FLORIDA INTERNATIONAL UNIVERSITY

Florida International University is one of America's most dynamic and fastest growing universities. FIU has achieved, in just 34 years, many benchmarks of excellence that have taken other universities more than a century to reach.

FIU was established by the State Legislature on June 22, 1965. Classes began at University Park on September 19, 1972, with almost 6,000 students enrolled in upper-division undergraduate and graduate programs, the largest entering class in United States collegiate history. In 1981, the University added lower-division classes for freshmen and sophomores, expanding its enrollment capacity.

Today, with an enrollment of more than 37,400 students, FIU is the largest University in the South Florida region and twentieth largest comprehensive university in the nation. FIU is fully accredited as a graduate and undergraduate institution with the Southern Association of Colleges and Schools (SACS) and offers nearly 250 degree programs and courses at the bachelor's, master's and doctoral levels in eight colleges and schools.

In 2000, the Carnegie Foundation designated FIU in the “Doctoral/Research University-Extensive” category, the broadest, most comprehensive Carnegie rating possible for any university in the United States. Only four other Florida Universities fall into this category and nationwide, only 151 out of more than 3,000 universities, fewer than four percent of all universities, have achieved this distinction.

CAMPUSES

The University has two campuses: University Park Campus at Southwest Eighth Street and 107th Avenue in Miami; the Biscayne Bay Campus at Biscayne Boulevard and Northeast 151st Street in North Miami (3000 Northeast 151st Street North Miami, Florida 33181-3000). Our School’s Tianjin, China Center opens in Fall Semester, 2006.

THE SCHOOL OF HOSPITALITY AND TOURISM MANAGEMENT

The School of Hospitality and Tourism Management is located on the FIU Biscayne Bay Campus. The main telephone number is (305) 919-4500 and the Fax number is (305) 919-4555.

Dean Joseph J. West, Associate Dean Rocco M. Angelo, Associate Dean Lee C. Dickson, Associate Dean Joan S. Remington, and thirty full-time faculty members and a number of adjunct instructors make up the teaching staff. The Director of the School’s Graduate Programs is Associate Professor Jinlin Zhao.
THE FACULTY

COMBINING ACADEMIC AND INDUSTRY EXPERIENCE

OFFICE #s

Dean Joseph J. West, Ph.D., Professor, Management ..........HM 212
Associate Dean Rocco M. Angelo, M.B.A., Professor, Management ..........HM 208
Associate Dean Lee C. Dickson, M.B.A., Associate Professor, Management and Marketing ..........HM 210
Associate Dean Joan S. Remington, J.D., Lecturer, Tourism and Marketing ..........HM 214

FULL-TIME FACULTY

Bellucci, Elio C., J.D., Professor, Law and Chair of Faculty ..........HM 356
Carter, Cheryl M., M.S., Instructor, Tourism ..........HM 323
Cassidy, Patrick J., B.S., Instructor, Wine Technology ..........HM 321
Darby, Percival A., M.S., Assistant Professor, Management ..........HM 363
DelRisco, Nancy, M., Ph.D., Lecturer, Tourism ..........HM 341
Escoffier, Marcel R., M.S., Associate Professor, Management and Editor, FIU Hospitality and Tourism Review ..........HM 352
Hansen, William M., M.S., Instructor, Catering Management ..........HM 321
Levy, Stuart E., Ph.D., Visiting Assistant Professor ..........HM 338
Moll, Steven V., M.S., Associate Professor, Management ..........AC2 135
Moncarz, Elisa, B.B.A., C.P.A., Professor, Accounting and Finance ..........HM 354
Moran, Michael J., M.S., Chef Instructor, Food Management ..........HM 153
O'Brien, William, M.S., Associate Professor, Information Systems Management; ..........HM 340
Parker, Alan J., Ph.D., Professor, Information Systems Management ..........HM 341
Portocarrero, Nestor, B.B.A., C.P.A., Professor, Accounting and Finance ..........HM 355
Probst, Roger, B.S., Chef Instructor, Food Management ..........HM 155
Quain, William J., Ph.D., Professor, Management and Marketing ..........HM 362
Reisinger, Yvette, Ph.D., Associate Professor, Tourism ..........HM 333
Rosellini, Donald G., M.F.T., J.D., Lecturer, Management ..........HM 342
Robson, J. Kevin, M.S., Associate Professor, Food Management ..........HM 158
Talty, David M., B.S., Assistant Professor, Management ..........HM 331
Tanke, Mary L., Ph.D., Associate Professor, Management ..........HM 322
Zhao, Jinlin, Ph.D., Associate Professor, Management, and Director of Graduate Programs ..........HM 336

Telephone: (305) 919-4500
Fax: (305) 919-4555
E-mail: hospitality@fiu.edu
Website: hospitality.fiu.edu
ADMINISTRATIVE STAFF AND ADJUNCT FACULTY

Beitler, Sidney, Ed.S., Director, Distance Education Programs ..........HM 321
Castillo, Claudia, M.S. HRD/AE., Assistant Director of
Career Development Office and International Enrollment Manager ..........HM 216
Newman, Diann R., Ed.D., Lecturer, Human Relations
and Undergraduate and Graduate Academic Advisor ..........HM 105B
Qureshi, Mohammad A., M.P.A., Lecturer, Accounting
and Director, Facilities Management ..........HM 154
Rutkowski, Kennard J., B.S., Lecturer, and
Undergraduate Academic Advisor ..........HM 105E

