

Academic Advising – HMGT New York City College of Technology



Academic Advisement Taskforce

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Getting Started Today!



- What classes are needed?
- What are good activities to be involved in?
- What extras are available at City Tech?
- How can I maximize value of tuition?
- Besides class, what else is here?
- How can I connect with my future?

Academic Advising

- When, Who, How, Why?
- Checklists and Maps
- My Academic Career Planner
- General Education & Liberal Arts
- The City Tech Guide
- Additional Resources



**Hospitality Management Department
Academic Advisement Schedule**

Review the list of Hospitality Management academic advisors. To request an appointment during their listed advisement times, send them an email using your City Tech email address. Include the following information:

- Full Name
- Emplid number
- Your preferred phone number
- The purpose of the academic advising session

General questions can be emailed to the Department hospitalitymgmt@citytech.cuny.edu

Prepare for your virtual meeting with your Faculty Advisor:

- have easy access to your current degree audit and past advisement worksheets
- complete a “[My Academic Career Planner](#)” for the next two semesters
- consider questions about course completion/progression and career opportunities/advancement

Advisor	Day	Time	Contact Email	Advisement by last name for students with less than 60 credits	Advisement by area of focus for students with more than 60 credits
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Academic Advising – When, Who, How, Why?
[\(http://citytech.cuny.edu/hospitality/\)](http://citytech.cuny.edu/hospitality/)

Academic Advisement Website

(<http://citytech.cuny.edu/advisement/>)

Academic Advising

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[Path to Graduation](#)

[Prepare for Advisement](#)

[Virtual Advisors](#)

[Degree Checklist & Maps](#)

Academic Advising

Welcome to City Tech's academic advising web pages. These advising pages are designed to help you with college planning and to gain a better understanding what to expect each year of college attendance. The information here! The following sequence is recommended:

Step 1

Go to the [Path to Graduation](#) and expand the Path that corresponds to your status as a first, second, third, or fourth year student.

Plan Your Path to Graduation

WELCOME

YEAR 1

YEAR 2

Path to Graduation

<http://citytech.cuny.edu/advisement/graduate-timeline.aspx>

Prepare for Advisement

(<http://citytech.cuny.edu/advisement/six-steps.aspx>)

Home

Path to Graduation

Prepare for Advisement

Virtual Advisors

Degree Checklist & Maps

My Academic Career Planner

General Education >

Resources

Prepare for Advisement

Six Steps to Prepare for Academic Advisement with a Faculty Advisor

1

Step 1

Locate a degree checklist from your department or the [City Tech Catalog](#).

2

Step 2

Log into [DegreeWorks](#). Identify degree

Academic Advising Website: Checklist and Maps

- Degree Checklists
- Degree Maps
- College Catalog

- Degree Progression
- Prerequisites
- Full-Time 30 Credits



Degree Checklist and Maps

(<http://citytech.cuny.edu/advisement/degree-checklist.aspx>)

Degree Checklists and Maps

Degree Checklists

The degree checklist for your major includes all of the requirements you need to meet to graduate. Of these, the most important are:

- Specific courses or categories of courses required
- Overall number of credits: at least 60 for an associate degree and at least 120 for a baccalaureate degree, although a program may require more if there are licensing or accreditation requirements (*Note: To earn academic honors, you must take a minimum number of credits on campus at City Tech: at least 34 credits for an associate degree, and at least 60 credits for a baccalaureate degree. E-permit classes do not count toward the total.*)
- Overall number and required categories of general education courses: See the [General Education pages](#) for more information

Degree Maps

Catalog / Checklist & Map

(<http://citytech.cuny.edu/advisement/degree-checklist.aspx>)



