

Walt Disney World College Program Syllabus

Congratulations you are about to begin your Fall 2017 semester of LIVING, LEARNING & EARNING... DISNEY STYLE!

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. Because of the unique advantages that can only be learned from your participation as a student in the Walt Disney World College Program the faculty of the hospitality management department encourage you to take full advantage of all the opportunities the program offers. In order to do this you will be enrolled at New York City College of Technology, CUNY for a total of 12 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

Requirement Upon Immediate Arrival at Disney:

- ❖ E-mail your address, apartment number, phone number and exact casting assignment to Prof. Goodlad within one (1) week of arrival to Orlando.
- ❖ Confirm registration for predetermined Disney College Program classes through the Education Center at Vista Way (or other housing complex if appropriate).

Your City Tech Professor:
Prof. Karen Goodlad
New York City College of Technology, CUNY
Hospitality Management Department
300 Jay Street, Namm 200
Brooklyn, NY 11201
kgoodlad@citytech.cuny.edu

Assessment Strategy:

35 Points	Disney Practicum and additional predetermined course
20 Points	Read & React
15 Points	Weekly reflective photo journal
15 Points	Field supervisor evaluation
<u>15 Points</u>	ePortfolio portfolio
100 Points	Total possible points

Description of Expectations:

35 Points *Two courses offered by WDWCP in Orlando*

Enrollment and successful completion of two WDWCP Collegiate Courses. The WDWCP Collegiate Courses syllabi are available on the WDWCP website: <https://dorms.disney.com/learning>

20 Points *Read and React:*

<https://openlab.citytech.cuny.edu/wdwcpgoodlad/read-and-react-assignments/>

Articles will be posted on the “Read and React” page of the OpenLab site. Read the articles and comment on the topic as it relates to your internship experience. Comments will be posted to the Read and React pages of the OpenLab site during the specified time frame. At least one comment *and* one reaction to another student’s comment, more are encouraged, must be written for each article.

15 Points *Reflective photo journal*

<https://openlab.citytech.cuny.edu/wdwcpgoodlad/default-course-page/>

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 experience. Submit entries to the Weekly Reflective Journals section of OpenLab. Reflective journals can be marked private.

15 Points *Field supervisor evaluation*

It is expected that you will successfully complete the requirements of your assigned position and submit a copy of your field supervisor’s evaluation.

15 Points *ePortfolio Portfolio, to include:*

See hand out.

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	

* One overall grade will be assessed and will apply to all 12 credits attempted for the semester.

Title IX, Sexual Assault Training

All students on college-sponsored trips outside the five-borough or with arranged transportation within the five-boroughs must complete Title IX training. Their certificates should be submitted with travel request documentation. Student Title IX training is found at www.citytech.cuny.edu/title-ix, Proof of completion of the course must be provided before a student is allowed to register for City Tech Courses. More about City Tech's Title IX policy is found <http://www.citytech.cuny.edu/compliance-diversity/title-ix.aspx>.

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.

Added Value

While in Florida you should try to participate in as many opportunities as possible. Job fairs and lecture series will be available to enhance your learning experience and to help improve your ability to manage in an ever-changing environment. Volunteer opportunities will broaden your network and enhance your career development. Visiting the parks will help maintain your own magic...*the parks are your playground you should explore them.*

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 following website should be reviewed to ensure that all communication is completed properly: http://owl.english.purdue.edu/handouts/pw/p_emailtt.html#format

Personal Demeanor

Proper completion of the program, in its entirety, is required to achieve a passing grade for the semester. 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.

MISSION STATEMENT

The mission of the hospitality management department of New York City College of Technology is to provide students with a hospitality career education that integrates applied management practices and theory with liberal arts and sciences. To fulfill its mission the department will:

- offer a comprehensive applied management curriculum;
- provide students with the necessary professional and communications skills for successful careers;
- foster an understanding of social responsibility through involvement in community service.

NYC COLLEGE OF TECHNOLOGY POLICY 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. The complete text of the College policy on Academic Integrity may be found in the catalog.

STATEMENT ON PLAGIARISM

As stated in the college catalog, "plagiarism is the act of presenting another person's ideas, research, or writings as your own." Plagiarism will not be tolerated.

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

As stated in the Student Handbook, the use of cellular phones and audio equipment in all academic and study areas of the college are prohibited. Cellular phones, beepers, pagers, iPods, etc. must be turned off during class sessions. Students are not permitted to take calls or text message during class or to leave the classroom during scheduled class time to conduct a conversation. Students may not use their cell phones as calculators.

ORAL PRESENTATION STYLE STATEMENT:

The hospitality management department has developed a standardized format for all oral presentations. Refer to oral presentation rating form and *Effective Speaking Guidelines*.

WRITING STYLE STATEMENT

The hospitality management department has developed a standardized format for all written assignments. Written work must be prepared using APA Style Publication Manual of the American Psychological Association, 5th edition as a reference guide. All editorial formats, abbreviations, use of statistics, graphs, citations and references must conform to APA style. Footnotes are not permissible. Visit the City Tech Library website http://library.citytech.cuny.edu/research/subjectGuides/wiki/index.php/Style_Guides_and_Research_Paper_Support#APA_Style_Guides for APA Style Guides.

Unless otherwise instructed, all papers are to be simply bound with a staple in the upper left-hand corner. No report covers are to be used. All papers must be computer generated, double-spaced on white bond or computer paper (8½" x 11" with no holes), standard margins (1" top x 1" bottom x 1" left x 1" right), Courier or Times Roman typeface, 12 points. Correct spelling, sentence structure and grammatical construction are expected. Proofreading is a given!

Standard title (cover) page must include assignment name centered on the title page; one double space below, type student's name; one double space below, type course title / section number; one double space below, type instructor's name; one double space below, type due date; all entries are centered under assignment name. Exceptions to standardized format: Memoranda follow a standard memo format. Internship reports must be spiral bound.