Anderson, William, Lecturer, Tourism ..........HM 210
Beer, Simon, Lecturer, Wine Technology ..........HM 321
Blumberg, Stuart, Lecturer, Hotel Administration ..........HM 210
Bohan, Gregory, Lecturer, Feasibility Studies ..........HM 210
Brush, Scott, Lecturer, Asset Management ..........HM 210
Chasen, Mel, Director, Eugenio Pino & Global Entrepreneurship
Center and Lecturer, Entrepreneurship ..........AC2 231B
DePasquale, Laura, Lecturer, Wine Technology ..........HM 321
Espino, Laura, Lecturer, Tourism ..........HM 210
Gladstone, Susan, Lecturer, Event Management ..........HM 210
Hacker, Robert, Lecturer, Entrepreneurship ..........HM 210
Hebrank, William, Lecturer, Wine Technology ..........HM 321
Henson, Kenneth, Lecturer, Club Management ..........HM 210
Jacobs, Roderick, Lecturer, Recreational and Non-Commercial
Foodservice Management ..........HM 210
Krablin, Jeffrey, Lecturer, Beverage Management ..........HM 210
LaBelle, Margaret, Lecturer, Management and Tourism ..........HM 210
Marmorstone, James, Lecturer, Timeshare Management ..........HM 210
Martinez, Adolfo, Lecturer, Tourism Finance ..........HM 210
McGirl, John, Lecturer, Tourism ..........HM 210
Mulrey, John, Lecturer, Hotel Administration ..........HM 210
Nadler, Ronald, Lecturer, Management ..........AC2 231B
Pelzer, William, Lecturer, Wine Technology ..........HM 321
Sadar-Grolet, Patricia, Lecturer, Tourism ..........HM 210
Terminello, Louis, Lecturer, Beverage Management Law ..........HM 210
Thomas, John, Lecturer, Law ..........HM 321
Tonarelli-Frey, Sabina, Lecturer, Human Resource Management
and Operations ..........HM 210
Williams, Judith, Lecturer, Foodservice Management ..........HM 210

FACULTY EMERITI

Kotschevar, Lendal H., Ph.D., Professor Emeritus
Lattin, Gerald W., Ph.D., Professor Emeritus
Marshall, Anthony G., J.D., Dean Emeritus
Morgan, Jr., William J., Ph.D., Professor Emeritus
Vladimir, Andrew N., M.S., Associate Professor Emeritus
TRANSFER CREDIT POLICY

Students transfer into the School of Hospitality and Tourism Management from other universities and community colleges, normally at the junior year. The University admission policy for undergraduate transfers is:

Students who receive an Associate of Arts (A.A.) degree from a public college in Florida will be admitted without restrictions except for published limited access programs within the University.

Students transferring from independent Florida and out-of-state colleges into the University’s upper division program must have maintained a 2.50 grade point average on a 4.00 scale. Students applying to the School of Hospitality and Tourism Management with a transfer GPA below 2.50, but equal to or above a 2.00, will be considered for admission on an exception basis.

Students transferring to the University with less than 60 transferrable semester credit hours must meet Freshman admission requirements. Students transferring without an A.A. degree from a Florida public institution must complete the University Core Curriculum (UCC).

Lower-division undergraduate transfer credits are limited to 60 transfer credits. Students then earn 60 upper-division credits in the School of Hospitality and Tourism Management to complete the 120 or more credits required for the Bachelor of Science degree in Hospitality or Travel and Tourism Management.

Transfer students with additional upper-division transfer credits are required to take a minimum of 30 credits in the School of Hospitality and Tourism Management to qualify for graduation.

Normally, students transferring from a two-year program should plan on five semesters, including one semester of summer school, in order to complete all course requirements for graduation.

International students from countries where English is not the native spoken and written language must achieve a minimum score of 500 (173 computer score) for the TOEFL to qualify for admission to the School of Hospitality and Tourism Management.
Bachelor of Science Degree Advising Worksheet
Hospitality Management Major

Transfer Credits: __________ FIU Credits: __________ Total Credits: __________

<table>
<thead>
<tr>
<th>University Core Curriculum Requirements</th>
<th>Required</th>
<th>Completed</th>
<th>Needed</th>
<th>CLAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition*</td>
<td>6</td>
<td>__________</td>
<td>_______</td>
<td>Reading</td>
</tr>
<tr>
<td>Mathematics*</td>
<td>6</td>
<td>__________</td>
<td>_______</td>
<td>Writing</td>
</tr>
<tr>
<td>Humanities* with Gordon Rule</td>
<td>3</td>
<td>__________</td>
<td>_______</td>
<td>Math</td>
</tr>
<tr>
<td>History* with Gordon Rule</td>
<td>3</td>
<td>__________</td>
<td>_______</td>
<td>Essay</td>
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<tr>
<td>Life Science with Laboratory</td>
<td>4</td>
<td>__________</td>
<td>_______</td>
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<td>Art</td>
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</tr>
<tr>
<td>Modern Language**</td>
<td>8-10</td>
<td>__________</td>
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<td></td>
</tr>
</tbody>
</table>

*A grade of “C” or better is required

**If foreign language credits have not been completed, additional credit hours over and above 60 credits will be required to complete the degree

Hospitality Management Core Requirements 42 Credits

- FSS 3230C Introductory Commercial Food Production 3
- FSS 4234C Advanced Food Production 3
- HFT 3210 Fundamentals of Management 3
- HFT 3403 Accounting for the Hospitality Industry 3
- HFT 3423 Hospitality Information Technology 3
- HFT 3453 Lodging Operations Control 3

or

- HFT 3454 Food and Beverage Cost Control 3
- HFT 3503 Hospitality Marketing Strategies 3
- HFT 3600 Law for the Hospitality Industry 3
- HFT 4221 Human Resource Management for the Hospitality Industry 3
- HFT 4295 Leadership in the Hospitality Industry 3
- HFT 4323 Hospitality Facilities Management 3
- HFT 4464 Financial Analysis in the Hospitality Industry 3
- HFT 4474 Management Accounting for the Hospitality Industry 3
- HFT 4945 Advanced Internship 3

Electives (May be used to meet general education deficiencies except for Foreign Language) 18 credits

_________ ___________ ___________ ___________ ___________

1,000 hospitality industry related work hours are required. An additional 300 hours are required to fulfill the Advanced Internship course. (Total 1,300 hours to graduate). A minimum of 800 hours must be completed while you are enrolled the degree program at FIU.

______ prior work hours _______ FIU work hours _______ total work hours

revised 06/01/05 - SVM
Bachelor of Science Degree  
Self-Advising Worksheet  
Travel and Tourism Management Major

<table>
<thead>
<tr>
<th>University Core Curriculum Requirements</th>
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<tbody>
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</tbody>
</table>

* A grade of “C” or better is required

** If foreign language credits have not been completed, additional credit hours over and above 60 credits will be required to complete the degree.

