



## Scope and Sequence

<b>Cluster:</b>	Hospitality and Tourism
<b>Course Name:</b>	§130.229 Practicum in Hospitality Services (Two to Three Credits)
<b>Course Description:</b>	<p>(1) A unique practicum experience provides opportunities for students to participate in a learning experience that combines classroom instruction with actual business and industry career experiences. Practicum in Hospitality Services integrates academic and career and technical education; provides more interdisciplinary instruction; and supports strong partnerships among schools, businesses, and community institutions with the goal of preparing students with a variety of skills in a fast-changing workplace.</p> <p>(2) Students are taught employability skills, including job-specific skills applicable to their training plan, job interview techniques, communication skills, financial and budget activities, human relations, and portfolio development. Practicum in Hospitality Services is relevant and rigorous, supports student attainment of academic and technical standards, and effectively prepares students for college and career success.</p> <p>3) Students are encouraged to participate in extended learning experiences such as career and technical student organizations and other leadership or extracurricular organizations.</p>
<b>Course Requirements:</b>	This course is recommended for students in Grades 11-12. Recommended prerequisite: Hospitality Services. Students must have access to computers, calculators, transportation, and industry partners.

Units of Study	Knowledge and Skills	Student Expectations	Resources
<b>I. Professionalism</b>			
A. Workplace skills	(1) The student uses employability skills to gain an entry-level job in a high-skill, high-wage, or high-demand field.	(A) identify employment opportunities	<ul style="list-style-type: none"> <li>• HSCG</li> <li>• HSFL</li> <li>• CareerBuilder <a href="http://www.careerbuildercollege.com">www.careerbuildercollege.com</a></li> <li>• Emily Post Institute <a href="http://www.emilypost.com/business/index.htm">www.emilypost.com/business/index.htm</a></li> <li>• Ethics Resource Center <a href="http://www.ethics.org">www.ethics.org</a></li> </ul>
B. Workplace expectations		(B) demonstrate the application of essential workplace skills in the career acquisition process	
C. Organization		(C) complete employment-related documents such as job applications and I-9 and W-4 forms	
D. Listening skills			

Units of Study	Knowledge and Skills	Student Expectations	Resources
E. Proper grooming and attire  F. Teamwork		(D) demonstrate proper interview techniques in various situations	www.etcnet.org • Good Character.com <a href="http://www.goodcharacter.com/NFS/SchoolIToWork.html">www.goodcharacter.com/NFS/SchoolIToWork.html</a> • Hospitality Industry <a href="http://www.hospitality-industry.com">www.hospitality-industry.com</a> • Hospitality Net <a href="http://www.hospitalitynet.org/index.html">www.hospitalitynet.org/index.html</a> • Hospitality Trends <a href="http://www.htrends.com">www.htrends.com</a> • Mind Tools <a href="http://www.mindtools.com">www.mindtools.com</a> • Occupational Outlook Handbook <a href="http://www.bls.gov/oco">www.bls.gov/oco</a> • Occupational Safety and Health Administration <a href="http://www.osha.gov">www.osha.gov</a> • Texas Restaurant Association <a href="http://www.restaurantville.com">www.restaurantville.com</a> • U.S. Department of Labor <a href="http://www.dol.gov/esa/whd">www.dol.gov/esa/whd</a>
		(E) demonstrate verbal, nonverbal, written, and electronic communication skills	
		(F) apply effective listening skills used in the workplace	
	(2) The student develops skills for success in the workplace.	(A) comprehend and model appropriate grooming and appearance for the workplace	
		(B) demonstrate dependability, punctuality, and initiative	
		(C) develop positive interpersonal skills, including respect for diversity	
		(D) demonstrate appropriate business and personal etiquette in the workplace	
		(E) exhibit productive work habits, ethical practices, and a positive attitude	
		(F) demonstrate knowledge of personal and occupational safety practices in the workplace	
		(G) demonstrate the ability to work with the other employees to support the organization and complete assigned tasks	
		(H) prioritize work to fulfill responsibilities and meet deadlines	
		(I) evaluate the relationship of good physical and mental health to job success and personal achievement	

