

New Course Proposal Template

Steps to the approval process:

1. Complete the applicable template(s) and email them to the departmental or program curriculum committee chair.
2. The curriculum chair emails the proposal to the curriculum committee, then to the department/program faculty for a vote and finally to the department/program chair.
3. The department/program chair emails the proposal to curriculum-approval@iup.edu; this email will also serve as an electronic signature.
4. Curriculum committee staff will log the proposal, forward it to the appropriate dean's office(s) for review within 14 days and post it on the X Drive for review by all IUP faculty and administrators. Following the dean's review the proposal goes to the UWUCC/UWGC and the Senate.
5. Questions? Email curriculum-approval@iup.edu.

Contact Person:	Lisa Dupnock	Email Address:	l.m.dupnock@iup.edu
Proposing Depart/Unit:	Hospitality Management	Phone:	724-357-3160

Course Prefix/Number	<i>See the Registrar's list of Unavailable course numbers at http://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=129323.</i> HOSP 450/550
Course Title	Training, Development and Supervision in Hospitality Management
Dual/Cross Listed	<i>Dual Listed = Courses listed at two levels, such as undergraduate and graduate, masters and doctoral, etc. Cross Listed = Course has more than one prefix such as GEOG/RGPL 233.</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes with: Employment and Labor Relations
Number of Credits	(UG) Class Hours - 3 (UG) Lab Hours - 0 Credits - 3
Prerequisite(s)	Instructor Approval
Corequisite(s)	<i>This means that another course must be taken in the same semester as the proposed course</i> N/A
Additional Information (Check all that apply. Note: Additional documentation will be required)	<input type="checkbox"/> Liberal Studies (please also complete Template C) <input type="checkbox"/> Teacher Education (Is it Step 1 a prerequisite or is it part of the Professional Education Sequence If so please also complete Template D) <input type="checkbox"/> Distance Education (Please also complete Template E)
Recommended Class Size (optional) (provide justification)	Are you recommending a class size: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Number: Click here to enter text. If yes: (check one of the following reasons and provide a narrative explanation) <input type="checkbox"/> Pedagogical <input type="checkbox"/> Physical limitation of classroom <input type="checkbox"/> Accreditation body standards/recommendations <input type="checkbox"/> Other Explanation (<i>required</i>): Click here to enter text.
Catalog Description	<i>Guidelines: Do not include pre/co-requisite information here. The registrar prefers a concise description of course content, beginning with an active verb.</i> An applied course in which students learn effective practices and become familiar with current issues related to training and development within the hospitality industry.

Template A

<p>Student Learning Outcomes</p> <p><i>(These should be measurable, appropriate to the course level, and phrased in terms of <u>student achievement</u>, not instructional or content outcomes)</i></p> <p><i>If dual listed, indicate additional learning objectives for the higher level course.</i></p>	<ol style="list-style-type: none"> 1. Design and implement various types of training techniques that can be applied to specific segments of the hospitality industry. 2. Recognize specific required skill sets for common line and supervisor positions within hospitality operations. 3. Examine different management theories and practices to understand how they work within the hospitality industry. 4. Identify e-learning opportunities within the hospitality industry and how they enhance organizational performance. 5. Develop a comprehensive training program for a specific segment of the hospitality industry. <p>Graduate level Outcomes:</p> <ol style="list-style-type: none"> 6. Identify, develop, and evaluate training methods and strategies based upon such organizational characteristics as business concept, operation size, budget restrictions, and human resource requirements.
<p>Brief Course Outline:</p> <p><i>Give an outline of sufficient detail to communicate the course content to faculty across campus. It is not necessary to include specific readings, calendar, or assignments.</i></p>	<ol style="list-style-type: none"> A. Introduction to Employee Training and Development (3 hours) <ol style="list-style-type: none"> 1. Designing effective training. 2. The forces influencing working and learning. B. Strategic Training (3 hours) <ol style="list-style-type: none"> 1. Learning as a strategic focus. 2. The strategic training and development process. 3. Organizational characteristics that influence training. 4. Models of organizing the training department. C. Needs Assessment (3 hours) <ol style="list-style-type: none"> 1. Why is needs assessment necessary. 2. Methods used in needs assessment. D. Learning and Transfer of Training (3 hours) <ol style="list-style-type: none"> 1. Learning theories. 2. Transfer of training theory. 3. The learning process. E. Program Design (3 hours) <ol style="list-style-type: none"> 1. Considerations in designing effective programs. F. Training Evaluation (3 hours) <ol style="list-style-type: none"> 1. Reasons for evaluating training. 2. Overview of the evaluation process. 3. Outcomes used in the evaluation of training programs. G. Traditional Training Methods (3 hours) <ol style="list-style-type: none"> 1. Presentation methods. 2. Hands-on methods.