<table>
<thead>
<tr>
<th>Travel/Tourism Requirements (45 credits)</th>
<th></th>
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<tbody>
<tr>
<td>HFT 3210 Fundamentals of Management (3)</td>
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<tr>
<td>HFT 3403 Accounting for the Hospitality Industry (3)</td>
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<td>HFT 3509 Tourism Destination Marketing (3)</td>
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<tr>
<td>HFT 3701 Sustainable Tourism Practices (3)</td>
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<tr>
<td>HFT 3718 Travel and Tourism Systems (3)</td>
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<tr>
<td>HFT 3727 Travel Industry Law (3)</td>
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<tr>
<td>HFT 3735 Destination and Cultures (3)</td>
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<tr>
<td>HFT 3874 The Role of Food in Tourism (3)</td>
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<tr>
<td>HFT 3992 Travel Information Technology (3)</td>
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<tr>
<td>HFT 4221 Human Resource Management (3)</td>
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<tr>
<td>HFT 4465 Financial Analysis for Tourism (3)</td>
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<tr>
<td>HFT 4502 The Role of Market Research (3)</td>
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<tr>
<td>HFT 4733 Tour Production Distribution (3)</td>
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<td>HFT 4945 Advanced Internship (3)</td>
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<tr>
<td>HFT 4996 Managing Tourism Systems (3)</td>
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</table>

<table>
<thead>
<tr>
<th>Electives: (15 credits)</th>
<th>May be used to meet general education deficiencies. (Foreign Language Excluded)</th>
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<tr>
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<td>____________   ____________   ____________</td>
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</table>

Additional General Education Courses: ____________   ____________   ____________   ____________

1,000 hospitality industry related work hours are required. An additional 300 hours are required to fulfill the Advanced Internship course. (Total 1,300 hours to graduate). A minimum of 800 hours must be completed while you are enrolled in the degree program at FIU.

_______ prior work hours   _______ FIU work hours   _______ total work hours  

revised 06/08/05 - SVM
## Bachelor of Science Degree
### Self-Advising Worksheet
### Travel and Tourism Management Major

### University Core Curriculum Requirements

<table>
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<tr>
<th>Requirement</th>
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<td></td>
</tr>
</tbody>
</table>

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** If foreign language credits have not been completed, additional credit hours over and above 60 credits will be required to complete the degree

### Semester One

- HFT 3210 Fundamentals of Management (3)
- HFT 3403 Accounting for the Hospitality Industry (3)
- HFT 3509 Tourism Destination Marketing (3)
- HFT 3718 Travel and Tourism Systems (3)
- HFT ????? Elective Course (3)

### Semester Two

- HFT 3701 Sustainable Tourism Practices (3)
- HFT 3735 Destination and Cultures (3)
- HFT 4221 Human Resource Management (3)
- HFT 4465 Financial Analysis for Tourism (3)
- HFT ????? Elective Course (3)

### Semester Three

- HFT 3727 Travel Industry Law (3)
- HFT 3874 The Role of Food in Tourism (3)
- HFT 3992 Travel Information Technology (3)
- HFT 4502 The Role of Market Research (3)
- HFT ????? Elective Course (3)

### Semester Four

- HFT 4733 Tour Production Distribution (3)
- HFT 4945 Advanced Internship (3)
- HFT 4996 Managing Tourism Systems (3)
- HFT ????? Elective Course (3)
- HFT ????? Elective Course (3)

1,000 hospitality industry related work hours are required. An additional 300 hours are required to fulfill the Advanced Internship course. (Total 1,300 hours to graduate). A minimum of 800 hours must be completed while you are enrolled the degree program at FIU.

_______ prior work hours    __________ FIU work hours    __________ total work hours    revised 06/08/05 - SVM

7
MINOR PROGRAMS

Hospitality and Travel and Tourism Management students are encouraged to choose their electives wisely. The School of Hospitality and Tourism Management offers minors in hotel and lodging management, restaurant and foodservice management, and travel and tourism management. Students may concentrate their electives in one area and fulfill the requirements for one of the minor programs. This minor will be posted on the student’s final transcript and may be listed on their resume. The requirements for the various minor programs are listed below:

<table>
<thead>
<tr>
<th>Minor Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hotel/Lodging Management</strong></td>
<td>12</td>
</tr>
<tr>
<td>HFT 3000 Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3313 Hospitality Property Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3503 Hospitality Marketing Strategies</td>
<td>3</td>
</tr>
<tr>
<td>HFT 4293 Foodservice in the Lodging Industry</td>
<td>3</td>
</tr>
<tr>
<td><strong>Restaurant/Foodservice Management</strong></td>
<td>12</td>
</tr>
<tr>
<td>HFT 3000 Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3263 Restaurant Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3454 Food and Beverage Control</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3861 Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Travel and Tourism Management</strong></td>
<td>12</td>
</tr>
<tr>
<td>HFT 3700 Introduction to Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3713 International Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3735 Destinations and Cultures</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3770 Cruise Line Operations</td>
<td>3</td>
</tr>
<tr>
<td><strong>Hospitality Studies</strong></td>
<td>12</td>
</tr>
<tr>
<td>Students select 12 credits in Hospitality and Tourism Management and create their own minor according to their particular interests. This minor is available to non-hospitality/tourism majors only.</td>
<td></td>
</tr>
</tbody>
</table>
**UNIVERSITY CORE CURRICULUM CHECK-OFF FORM**

Office of Undergraduate Studies, Academic Advising Center: PC 249 (UP); AC-180 (BBC)

The University Core Curriculum requirements are for students admitted to FIU as of Fall, 2003.

**FIRST YEAR EXPERIENCE (1 course required)**

Students with less than 30 transfer credits only

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLS 1501</td>
<td>First year experience (3 cr)</td>
</tr>
</tbody>
</table>

**ENGLISH COMPOSITION (2 three-credit courses required).**

These are all Gordon Rule Courses (must earn "C" or better)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition (3 cr)</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Literary Analysis (3 cr)*</td>
</tr>
</tbody>
</table>

Students with 30 or fewer transfer credits may be able to substitute the following

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 2301</td>
<td>Expository Writing (3 cr)</td>
</tr>
</tbody>
</table>

*(one of the following)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 3211</td>
<td>Report and Technical Writing (3 cr)</td>
</tr>
<tr>
<td>ENC 3311</td>
<td>Advanced Writing and Research (3 cr)</td>
</tr>
<tr>
<td>ENC 3317</td>
<td>Writing Across the Curriculum (3 cr)</td>
</tr>
</tbody>
</table>

**HUMANITIES WITH WRITING (2 three-credit courses required, one of which must be historically-oriented)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ENC 3317</td>
<td>Writing Across the Curriculum (3 cr)</td>
</tr>
</tbody>
</table>