Units of Study	Knowledge and Skills	Student Expectations	Resources
<b>II. The Hospitality Employee</b>			
<p>A. Personal ethics</p> <p>B. Industry standards and procedures</p> <p>C. Safety and health at the workplace</p> <p>D. Personal money management</p>	<p>(3) The student applies work ethics, employer expectations, interaction with diverse populations, and communication skills in the workplace.</p>	<p>(A) illustrate how personal integrity affects human relations on the job</p> <p>(B) demonstrate characteristics of successful working relationships such as teamwork, conflict resolution, self-control, and ability to accept criticism</p> <p>(C) analyze employer expectations</p> <p>(D) demonstrate respect for the rights of others</p> <p>(E) demonstrate ethical standards</p> <p>(F) comply with organizational policies and procedures</p>	<ul style="list-style-type: none"> <li>• HSFL</li> <li>• American Hotel and Lodging Institute <a href="http://www.ahlei.org">www.ahlei.org</a></li> <li>• CareerBuilder <a href="http://www.careerbuildercollege.com">www.careerbuildercollege.com</a></li> <li>• Ethics Resource Center <a href="http://www.ethics.org">www.ethics.org</a></li> <li>• Family Economics and Financial Education <a href="http://feff.arizona.edu">feff.arizona.edu</a></li> <li>• FDIC – Money Smart for Young Adults <a href="http://www.fdic.gov/consumers/consumer/moneysmart/young.html">www.fdic.gov/consumers/consumer/moneysmart/young.html</a></li> <li>• Good Character.com <a href="http://www.goodcharacter.com/NFS/SchoolTWork.html">www.goodcharacter.com/NFS/SchoolTWork.html</a></li> </ul>
	<p>(6) The student applies the use of self-development techniques and interpersonal skills to accomplish objectives.</p>	<p>(A) identify and practice effective interpersonal and team-building skills involving situations with coworkers, managers, and customers</p> <p>(B) apply leadership and career development skills through participation in activities such as career and technical student organizations</p>	<ul style="list-style-type: none"> <li>• Hands On Banking <a href="http://www.handsonbanking.com">www.handsonbanking.com</a></li> <li>• Mind Tools <a href="http://www.mindtools.com">www.mindtools.com</a></li> <li>• Monster <a href="http://www.monster.com">www.monster.com</a></li> <li>• NEFE High School Financial Planning Program <a href="http://hsfpp.nefe.org">hsfpp.nefe.org</a></li> <li>• Occupational Outlook Handbook <a href="http://www.bls.gov/oco">www.bls.gov/oco</a></li> </ul>
	<p>(7) The student applies concepts and skills related to safety in the workplace.</p>	<p>(A) identify and apply safe working practices</p> <p>(B) solve problems related to unsafe work practices and attitudes</p> <p>(C) explain Occupational Safety and Health Administration regulations in the workplace</p> <p>(D) analyze health and wellness practices that influence job performance</p>	<ul style="list-style-type: none"> <li>• Occupational Safety and Hazards Administration <a href="http://www.osha.gov">www.osha.gov</a></li> <li>• Texas Workforce Commission <a href="http://www.twc.state.tx.us">www.twc.state.tx.us</a></li> <li>• U.S. Department of Labor <a href="http://www.dol.gov/index.htm">www.dol.gov/index.htm</a></li> <li>• U.S. Department of Labor Teen Safety <a href="http://www.osha.gov/SLTC/youth/restaurant/index.html">www.osha.gov/SLTC/youth/restaurant/index.html</a></li> </ul>

