Anne Saxelby Legacy Fund Apprenticeship
Syllabus

You are about to embark on an experience that will enhance your perspective of the hospitality industry and will most definitely provide you with the tools needed to become a leader in our industry. This, however, will require a lot of work and dedication on your behalf. There are unique advantages that can be learned during your apprenticeship with the Anne Saxelby Legacy Fund and their partner farm, the faculty of the hospitality management department encourage you to take full advantage of all the opportunities the program offers, including earning credit. In order to do this, you will be enrolled at New York City College of Technology, CUNY for a total of 3 credit hours. These credits will be earned by successfully completing the requirements listed in this syllabus.

Requirements Prior to Departure:
- ❖ Sign a release of indemnity form
- ❖ Confirmation of a GPA greater than 2.30
- ❖ Completion of Title IX training
- ❖ Shar the Orientation Packet

Requirement Upon Immediate Arrival at Apprenticeship Location:
- ❖ E-mail your mailing address and the address of the farm, if different, to Prof. Goodlad within one (1) week of arriving at the apprenticeship location.

Instructor	Prof. Goodlad	**Class Number**	HMGT4959 DIS
E-mail	kgoodlad@citytech.cuny.edu	**Day**	Asynchronous
Zoom ID	https://zoom.us/my/hmgtgoodlad	**Location**	Virtual via OpenLab
Office	Virtual	**Time**	Asynchronous
Office Hours:	By appointment	**Class Hours**	3
		Lab Hours	0
		Credits	3

Department Mission Statement

The Hospitality Management Department of New York City College of Technology educates students for careers in the hospitality industry through foundational knowledge of hospitality operations and experiences that cultivate diverse perspectives, lifelong learning, collaboration, and community engagement.

Program Learning Outcomes
To graduate students who
1. identify and demonstrate skills relevant to the operational areas of hospitality management.(PLO #1)
2. utilize the dynamics of collaboration in diverse settings. (PLO #2)
3. demonstrate effective communication skills. (PLO #3)
4. exhibit the analytical and social skills essential for success in the global workplace. (PLO #4)
5. value and integrate lifelong learning, civic engagement, ethical reasoning, and social responsibility. (PLO #5)

Course Objectives
Upon completion of HMGT 4959, students will be able to:
1. Develop apprenticeship specific goals
2. Practice and apply industry knowledge, skills, and techniques in the workplace
3. Demonstrate professional skills and build a professional network (PLO #1)
4. Reflect on individual progress and development and site supervisor's final evaluation (PLO #5)

Assessment Strategy:

10 Points	Creation on Apprenticeship Objectives
30 Points	Apprenticeship Supervisor Evaluation
20 Points	Read & React (*The New Rules of Cheese*, by Anne Saxelby)
20 Points	Workday Reflective Photo Journal (*Story Telling Project*)
10 Points	LinkedIn Profile Edits
10 Points	Promotion of the ASLF Apprenticeship
100 Points	Total Possible Points

Description of Expectations:
10 Points   Creation of Apprenticeship Objectives
- Modeling the format of objectives listed on the syllabus, write two learning objectives you will work towards during the apprenticeship.
- Upon approval by the course instructor, the objectives will be shared with your apprenticeship supervisor via memo and signed by the supervisor indicating approval.
- Forward the signed memo to the course instructor.

30 Points   Apprenticeship Supervisor Evaluation
It is expected that students will successfully complete the requirements of your assigned position and submit a copy of your field supervisor's evaluation.

20 Points   Read and React
Excerpts from *The New Rules of Cheese,* by Anne Saxelby*,* will be posted on the "Read and React" page of the OpenLab site for this course. Read the excerpt and comment on the topic as it relates to your Apprenticeship. Comments will be posted to the Read and React pages of the OpenLab site during the specified time frame.

20 Points   ***Weekly Reflective Photo Journal (Story Telling Project)***
Weekly Reflective Photo Journal entries are to be posted on the OpenLab site addressing issues of your own personal growth, achievements and/or challenges faced throughout your Apprenticeship. Submit entries to the Weekly Reflective Journals section of OpenLab. Consider the story you are interested in telling and the questions presented.
Reflective journals can be marked private.

10Points   ***LinkedIn***
Updated the LinkedIn profile, resume, posts, projects, honors and other applicable sections.

10 Points   ***Promotion of the ASLF Apprenticeship***
Participate in the Anne Saxelby Legacy Fund Annual Fundraiser in September after the Apprenticeship. Develop a presentation and present the information to Hospitality Management students during various class times and at club activities.