**Foundations of Social Inquiry (one three-credit course)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>AMH 2000</td>
<td>Origins of American Civilization (3 cr)*</td>
</tr>
<tr>
<td>AMH 2041</td>
<td>Origins of American Civilization (3 cr)*</td>
</tr>
<tr>
<td>AMH 2042</td>
<td>Modern American Civilization (3 cr)*</td>
</tr>
<tr>
<td>ARC 2701</td>
<td>History of Architecture I (3 cr)*</td>
</tr>
<tr>
<td>EUI 2011</td>
<td>Western Civilization: Early European Civilization (3 cr)*</td>
</tr>
<tr>
<td>EUI 2021</td>
<td>Western Civilization: Medieval to Modern Europe (3 cr)*</td>
</tr>
<tr>
<td>EUI 2030</td>
<td>Western Civilization: Europe in the Modern Era (3 cr)*</td>
</tr>
<tr>
<td>HUM 3214</td>
<td>Ancient Classical Culture &amp; Civilization (3 cr)*</td>
</tr>
<tr>
<td>HUM 3306</td>
<td>History of Ideas (3 cr)*</td>
</tr>
<tr>
<td>LAH 2020</td>
<td>Latin American Civilization (3 cr)*</td>
</tr>
<tr>
<td>PH 2063</td>
<td>Classics in Philosophy: Intro to the History of Philosophy (3 cr)*</td>
</tr>
<tr>
<td>POT 3013</td>
<td>Ancient &amp; Medieval Political Theory (3 cr)*</td>
</tr>
<tr>
<td>WOH 2001</td>
<td>World Civilization (3 cr)*</td>
</tr>
</tbody>
</table>

A second course may be selected from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 2011</td>
<td>Philosophical Analysis (3 cr)*</td>
</tr>
<tr>
<td>PHI 2060</td>
<td>Introduction to Ethics (3 cr)*</td>
</tr>
<tr>
<td>REL 2011</td>
<td>Analysis and Interpretation (3 cr)*</td>
</tr>
</tbody>
</table>

**QUANTITATIVE REASONING (2 three-credit courses required - at least one of which must be in mathematics). These are all Gordon Rule courses (must earn "C" or better).**

One course must be from the following mathematics list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1114</td>
<td>Trigonometry (3 cr)</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Finite Math (3 cr)</td>
</tr>
<tr>
<td>MGF 1107</td>
<td>Math of Social Choice and Decision Making (3 cr)</td>
</tr>
<tr>
<td>MAC 2147</td>
<td>Pre-Calculus (3 cr)*</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>Calculus for Business (3 cr)*</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Calculus I (3 cr)*</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Calculus II (3 cr)*</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Multivariable Calculus (3 cr)*</td>
</tr>
<tr>
<td>MTG 1048</td>
<td>Geometry for Education (3 cr)*</td>
</tr>
</tbody>
</table>

A second course may be selected from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA 2023</td>
<td>Statistics for Business and Economics (3 cr)*</td>
</tr>
<tr>
<td>STA 2122</td>
<td>Introduction to Statistics I (3 cr)*</td>
</tr>
<tr>
<td>STA 3111</td>
<td>Statistics II (3 cr)*</td>
</tr>
<tr>
<td>STA 3145</td>
<td>Statistics for the Health Professions (3 cr)*</td>
</tr>
<tr>
<td>COP 2210</td>
<td>Introduction to Programming (4 cr)</td>
</tr>
<tr>
<td>COP 2250</td>
<td>Programming in Java (3 cr)</td>
</tr>
<tr>
<td>PH 2100</td>
<td>Introduction to Logic (3 cr)</td>
</tr>
<tr>
<td>CSE 2518</td>
<td>Data Analysis (3 cr)*</td>
</tr>
</tbody>
</table>

**SOCIAL INQUIRY (6 credits required - 3 credits from each area).**

**Foundations of Social Inquiry (one three-credit course)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 3560</td>
<td>The History of Women in the U.S. (3 cr)</td>
</tr>
<tr>
<td>ANT 2000</td>
<td>Introduction to Anthropology (3 cr)</td>
</tr>
<tr>
<td>CPO 2002</td>
<td>Introduction to Comparative Politics (3 cr)</td>
</tr>
<tr>
<td>DEF 2000</td>
<td>Human Growth and Development (3 cr)*</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics (3 cr)*</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Microeconomics (3 cr)*</td>
</tr>
<tr>
<td>GEO 2000</td>
<td>Introduction to Geography (3 cr)*</td>
</tr>
<tr>
<td>INS 2042</td>
<td>American Government (3 cr)</td>
</tr>
<tr>
<td>POT 3302</td>
<td>Political Ideologies (3 cr)</td>
</tr>
<tr>
<td>PSY 2020</td>
<td>Introduction to Psychology (3 cr)</td>
</tr>
<tr>
<td>SOP 3004</td>
<td>Introductory Social Psychology (3 cr)</td>
</tr>
<tr>
<td>SOP 3015</td>
<td>Social and Personality Development (3 cr)</td>
</tr>
<tr>
<td>SPC 3110</td>
<td>Communication Theory (3 cr)*</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology (3 cr)</td>
</tr>
<tr>
<td>SYG 2010</td>
<td>Social Problems (3 cr)</td>
</tr>
<tr>
<td>SYG 3002</td>
<td>Basic Ideas of Sociology (3 cr)</td>
</tr>
<tr>
<td>WST 3015</td>
<td>Introduction to Women’s Studies (3 cr)</td>
</tr>
</tbody>
</table>