Units of Study	Knowledge and Skills	Student Expectations	Resources
	(5) The student applies ethical behavior standards and legal responsibilities within the workplace.	(B) apply responsible and ethical behavior	
	(8) The student evaluates personal attitudes and work habits that support career retention and advancement.	(F) determine effective money management and financial planning techniques	
<b>III. Hotel Operations</b>			
A. Hotel departments B. Types of hotels and properties	(10) The student understands roles within teams, work units, departments, organizations, and the larger environment of the hospitality services industry.	(A) explain the different types and functions of departments (C) compare and contrast full service hotels and limited service properties (D) analyze the differences between chain and franchise hotels	<ul style="list-style-type: none"> <li>• HSCG</li> <li>• HSFL</li> <li>• Policies and procedures of industry partner</li> <li>• American Hotel and Lodging Educational Institute <a href="http://www.ahlei.org">www.ahlei.org</a></li> <li>• Hospitality Industry <a href="http://www.hospitality-industry.com">www.hospitality-industry.com</a></li> <li>• Hospitality Net <a href="http://www.hospitalitynet.org">www.hospitalitynet.org</a></li> <li>• Hospitality Trends <a href="http://www.htrends.com">www.htrends.com</a></li> <li>• Hotel Online <a href="http://www.Hotel-online.com">www.Hotel-online.com</a></li> <li>• Hotel World Network <a href="http://www.hotelworldnetwork.com">www.hotelworldnetwork.com</a></li> <li>• PKF Consulting – Hospitality Research <a href="http://www.pkfc.com">www.pkfc.com</a></li> </ul>
	(11) The student understands the knowledge and skills required for careers in the hotel management industry.	(A) develop job-specific technical vocabulary	
<b>IV. Guest Services</b>			
A. Check in procedures B. Current technologies	(11) The student understands the knowledge and skills required for careers in the hotel management industry.	(B) explain technical procedures needed to meet guest needs such as registration, rate assignment, room assignment, and determination of payment methods (D) evaluate current and emerging technologies to improve guest services	<ul style="list-style-type: none"> <li>• HSCG</li> <li>• HSFL</li> <li>• American Hotel and Lodging Educational Institute <a href="http://www.ahlei.org">www.ahlei.org</a></li> <li>• Hospitality Educators Association of Texas <a href="http://www.heat-wave.org">www.heat-wave.org</a></li> <li>• Hospitality Industry <a href="http://www.hospitality-industry.com">www.hospitality-industry.com</a></li> </ul>

Units of Study	Knowledge and Skills	Student Expectations	Resources
		(E) determine the correct procedures for check-out, bill payment, and settlement of accounts to ensure guest satisfaction	<a href="http://www.hospitality-industry.com">www.hospitality-industry.com</a> • Hospitality Net <a href="http://www.hospitalitynet.org">www.hospitalitynet.org</a> • Hospitality Trends <a href="http://www.htrends.com">www.htrends.com</a> • Hotel Online <a href="http://www.Hotel-online.com">www.Hotel-online.com</a> • Hotel World Network <a href="http://www.hotelworldnetwork.com">www.hotelworldnetwork.com</a> • Hospitality Research <a href="http://www.pkfc.com">www.pkfc.com</a>
<b>V. Food and Beverage</b>			
A. Menu development B. Catering C. Dining service D. Room service E. Responsible beverage service	(4) The student applies academics with career readiness skills.     (5) The student applies ethical behavior standards and legal responsibilities within the workplace.  (8) The student evaluates personal attitudes and work habits that support career retention and advancement.	(A) apply mathematical skills to business transactions  (C) interpret data from documents such as tables, charts, and graphs to estimate and find solutions to problems  (D) organize and compose workplace business documents  (B) apply responsible and ethical behavior  (E) research laws related to different hospitality services professions  (E) summarize the rights and responsibilities of employers and employees	• HSCC • HSCG • HSFL • American Hotel and Lodging Educational Institute <a href="http://www.ahlei.org">www.ahlei.org</a> • Club Managers Association of America <a href="http://www.clubcareers.org">www.clubcareers.org</a> • Hospitality Educators Association of Texas <a href="http://www.heat-wave.org">www.heat-wave.org</a> • Hospitality Lawyer.com <a href="http://www.hospitalitylawyer.com/index.php?id=1">www.hospitalitylawyer.com/index.php?id=1</a> • Hospitality Net <a href="http://www.hospitalitynet.org">www.hospitalitynet.org</a> • Hospitality Trends <a href="http://www.htrends.com">www.htrends.com</a> • Hotel Online <a href="http://www.Hotel-online.com">www.Hotel-online.com</a> • Hotel World Network <a href="http://www.hotelworldnetwork.com">www.hotelworldnetwork.com</a> • Texas Restaurant Association <a href="http://www.restaurantville.com">www.restaurantville.com</a>
<b>VI. Sales and Marketing</b>			
A. The Four “P’s” of marketing	(4) The student applies academics with career readiness	(A) apply mathematical skills to business transactions	• HSCG • ME