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	<p>3. Group building methods. 4. Choosing a training method.</p> <p>H. Technology-Based Training Methods (3 hours) 1. Technology's influence on training and learning. 2. Computer-based training. 3. Social media. 4. Simulations and games. 5. Distance learning.</p> <p>I. Employee Development and Career Management (3 hours) 1. The relationship among development, training, and careers. 2. Development planning systems. 3. Approaches to employee development.</p> <p>J. Social Responsibility (3 hours) 1. Legal issues. 2. Cross-cultural preparation. 3. Career paths and dual career paths. 4. Meeting the needs of older workers.</p> <p>K. The Future of Training and Development (3 hours) 1. Use of new technologies for training delivery. 2. Use of multiple delivery methods. 3. Use of training partnerships. 4. Training outsourcing.</p> <p>L. In-Class Presentations (9 hours) 1. Presentation of student-developed hospitality industry segment training programs.</p> <p>Final Exam -- During Final Exam Week (2 hours)</p>
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Rationale for Proposal

Why is this course being proposed?	The change in dual status of this hospitality course will broaden opportunities for undergraduate students in the hospitality department to experience graduate level classes prior to enrolling into the ELR program, In addition, the ELR program will likely gain a new stream of undergraduate recruits through Early Admission by authorizing this change. The ELR program will likely gain a new stream of undergraduate recruits through Early Admission by authorizing this change
How does it fit into the departmental curriculum? (Check all that apply)	<input type="checkbox"/> Major Requirement <input type="checkbox"/> Minor Requirement <input type="checkbox"/> Core Requirement (Interdisciplinary core – e.g Business/Education) <input type="checkbox"/> Required Elective <input type="checkbox"/> Liberal Studies <input checked="" type="checkbox"/> Open Elective <input type="checkbox"/> Other - Click here to enter text.
Is a similar class offered in other departments?	<input type="checkbox"/> Yes Please provide comment: Click here to enter text. <input checked="" type="checkbox"/> No
Does it serve the college/university	<input checked="" type="checkbox"/> Yes

Template A

<p>above and beyond the role it serves in the department?</p>	<p>Please provide comment: Increases the opportunities for graduate level education. <input type="checkbox"/> No</p>
<p>Who is the target audience for the course?</p>	<p> <input type="checkbox"/> Course Designed for Majors (<input type="checkbox"/> Required <input type="checkbox"/> Not Required) <input type="checkbox"/> Course Designed for Minor <input checked="" type="checkbox"/> Departmental Elective <input type="checkbox"/> Restricted to Majors/Minors <input type="checkbox"/> Open to Any Student <input type="checkbox"/> Liberal Studies <input type="checkbox"/> Other - Click here to enter text. </p>
<p>Implications for other departments</p>	<p>A. What are the implications for other departments (<i>For example: overlap of content with other disciplines, requirements for other programs</i>)? There are no implications for other departments outside of hospitality management and employment and labor relations.</p> <p>B. How have you addressed this with other department(s) involved? What was the outcome of that attempt? (Attach documents as appropriate) Yes, it has been discussed and approved by the ELR department.</p>
<p>For Dean's Review</p>	
<ul style="list-style-type: none"> • Are resources available/sufficient for this course? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA • Is the proposal congruent with college mission? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA • Has the proposer attempted to resolve potential conflicts with other academic units? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <p>Comments: Click here to enter text.</p>	