Course Information:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>COOP</th>
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<tbody>
<tr>
<td>Course Number</td>
<td>GNBPT 296 / 496-7001</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>1-6 Credit Hours</td>
</tr>
<tr>
<td>Semester – Class/Time</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>Instructor</td>
<td>Nancy Williams</td>
</tr>
<tr>
<td>Office Hours</td>
<td>Wednesday 3-4 p.m. Fr. 11-12 And other times by appointment</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:nmmwilliams@lcsc.edu">nmmwilliams@lcsc.edu</a></td>
</tr>
<tr>
<td>Office Phone</td>
<td>208-792-2430</td>
</tr>
<tr>
<td>Office Location</td>
<td>Sam Glenn Complex, Room 206-A</td>
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<tr>
<td>Classroom Location</td>
<td>Sam Glenn Complex, Room 207</td>
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HSMPT 255, 355, 455 - Syllabus

HOSPITALITY COOP EXPERIENCE

Procedure for Completing Your COOP Experience:

**Read this complete Procedure before you proceed:**

There are several documents that you need to complete to start your Experience.

1. E-mail me at this address nmmwilliams@lcsc.edu (not through the Blackboard e-mail) to notify me that you are beginning your COOP work. Include in the e-mail the following information:
   a. Name of Company
   b. Address of Company
   c. Name and Title of Supervisor (the person who will be evaluating your work)
   d. Phone number of the Supervisor
   e. Date you are starting work
   f. Approximate number of hours you will be working per week
   g. Approximate date you expect to complete your COOP hours of work.
   h. Write the Work Objectives you want to complete as part of this Experience. You will include these on the Contract
   i. This will be the only time you e-mail me at this address. Use the Blackboard e-mail from this time forward.
2. Once I receive the information in your e-mail I will forward you a letter addressed to your Supervisor that you need to print. You need to electronically address a business size envelope and STAMP IT to include with this letter. You will attach a copy of this letter with the Contract and present it to your supervisor.

3. **Contract document** (located under ‘Materials’) has to be completed before you begin work. There are parts of it you need fill out and your Supervisor needs to sign it before you start work.

4. Contract – copy the work performance objects you want to complete as part of your Experience.

5. **Take to Supervisor**: you need to copy these from the Blackboard site. These should be clear, clean copies. This reflects your professionalism.
   - Copy of Letter (forwarded from instructor)
   - Copy of Contract – needs Supervisor’s signature (found ‘Materials’)
   - Copy of the Supervisor’s Evaluation Form (found ‘Materials’)

6. **Return a signed copy of the contract, before starting work, to instructor**:
   - Hard copy, drop off at Sam Glen Complex Room 206 or Room 200
   - Hard copy – mail to Nancy Williams, LCSC, 500 8th Street, Lewiston, ID 83501
   - Electronically, Scan and send through Blackboard e-mail

7. **C checklist** (located Materials) is provided to help you complete your experience. There is a blank line to fill in the date we agree you will complete your work for the semester. I will list the address in the return e-mail I send you that accompanies the Supervisor’s Letter. If this date needs to change you need notify me in advance. On the due date is not acceptable.

8. **Weekly Journal Reports** (located ‘Materials’) – every week you work you need complete a journal sheet. Complete this by answering the provided questions. This is the document you use to communicate what is happening during your COOP Experience. You need to include detailed specifics. For confidentiality do not include names. You can use job titles or the first letter of their names. Your observations should be professional and always include solutions for problems. Part of the experience is to learn management techniques. You learn from positive ones and from ones that can be stronger. You are in the development stage of deciding what techniques you will include in your style when you are a full-time manager.
   - Return these to instructor by sending as a Word Document e-mailed in BlackBoard. These need to be sent no later than 1 week after the work has been completed.