**Enrichment Electives (6 credits):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFA 2000</td>
<td>African World-Intro (3 cr)</td>
</tr>
<tr>
<td>ANT 3212</td>
<td>World Ethnicities (3 cr)</td>
</tr>
<tr>
<td>ANT 3241</td>
<td>Myth, Ritual and Mysticism (3 cr)</td>
</tr>
<tr>
<td>ANT 3451</td>
<td>Anthropology of Race &amp; Ethnicity (3 cr)</td>
</tr>
<tr>
<td>COM 3461</td>
<td>Intercultural/Interracial Communication (3 cr)</td>
</tr>
<tr>
<td>CPO 3103</td>
<td>Politics of Western Europe (3 cr)</td>
</tr>
<tr>
<td>CPO 3304</td>
<td>Politics of Latin America (3 cr)</td>
</tr>
<tr>
<td>ECS 3003</td>
<td>Comparative Economic Systems (3 cr)*</td>
</tr>
<tr>
<td>ECS 3021</td>
<td>Women, Culture, and Economic Development (3 cr)*</td>
</tr>
<tr>
<td>EDJ 3521</td>
<td>Education in History (3 cr)</td>
</tr>
<tr>
<td>EGN 1033</td>
<td>Technology, Human and Society</td>
</tr>
<tr>
<td>EVR 1017</td>
<td>The Global Environment &amp; Society (3 cr)</td>
</tr>
<tr>
<td>GEA 2000</td>
<td>World Regional Geography (3 cr)</td>
</tr>
<tr>
<td>INR 3081</td>
<td>Contemporary International Problems (3 cr)</td>
</tr>
<tr>
<td>LBS 3001</td>
<td>Introduction to Labor Studies (3 cr)</td>
</tr>
<tr>
<td>REL 3308</td>
<td>Studies in World Religions (3 cr)</td>
</tr>
<tr>
<td>SYG 3510</td>
<td>Sociology of Gender (3 cr)</td>
</tr>
<tr>
<td>SYP 3000</td>
<td>The Individual in Society (3 cr)</td>
</tr>
<tr>
<td>WST 3641</td>
<td>Gay and Lesbian in America (3 cr)</td>
</tr>
</tbody>
</table>

**NATURAL SCIENCES (2 courses required - 1 from each area). Life Sciences (Lecture and Lab must be taken together).**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics (3, 1 cr)</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Microeconomics (3, 1 cr)</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>Trigonometry (3 cr)</td>
</tr>
<tr>
<td>MAC 2147</td>
<td>Pre-Calculus (3 cr)*</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>Calculus for Business (3 cr)*</td>
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</tr>
<tr>
<td>STA 3111</td>
<td>Statistics II (3 cr)*</td>
</tr>
<tr>
<td>STA 3145</td>
<td>Statistics for the Health Professions (3 cr)*</td>
</tr>
<tr>
<td>COP 2210</td>
<td>Introduction to Programming (4 cr)</td>
</tr>
<tr>
<td>COP 2250</td>
<td>Programming in Java (3 cr)</td>
</tr>
<tr>
<td>PH 2100</td>
<td>Introduction to Logic (3 cr)</td>
</tr>
<tr>
<td>CSE 2518</td>
<td>Data Analysis (3 cr)*</td>
</tr>
</tbody>
</table>

**Arts (3 credits required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 2050</td>
<td>Art History Survey I (3 cr)</td>
</tr>
<tr>
<td>ARH 2051</td>
<td>Art History Survey II (3 cr)</td>
</tr>
<tr>
<td>ARH 2052</td>
<td>Drawing I (3 cr)</td>
</tr>
<tr>
<td>ARH 2053</td>
<td>Painting I (3 cr)</td>
</tr>
<tr>
<td>ARH 2752C</td>
<td>Ceramics I (3 cr)</td>
</tr>
<tr>
<td>CRW 2001</td>
<td>Introduction to Creative Writing (3 cr)</td>
</tr>
<tr>
<td>DAA 1100</td>
<td>Modern Dance Techniques I (3 cr)</td>
</tr>
<tr>
<td>DAA 1200</td>
<td>Ballet Techniques (3 cr)</td>
</tr>
<tr>
<td>DAX 2140</td>
<td>Dance in Modern American Culture: 1895-Present (3 cr)*</td>
</tr>
<tr>
<td>DAX 2020</td>
<td>Dance in Modern America: 1695-1895 (3 cr)*</td>
</tr>
<tr>
<td>ENL 3504</td>
<td>English Literature to 1660 (3 cr)</td>
</tr>
<tr>
<td>ENL 3506</td>
<td>English Literature Since 1660 (3 cr)</td>
</tr>
<tr>
<td>FI 3000</td>
<td>Introduction to Film Making (3 cr)</td>
</tr>
<tr>
<td>MUH 1101</td>
<td>Music Appreciation (3 cr)</td>
</tr>
<tr>
<td>MUH 2116</td>
<td>Evolution of Jazz (3 cr)</td>
</tr>
<tr>
<td>MUN 1108</td>
<td>Golden Panader (1 cr)*</td>
</tr>
<tr>
<td>MUN 1210</td>
<td>Orchestra (1 cr)*</td>
</tr>
<tr>
<td>MUN 1380</td>
<td>Master Chorale (1 cr)*</td>
</tr>
<tr>
<td>TEP 2000</td>
<td>Theatre Appreciation (3 cr)</td>
</tr>
<tr>
<td>TPP 2100</td>
<td>Introduction to Acting (3 cr)</td>
</tr>
</tbody>
</table>

*These courses have prerequisites; please check with the catalog or an advisor.

*These courses require an audition or permission from the instructor.
Important Notes

Only these courses meet the University Core Curriculum (UCC) requirements, and all must be taken for a letter grade. UCC courses may not be taken at other institutions without permission from the Dean of Undergraduate Studies. Pre-major requirements are available at the Academic Advising Center Website listed below. Students are ultimately responsible for meeting with advisors to plan course schedules and review important academic policies and procedures.

**GORDON RULE REQUIREMENT**

Courses in the following areas are considered Gordon Rule: English Composition, Humanities with Writing, and Quantitative Reasoning. A grade of “C” or better is required in these courses. Writing courses require a minimum of 6,000 written words. Gordon Rule courses must be completed within the first 60 credits.

**ENGLISH COMPOSITION**

Placement into ENC 1101 will be based on SAT/ACT scores. Students may be required to take ENC 1930, Essay Writing prior to enrollment into ENC 1101. Students should see an advisor for clarification.

Students with greater than 30 transfer credits may be able to substitute the following:

- ENC 2301 Expository Writing (3 cr)
- (and one of the following)
- ENC 3211 Report and technical Writing (3 cr)
- ENC 3311 Advanced Writing and Research (3 cr)
- ENC 3317 Writing Across the Curriculum (3 cr)

**AP, TRANSFER, AND DUAL ENROLLMENT CREDITS**

Students must consult with an advisor about these credits to determine course equivalency toward UCC requirements.

