronto
- *Tourism Market Researcher*, IPSOS Reid Canada, Toronto
- *Elevator Management Program*, Hilton International Hotels
- *Assistant Manager, Food & Beverage*, Hockley Valley Resort
- *Assistant Event and Marketing Manager*, Affinity Marketing, Toronto (manage Taste of the Danforth)

3 to 10+ Years Later:

- *Owner & Founder*, Babi & Co. - Indonesian Street Food, Toronto (2009 Grad)
- *Senior Catering Sales Manager*, Holiday Inn (2009 Grad)
- *Marketing Manager*, Thornhill Golf and Country Club, Thornhill ON (2008 Grad)
- *Project Manager, Food & Beverage Concepts*, Shangri-La Hotels & Resorts, Hong Kong (2008 Grad)
- *Chef de Cuisine*, Farmhouse Tavern, Toronto (2008 Grad)
- *Spa Manager*, Fairmont Hotels and Resorts, Vancouver (2008 Grad)
- *Hotel Relationships Manager*, Four Seasons Hotels and Resorts, Toronto (2008 Grad)
- *Owner and Executive Chef*, The Food Dudes (catering company) and Bloke & 4th Restaurant, Toronto (2007 Grad)
- *General Manager*, Oliver & Bonacini Restaurants, Toronto, ON (2006 Grad)
- *Regional Merchandising Manager*, Compass Group Canada (2006 Grad)
- *Founder and Publisher*, Notable.ca (on-line lifestyle guide for young Canadian professionals) (2006 Grad)
- *Development Manager*, Four Seasons Hotels and Resorts (2005 Grad)
- *Director of Asset Management*, Delta Hotels and Resorts (2004 Grad)
- *Event Manager*, Marriott Hotels (2003 Grad)
- *General Manager*, Silver Springs Culinary Retreat, Flesherton, ON (2002 Grad)
- *Real Estate Development Analyst*, The Cadillac Fairview Group (2001 Grad)
- *Director of Revenue Management Consolidated Centre - Europe, Hilton Hotels - International Division* London, England (2000 Grad)
- *Director of Business Services*, Chateau Fairmont, Whistler, BC (2000 Grad)
- *Director of Business Development*, Conrad Bali Resort & Spa, Bali, Indonesia (2000 Grad)
- *Sales Manager, International Associations*, Metro Toronto Convention Centre (1996 Grad)
- *Leadership Coach and Developer*, Cara Operations (1996 Grad)

LIBRARY INFORMATION SOURCES for HOSPITALITY and for TOURISM MANAGEMENT

HOSPITALITY

On the University of Guelph's McLaughlin Library website (<http://www.lib.uoguelph.ca/>), under the 'Conduct Your Research' heading click on 'Subject and Course Guides', then 'Business and Economics', then 'Hospitality'. You will find lists of: books, journal articles, newspapers, company information, and selected websites for both the foodservice industry and the hotel industry.

TOURISM MANAGEMENT

On the University of Guelph's McLaughlin Library website (<http://www.lib.uoguelph.ca/>), under the 'Conduct Your Research' heading click on 'Subject and Course Guides', then 'Business and Economics', then 'Tourism Management'. You will find lists of: background information, journal Indexes, journals, newspapers, statistics and data and selected websites.

This guide is a good starting point for your research, not a comprehensive list of sources.

For more help go the Library's 'Ask Us' website: http://www.lib.uoguelph.ca/assistance/ask_us/ .

RefWorks to Create Bibliographies

On the University Library website you can also access *RefWorks* (http://www.lib.uoguelph.ca/research/create_bibliographies/) . *RefWorks* is a bibliographic management service that will collect, store and organize citations you've found to journal articles, books, web sites and other sources. Save time with *RefWorks*: it will create correctly formatted bibliographies and manuscripts automatically to the format you specify.

To get started with *RefWorks* check out the various tutorials at: <http://www.refworks.com/tutorial/> .

