Introductory Lesson
Practicum in Hospitality Services
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Career and Technical Education (CTE)
Career and Technical Education (CTE)

Definition #1:
Career and Technical Education (CTE) instruction aims at developing foundational skills, core workplace competencies, and specific skill competencies in various occupational areas.

Definition #2:
Career and Technical Education (CTE) prepares young people to manage the dual roles of family member and wage earner and enable students to gain entry-level employment in a high-skill, high-wage job and/or to continue their education.
Career and Technical Education (CTE)

Internships, practicum courses, career preparation courses, dual enrollment programs, and apprenticeships are a few venues that deliver career and technical education by providing meaningful opportunities for learners to apply their academic and technical skills.
Career and Technical Education

Historical Side Notes:

In the past, Career and Technical Education (CTE) was organized by program areas, but is now organized by career clusters.

Example:

Family and Consumer Sciences (program area) courses are now located in five career clusters:

- Architecture and Construction (Interior Design courses)
- Arts, AV Technology and Communication (Fashion Design courses)
- Education and Training
- Hospitality and Tourism
- Human Services
Career and Technical Education (CTE)

• You are currently enrolled in the course Practicum in Hospitality Services
• Practicum in Hospitality Services is a CTE course
• You are a CTE student
• I am a CTE instructor
The 16 Career Clusters™

The career clusters icons above are used with permission of the States’ Career Clusters Initiative, 2007. For more information, visit www.careerclusters.org
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Practicum in Hospitality Services

Encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.

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Hospitality and Tourism

TEA Recommended Coherent Sequence of Courses

Principles of Hospitality & Tourism
- Hotel Management
- Travel & Tourism Management
- Restaurant Management
- Hospitality Services
  - Practicum in Hospitality Services
  - Food Science (may be added to any sequence)
- Culinary Arts
  - Practicum in Culinary Arts
Sequence of courses available in our district/campus
Hospitality and Tourism
Programs of Study

– Restaurants and Food/Beverage Services
– Lodging
– Travel and Tourism
– Recreation, Amusements, and Attractions
Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.
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Cluster Knowledge and Skills
♦ Academic Foundations ♦ Communications ♦ Problem Solving and Critical Thinking ♦ Information Technology Applications ♦ Systems
♦ Safety, Health and Environmental ♦ Leadership and Teamwork ♦ Ethics and Legal Responsibilities
♦ Employability and Career Development ♦ Technical Skills
Hospitality and Tourism
Possible Program of Study
Travel and Tourism Directors
Travel & Tourism

Cluster Overview: Encompasses the management, marketing and operations of restaurants and other foodservices, lodging, attractions, recreation events, and travel related services.

Career Goal (O*NET Code): Travel Agent (41-3041), Private Sector Executive (11-1011), Program Director (27-1022), Sales Manager (11-2022), Tour/Travel Guide (39-6021/22), Ticket Agent & Travel Clerk (43-4181).

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### SUGGESTED COURSEWORK

#### Middle School

<table>
<thead>
<tr>
<th>Grade</th>
<th>HS Courses:</th>
<th>Core Courses:</th>
<th>Career-Related Electives:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th</td>
<td>(Local districts may list high school credit courses here)</td>
<td>English I, Algebra I, Biology</td>
<td>Principles of Hospitality and Tourism</td>
</tr>
</tbody>
</table>

#### High School

<table>
<thead>
<tr>
<th>Grade</th>
<th>Core Courses:</th>
<th>Career-Related Electives:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>English II, Geometry, Chemistry</td>
<td>Interpersonal Studies or Travel and Tourism Management</td>
</tr>
<tr>
<td>10th</td>
<td>English III, Mathematical Models with Applications, Physics</td>
<td>Hospitality Services or Human Resource Management or Languages other than English III or Business Management</td>
</tr>
<tr>
<td>11th</td>
<td>English IV, Algebra II, Environmental Systems</td>
<td>Practicum in Hospitality and Tourism or Problems and Solutions or Languages other than English IV</td>
</tr>
<tr>
<td>12th</td>
<td>Government/Economics, Fine Arts</td>
<td>Practicum in Hospitality and Tourism or Problems and Solutions or Languages other than English IV</td>
</tr>
</tbody>
</table>

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### EXTENDED LEARNING EXPERIENCES

#### Curricular Experiences:
- Business Professionals of America
- DECA

#### Extracurricular Experiences:
- Language Immersion Programs
- School Newspaper
- Student Government
- UIL Academic Competitions
- Yearbook

#### Family, Career and Community Leaders of America

#### Future Business Leaders of America

#### Service Learning Experiences:
- Boy Scouts of America
- Campus Service Organizations
- Community Service Volunteer
- Dynamic Leadership
- Girl Scouts of the USA
- Peer Mentoring / Peer Tutoring

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### COLLEGE CREDIT OPPORTUNITIES -- High School

Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses (Tech Prep), if possible. List those courses that count for college credit on your campus.