DEPARTMENT OF HOSPITALITY MANAGEMENT					
DEGREE CHECKLIST FOR ASSOCIATE IN APPLIED SCIENCE AND BACHELOR OF TECHNOLOGY IN HOSPITALITY MANAGEMENT					
For students entering the program Spring 2018 to Spring 2020.					
ASSOCIATE DEGREE	COURSE	COURSE TITLE	PRE/CO REQUISITES	CREDITS	
GENERAL EDUCATION REQUIRED AND FLEXIBLE COMMON CORE (21 CREDITS) At least 1 course designated WI is required from Gen Ed Flexible Common Core.	ENG 1101	English Composition I (cc)	Prereq: CUNY Read and Write Proficiency	3 credits	
	ENG 1121	English Composition II (cc)	Prereq: ENG 1101	3 credits	
	MAT 1190*	Mathematical and Quantitative Reasoning or higher (wq)	Prereq: CUNY Placement	3 credits	
	COM 1330*	Public Speaking or higher (cs)	Prereq: CUNY Read and Write Proficiency	3 credits	
		Life and Physical Sciences (ls)		3 credits	
	ECON 1101*	Macroeconomics (us)	Prereq: CUNY Read and Write Proficiency	3 credits	
		*Flexible Common Core Course: WGI/USED/S/ICE/SW		3 credits	
		HMG1 1101	Perspectives in Hospitality Management (w)	Prereq: CUNY Read and Write Proficiency Comp; MAT 100	3 credits
		HMG1 1102	Introduction to Food and Beverage Management	Prereq: CUNY Proficiency	3 credits
		HMG1 1103	Food Sanitation and Safety Principles	Prereq: CUNY Proficiency	1 credit
PROGRAM-SPECIFIC DEGREE REQUIREMENTS (39 CREDITS) At least 1 course designated WI is required from the program-specific required and elective courses. Double Day* Specific courses listed indicate double duty courses, i.e., program degree requirements that also meet general education requirements in that category.	HMG1 1105	Lodging Operations Management	Prereq: CUNY Proficiency	3 credits	
	HMG1 1202	Food and Beverage Cost Control	Prereq: HMG1 1105 and 1103	3 credits	
	HMG1 1203	Culinary Arts I	Prereq: HMG1 1101, 1105 and 1103	3 credits	
	HMG1 1204	Baking and Pastry Arts I	Prereq: HMG1 1101, 1105 and 1103	3 credits	
	HMG1 2302	Hospitality Accounting	Prereq: HMG1 1105 and 1103	3 credits	
	HMG1 2303	Culinary Arts II	Prereq: HMG1 1105 and 1103	3 credits	
	HMG1 2304	Baking and Pastry Arts II	Prereq: HMG1 1105 and 1104	3 credits	
	HMG1 2305	Dining Room Operations (w)	Prereq: HMG1 1105 and 1103	3 credits	
	HMG1 2308	Professional Alliances	Prereq: HMG1 1105 and 1103	2 credits	
	HMG1 2402	Wines and Beverage Management	Prereq: HMG1 2302 and 2303	3 credits	
HMG1 2405	Hospitality Marketing	Prereq: HMG1 2302, 2303 and 2304	3 credits		
ASSOCIATE IN APPLIED SCIENCE IN HOSPITALITY MANAGEMENT: 60 CREDITS. MINIMUM REQUIRED LIBERAL ARTS AND SCIENCES CREDITS: 20 CREDITS.					
BACHELOR'S DEGREE	COURSE	COURSE TITLE	PRE/CO REQUISITES	CREDITS	
GENERAL EDUCATION REQUIRED AND FLEXIBLE COMMON CORE (21 CREDITS) *Students must take at least one advanced liberal arts course or choose two sequential courses in a foreign language. At least 1 course designated WI is required from the College Option or Gen Ed Flexible Common Core.	MAT 1272*	Statistics or higher-level statistics (w)	Prereq: MAT 1100 or higher	3 credits	
		*World Cultures and Global Issues (wcc)		3 credits	
		*Creative Expression (cs)		3 credits	
		*Interdisciplinary Course (is)		3 credits	
		*Liberal Arts Elective (LibArt) or Foreign Language Sequence (FL)		3 credits	
		*Liberal Arts Elective (LibArt) ¹ or Foreign Language Sequence (FL) ¹		3 credits	
		*Liberal Arts Elective (LibArt) ² or Foreign Language Sequence (FL) ¹		3 credits	
		HMG1 3501	Hospitality Workforce Management in a Global Marketplace (w)	Prereq: HMG1 2302, 2303, 2304 and 2305	3 credits
		HMG1 3502	Hospitality Management Research Seminar (w)	Prereq: HMG1 2302, 2303, 2304 and 2305	3 credits
		HMG1 3601	Hospitality Management Legal Environment	Prereq: HMG1 2302, 2303, 2304 and 2305	3 credits
	HMG1 3602	Hospitality Management Accounting and Finance	Prereq: HMG1 2302	3 credits	
	HMG1 4702	Hospitality Services Marketing and Management	Prereq: HMG1 2301, 2302 and 2402	3 credits	
	HMG1 4802	Hospitality Management Internship	Prereq: HMG1 2401, 2402 and 2402	3 credits	
PROGRAM SPECIFIC ELECTIVE COURSES (12 TO 26 CREDITS)² At least 1 course designated WI is required from the program-specific required and elective courses.	HMG1	4900 Series of EDU Certification		3 credits	
	HMG1	4900 Series of EDU Certification		3 credits	
	HMG1	4900 Series of EDU Certification		3 credits	
	HMG1	4900 Series of EDU Certification		3 credits	
FREE ELECTIVE COURSES³ Taken as needed to equal 120 to 125 credits.		Free Elective or EDU Certification		3 credits	
		Free Elective or EDU Certification		3 credits	
		Free Elective or EDU Certification		3 credits	
BACHELOR OF TECHNOLOGY IN HOSPITALITY MANAGEMENT: 120 TO 125 CREDITS.					