Hospitality & Tourism Management Style Guide

Why you need to know this ...

Your success in Hospitality and Tourism Management depends to a large extent on your ability to write effectively.

After all, no matter how brilliant your ideas, they're worth nothing if others can't understand them. Wordiness, vague generalizations, grammatical errors, and improper format or documentation all interfere with your audience's understanding and, consequently, limit your potential to be successful.

The guidelines in this Style Guide will help you avoid these roadblocks and move you further along in the direction of academic and professional success.

Remember, though, ...

The best communicators tailor their messages to the audience. If your audience – in this case, your professor – asks for a different format from the one given here or emphasizes a particular type of writing style not mentioned here, you would be wise to follow his or her preferences.

Now ... what you need to know ...

Format of Papers

Margins & Spacing & Fonts

- Leave a margin of at least 2.5 cm (one inch) on both sides and top and bottom.
- Turn off the right justification (ie., the right margin should be uneven or “ragged”).
- Double space, on one side of the paper only. Exceptions: single spacing can be used for table titles, figure captions, and headings; triple and quadruple spacing, used sparingly, can improve appearance and readability after major headings and before and after tables/figures in the text.
- Indent each paragraph five spaces.
- Don't overuse fancy fonts and DON'T CAPITALIZE EVERY WORD LIKE THIS. IT MAKES THE PAPER HARD TO READ.
- Resist the temptation to make your paper seem longer (or shorter) by using overly large or small fonts. Generally, for text within paragraphs use 12 point font. You can make your headings stand out by using a slightly larger font.

Cover Page

It's important because it

- Helps the reader get started by presenting pertinent information – most notably a “high information” title
- Helps the writer establish at the outset a professional image of himself or herself. See Figure 1 below.

Figure 1: A Typical Cover Page for Written Assignments in HTM courses

<p style="text-align: center;">The Greek Garden: A Restaurant Critique</p> <p style="text-align: center;">Prepared for Professor Justin Taillon</p> <p style="text-align: center;">Introduction to Hospitality and Tourism Management HTM*1000</p> <p style="text-align: center;">Prepared by (<i>your name</i>) (<i>your student number</i>)</p> <p style="text-align: center;">Date</p>
--

Tables and Figures

Any visual in your paper that isn't a table, such as a drawing, graph, or pie chart, is called a figure. Here are some rules to keep in mind about using tables and figures:

- In the text, refer to every visual that you use. However – and this is important! – don't simply repeat the information that's contained in the table or figure. Instead, point out an important feature, trend, or conclusion that it reflects.
- Place the visual as close as possible to where it's first mentioned in the text.
- Make sure the visual is independent of the text. This means that a reader quickly skimming over the material can understand the table or figure without having to read through the text itself.
- Give the visual a two-part label: eg., "Table 1: Foodservice Production Area Space Requirements". The first part – "Table 1" – is how you refer to the visual throughout the text. The second part – "Foodservice Production Area Space Requirements" -- is what's referred to as a "high information" title; it identifies for the reader the *specific* information or topic that's addressed in the visual.

APA Reference Style

The following isn't complicated at all – it's just detailed (*very* detailed at times). And the reasons for paying attention to all this detail are simple:

- to send out a message to the reader that your work is academically rigorous
- to establish your credibility and professionalism
- to avoid, at all costs, even the suggestion of plagiarism

With the above three points in mind, use this guide whenever you're citing or using someone else's material in your written assignments. The latter doesn't just refer to direct quotations from another document or text. It can also refer to conclusions, ideas, or data that someone else has developed. It can even refer to the particular way that someone else has presented those conclusions, ideas or data.

If you're not sure whether or not you should reference something - go ahead and reference it. It's better to err on the side of caution than jeopardize your reputation among your professors and peers.

What is APA format?