Point Scale*:

	A 93-100 points	A- 90-92.9 points
B+ 87-89.9 points	B 83-86.9 points	B- 80-82.9 points
C+ 77-79.9 points	C 70-76.9 points	
	D 60-69.9 points	
	F 59.9 –0 points	

Title IX, Sexual Assault Training
All students on college-sponsored trips outside the five-borough must complete Title IX training. Their certificates should be submitted with travel request documentation. Student Title IX training is found here, proof of completion of the training must be emailed to the professor before the start of the semester.

Distance Learning
Diligence, commitment, and personal dedication are essential to successful distance learning. The obligation to complete assignments in a timely manner is based on the students' ability to properly manage their time without constant reminders from a faculty member.

Electronic Etiquette
When communicating electronically (e-mail, blog posts…) it is important to keep your audience in mind. In this case it is a professor or fellow student. It is expected that all communication be completed on a college level and in a professional manner. Use the following as a guideline:
- ❖ Always address the person receiving the e-mail (Dear XXXX)
- ❖ Ensure your name is clearly communicated on every e-mail message. Place it in the subject heading and at the end of your communication.
- ❖ Never abbreviate, write the complete word (you, not "u"; I, not "i"…)
- ❖ Always include a subject heading when sending e-mail.
- ❖ Proofread for spelling, grammar and other errors.

Since most of our communication will be completed electronically mastering these skills is essential. Students will be asked to redo any work that is not completed in a professional manner. The Purdue OWL should be reviewed to ensure that all communication is completed in a professional manner.

Personal Demeanor
Proper completion of the program, in its entirety, is required to achieve a passing grade for the course. Remember that you are representing yourself as well as New York City College of Technology in all you do. So as you are sprinkled with pixie dust keep your future goals in mind, be aware that your actions and decisions will affect the outcome of your experience. Only you can make it a positive and beneficial one.

Diversity and Inclusive Education Statement
This course welcomes students from all backgrounds, experiences and perspectives. In accordance with the City Tech and CUNY missions, this course intends to provide an atmosphere of inclusion, respect, and the mutual appreciation of differences so that together we can create an environment in which all students can flourish. It is the instructor's goal to provide materials and activities that are welcoming and accommodating of diversity in all of its forms, including race, gender identity and presentation, ethnicity, national origin, religion, cultural identity, socioeconomic background, sexuality and sexual orientation, ability, neurodivergence, age, and etc. Your instructor is committed to equity and actively seeks ways to challenge institutional racism, sexism, ableism and other forms of prejudice. Your input is encouraged and appreciated. If a dynamic that you observe or experience in the course concerns you, you may respectfully inform your instructor without fear of how your concerns will affect your grade. Let your instructor know how to improve the effectiveness of the course for you personally, or for other students or student groups. We acknowledge that NYCCT is located on the traditional homelands of the Canarsie and Lenape peoples.
https://openlab.citytech.cuny.edu/dice/

Student Accessibility
Qualified students with disabilities, under applicable federal, state, and city laws, seeking reasonable accommodations or academic adjustments must contact the Center for Student Accessibility for information on City Tech's policies and procedures to obtain such services. Students with questions on eligibility or the need for temporary disability services should also contact the Center at The Center for Student Accessibility:
300 Jay Street, room L-237, 718 260 5143.   http://www.citytech.cuny.edu/accessibility/

Professionalism and Participation
The Department of Hospitality Management follows industry standards in order to educate, develop and mentor future hospitality and tourism professionals. In order to successfully complete a course, students must consistently participate in class and meet deadlines

NYC College of Technology Statement on Academic Integrity
Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and

academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion.

As stated in the Academic Integrity Policy Manual,
> "academic dishonesty occurs when individuals plagiarize or cheat in the course of their academic work. Plagiarism is the presenting of someone else's ideas without proper credit or attribution. Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise."

The complete text of the College Academic Integrity Policy Manual may be found on the College website.

Statement of Classroom Behavior
Each student has the right to study and learn in a comfortable, safe, supportive environment that promotes self-esteem – free of fear, humiliation, intimidation, offensive or suggestive language.

Use of Electronic Devices
The use of cellular phones and audio equipment in all academic and study areas of the college is prohibited. Students are not permitted to take calls or text message during class. Students may not use their cell phones as calculators. In some instances, an instructor may allow the use of personal electronic devices for in class activities.

Writing Style Statement
The hospitality management department requires that all written work must be prepared using APA Style Publication Manual of the American Psychological Association as a reference guide. This includes editorial formats, abbreviations, use of statistics, graphs, citations and references. Visit the City Tech Library website for APA Style Guides.

MS Office Suite Assignment Submission Guidelines
Students are expected to use MS Office Suite including Outlook, Word, PowerPoint and Excel unless otherwise stated. Students are entitled to a subscription, which is available through the CUNY Portal or Blackboard.