DEPARTMENT OF HOSPITALITY MANAGEMENT

DEGREE CHECKLIST FOR ASSOCIATE IN APPLIED SCIENCE AND BACHELOR OF TECHNOLOGY IN HOSPITALITY MANAGEMENT

For students entering the program Spring 2018 to Spring 2020.

ASSOCIATE DEGREE	COURSE	COURSE TITLE	PRE/CO REQUISITES	CREDITS
GENERAL EDUCATION REQUIRED AND FLEXIBLE COMMON CORE (21 CREDITS) At least 1 course designated WI is required from Gen Ed Flexible Common Core.	ENG 1101	English Composition I (EC)	Prereq: CUNY Read and Write Proficiency	3 credits.
	ENG 1121	English Composition II (EC)	Prereq: ENG 1101	3 credits.
	MAT 1190 ²	Mathematical and Quantitative Reasoning or higher (MQR)	Prereq: CUNY Placement	3 credits.
	COM 1330 ²	Public Speaking or higher (IS)	Prereq: CUNY Read and Write Proficiency	3 credits.
		Life and Physical Sciences (LPS)		3 credits.
	ECON 1101 ²	Macroeconomics (USED)	Prereq: CUNY Read and Write Proficiency	3 credits.
		*Flexible Common Core Course: WCGI/USED/IS/CE/SW		3 credits.
PROGRAM-SPECIFIC DEGREE REQUIREMENTS (39 CREDITS)	HMGT 1101	Perspectives in Hospitality Management (WI)	Prereq: CUNY Read and Write Proficiency Coreq: MAT 650	3 credits.
	HMGT 1102	Introduction to Food and Beverage Management	Prereq: CUNY Proficiency	3 credits.
	HMGT 1103	Food Sanitation and Safety Principles	Prereq: CUNY Proficiency	1 credit.
	HMGT 1105	Lodging Operations Management	Prereq: CUNY Proficiency	3 credits.
	HMGT 1202	Food and Beverage Cost Control	Prereq: HMGT 1101 and 1102	3 credits.
	HMGT 1203	Culinary Arts I	Prereq: HMGT 1101, 1102 and 1103	3 credits.
	HMGT 1204	Baking and Pastry Arts I	Prereq: HMGT 1101, 1102 and 1103	3 credits.