It's an acronym that stands for ***American Psychological Association*** and it refers to a way of referencing material that's not your own in a document. Each reference contains two parts: a ***citation*** within the document and a ***reference list*** at the end of the document.

(**Note:** APA isn't the only style, but it *is* the one preferred by the business world in general and by HTM faculty in particular.)

Guidelines for Citations within the Document

- Immediately after the information cited, place the author's last name and the year of publication in parentheses, *just as illustrated in this sentence (Maitland, 2003)*.

Alternative: use the author's name to introduce the information, with the publication date in parentheses after the name. For example:

Maitland (2003) concludes that ...

- If you're directly quoting someone, provide the same information as above, but now also include the page number. For example:

The Student Advisory Committee cautions that "professors can become persnickety when students get lax about following proper APA style" (Jeeves, 2010, p. 29).

- If your quotation is fewer than 40 words, enclose it in quotation marks and incorporate it into the formal structure of the sentence, as illustrated in the entry above. If your quotation is longer than 40 words, it should appear without quotation marks, apart from the surrounding text in block format, with each line indented five spaces from the left margin.
- Ideally, you'll cite only those sources that you've actually read. Sometimes, though, the document you're reading cites an excellent source that you aren't able to access but that contains useful information. Use the following format for the text citation (and cite only the source you *have* read in the References list):

Runder (as cited in Maitland, 2010) developed a model for determining how much pre-exam caffeine the average University of Guelph student can reasonably ingest before becoming circumlocutious to the point of giddiness.

Guidelines for the Reference List at the End of the Document

Any source that's cited in your text is listed here, alphabetically.

The rules regarding how to set up this reference list are best described as exhaustive, finicky, and, most vexingly of all, subject to change. Therefore, it's a good idea to use **RefWorks**, a bibliographic management service to which all University of Guelph students have free access.

Here's what *RefWorks* can help you do: collect, store and organize citations you've found in journal articles, books, web sites and other sources; and **automatically create a correctly formatted APA reference list**. (Just be sure to verify that there are no anomalies when RefWorks generates your reference list).

You can access it through this link: <http://www.refworks.com/tutorial/>

Or visit the Learning Commons on the main floor of the library and pick-up a free copy of its "Writing Services Fastfacts Handout on APA Style". This reference sheet is also available on the University of Guelph's Learning Commons' website: <http://www.learningcommons.uoguelph.ca/> (Just click on "Writing Services" and go from there).

2 Rules to Improve Your Writing (and your grades)

Poor writers often use big words and long sentences in a misguided attempt to impress the reader. They usually end up, though, simply confusing – and boring – the reader. Wordy, convoluted documents are tedious to read. And more seriously, they often reflect "muddy" thinking and a weak grasp of the issue. It's as if the reader is hiding behind big words because he or she isn't sure of what to say.

Avoid these problems by following two rules:

Rule #1

Write simply and concisely

By the way, this rule doesn't encourage you to simplify everything. It *does* encourage you, though, to express your ideas in a straightforward, direct manner. You can test whether you're achieving this by checking your work against the following guidelines:

Avoid beginning sentences with the indeterminate “It is ...” or “There are ...”.

- X It is the purpose of this report to discuss ...
- ✓ This report discusses ...

Eliminate chains of “which” and “that” clauses.

- X The recommendations ~~that are~~ most important ...
- ✓ The most important recommendations

Reduce the number of prepositional phrases.

- X The introduction of an employment equity program by the company will ...
- ✓ The company’s new employment equity program will ...

Don’t directly address the reader as “you”.

- X As soon as you enter the restaurant, you notice the décor, which is comfortable and rustic.
- ✓ The décor is rustic, yet comfortable.
- or*
- ✓ Entering the restaurant, guests immediately notice the rustic, yet comfortable décor.

Use the active rather than passive voice.

- X The following sources of information were utilized in this report: ...
- ✓ This report is based on the following sources of information: ...
- or*
- ✓ Our group (or we) used the following sources of information: ...