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**Student Name:**

**Grade:**

**School:**

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Sample Bachelor Degrees

- Hospitality Administration
- Hospitality Management
- Hotel and Restaurant Management
- Restaurant, Hotel, and Institutional Management
- Tourism Management
Sample Graduate Degrees

- Hospitality Administration
- Hospitality Management
- Hotel and Restaurant Management
- Restaurant, Hotel, and Institutional Management
- Tourism Management
Sample Career Options

- Bell Attendant
- Concierge
- Front Desk Clerk
- Manager Trainee
- Rooms Division Specialist
- Assistant Executive Housekeeper
- Front Office Assistant Manager
- Hotel Assistant Manager
- Convention Services Manager
- Executive Housekeeper
- Front Office Manager
- Lodging Manager
- Corporate Service Trainer
- Executive Director
- Training and Development Specialist
- Recreations Manager
- Vice President of Operations
TEXAS ESSENTIAL KNOWLEDGE AND SKILLS (TEKS)
Practicum in Hospitality Services
(3) The student identifies the importance of a well-written business plan. The student is expected to:

(A) categorize a business plan and the need for a well-orchestrated business plan;
(B) research business plan outlines, resources, and templates using web search engines;
(C) explain a marketing plan, including price competition, non-price competition, market analysis, competition, marketing research, market segmentation, demographics, and sales forecasting;
TEXAS ESSENTIAL KNOWLEDGE AND SKILLS (TEKS)
Practicum in Hospitality Services

(1) The student uses employability skills to gain an entry-level job in a high-skill, high-wage, or high-demand field. The student is expected to:

(A) identify employment opportunities;
(B) demonstrate the application of essential workplace skills in the career acquisition process;
(C) complete employment-related documents such as job applications and I-9 and W-4 forms;
(D) demonstrate proper interview techniques in various situations;
(E) demonstrate verbal, nonverbal, written, and electronic communication skills; and
(F) apply effective listening skills used in the workplace.
(2) The student develops skills for success in the workplace. The student is expected to:

(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; and

(I) evaluate the relationship of good physical and mental health to job success and personal achievement.
(3) The student applies work ethics, employer expectations, interaction with diverse populations, and communication skills in the workplace. The student is expected to:

(A) illustrate how personal integrity affects human relations on the job;
(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; and
(F) comply with organizational policies and procedures.
TEXAS ESSENTIAL KNOWLEDGE AND SKILLS (TEKS)
Practicum in Hospitality Services

(4) The student applies academics with career readiness skills. The student is expected to:

(A) apply mathematical skills to business transactions;
(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; and
(D) organize and compose workplace business documents.
(5) The student applies ethical behavior standards and legal responsibilities within the workplace. The student is expected to:

(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; and
(E) research laws related to different hospitality services professions.
The student applies the use of self-development techniques and interpersonal skills to accomplish objectives. The student is expected to:

(A) identify and practice effective interpersonal and team-building skills involving situations with coworkers, managers, and customers; and

(B) apply leadership and career development skills through participation in activities such as career and technical student organizations.
TEXAS ESSENTIAL KNOWLEDGE AND SKILLS (TEKS) Practicum in Hospitality Services

(7) The student applies concepts and skills related to safety in the workplace. The student is expected to:

(A) identify and apply safe working practices;
(B) solve problems related to unsafe work practices and attitudes;
(C) explain Occupational Safety and Health Administration regulations in the workplace; and
(D) analyze health and wellness practices that influence job performance.
(8) The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:

(A) analyze the future employment outlook in the occupational area;
(B) describe entrepreneurial opportunities in the hospitality services area;
(C) compare rewards and demands for various levels of employment in the area of hospitality services;
(D) evaluate strategies for career retention and advancement in response to the changing global workplace;
(E) summarize the rights and responsibilities of employers and employees; and
(F) determine effective money management and financial planning techniques.
TEXAS ESSENTIAL KNOWLEDGE AND SKILLS (TEKS)  
Practicum in Hospitality Services

(9) The student identifies skills and attributes necessary for professional advancement. The student is expected to:

(A) evaluate employment options, including salaries and benefits;
(B) determine factors that affect career choices such as personal interests, abilities, priorities, and family responsibilities;
(C) determine continuing education opportunities that enhance career advancement and promote lifelong learning; and
(D) demonstrate effective methods to secure, maintain, and terminate employment.
(10) The student understands roles within teams, work units, departments, organizations, and the larger environment of the hospitality services industry. The student is expected to:

(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 and contrast full service hotels and limited service properties;
(D) analyze the differences between chain and franchise hotels; and
(E) explore the job duties in travel and tourism, recreation, and amusement and attraction venues.
(11) The student understands the knowledge and skills required for careers in the hotel management industry. The student is expected to:

(A) develop job-specific technical vocabulary;
(B) explain technical procedures needed to meet guest needs such as registration, rate assignment, room assignment, and determination of payment methods;
(C) apply the fundamentals of planning meetings and events;
(D) evaluate current and emerging technologies to improve guest services; and
(E) determine the correct procedures for check-out, bill payment, and settlement of accounts to ensure guest satisfaction.
(12) The student documents technical knowledge and skills. The student is expected to:

(A) complete a professional portfolio to include:
   (i) an updated résumé;
   (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; and
   (vi) practicum supervisor evaluations; and

(B) present the professional career portfolio to interested stakeholders
End of Course Project Options
Practicum in Hospitality Services
Next Lesson

Overview of Culinary Arts course topics.
Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.

Practicum in Hospitality Services

- Restaurants and Food/ Beverage Services
- Lodging
- Travel & Tourism
- Recreation, Amusements & Attractions

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Resources and References

Websites:

• AchieveTexas
  A college and career initiative designed to help students (and their parents) make wise education choices. It is based on the belief that the curricula of the 21st century should combine rigorous academics and relevant career education.
  http://www.achievetexas.org/in

• Learning that Works for America CTE™
  Sponsored by The National Association of State Directors of Career Technical Education Consortium (NASDCTEc). Aims to support an innovative CTE system that prepares individuals to succeed in education and their careers.
  http://www.careertech.org

• Texas Education Agency
  Texas Essential Knowledge and Skills. The mission of the Texas Education Agency is to provide leadership, guidance and resources to help schools meet the educational needs of all students.
  http://ritter.tea.state.tx.us/rules/tac/chapter130/index.html