



The mission of Concord University is to provide quality, liberal arts based education, to foster scholarly and creative activities and to serve the regional community (<http://www.concord.edu/academics/>).

RTM 430 Senior Seminar:

Course CRN 20177, Section 01

Spring 2019; Credit Hours – 3; Prerequisites – Senior Standing;

Meets; 1:00-1:50, Monday, Wednesday, Friday

Meets: Administration A310

Professor: Dr. Roy Ramthun

Office Location: Admin 119

Office Hours: 11:00-12:00 MWF, 1:00-2:00 TR

Email: rramthun@concord.edu

College/Department Website: <https://www.concord.edu/business/node/23>

Course Description/Rationale:

This course is designed to address a variety of issues of concern to the entry level professional. It will focus initially on areas of transition to the workforce, including resume creation and interviewing strategies. This class will also require the completion of an original project to be considered the “Capstone” for RTM students.

Course Management System: Blackboard RTM 430

Hardware/Software Needed: NA

Text requirements: There is no textbook for the class. There is a very useful website that will be referenced often at *Cornell University Career Services Guide*. (<http://publications.ingagepublication.com/CORNELLCAREERSERVICES2011/digitalpublication.php?startpage=59#3>)

Concord University Educational Goal(s)

University Goal 1-2: An ability to employ appropriate observational, logical, analytical, computational, creative, and critical thinking skills across academic disciplines and to apply these skills in problem solving.

University Goal 1-6 An ability to apply and transfer academic and experiential learning appropriately from one context to another.

National Standards: NA

Specific Learning Outcomes

As a student in this class you will:

- develop an understanding of professional ethics specific to the tourism field
- demonstrate basic knowledge of current hiring and personnel procedures in the tourism field
- refine your public speaking and use of presentation media
- identify continuing education opportunities appropriate to your career goals
- develop an in-depth understanding of a topic that is of professional interest to you

Course Requirements :

1. Attendance and Participation. This class will focus heavily on in-class problem solving activities, group discussion, and student presentations. To benefit from this approach, you need to be in class. Points will be given for in-class participation. Participation will account for approximately 15% of course points.

2. Resume/Cover Letter Each of you will develop a professional resume and cover letter based on the guidelines presented in class. This resume should be prepared to the same standards as a “real” resume. This assignment is worth 100 points and is due on February 22nd.

3. Interviews Each of you will participate in a professional interview activity. This will involve a) being interviewed, b) serving as an interviewer and c) providing a written analysis of your performance. This activity is worth 25 points.

4. **Test.** There will be a 50 point test on resumes and job search procedures in early March.

5. **Professional Presentation.** Each of you will conduct a project that is professionally relevant to you. Guidelines for these projects are provided in Appendix A. You will be responsible for researching, preparing, and presenting an in-depth presentation to be given to the class and to any other faculty or professionals who may wish to attend. The following elements will be considered in the grading of the presentation:

- a) **Proposal Defense:** Each student must schedule a meeting with me no later than January 30th to explain in detail the nature of the project you will pursue for the class. This defense should answer basic questions of “what, when and how” you will pursue your project and the plan should be provided on a one page proposal form included here. This defense is worth 30 points and **must** be completed for you to proceed with your project.
- b) **Progress Report:** Each student will provide a detailed report on activity and content of your project. This report should be at least 8 slides in length and should introduce your project and your preliminary activities. This report is due Monday March 4th and is worth 30 points.
- c) **Briefing** - each student will meet with me in the week prior to their presentation to discuss their material and show me their presentation. The presentation should contain a reference list (in APA format) of the sources used in researching the presentation. This meeting is worth 30 points.
- d) **Presentation** – each student will present their results orally to the class or a professional group of not less than 5 people. The student will be graded on the quality of their presentation skills, including public speaking ability, use of presentation media, and appropriate dress. The content of the presentation will be graded for quality, depth, and completeness. This presentation will be worth 150 points.
- e) **Summary** - Each presentation will be accompanied by a written overview of the project that summarizes the process and the results. This paper should be approximately 2000 words in length and should be submitted via email. This summary is due not later than May 3rd and is worth 50 pts.

Grading Policy and Scale:

All papers for this course (with the exception of in-class writing assignments) must be word-processed in a 10 or 12 point font using a standard page with one inch margins on all sides. Papers should be double-spaced. Papers should be proof-read and spell-checked. Points may be deducted for inadequate proof-reading (or in extreme cases, returned for revision). Papers or portions of papers that appear to be plagiarized or inappropriately “borrowed” from other sources without appropriate credit to authors will face severe point reductions. A “second offense” for

plagiarism will receive a grade of “F” for the course. Papers submitted after the due date will be subject to point reductions.

Cell phones should be switched off during class. The use of laptop computers is permitted until further notice.

Students requiring academic accommodations should meet with me to discuss their needs.

Grading Policy:

Grading: Resume	- 100
Interview	- 25
Project	- 290
Test	- 50
Participation	- 80 (approximate)

"A" = 90% or more of final point total

"B" = 80-89% of final point total

"C" = 70-79% of final point total

"D" = 60-69% of final point total

Make-up Policy, Late Work:

Assignments will be accepted after the posted due date, but with a point reduction penalty. Students who miss exams or other major scheduled activities may make them up if a verifiable excuse is provided. In-class assignments and activities cannot be made up, but a point adjustment will be made in the final grading process if a verifiable excuse is provided.

Course Timeline (Schedule of Assignments/Assessments/Presentations)

Approximate Schedule

Week One Introduction to class process.

Week Two The Work Environment of Today

Week Three Work Environment cont.

Week Four Entrepreneurship – Business Start-Up

- Week Five Personnel Procedures - Hiring
- Week Six Personnel Procedures – Evaluation & Retention
- Week Seven Professional Practices – Continuing Education
- Week Eight Professional Practices - Organizations
- Week Nine Legal Issues in Tourism & Leisure
- Week Ten Spring Break
- Week Eleven Legal Issues...
- Week Twelve Current Trends in the Recreation and Tourism Field
- Week Thirteen Current Trends
- Week of Fourteen Project Workshops
- Week of Fifteen Project Workshops
- Week of Sixteen Symposium – Projects will be presented.

Accessibility/Accommodations:

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.)

Emergency Alert System

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones

can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to: <http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure No students or employees are to report.

Classes Cancelled Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct. This course will rely on discussion, which includes difficult dialogue at times. This is an inclusive and safe classroom. All discussion points and questions are valued; as such, students are expected to treat one another and the professor thoughtfully and with respect. Racist, sexist, religiphobic, homophobic, heterophobic, or other pejorative or discriminatory language will not be tolerated and those who insist on such behavior will be asked to leave the classroom. This course may include material that is difficult or make you uncomfortable. Learning new ideas and pushing yourself is part of the academic process. You can learn the information without agreeing to it. However, if at any point you need to leave the classroom to collect yourself, you may do so, though you are still responsible for all content in this course.

Sexual Harassment & Assault

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384- 5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304- 384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

Technology Services

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Syllabus Disclaimer "This syllabus is subject to change based on the needs of the class. Please check it regularly."