Choose simple, familiar words whenever possible.

- X It is inconsequential to arrive at a feasible solution if it cannot be implemented.
- ✓ Solutions must be practical.

Rule #2

Make sure you're actually saying something

This rule sounds obvious, but it's easy to pad your writing with phrases and sentences that sound important at first glance, but that are empty of any real meaning.

Example:

The subject of waste management is considered to be one of importance to the lodging industry at the present time.

By following the guidelines from Rule #1, you can edit this sentence so that it's more straightforward and concise:

~~*The subject of waste management is considered to be one of importance to the lodging industry at the present time.*~~

↓

Waste management is an important issue for the lodging industry.

The first editing step brings the content into sharper focus, so that it's easier to read and evaluate. The second step is to ask if you're actually saying something. If the answer is "no" or "not very much" (as is the case here – it's a fairly general statement that most people would agree with), then work on adding more depth to the statement. The latter almost always entails being more specific:

Waste management raises important financial, legal, and ethical issues for the lodging industry.

The result isn't just a shorter sentence (from 20 words in the original to 13 words in the final version), but also a more focused statement that guides both reader and writer.

Here are some guidelines to ensure that your writing actually says something ...

Strive for concrete and specific wording.

Example:

A combination of nice food and great atmosphere gives East Side Mario's an edge over many other restaurants.

What does "nice" mean? "great"? What other types of restaurants does it have an "edge over" And what exactly does that mean, anyway?

Make sure that every general statement is followed by supporting detail.

Example: The décor is rustic, yet comfortable.

Prove it! Give some examples of the rustic décor; convince the reader that it's a comfortable place.

Pay attention to paragraph length.

The occasional one to three sentence paragraph is acceptable in business writing, but a string of short paragraphs suggests your ideas aren't properly developed.

And finally

.. one last checklist that, if followed carefully, has the potential to raise your grades, save you time, and give you peace of mind:

- ✓ Save an electronic version of your written work and then print out an extra hard copy -- just in case the submitted one is misplaced.
- ✓ Keep your rough notes and drafts until the final copy has been graded.
- ✓ Review the paper for formatting concerns: Are the title page, margins, spacing, & references correctly set up? Are the pages all there? In the right order? And numbered?
- ✓ Read the paper aloud – this can help draw your attention to any problems with diction, sentence structure, punctuation, and meaning.
- ✓ Run the spell check, but remember that editing is more than this – it means scrutinizing your paper in a rigorous, discriminating way.

... and last of all ...

- ✓ Ask for help from your professor or the course's teaching assistant when you need it, but first read the HTM Style Guide!
- ✓ Read the article on the next page which was in the Thursday, December 7, 2006 issue of the *Ontarion* (Appendix 14, p. 103) for more tips on editing your work.

School of Hospitality and Tourism Management Food Laboratory Policy

This policy:

- 1) sets professional standards for our students when involved in food preparation activities,
- 2) insures consistent food laboratory procedures for all foods courses taught within the School of Hospitality and Tourism Management and
- 3) insures the School is teaching to the highest standard of food safety.
- 4) complies with the recommendations in the Canadian Restaurant and Foodservices Association Sanitation Code and with local health regulations.

The following mandatory procedures apply to:

- a) students enrolled in Introductory Foods (HTM*2700), Cultural Aspects of Food (HTM*2740), Restaurant Operations Management (HTM*3090) and Advanced Restaurant Operations (HTM*4110) courses in the School of Hospitality and Tourism Management and
- b) those involved in student sponsored activities which use HTM food laboratory facilities.