Units of Study	Knowledge and Skills	Student Expectations	Resources
B. A Market plan and audit C. Market segments D. Suggestive selling F. Departmental selling G. Forecasting	skills.  (10) The student understands roles within teams, work units, departments, organizations, and the larger environment of the hospitality services industry.  (8) The student evaluates personal attitudes and work habits that support career retention and advancement.  (2) The student develops skills for success in the workplace.	(C) interpret data from documents such as tables, charts, and graphs to estimate and find solutions to problems  (D) organize and compose workplace business documents  (A) explain the different types and functions of departments  (B) perform duties in each of the departments of a hotel or tourism venue  (C) compare rewards and demands for various levels of employment in the area of hospitality services  (G) demonstrate the ability to work with the other employees to support the organization and complete assigned tasks  (H) prioritize work to fulfill responsibilities and meet deadlines  (I) evaluate the relationship of good physical and mental health to job success and personal achievement	<ul style="list-style-type: none"> <li>• Club Managers Association of America <a href="http://www.clubcareers.org">www.clubcareers.org</a></li> <li>• Hospitality Net <a href="http://www.hospitalitynet.org">www.hospitalitynet.org</a></li> <li>• Hospitality Trends <a href="http://www.htrends.com">www.htrends.com</a></li> <li>• Hospitality Research <a href="http://www.pkfc.com">www.pkfc.com</a></li> <li>• Mind Tools <a href="http://www.mindtools.com/pages/article/newSTR_94.htm">www.mindtools.com/pages/article/newSTR_94.htm</a></li> <li>• National Restaurant Association <a href="http://www.restaurant.org">www.restaurant.org</a></li> <li>• Nation's Restaurant News <a href="http://www.nrn.com">www.nrn.com</a></li> <li>• Texas Restaurant Association <a href="http://www.restaurantville.com">www.restaurantville.com</a></li> </ul>
<b>VII. Advertising/Promotion</b>			
A. Print advertising B. Electronic advertising C. Media advertising D. Other types of advertising E. Budgeting for advertising	(4) The student applies academics with career readiness skills.	(A) apply mathematical skills to business transactions  (C) interpret data from documents such as tables, charts, and graphs to estimate and find solutions to problems  (D) organize and compose workplace business documents	<ul style="list-style-type: none"> <li>• ME</li> <li>• Hospitality Net <a href="http://www.hospitalitynet.org">www.hospitalitynet.org</a></li> <li>• Hospitality Trends <a href="http://www.htrends.com">www.htrends.com</a></li> <li>• Management Library – Advertising and Promotions <a href="http://managementhelp.org/ad_prmot/ad_promot.htm">managementhelp.org/ad_prmot/ad_promot.htm</a></li> <li>• Small Business Administration <a href="http://www.sba.gov/smallbusinessplanner/ma">www.sba.gov/smallbusinessplanner/ma</a></li> </ul>

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	(10) The student understands roles within teams, work units, departments, organizations, and the larger environment of the hospitality services industry.	(A) explain the different types and functions of departments (B) perform duties in each of the departments of a hotel or tourism venue	nage/marketandprice/index.html
	(8) The student evaluates personal attitudes and work habits that support career retention and advancement.	(C) compare rewards and demands for various levels of employment in the area of hospitality services	
	(2) The student develops skills for success in the workplace.	(G) demonstrate the ability to work with the other employees to support the organization and complete assigned tasks	
		(H) prioritize work to fulfill responsibilities and meet deadlines	
		(I) evaluate the relationship of good physical and mental health to job success and personal achievement	
<b>VIII. Event Planning/ Meeting Planning</b>			
A. Exploring job duties  B. Hotel events	(11) The student understands the knowledge and skills required for careers in the hotel management industry.	(C) apply the fundamentals of planning meetings and events	<ul style="list-style-type: none"> <li>• HSFL</li> <li>• American Hotel and Lodging Educational Institute <a href="http://www.ahlei.org">www.ahlei.org</a></li> <li>• Hospitality Net <a href="http://www.hospitalitynet.org">www.hospitalitynet.org</a></li> <li>• Hospitality Trends <a href="http://www.htrends.com">www.htrends.com</a></li> <li>• Hospitality Research <a href="http://www.pfk.com">www.pfk.com</a></li> </ul>
	(10) The student understands roles within teams, work units, departments, organizations, and the larger environment of the hospitality services industry.	(E) explore the job duties in travel and tourism, recreation, and amusement and attraction venues	
	(4) The student applies academics with career readiness skills.	(C) interpret data from documents such as tables, charts, and graphs to estimate and find solutions to problems  (D) organize and compose workplace business documents	