Checklist & Map

(<http://citytech.cuny.edu/advisement/degree-checklist.aspx>)

My Academic Career Planner (Associate/Bachelor)

(<http://www.citytech.cuny.edu/advisement/planner.aspx>)

BACHELOR'S DEGREE

My Academic Career Planner

Name: _____
Empl ID: _____
Major: _____
Catalog Year: _____

STUDENT WORKSHEET
Use this tool to help you think through step-by-step how you will achieve your degree. Plan from the beginning to the end of your degree, and make changes or print new copies any time.

REQUIREMENTS

- WI in Major
- WI in Major
- WI in General Education
- WI in General Education
- Advanced Liberal Arts or Foreign Language Sequence

QUESTIONS

1. What are my post graduation plans?
2. What interests me?
3. What classes must be taken in sequence? (a specific order)

RESOURCES

- DegreeWorks Audit
- College Catalog
- General Education Common Core
- Writing Intensive OWI
- Academic Calendar
- CUNYFirst
- POC

IMPORTANT

At least 120 applicable credits are required to graduate; check the catalog for more detailed or additional requirements and DegreeWorks Audit to see which credits apply.

WI - A semester specific list of writing intensive courses is available online at the City Tech General Education website:
http://www.citytech.cuny.edu/gen-ed/writing_intensive.aspx
See Academic Calendar for important dates:
http://www.citytech.cuny.edu/registrar/academic_calendar.aspx

NEW YORK CITY COLLEGE OF TECHNOLOGY
As of 08/26/2018

Academic Career Planner

› [My Academic Career Planner - Associate Degree PDF](#)

› [My Academic Career Planner - Bachelor Degree PDF](#)

These planning documents can be used in conjunction with your degree checklist and map (found in the [catalog](#)) and [DegreeWorks](#) to lay out the classes and timing that works best for you from the start to the end of your time at City Tech. You can download and save the planner as a clickable and fillable pdf file, or print the file and fill it in with pen or pencil.

Either way, once you've laid out your plans, bring it to an advisement meeting with a faculty advisor in [your department](#) to go over together. And don't forget to save the planner for future reference. You will need to update your planner after finishing each semester at City Tech!

BACHELOR'S DEGREE

My Academic Career Planner

Name: _____

Empl ID: _____

Major: _____

Catalog Year: _____

STUDENT WORKSHEET

Use this tool to help you think through step-by-step how you will achieve your degree. Plan from the beginning to the end of your degree, and make changes or print new copies any time.

SEMESTER 1

Fall Winter Spring Summer YEAR

COURSE NUMBER / COURSE NAME	CREDITS
SEMESTER CREDITS	0

SEMESTER 2

Fall Winter Spring Summer YEAR

COURSE NUMBER / COURSE NAME	CREDITS
SEMESTER CREDITS	0

SEMESTER 3

Fall Winter Spring Summer YEAR

COURSE NUMBER / COURSE NAME	CREDITS
SEMESTER CREDITS	0

REQUIREMENTS

- WI in Major
- WI in Major
- WI in General Education
- WI in General Education
- Advanced Liberal Arts or Foreign Language Sequence

QUESTIONS

My Academic
Career Planner
(Associate/Bachelor)

(<http://www.citytech.cuny.edu/advisement/planner.aspx>)

Academic Advising: General Education

(<http://www.citytech.cuny.edu/advisement/gen-ed.aspx>)

General Education at City Tech

Pathways Requirements

Overall Requirements

Required Common Core

Academic Advising Website: Resources

- Advisors
- Academic Support
- Registering for Classes
- Financial Aid
- Additional Opportunities



Academic Advising Website - *Resources*

(<https://www.citytech.cuny.edu/advisement/resources.aspx>)



Resources for Advisement

In addition to these Academic Advising pages, City Tech offers other programs and resources related to your successful progression toward your degree. Below you will find information for:

Advising

Student Clubs

NEW YORK CITY COLLEGE OF TECHNOLOGY, CUNY
DEPARTMENT OF HOSPITALITY MANAGEMENT

FALL 2020 CALENDAR

The chart below lists the dates for all class meetings for the term. Those who may anticipate difficulties are advised to make necessary arrangements to participate in all class meetings.