Food Production Uniform

- ◆ A chef jacket OR white lab coat - clean, pressed and buttoned,
- ◆ Chef cap OR hair net - covering all hair
- ◆ Pants - clean, pressed
- ◆ Beard net where deemed necessary by the course instructor
- ◆ Closed toe, leather or non-absorbent material shoes with non-skid soles (canvas sneakers and open-toed or heeled shoes are not allowed),
- ◆ No jewelry of any type - this includes all facial jewelry (earrings, nose rings, lip rings, eyebrow rings etc.), necklaces, watches and bracelets of any kind, except Medic Alert bracelets.
- ◆ Short to moderate length unpolished fingernails and no false fingernails.

Supervision of Students in Food Production Laboratories

Safety in the laboratory is a priority at all times. In order to ensure the safety of all participants, the safety procedures provided by the instructor must be followed. It is the responsibility of each student to attend any safety orientation that is provided. Students who explicitly refuse to follow lab safety policy will be required to leave the lab and the School's Director will be informed of the incident.

Students in food production laboratories must be supervised by an instructor, lab technician or graduate teaching assistant at all times. There is a real concern about the safety and well being of students left in a lab unsupervised. The School is directly responsible for these students and their activities as they relate to the courses.

Students' access to food storage areas (refrigerators, freezers or dry storage) outside of class time, without supervision is prohibited, i.e. keys may not be given to students to work on weekends or in the evening. All applicable health, food safety and liquor regulations will be adhered to while in the HTM food laboratory facilities.

University of Guelph
School of Hospitality and Tourism Management
Undergraduate Scholarship Application Form

Last Name:		Given Name:	
Permanent Address:			
City & Province:		Postal code:	
E-mail:			
Home/ Summer Phone #		Local Phone #:	
Semester:	Major:	I.D.#:	

GENERAL INSTRUCTIONS

1. This form may **ONLY** be used to apply for scholarships and awards that are submitted **directly** to the School of Hospitality and Tourism Management, Awards Committee.
2. You may apply for any number of scholarships on one form if they have the same deadline date.
3. Write or print clearly using pen.
4. Successful applicants only will be notified.
5. Incomplete applications will not be considered.

NAME OF SCHOLARSHIP(S)

a		e	
b		f	
c		g	
d		h	

Please attach the following information:

1. Your **résumé**.
2. **Detailed list of extracurricular activities**, indicating dates of your involvement, listed in reverse chronological order, nature of your involvement, any offices held and your responsibilities.
Please divide extra-curricular activities into the following categories:
 - a. School activities (School of Hospitality and Tourism Management)
 - b. College activities (College of Management and Economics)
 - c. University activities
 - d. Community activities
3. Any other material required in the terms of the awards.

DECLARATION BY STUDENT

I declare that the information supplied in this application is complete and true in all respects.
If I receive an award, I give permission for the School to release my mailing address to the award donor and/or their representative.

Signature:	Date:
------------	-------

Quick Tips for Writing Effective E-Mails

E-mail is the preferred tool for communication between students and faculty. When communicating with your professors via e-mail, it's important to remember that many faculty view an e-mail message as a letter that was delivered quickly rather than a quick conversation. Here are a few tips to keep in mind when writing e-mail messages to your professors.

Use Appropriate Salutations and Titles.

Like letters, e-mails should begin with a proper salutation. If "Dear Dr. Smith" seems too formal, begin your message with "Hello Dr. Smith," but avoid the kinds of casual greetings you would use with friends (e.g., "Hey") or no greeting at all. When in doubt about using Dr., Professor or the professor's first name, use Professor. The faculty member will let you know when it's okay to use his or her first name.

Identify Yourself

Faculty interact with a large number of students every semester. At the beginning of your message, refer to the class you're taking with the faculty member or how the faculty member knows you, especially when you're contacting someone who doesn't know you very well. Conclude your message with more than just your first name. ***Provide your full name and student ID number.***

Avoid Acronyms

If you're responding to e-mails on a Blackberry or smart phone, it's tempting to abbreviate or shorten words and phrases (e.g., u instead of you). However, abbreviations are easy to misinterpret or may be completely misunderstood. Before you respond to an e-mail be sure you have read the entire message sent to you.