Units of Study	Knowledge and Skills	Student Expectations	Resources
<b>IX. Purchasing</b>			
A. Technology B. Budgeting C. Teamwork D. Data interpretation	(4) The student applies academics with career readiness skills.	(A) apply mathematical skills to business transactions	<ul style="list-style-type: none"> <li>• HSCG</li> <li>• HSFL</li> <li>• American Hotel and Lodging Educational Institute <a href="http://www.ahlei.org">www.ahlei.org</a></li> <li>• Hospitality Net <a href="http://www.hospitalitynet.org">www.hospitalitynet.org</a></li> <li>• Hospitality Trends <a href="http://www.htrends.com">www.htrends.com</a></li> <li>• Hospitality Research <a href="http://www.pfk.com">www.pfk.com</a></li> </ul>
		(B) develop a personal budget based on career choice	
		(C) interpret data from documents such as tables, charts, and graphs to estimate and find solutions to problems	
		(D) organize and compose workplace business documents	
	(10) The student understands roles within teams, work units, departments, organizations, and the larger environment of the hospitality services industry.	(A) explain the different types and functions of departments	
		(B) perform duties in each of the departments of a hotel or tourism venue	
<b>X. Accounting</b>			
A. Data interpretation B. Departmental budgets C. Documents	(4) The student applies academics with career readiness skills.	(A) apply mathematical skills to business transactions	<ul style="list-style-type: none"> <li>• HSCG</li> <li>• Policies and procedures of industry partner</li> <li>• Hospitality Industry <a href="http://www.hospitality-industry.com">www.hospitality-industry.com</a></li> <li>• Hospitality Net <a href="http://www.hospitalitynet.org">www.hospitalitynet.org</a></li> <li>• Hospitality Trends <a href="http://www.htrends.com">www.htrends.com</a></li> <li>• Hospitality Research <a href="http://www.pfk.com">www.pfk.com</a></li> </ul>
		(B) develop a personal budget based on career choice	
		(C) interpret data from documents such as tables, charts, and graphs to estimate and find solutions to problems	
		(D) organize and compose workplace business documents	
	(10) The student understands roles within teams, work units, departments, organizations, and the larger environment of the hospitality services industry.	(A) explain the different types and functions of departments	
		(B) perform duties in each of the departments of a hotel or tourism venue	



Units of Study	Knowledge and Skills	Student Expectations	Resources
<b>XI. Housekeeping Management</b>			
A. Inventory and control B. Linen purchases C. Cleaning and room supplies	4) The student applies academics with career readiness skills.	(A) apply mathematical skills to business transactions	<ul style="list-style-type: none"> <li>• HSCC</li> <li>• HSCG</li> <li>• HSFL</li> <li>• Policies and procedures of industry partner</li> <li>• American Hotel and Lodging Educational Institute <a href="http://www.ahlei.org">www.ahlei.org</a></li> <li>• Hospitality Industry <a href="http://www.hospitality-industry.com">www.hospitality-industry.com</a></li> <li>• Hospitality Net <a href="http://www.hospitalitynet.org">www.hospitalitynet.org</a></li> <li>• Hospitality Trends <a href="http://www.htrends.com">www.htrends.com</a></li> </ul>
		(B) develop a personal budget based on career choice	
		(C) interpret data from documents such as tables, charts, and graphs to estimate and find solutions to problems	
		(D) organize and compose workplace business documents	
	10) The student understands roles within teams, work units, departments, organizations, and the larger environment of the hospitality services industry.	(A) explain the different types and functions of departments	
		(B) perform duties in each of the departments of a hotel or tourism venue	
<b>XII. Human Relations and Ethics</b>			
A. Work habits B. Positive attitude C. Job-appropriate labor laws	(2) The student develops skills for success in the workplace.	(E) exhibit productive work habits, ethical practices, and a positive attitude	<ul style="list-style-type: none"> <li>• HSCC</li> <li>• HSCG</li> <li>• HSFL</li> <li>• Policies and procedures of industry partner</li> <li>• American Hotel and Lodging Educational Institute <a href="http://www.ahlei.org">www.ahlei.org</a></li> <li>• Ethics Resource Center <a href="http://www.ethics.org">www.ethics.org</a></li> <li>• Good Character.com <a href="http://www.goodcharacter.com/NFS/SchoolToWork.html">www.goodcharacter.com/NFS/SchoolToWork.html</a></li> <li>• Hospitality Educators Association of Texas <a href="http://www.heat-wave.org">www.heat-wave.org</a></li> <li>• U.S. Department of Labor</li> </ul>
		(3) The student applies work ethics, employer expectations, interaction with diverse populations, and communication skills in the workplace.	
	(B) demonstrate characteristics of successful working relationships such as teamwork, conflict resolution, self-control, and ability to accept criticism		
	(C) analyze employer expectations		
	(D) demonstrate respect for the rights of others		
		(E) demonstrate ethical standards	