9. Completion of Work Hours – request your Supervisor to complete the Evaluation you presented with the letter, contract at the start of COOP. This Evaluation is a confidential communication between your supervisor and your instructor. If the supervisor desires
This document needs to be sent to Instructor before the Agreed Upon Ending Date by one of the following methods:

a. Mailed in hard copy in the stamped envelope you provided with the letter
b. A sealed copy is hand carried to instructor by you
c. Supervisor faxes a copy to instructor – 208-792-2856

10. **Self-Evaluation** (located ‘Materials’) you complete this document at the finish of your Experience. It is a lengthy document and will be used during your Oral Discussion. This document provides you the opportunity to address your work objectivities that you set forth in your contract. Add detail and make conclusions that are in-depth. Be prepared to discuss each question and defend any statement you make. E-mail a completed copy to instructor through Blackboard e-mail.

11. **Oral Discussion** – once the instructor has Supervisor’s Evaluation and your Self-Evaluation you need to schedule a time to meet to complete the Discussion about the COOP Experience. This can take 45min. to 1 hour. This Discussion needs to be completed before the Agreed Upon Completion Date.

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**COOP EXPERIENCE**

Name: ________________________         Date: __________
Class: GNBPT 296/496             Section: 7001
Number of Credit Hours: ________              Semester _______

**Completed**

☐  1. Find an employer that is willing to participate in your COOP experience. Your employer will need to Complete:
   a. **COOP Contract** stating their willingness to participate in the experience.
   b. **Performance Evaluation** rating your work success. (Show your Supervisor a copy of the Evaluation they will be completing. Find under ‘Materials’)

   **Note:** if you are working as a volunteer – you need to be covered by insurance

☐  2. Turn Contract into Instructor before first day of work.

☐  3. At the conclusion of each week of work – turn in a **Work Report**, due within two days (note: these
reports need to be turned in as you complete the Work. If you hold them till the end of your experience and turn them in all together, it will drop your overall grade by ½ letter grade.

**Work Report located under ‘Materials’**

**Note:** Keep a copy of your completed Work Report to use During Oral Discussion

4. It is your responsibility to have the Supervisor’s Evaluation of your performance turned in to the Instructor by (date)______________ to receive a grade.

   a. mailed by the Supervisor in the provided envelope attached to evaluation. (you provide the addressed stamped envelope when you give the evaluation to your supervisor
   or

   b. you hand carry it in a sealed envelope to instructor

5. Schedule a meeting time with Instructor for an Oral Discussion about your COOP Experience.
   SGC – Rm 206

   **Have a great Experience and have fun working in the Hospitality Industry!**

   **This Syllabus May Change at any time during the Semester.**

**Syllabus Addendum**

**Consumer Information**

In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at [http://www.lcsc.edu/student-consumer-information](http://www.lcsc.edu/student-consumer-information)

**Disability Accommodations**

Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

**Student Rights and Responsibilities**

Students have the responsibility for knowing their program requirements, course requirements,
and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog (http://www.lcsc.edu/catalog/) and the LCSC Student Handbook (available at http://www.lcsc.edu/studentservices/contactus.htm) for more information.

**Accidents/Student Insurance**

Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

**Enrollment Verification/Attendance**

Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

**Academic Dishonesty**

Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members will impose their own policies and sanctions regarding academic dishonesty. Students who are accused of being academically dishonest may be referred to the VP for Student Affairs for official disciplinary action.

**Illegal File Sharing**

Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the VP for Student Affairs’ web page (http://www.lcsc.edu/studentservices/).

**Diversity Vision Statement**

Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being.

http://www.lcsc.edu/culturaldiversity/

**Disclosures**

During this course, if you elect to discuss information with me which you consider to be sensitive or personal in nature and not to be shared with others, please state this clearly. Your confidentiality in these circumstances will be respected unless upholding that confidentiality could reasonably put you, other students, other members of the campus community, or me in danger. In those cases or when I am bound by law to report what you have told me, such as incidents involving sexual assault or other violent acts, I will submit a report to appropriate campus authorities.

**Updated January 2014**