Beware of Your Tone

Perhaps the most difficult part of writing an e-mail is achieving the right tone. If you're writing an especially sensitive e-mail, let your final draft sit overnight and reread it before sending to make sure the message is appropriate. You also can ask a friend to read your message and offer feedback about how the message might be perceived. Remember, e-mail creates a permanent record of your communication that you have no control over after you click the send button. So if you're worried about the tone of your e-mail, you might want to skip the message altogether and ask for a meeting with the faculty member.

Keep it Simple

Long e-mails with too many questions can get confusing. If your message is more than one or two paragraphs, rethink the purpose of the message. You may want to start with the most important question or topic. A lengthy e-mail may be a signal that the subject warrants a meeting rather than a written communication.

E-mail communication is an important part of building positive relationships with your professors. It's always worthwhile to take the time to make sure your messages are clear and appropriate.

How to Succeed at University

- ◆ Going to University is different from almost any other activity you will ever undertake, so you need to prepare yourself in every way possible
 - Know the campus**, particularly the location of your classes, preferably before the first day of classes - take a campus tour, participate in orientation sessions etc.
 - Learn where relevant offices are** (Registrar, Student Financial Services for financial aid, peer helpers, the Library help desk, the Library reserve desk, Academic Advisors, Program Counsellors etc.)
 - Read your course outlines** and other info related to your courses on the Courselink website BEFORE the first class meetings occur.

- ◆ You will need to use the **library** A LOT. You are probably used to finding information on the web or in books. At university, the emphasis will shift to finding primary literature in topic-specific journals and books, most of which are unknown to you. The sooner you learn how to find library resources, both on-site and electronic, the better you can use them.
Take a library orientation tour during the first few weeks of classes. In particular, learn how to search for primary literature by becoming proficient with electronic searches.

- ◆ Writing is a skill you will use throughout your time as a university student and throughout your life afterwards. Improving your writing now will pay big dividends over the next several years. You will be taking HTM*2010 Hospitality & Tourism Business Communications in 2nd year and there is also a Writing Services in the library: take advantage of its programs. Ask professors for detailed feedback on written assignments. Like most things, your writing will improve with practice.

- ◆ Your university education will cost a large sum of money so take responsibility for your learning:
 - ✓ **Come to every class prepared** - Assignments and reading done; alert; not hungry.
 - ✓ **Don't skip classes** -- that is a recipe for getting behind and not performing up to your abilities.
 - ✓ **Do not procrastinate** - Start on assignments immediately. You may not be able to predict how long it will take to complete assignments, and you will want time to edit and revise your work before handing it in.
 - ✓ **Set your goals and stick to them** - If you have scheduled to work on course material, then stick to that schedule - put off socializing, TV etc until you have done the tasks you set for yourself.
 - ✓ **Eat well. Get enough sleep** - Skipping on either will affect your performance.

- ◆ Most professors try to be objective, but they have subtle biases that can operate for or against you. Typed work makes a better impression than hand-written work. Make the effort to **get to know your professors**, by asking relevant questions during class, after class, or during office hours. (But don't overdo this - taking up too much of your instructors' time could work against you as well.) If the professor has a positive impression of you, it will not harm you, and could be of great help.
If a professor or teaching assistant takes a genuine interest in your performance and/or future, feel fortunate and accept their assistance and guidance.

- ◆ At some time in the future you will need **letters of reference** for jobs, scholarships, graduate school etc. You may want to may need or want to get those letters from your professor, so get to know them as individuals. The better your professors know and respect you, the better their letters will be.

- ◆ **Marks/grades** may not seem important now, but they could be terrifically important at some future date. If you are going to make the effort and spend the money for a university education, then strive to achieve your potential.

- ◆ **If you are having difficulties** with an course material or assignment, **seek help** from the professor or teaching assistant. Except in rare circumstances, he/she will not initiate contact.