Units of Study	Knowledge and Skills	Student Expectations	Resources
	(4) The student applies academics with career readiness skills.	(D) organize and compose workplace business documents	www.dol.gov/compliance www.dol.gov/esa/whd/flsa
	(5) The student applies ethical behavior standards and legal responsibilities within the workplace.	(A) research and compare published workplace policies	
		(B) apply responsible and ethical behavior	
		(C) summarize provisions of the Fair Labor Standards Act	
		(D) describe the consequences of breach of confidentiality	
		(E) research laws related to different hospitality services professions	
<b>XIII. Travel Venues</b>			
A. Convention sites B. Vacation destinations	(10) The student understands roles within teams, work units, departments, organizations, and the larger environment of the hospitality services industry.	(A) explain the different types and functions of departments (B) perform duties in each of the departments of a hotel or tourism venue (E) explore the job duties in travel and tourism, recreation, and amusement and attraction venues	<ul style="list-style-type: none"> <li>• HSCC</li> <li>• HSCG</li> <li>• HSFL</li> <li>• Journal of Hospitality &amp; Tourism <a href="http://jht.sagepub.com/">jht.sagepub.com/</a></li> <li>• Travel and Tourism Research Association <a href="http://www.ttra.com">www.ttra.com</a></li> <li>• USA.gov <a href="http://www.usa.gov/Citizen/Topics/Travel/Recreation.shtml">www.usa.gov/Citizen/Topics/Travel/Recreation.shtml</a></li> <li>• <a href="http://www.usa.gov/Citizen/Topics/Travel/International.shtml">www.usa.gov/Citizen/Topics/Travel/International.shtml</a></li> <li>• USA Tourism <a href="http://www.usatourism.com">www.usatourism.com</a></li> </ul>
<b>XIV. Career Advancement</b>			
A. Professional portfolio B. Retention and advancement C. Entrepreneurial opportunities	(8) The student evaluates personal attitudes and work habits that support career retention and advancement.	(A) analyze the future employment outlook in the occupational area (B) describe entrepreneurial opportunities in the hospitality services area	<ul style="list-style-type: none"> <li>• HSCC</li> <li>• HSCG</li> <li>• HSFL</li> <li>• ME</li> <li>• Achieve Texas <a href="http://www.achievetexas.org">www.achievetexas.org</a></li> <li>• America's Career Infonet</li> </ul>