**EXEMPTIONS**

a) Quantitative Reasoning:
Transfer students who have successfully completed MAC 1105 (College Algebra) at another institution prior to admission to FIU will be deemed to have completed one math course for the purposes of the UCC.

b) Natural Sciences:
Transfer students who have successfully completed one or both science courses without labs at another institution prior to admission to FIU will be deemed to have completed the appropriate components of the science requirement.

c) Honors College
Students in the Honors College who have satisfied designated Honors Courses will be deemed to have met sections of the UCC requirements. Students should check with an advisor for clarification.

**FOREIGN LANGUAGE REQUIREMENT**

email: advctr@fiu.edu  website: www.fiu.edu/~advising

Questions: PC 249 (UP) 305-348-2892; AC1-180 (BBC) 305-919-5754
In addition to the preceding University Core Curriculum requirements, students must complete the State of Florida Foreign Language Requirement. Basically, the rule is to have completed either two years of the same foreign language in high school or two semesters (8-10 credit hours) of the same foreign language in college.

If you have satisfied this requirement by foreign languages taken in high school, then you must request your high school to send an official transcript to the Student Advising Office, Attention: Mr. Ken Rutkowski, School of Hospitality and Tourism Management, Florida International University, 3000 NE 151st Street, North Miami, Florida 33181 USA, for documentation.

If you completed this requirement by foreign language courses (8-10 credits) taken at a community or junior college or other university, then those courses should already be listed on your transcript in your student file.

In the event that you have not already met the foreign language requirement, then you must take two semesters of the same foreign language (8-10 credits) in the College of Arts and Sciences here at FIU (or at an accredited community college or other university) prior to graduation. If the courses are taken outside of FIU then you are responsible for providing an official transcript to Mr. Ken Rutkowski in HM 105. These 8-10 credits of foreign language will be in addition to the 60 credits of upper division courses in the School of Hospitality and Tourism Management curriculum normally required for undergraduate transfer students.

**COURSE WAIVERS**

Required courses may be waived only when the student has had prior similar courses at the same level documented by an official transcript and course outline.

Approval for a waiver must be given by the faculty member(s) who teach that course and the Assistant Dean of Academics. The Course Waiver Form must be completed.

Students who have taken similar courses to the ones required in our curriculum should carefully check their SASS® report. If a required course is waived because it was taken previously, credit will not be awarded again.

**DISABILITY STUDENT SERVICES**

The Office of Disability Services for Students provides information and assistance to students with disabilities and who need special accommodations. Individual services are available to students with learning disabilities, visual, hearing, or speech disabilities, as well as physical disabilities. Services are also available for those with chronic health problems, psychological disorders and temporary disabilities.

Students with learning disabilities may be given alternative test sites, untimed testing, and adopted testing. The Office of Disability Services for students is located in WUC 139. Their telephone number is (305) 919-5345.
ADVANCED INTERNSHIP

To receive a Bachelor of Science Degree in Hospitality Management, students must complete and document 1,000 hours of non-credit hospitality basic work experience, plus 300 hours of related practical training in a structured training program. During this last phase, the student registers for and completes HFT 4945, Advanced Internship (three (3) semester credits - pass/fail grade). Thus, the total work experience and internship/practical training required is 1,300 hours.

For students with previous hospitality work experience, up to 500 hours of that prior experience may be counted towards the 1,000 hours of hospitality related work experience requirement. That means that the other 500 hours must be accomplished while attending FIU and prior to registering for the Advanced Internship, HFT 4945.

Most hospitality companies that recruit at FIU, and hire hospitality and tourism management graduates, look for at least two years of part-time work experience in the segment of the business in which you will be seeking your first career position after graduation. Graduating students with the strongest practical training work experience usually get the best job offers from the best companies.

The Advanced Internship (HFT 4945), is a requirement for both the Hospitality Management and Travel and Tourism Management degrees. The Internship must be degree related. Internships may be waived only if the student has sufficient prior management-level experience to warrant the waiver.

There is an Advanced Internship Orientation the first Friday morning of the semester for Hospitality Management majors. The Travel and Tourism Advanced Internship Orientation is held the first Thursday of the semester at 5:00 p.m. (see individual semester schedules for rooms and times).

Students must document (see the Employment Certification Form) 1,000 work hours prior to registering for the Advanced Internship (HFT 4945). Work experience done outside the United States must be documented by letter on letterhead stationary. A business card of the writer should be attached.

Please see Mr. Kennard Rutkowski in HM 105E to discuss the requirements for the Advanced Internship, HFT 4945.

Students with substantial previous management level experience may apply to waive the Advanced Internship. Appropriate forms and documentation must be provided. See the Internship Waiver Form.
EMPLOYMENT CERTIFICATION FORM

Florida International University’s School of Hospitality and Tourism Management requires students to document a minimum of 1,000 hours of hospitality or tourism related work experience. Please complete this form for documentation. Work hours outside the United States must be documented on Letterhead with a business card attached.

Student’s Name: ______________________________________________________________________

PantherSoft id#: ______________________________________________________________________

The above named student worked for ______________________________________________________

(Company name)

from ____________________ to ____________________ for a total of ____________________ hours.

(date)

During this time, the student worked as a/an ________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Supervisor’s Name: ____________________________________________________________________

(please print)

Company’s Name: _____________________________________________________________________

Address: ____________________________________________________________________________

____________________________________________________________________________________

Supervisor’s Title: _____________________________________________________________________

(please attach supervisor’s business card)

Telephone #: __________________________________________

I certify that the above stated information is true.

Signed: _____________________________________________________________________________

(Supervisor’s signature)
INTERNERSHIP/1,000 HOURS WAIVER FORM

Prior to seeking a waiver, students should review the applicable Internship/1,000 Waiver Policy, which may be found in the Student Handbook(s).

Student’s Name: _______________________________  PantherSoft #: ________________

Email address: _________________________________  Telephone #: ________________

Waiver requested:
☑ Advanced Internship
☑ Graduate Internship
☑ 1,000 hours practical training work experience
  (for international students only who transfer 75 or more credit hours)

submit the following documents with this form to your advisor:
  a.  current resume
  b.  letters frm employers, on letterhead stationary, documenting employment as stated on the resume. Letters do not have to be current. Prior letters copied from the student’s file are acceptable. (Employment certification forms are not acceptable. Letters are required).
  c.  A summary (if applicable) of the supervisory and management responsibilities, which you have experienced.
  d.  Attach a summary of all job descriptions if not presented on the resume.