- Note date changes:
 - Tuesday, September 29 classes follow a Monday schedule
 - Wednesday, October 14 classes follow a Monday schedule
 - Wednesday, November 25 classes follow a Friday schedule
 - Thursday, December 10 and Friday, December 11 are reading days

Week	MON	TUES	WED	THUR	FRI	SAT
1	AUG 31	SEPT 1	AUG 26	AUG 27	AUG 28	AUG 29
2	SEPT 14	SEPT 8	SEPT 2	SEPT 3	SEPT 4	SEPT 12
3	SEPT 21	SEPT 15	SEPT 9	SEPT 10	SEPT 11	SEPT 26
4	SEPT 29	SEPT 22	SEPT 16	SEPT 17	SEPT 25	OCT 3
5	OCT 5	OCT 6	SEPT 23	SEPT 24	OCT 2	OCT 10
6	OCT 14	OCT 13	SEPT 30	OCT 1	OCT 9	OCT 17
7	OCT 19	OCT 20	OCT 7	OCT 8	OCT 16	OCT 24
8	OCT 26	OCT 27	OCT 21	OCT 15	OCT 23	OCT 31
9	NOV 2	NOV 3	OCT 28	OCT 22	OCT 30	NOV 7
10	NOV 9	NOV 10	NOV 4	OCT 29	NOV 6	NOV 14
11	NOV 16	NOV 17	NOV 11	NOV 5	NOV 13	NOV 21
12	NOV 23	NOV 24	NOV 18	NOV 12	NOV 20	DEC 5
13	NOV 30	DEC 1	DEC 2	NOV 19	NOV 25	DEC 12
14	DEC 7	DEC 8	DEC 9	DEC 3	DEC 4	DEC 19
15	DEC 14	DEC 15	DEC 16	DEC 17	DEC 18	14 WEEKS

IMPORTANT DATES FOR FALL 2020

Registration begins Wednesday, November 11. Make an appointment with your advisor prior to your registration date.
Thursday, October 29 Faculty to inform students of Last day to withdraw with a W grade is Friday, November 6 mid-term grades.

	Virtual Club Events
New Student Welcome	12:45 pm / Virtual / August 29
American Culinary Federation (ACF)	12:45 pm / Virtual / October 29
Hospitality Leadership Speaker Series	12:45 pm / Virtual / October 1, November 12
The Anna Nurse Culinary Workshop Series	12:45 pm / Virtual / September 17, October 15, November 12
Pa Club	12:45 pm / Virtual / October 8, November 5
Spoons Across America Club	12:45 pm / Virtual / September 17
Hospitality Garden Club	12:45 pm / Virtual / September 22, November 19
Aviation Hotel Leaders Club	12:45 pm / Virtual / September 10, October 15

Fall 20, 8/20/20

Student Clubs

Study Abroad

Walt Disney World College Program

Tea Club

Faculty Advisor - Karen Goodlad, Email - kgoodlad@citytech.cuny.edu

Student members explore tea essentials, including tea types, origins, processing, storage, history and what makes each tea unique. Club activities include the exploration of drinking tea as a social activity.

The Anna Nurse Culinary Workshop Series

Website - <https://openlab.citytech.cuny.edu/annanurseclub> | Email - annanurseclub@yahoo.com

Faculty Advisor - Joanne Jacus, Email - JJacus@CityTech.Cuny.Edu

Each semester, students participate in a series of culinary demonstrations. Current industry professionals, many of whom are alumni, share their expertise and explore trends.

The American Culinary Federation (ACF), Big Apple Junior Chapter

Faculty Advisor - Robert Walljasper, Email - RWalljasper@CityTech.Cuny.Edu

Students may become members of this nationally recognized chefs' organization. Qualified students guided by ACF-member faculty participate in culinary competitions on the local and state levels. Students have the opportunity to participate in community service events and holiday meal preparation for community-based organizations.

HMGT Calendar (Course Handout)

HMGT Clubs

(<http://www.citytech.cuny.edu/hospitality/student-resources.aspx>)

Next Step -



- Start Making Your Plan!
- Identify Advisor
- Schedule an Appointment
- Gather and Complete Paperwork
- Develop Your 2 or 4 Year Plan!