- ◆ **Never plagiarize** the works of others, cheat on assignments, or commit academic misconduct. Trust yourself - you have good ideas and should want to express them. The rules concerning academic misconduct are full explained on the University website - familiarize yourself with them so you do not mistakenly violate them. Read the section in this handbook about 'Academic Integrity' (p. 23).
- ◆ **If you study hard and yet never seem to achieve the marks you expect**, it is possible that you have a subtle 'learning disability'. We know that different people learn in very different ways because brain function is variable. The key for success is learning how to mesh the way your brain processes information with the expectations of your profs. There are many different types of learning disabilities (dyslexia, fine-point discrimination difficulties, etc.) that can be overcome. The Centre for Students with Disabilities (CSD, Level 3 in the University Centre - South end) can help you. However, you must initiate contact with CSD.
- ◆ **The only person you can be sure will look after your interests is YOU!**
 - ✓ If things are going wrong for whatever reason, seek help or at least communicate with your professors, faculty advisor, program counsellor or residence advisor. **They can only help you when they know you need help.**
 - ✓ If you cannot get into a class you need, seek out the instructor for that course and try to get a Course Waiver to enroll in it. You have nothing to lose and everything to gain by doing this.
 - ✓ Review the course requirements for your program and major. If you don't understand something ask your Academic Advisor or Program Counsellor to clarify.
- ◆ **Clubs, organizations and sports** are a key part of student life - if you find one that interests you, join and participate. It will help you make friends and give you a feeling that you belong at this university.
- ◆ Your **university education is your job for 4 to 5 years**. Make it the best possible experience for your interests and future possibilities!

Source: *Adapted from an article by Gard W. Otis, Professor, School of Environmental Science, University of Guelph.*

NAME: _____ **ID:** _____

<u>Semesters 1 and 2</u>	<u>Semesters 3 and 4</u>	<u>Semesters 5 and 6</u>	<u>Semesters 7 and 8</u>
CHEM*1100 ❶ _____	ACCT*2220 _____	MGMT*3320 _____	HROB*3100 _____
ECON*1050 _____	ACCT*2230 _____	ECON*2560 _____	HTM*3060 _____
ECON*1100 _____	HROB*2100 ❷ _____	HTM*3030 _____	HTM*4090 _____
HTM*1000 _____	HTM*2010 _____	HTM*3080 _____	HTM*4190 _____
HTM*2100 _____	HTM*2030 _____	HTM*3090 ❷ _____	MGMT*4000 _____
HTM*2700 _____	MCS*2020 _____	HTM*3120 _____	
MATH*1030 _____	MCS*3040 _____		
MCS*1000 _____	STAT*2060		
	or		
MGMT*1000 ❷ _____	ECON*2740 _____		

- ❶ CHEM*1100 must be taken by students without Grade 12 /4U Chemistry (SCH4U). If CHEM*1100 is NOT required, then a total of 3.0 credits in Restricted Electives must be completed.
- ❷ These courses have a **value of 1.00 credits**, but are **taken in one semester**.

Restricted Electives

[2.5 or 3.0 credits] See pp. 70 - 75

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

Liberal Education Requirement

[1.5 credits] See Exhibit 6 (p. 83)

1 _____

2 _____

3 _____

Free Electives [0.5 credits]

1 _____

Hospitality Work Experience

Minimum 1200 hours required

See pp. 13 - 15 and Exhibit 9 (p. 86)

Date:	Hours accumulated
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	_____

Failed Courses Sem. Cleared

Summary of Credits

Core courses	[15.0 or 15.5 credits]	_____
Restricted electives	[2.5 or 3.0 credits]	_____
Liberal Education	[1.5 credits]	_____
Free electives	[0.5 credits]	_____
TOTAL	[20.0 credits]	_____