☑ recommended by: ________________________________, Academic Advisor

☑ approved by: ________________________________, Associate Dean

☑ not approved by ________________________________, Associate Dean
INDEPENDENT STUDIES
HFT 3900, 3901 and 3905

Independent studies are designed to allow students with outstanding learning abilities (3.0 grade point average or above) to broaden the scope of their hospitality or tourism management education. The studies are undertaken independently with a minimum of faculty supervision.

PROCEDURE

① The student must contact a potential faculty sponsor to discuss the selection of a research topic.

② When a faculty member agrees to sponsor the project, the student then prepares a one-or-two page typed prospectus and presents it to the faculty member for approval.

③ The faculty member then reviews the prospectus and upon approval, forwards the prospectus and the signed Independent Study Form to the Assistant Dean of Academics for final approval.

④ When final approval is given, the student takes the signed Independent Study Form to their Academic Advisor to obtain a permit number in order to register via the PantherSoft® system for the Independent Study course.

⑤ The student is required to submit the final written project report to their faculty sponsor at a date agreed upon by both.

EDUCATIONAL FIELD TRIPS

Each year, several trips are planned by the School’s students. In September, students may attend the Florida Restaurant Show in Orlando, Florida. In November, students may attend the International Hotel/Motel and Restaurant Show in New York City. In May, students may attend the National Restaurant Association Show in Chicago. Students interested in attending the New York or Chicago Shows should see Mr. Ken Rutkowski, academic advisor in HM 105 for information.
CLAST
The College Level Academics Skills Test

The State of Florida requires all students seeking an undergraduate degree to take and pass all four sections of the college level communication and computation skills test called CLAST - the College Level Academic Skills Test. The four sections of CLAST are ESSAY, READING, ENGLISH LANGUAGE SKILLS, and MATHEMATICS.

IF YOU HAVE NEVER TAKEN THE CLAST EXAM BEFORE...

1. **REGISTER FOR THE PRE-CLAST EXAM.**
   The Pre-CLAST is a practice test designed to help students learn what skills are included on the CLAST exam and which areas they may need to review prior to taking the CLAST. Register for the Pre-CLAST in AC1-180.

2. **After consultation with your advisor,** register for the CLAST Exam.

3. **Buy a CLAST review book.**
   The University bookstore has several CLAST preparation books in all subject areas of the CLAST exam. The following contain the four subject areas:
   - Getting Ready for the CLAST
   - Cliff’s CLAST Preparation Guide

4. **Contact the University Learning Center for the CLAST preparation schedule.** CLAST Workshops and individual tutoring sessions are offered by the Learning Center. The Learning Center is located in AC1-160 and their telephone number is 305-919-5927.

IF YOU HAVE TAKEN THE CLAST EXAM BUT HAVE NOT PASSED ALL FOUR (4) SECTIONS, THEN...

1. Only register for the section(s) of the CLAST Exam you have not passed.

2. **Purchase a CLAST review book.**

3. **Contact the University Learning Center for the CLAST preparation schedule.**

4. **Take any section except the Essay portion on computer.** Go to AC1-180 for permission to take the exam on computer. There is a $30 charge to take the exam on computer.

5. **The CLAST exam can and should be taken every thirty (30) days until you have passed it.**
WARNING!!!
You must pass all four sections of the CLAST exam prior to completion of 36 upper division credits (3000 and 4000 level courses) or 96 total credit hours. When you reach the 96 total credit limit, you may not take any more upper division courses until all four (4) sections of the CLAST exam are passed.

<table>
<thead>
<tr>
<th>SEMESTER DEADLINE TO REGISTER</th>
<th>CLAST EXAM DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, 2006</td>
<td>Friday, September 8&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Spring, 2007</td>
<td>Friday, January 19&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Summer, 2007</td>
<td>Wednesday, May 2&lt;sup&gt;nd&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

NO LATE REGISTRATIONS, WALK-INS, OR STANDBY REGISTRATIONS ARE PERMITTED!

CLAST MATH REVIEW WORKSHOP

All Hospitality Management transfer students who have not previously taken and passed the CLAST Math Exam should register for the CLAST Math Review Workshop offered by the School of Hospitality and Tourism Management. The cost is $40 for five three-hour sessions during the five weeks prior to the scheduled CLAST Exam. The Instructor is Mr. Mohammad Qureshi. Register with Mr. Qureshi in HM 154. See Mr. Ken Rutkowski for additional information and details.

CLAST EXEMPTIONS

Some students may be exempt from all or certain sections of the CLAST Exam based on having achieved qualifying scores on the SAT or ACT, or having a specified cumulative grade point average in designated related college course work. See next page for qualifying information.

CLAST and FINANCIAL AID

Students who have not passed the CLAST or have been exempt from the CLAST will not be classified as a student in the School of Hospitality and Tourism Management at the junior level. This classification will impact the student’s financial aid award, if applicable.
FLORIDA INTERNATIONAL UNIVERSITY
CLAST EXEMPTION REQUEST FORM
Alternative Three
Florida Statute 240.107(9)(c)

<table>
<thead>
<tr>
<th>Name</th>
<th>Social Security number</th>
</tr>
</thead>
</table>

NOTE: It is the student's responsibility to furnish the University with official documentation not on file. English & Math courses with a different prefix or number must be equated by the appropriate department.

<table>
<thead>
<tr>
<th>SAT-I SCORES:</th>
<th>VERBAL: 500</th>
<th>QUANTITATIVE: 500</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>READ: 22</td>
<td>ENG: 21</td>
</tr>
<tr>
<td>FACT SCORES:</td>
<td>MATH: 21</td>
<td></td>
</tr>
</tbody>
</table>

OR

A cumulative grade point average of 2.5 or above in designated college coursework identified by the State Commission.

**Communication:** (Exemption from the three communication sections of CLAST can be achieved by obtaining a 2.5 GPA in two courses, for a minimum of six semester hours of credit.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English I or other equivalent college level English course.</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English II or other equivalent college level English course.</td>
</tr>
</tbody>
</table>

**Overall GPA:**

**Computation:** (Exemption from the computation section of CLAST can be achieved by obtaining a 2.5 GPA in two courses, minimum of six semester hours of credit.)