Units of Study	Knowledge and Skills	Student Expectations	Resources
		(D) evaluate strategies for career retention and advancement in response to the changing global workplace	<ul style="list-style-type: none"> <li>• America's Career Inonet www.acinet.org/acinet</li> <li>• CareerBuilder www.careerbuildercollege.com</li> </ul>
	(9) The student identifies skills and attributes necessary for professional advancement.	(A) evaluate employment options, including salaries and benefits	<ul style="list-style-type: none"> <li>• Career Voyages www.careervoyages.gov/hospitality-main.cfm</li> </ul>
		(B) determine factors that affect career choices such as personal interests, abilities, priorities, and family responsibilities	<ul style="list-style-type: none"> <li>• DECA www.deca.org</li> <li>• FCCLA www.texasfccla.org www.fcclainc.org</li> <li>• Hcareers www.hcareers.com</li> </ul>
		(C) determine continuing education opportunities that enhance career advancement and promote lifelong learning	<ul style="list-style-type: none"> <li>• Hospitality Resource Network www.hospitalityresourcenetwork.com</li> <li>• Kuder www.kuder.com</li> </ul>
		(D) demonstrate effective methods to secure, maintain, and terminate employment	<ul style="list-style-type: none"> <li>• Labor Market and Career Information (LMCI) www.lmci.state.tx.us</li> <li>• Monster www.monster.com</li> </ul>
	(12) The student documents technical knowledge and skills.	(A) complete a professional portfolio to include: (i) an updated resume (ii) official documentation of attainment of technical skill competencies, licensures, or certifications (iii) recognitions, awards, and scholarships (iv) community service hours (v) student organization participation (vi) practicum supervisor evaluations	<ul style="list-style-type: none"> <li>• National Research Center for Career and Technical Education www.nccte.org</li> <li>• Occupational Outlook Handbook www.bls.gov/OCO</li> <li>• O*Net Online online.onetcenter.org</li> <li>• Salary.com salary.com</li> <li>• Texas OSCAR – Occupation and Skill Computer Assisted Researcher www.ioscar.org/tx</li> <li>• Texas Workforce Commission www.twc.state.tx.us</li> </ul>
(B) present the professional career portfolio to interested stakeholders			

Units of Study	Knowledge and Skills	Student Expectations	Resources
<b>Resources: Books</b>			
HSCC	Hospitality Services, High School Curriculum Caddy, CEV Multimedia, Ltd., 2004		1569186928
HSCG	Hospitality Services Curriculum Guide, Reference Book, Student Activity, and Tests, Curriculum Center for FCS, 2003		
HSFL	Hospitality Services: Food and Lodging, Goodheart-Willcox Company, 2004		1590701526
ME	Marketing Essentials, Glencoe/McGraw Hill Division 2002		0026441918
<b>Resources: Web Sites</b>			
Achieve Texas	<a href="http://www.achievetexas.org">www.achievetexas.org</a>		
America's Career Infonet	<a href="http://www.acinet.org/acinet">www.acinet.org/acinet</a>		
American Hotel and Lodging Educational Institute	<a href="http://www.ahlei.org">www.ahlei.org</a>		
Career Voyages	<a href="http://www.careervoyages.gov/hospitality-main.cfm">www.careervoyages.gov/hospitality-main.cfm</a>		
CareerBuilder	<a href="http://www.careerbuildercollege.com">www.careerbuildercollege.com</a>		
Club Managers Association of America	<a href="http://www.clubcareers.org">www.clubcareers.org</a>		
DECA	<a href="http://www.deca.org">www.deca.org</a>		
Emily Post Institute	<a href="http://www.emilypost.com/business/index.htm">www.emilypost.com/business/index.htm</a>		
Ethics Resource Center	<a href="http://www.ethics.org">www.ethics.org</a>		
Family Economics and Financial Education	<a href="http://fefe.arizona.edu">http://fefe.arizona.edu</a>		
FCCLA	<a href="http://www.fcclainc.org">www.fcclainc.org</a>		
FDIC – Money Smart for Young Adults	<a href="http://www.fdic.gov/consumers/consumer/moneysmart/young.html">www.fdic.gov/consumers/consumer/moneysmart/young.html</a>		
Good Character.com	<a href="http://www.goodcharacter.com/NFS/SchoolToWork.html">www.goodcharacter.com/NFS/SchoolToWork.html</a>		
Hands On Banking	<a href="http://www.handsonbanking.com">www.handsonbanking.com</a>		
Hcareers	<a href="http://www.hcareers.com">www.hcareers.com</a>		
Hospitality Educators Association of Texas	<a href="http://www.heat-wave.org">www.heat-wave.org</a>		
Hospitality Industry	<a href="http://www.hospitality-industry.com">www.hospitality-industry.com</a>		
Hospitality Lawyer.com	<a href="http://www.hospitalitylawyer.com/index.php?id=1">www.hospitalitylawyer.com/index.php?id=1</a>		
Hospitality Net	<a href="http://www.hospitalitynet.org">www.hospitalitynet.org</a>		