NAME: _____ **ID:** _____

<u>Semesters 1 and 2</u>	<u>Semesters 3 and 4</u>	<u>Semesters 5 and 6</u>	<u>Semesters 7 and 8</u>
CHEM*1100 ❶ _____	ACCT*2220 _____	MGMT*3320 _____	HROB*3100 _____
ECON*1050 _____	ACCT*2230 _____	ECON*2560 _____	HTM*3060 _____
ECON*1100 _____	HROB*2100 ❷ _____	HTM*3030 _____	HTM*4090 _____
HTM*1000 _____	HTM*2010 _____	HTM*3080 _____	HTM*4190 _____
HTM*2100 _____	HTM*2030 _____	HTM*3090 ❷ _____	HTM*4300 _____
HTM*2700 _____	MCS*2020 _____	HTM*3120 _____	MGMT*4000 _____
MATH*1030 _____	MCS*3040 _____		
MCS*1000 _____	STAT*2060	❶ CHEM*1100 must be taken by students <u>without</u> Grade 12 /4U Chemistry (SCH4U). If CHEM*1100 is <u>NOT</u> required, then a total of 3.0 credits in Restricted Electives must be completed.	
MGMT*1000 ❷ _____	or ECON*2740 _____		❷ These courses have a value of 1.00 credits , but are taken in one semester .
	COOP*1100 ❸ _____	❸ COOP*1100 is a mandatory , but <u>non-credit course</u> , for all Co-op majors.	

Restricted Electives
 [2.5 or 3.0 credits] See pp. 70 - 75

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

Liberal Education Requirement
 [1.5 credits] See Exhibit 6 (p. 83)

1 _____

2 _____

3 _____

Co-op Work Terms
 (See p. 12)

	<i>Sem. completed</i>
COOP*1000 Work Term 1	_____
COOP*2000 Work Term 2	_____
COOP*3000 Work Term 3	_____

Failed Courses Sem. Cleared

Summary of Credits

Core courses	[15.5 or 16.0 credits]	_____
Restricted electives	[2.5 or 3.0 credits]	_____
Liberal Education	[1.5 credits]	_____
TOTAL	[20.0 credits]	_____

NAME: _____ **ID:** _____

<u>Semesters 1 and 2</u>	<u>Semesters 3 and 4</u>	<u>Semesters 5 and 6</u>	<u>Semesters 7 and 8</u>
ECON*1050 _____	ACCT*2220 _____	MGMT*3320 _____	EDRD*4010 _____
ECON*1100 _____	ACCT*2230 _____	FARE*4360 _____	HTM*4170 _____
GEOG*1220 _____	ECON*2560 _____	HROB*3100 _____	HTM*4190 _____
HTM*1000 _____	HROB*2100 ❶ _____	HTM*2070 _____	MGMT*4000 _____
HTM*2010 _____	HTM*2170 _____	HTM*3080 _____	
HTM*2100 _____	MCS*2020 _____	HTM*3120 _____	
MATH*1030 _____	STAT*2060	HTM*3160 _____	
	or		
MCS*1000 _____	ECON*2740 _____	MCS*3040 _____	

MGMT*1000 ❶ _____ ❶ These courses have a *value of 1.00 credits*, but are *taken in one semester*.

Restricted Electives

[2.0 credits] See p. 77 - 82

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Liberal Education Requirement

[1.5 credits] See Exhibit 6 (p. 83)

- 1 _____
- 2 _____
- 3 _____
- Free Electives** [1.0 credits]
- 1 _____
- 2 _____

Hospitality Work Experience

Minimum 1200 hours required

See pp. 13 - 15 and Exhibit 9 (p. 86)

	Date:	Hours accumulated
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL	_____	_____

Failed Courses Sem. Cleared

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Summary of Credits

Core courses	[15.0 credits]	_____
Restricted electives	[2.5 credits]	_____
Liberal Education	[1.5 credits]	_____
Free electives	[1.0 credits]	_____
TOTAL	[20.0 credits]	_____