



SCHOOL of BUSINESS AND TECHNOLOGY
Department of Hospitality and Tourism Management

Richard A. Henson Center, Room 2100
Princess Anne, Maryland 21853-1299

Office: 410-651-6563
Fax: 410-651-6273

COURSE OUTLINE – SYLLABUS

1. GENERAL INFORMATION

- 1.1 Course: HMGT 498 – Professional Development – 1 Credit Hr.
- 1.2 Meeting Time: Wed, 9:00 am - 9:50 am
- 1.3 Instructor: Karl V. Binns, Sr. Ph.D.
- 1.4 Text: (Not Required)
- 1.5 Office Hours: MW – 1:00 – 4:00 p.m.; Tue. Th. 11:00 a.m. – 4:00 p.m.

1.6 **HTM Departmental Mission and Philosophy:** The Mission of the HTM Department, within the School of Business and Technology, is to prepare entry level Hospitality Management professionals with **essential skills** for long term Hospitality career success and industry leadership. The Department also fosters research and service of direct application and benefit to the State of Maryland and the global hospitality industry.

1.7 **Disability Statement:** Students capable of success, regardless of their disabilities are admitted to the university. The faculty and staff of the University of Maryland Eastern Shore work cooperatively to assist their students in achieving their educational goals. Moreover, students with disabilities are accommodated in accordance with both federal and state laws. To receive special accommodations for a disability, the student must register with Student Disability Services before any accommodations can be granted. At the time of registering for disability services, please bring documentation to support your claimed disability. The documentation must be within three years and

provided by a licensed professional with expertise in the special disability area. If you have questions about disability services or accommodations, please contact Dr. Dorling Joseph at (410) 621-3446. The Student Disability Services office is located in the Student Services Center (SSC), Suite 2169.

2. **COURSE DESCRIPTION**

This course is an extension of HMGT 100B, 200B, and 300B Professional Development. In addition, each student is expected to organize, chair, and successfully accomplish the objectives of one Eta Rho Mu committee. Prerequisite: Senior level HRM major or written permission of HRM Department Chairperson.

3. **COURSE OBJECTIVES**

3.1 General: An interdisciplinary course is designed to introduce students to the world of work and the to improve the ability of students to describe their accomplishments and sell their ideas in situations like professional networking, company meetings, response to proposals for services, and interviews.

3.2 **Program Learning Outcome (PLO)**

3.2.1 (PLO) - #1: - Hospitality Attitude - Production of graduates with ability to - apply the principles of hospitality operations, and utilize professional terminology while exhibiting/demonstrating hospitality professionalism and demeanor.

3.2.2 (PLO) - #5:- Relevant Work Experience - Production of graduates who have- demonstrated high levels of hospitality professionalism and demeanor while accumulating at least 1,000 hours of hospitality/tourism industry work experience with emphasis on managerial skill awareness.

3.2.3 (PLO) - #2:- Marketing Mindedness foster highest levels of hospitality industry customer/guest satisfying experiences via creation and management of marketing plans and integrated supporting documents.

3.3 **Course Learning Outcomes (CLOs): Upon completion of this course, individuals will be able to:**

3.3.1 Assess critically, then, articulate their career options and goals. 6*

3.3.2 Justify Participation in 2-3 Career programs/resource activities to support their success at the entry-level stage of career development. 6*

3.3.3 Critique 2-3 concrete steps in their long-term career development and planning. 6*

3.3.4 Select career research tools and expert advice to more confidently and professionally present themselves to potential employers via their resumes and online profiles.6*

* Blooms Taxonomy

4. **CONDUCT OF COURSE:**

4.1 **Prerequisites:** Senior Status

4.2 **Attendance:** (Reference UMES and HRM Dept. Policy)

4.2.1 In the event of inclement weather or other emergency conditions, you should tune into [WESM-FM \(91.3\)](#), for University closures or delays. Others announcement will be made via other local radio and television stations.

4.2.2 Under no circumstances will work commitments HTM departmental functions, student conferences, and computer or printer failure be an accepted excuse for late submissions.

4.3 **Activities:**

4.3.1 Attendance at 5:30 Pro Dev

4.3.2 Complete Senior Resume

4.3.3 Develop College to work transition strategy

4.3.4. Senior exist exam

5. **FINAL GRADE DETERMINATION:**

Final Senior Resume & e- Portfolio	275
Final 10 & Hot 5 – Due on or before 10/3	100
Senior exist exam	50
UMES to Work Budget- Due on or before 10/31	75
Attendance at 5:30 Pro Dev	100
Total	600

GRADING PROCEDURES

600 – 540 – A

539 – 480 – B

479 – 420 – C

410 – 0 – D/F

6. REFERENCES:

First Things First Paperback – January 17, 1996 by Stephen R. Covey (Author), A. Roger Merrill (Author), Rebecca R. Merrill (Author)

7. SCHEDULE OF DATES, TOPICS, AND ASSIGNMENTS

Date	TOPIC:	ASSIGNMENT
WEEK - 1	Graduation Checklist	Class Discussion
WEEK - 2	Introduction & Review Syllabus	In-class Review
WEEK - 3	Cover letter	Class Discussion
WEEK - 4	Final advisement checklist	Outline Due
WEEK - 5	Team Meeting	In-class Team Meeting
WEEK - 6	Welcome to HTM Project	Class Presentation
WEEK - 7	Understanding Benefits	Guest Speaker
WEEK - 8	E-Portfolio	Class Discussion
WEEK - 9	Interviewing tips	Class Discussion
WEEK - 10	Top 10 & Hot 5 – Due on or before 10/3	Report Due
WEEK - 11	TBA	
WEEK - 12	TBA	
WEEK - 12	Budget Review	Sample Due
WEEK – 13	Social Media Strategy	Class Discussion
WEEK – 14	Alumni Mentor Program	Class discussion
WEEK – 15	Senior Graduation Checklist	Class discussion