Units of Study	Knowledge and Skills	Student Expectations	Resources
Hospitality Research	<a href="http://www.pkfc.com">www.pkfc.com</a>		
Hospitality Resource Network	<a href="http://www.hospitalityresourcenetwork.com">www.hospitalityresourcenetwork.com</a>		
Hospitality Trends	<a href="http://www.htrends.com">www.htrends.com</a>		
Hotel Online	<a href="http://www.Hotel-online.com">www.Hotel-online.com</a>		
Hotel World Network	<a href="http://www.hotelworldnetwork.com">www.hotelworldnetwork.com</a>		
Journal of Hospitality & Tourism	<a href="http://jht.sagepub.com/">http://jht.sagepub.com/</a>		
Kuder	<a href="http://www.kuder.com">www.kuder.com</a>		
Labor Market and Career Information (LMCI)	<a href="http://www.lmci.state.tx.us">www.lmci.state.tx.us</a>		
Management Library – Advertising and Promotions	<a href="http://managementhelp.org/ad_prmot/ad_prmot.htm">http://managementhelp.org/ad_prmot/ad_prmot.htm</a>		
Mind Tools	<a href="http://www.mindtools.com">www.mindtools.com</a>		
Mind Tools	<a href="http://www.mindtools.com/pages/article/newSTR_94.htm">www.mindtools.com/pages/article/newSTR_94.htm</a>		
Monster	<a href="http://www.monster.com">www.monster.com</a>		
National Research Center for Career and Technical Education	<a href="http://www.nccte.org">www.nccte.org</a>		
Nation's Restaurant News	<a href="http://www.nrn.com">www.nrn.com</a>		
National Restaurant Association	<a href="http://www.restaurant.org">www.restaurant.org</a>		
NEFE High School Financial Planning Program	<a href="http://hsfpp.nefe.org">http://hsfpp.nefe.org</a>		
O*Net Online	<a href="http://online.onetcenter.org">http://online.onetcenter.org</a>		
Occupational Outlook Handbook	<a href="http://www.bls.gov/oco">www.bls.gov/oco</a>		
Occupational Safety and Health Administration	<a href="http://www.osha.gov">www.osha.gov</a>		
PKF Consulting – Hospitality Research	<a href="http://www.pkfc.com">www.pkfc.com</a>		
Salary.com	<a href="http://salary.com">http://salary.com</a>		
Small Business Administration	<a href="http://www.sba.gov/smallbusinessplanner/manage/marketandprice/index.html">www.sba.gov/smallbusinessplanner/manage/marketandprice/index.html</a>		
Texas FCCLA	<a href="http://www.texasfccla.org">www.texasfccla.org</a>		
Texas OSCAR – Occupation and Skill Computer Assisted Researcher	<a href="http://www.ioscar.org/tx">www.ioscar.org/tx</a>		
Texas Restaurant Association	<a href="http://www.restaurantville.com">www.restaurantville.com</a>		
Texas Workforce Commission	<a href="http://www.twc.state.tx.us">www.twc.state.tx.us</a>		

Units of Study	Knowledge and Skills	Student Expectations	Resources
Travel and Tourism Research Association	<a href="http://www.ttra.com">www.ttra.com</a>		
U.S. Department of Labor	<a href="http://www.dol.gov/index.htm">www.dol.gov/index.htm</a> <a href="http://www.dol.gov/compliance">www.dol.gov/compliance</a> <a href="http://www.dol.gov/esa/whd/flsa">www.dol.gov/esa/whd/flsa</a> <a href="http://www.dol.gov/esa/whd">www.dol.gov/esa/whd</a>		
U.S. Department of Labor Teen Safety	<a href="http://www.osha.gov/SLTC/youth/restaurant/index.html">www.osha.gov/SLTC/youth/restaurant/index.html</a>		
USA Tourism	<a href="http://www.usatourism.com">www.usatourism.com</a>		
USA.gov	<a href="http://www.usa.gov/Citizen/Topics/Travel/Recreation.shtml">www.usa.gov/Citizen/Topics/Travel/Recreation.shtml</a> <a href="http://www.usa.gov/Citizen/Topics/Travel/International.shtml">www.usa.gov/Citizen/Topics/Travel/International.shtml</a>		