**Option 1:** (any two of the following)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1102</td>
<td>College Algebra</td>
</tr>
<tr>
<td>(MAC1105)*</td>
<td>or any other MAC course with the last three digits greater than .102.</td>
</tr>
<tr>
<td>MGF 1202</td>
<td>Finite Mathematics</td>
</tr>
<tr>
<td>(MGF 1106)*</td>
<td>or any other MGF course with the last three digits greater than .202.</td>
</tr>
<tr>
<td>STA 2014</td>
<td>Statistical Methods or any other STA course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall GPA:</th>
</tr>
</thead>
</table>

**Option 2:** (any two of the following)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGF 1113</td>
<td>Topics in College Mathematics I</td>
</tr>
<tr>
<td>MGF 1114</td>
<td>Topics in College Mathematics II</td>
</tr>
<tr>
<td>MGF 1118</td>
<td>Mathematics CLAST Review (course and lab)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall GPA:</th>
</tr>
</thead>
</table>

**Option 3:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGF 1113</td>
<td>Topics in College Mathematics I</td>
</tr>
<tr>
<td>MAC 1102</td>
<td>College Algebra</td>
</tr>
<tr>
<td>(MAC 1105)*</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall GPA:</th>
</tr>
</thead>
</table>

*New course numbers effective Spring 2000
Florida International University requires that students pass the CLAST exam prior to earning 96 semester credit hours. If not, a CLAST hold will be placed on your ability to register. You will not be able to receive your bachelor’s degree without passing the CLAST exam.

Signing this agreement will verify that you will register and take the CLAST exam during your first semester at FIU and will take the appropriate measures to prepare for retaking the exam. If you do not pass any section, preparation can include any of the following:

- Attend the School of Hospitality and Tourism Management Math Workshops
- Attend the FIU CLAST workshops
- Attend the Learning Center workshops
- Group or individual tutoring sessions
- Remedial classes
- Study from CLAST preparation books
- Attend CLAST review sessions at Miami-Dade College

Signature: ________________________________ Date: ________________

We strongly recommend that you document all your efforts to prepare for these exams.
UNIVERSITY LEARNING CENTER

Helps FIU students with...

Personal Learning Skills Programs

Reading, Writing and Mathematics Skills Labs

If you want...

- to get help with study skills, time management, note taking, etc.,
- to learn if tutorial help will benefit you and what resources are available
- to improve your writing skills and prepare you to write research papers
- to prepare for the College Level Academic Skills Test (CLAST)
- to prepare for standardized exams such as the GRE, GMAT, MCAT, LSAT, etc.
- to have an appointment with a learning specialist to help determine what learning assistance might be helpful for you.

COME TO THE UNIVERSITY LEARNING CENTER

Biscayne Bay Campus, Academic 1 - 160; Telephone (305) 919-5927

University Park Campus, Primera Casa 318; (305) 348-2180

THE MENTORING PROGRAM

Students interested in receiving tutoring assistance in Accounting and other areas should contact: http://hospitality.fiu.edu/mentor.htm. He is available for you!
REGISTRATION

FIU’s registration process is completely internet based. Please check the academic calendar for specific dates every semester. Detailed registration information (i.e. dates when registration takes place) are listed in the University catalog.

How to Register for Classes

Step 1

Enter your valid Panther ID and Password, and click the SIGN IN button.

Step 2

The Learner Services page will appear.

Step 3

Click the Academics link.
Step 4

The Academics page opens.

Step 5

Click the Enroll in a Class link

Step 6

Click the link for the term in which you are enrolling.

Remember: Select page links to go back to a previous page.
Step 7

**View My Schedule**

looks like this if you have not yet registered, or will list your classes if you have any

![View My Schedule](image)

Click the **Add Classes** link that displays at the bottom of the page.

Step 8

![Add Classes](image)

Step 9

The **Add Classes** page appears

![Add Classes](image)
Step 10

There are two ways to enter class information

1. Enter the class number here

2. Use magnifying glass to Search for Classes

Step 11

If you know the class number, enter it in the box provided.

Enter the class number here

The class number was called 'reference number'. It is the unique four or five digit number for each section

Step 12

If you don’t know the class number, or you don’t know which class you want to take, use the magnifying glass to search the Schedule of Classes

Click on the magnifying glass to Search for Classes
Step 13

This brings you to the “Basic Class Search” page

For detailed instructions, see the “How to Search for Classes” tutorial

Step 14

Subject Group is the Academic Department

Catalog number is the 4 digit course number

Subject is a 3 letter code
ARH is Art History
ENC is English Comp
ZOO is Zoology

Class number is the unique 4 or 5 digit reference number

Step 15

Entering Additional Criteria

Additional Criteria can be entered. Some of the additional criteria will be set for you, but can be changed.

If you need to see closed sections, ‘uncheck’ the box

Course Career will match your classification

You can enter “University Park” or “Biscayne Bay” if you only want to see courses from a specific campus
The Class Search Results page lists important information about the class sections.

Step 17

This tells you that this class must be taken with another class.

The section may be reserved for FIG students.

You must not miss the first class or you'll be dropped.

Step 18

What are co-requisites?

- Co-requisites are two classes that must be taken concurrently:
  - For example, some courses in the sciences consist of a lecture and a lab.
- The class note specifies that another class must also be taken.
  - For example, if you take CHM 1045, you must also take CHM 1045L.
Step 19

**What are Pre-requisites?**

- Pre-requisites are when a student must meet specific requirements before enrolling in a class.
- Examples:
  - You must attend SOW 3232 before enrolling in SOW 3233
  - You must achieve admissions to upper division Business to enroll in MAN 3061.

Step 20

**What will happen if I don’t meet the requirements and try to enroll in the course?**

You will get this message:

Requisites not met for Class, not enrolled.  
(14640,18)Either pre-requisites or co-requisites have not been met to enroll in the specified class. The enrollment transaction was not processed.

If you are requesting a class with a co-requisites please ensure both sections are included in your request and that neither section is full.

Step 21

*When you find the section you’d like, click on the check mark to bring the class number back to the add classes page.*
Step 22

It will bring you back to this page.

Step 23

If you know the class number, you can enter it directly.

Pressing the <Tab> key will bring in the Subject/Catalog # and section.

Make sure you've entered the correct number of the appropriate section.

Step 24

To add another class, enter the class number in the Class Nbr field of the following row, or click on the magnifying glass to search for another class.
Step 25

Click a course link so that you can enter a permission number.

For detailed instructions on permission numbers, see the “Overrides and Class Permissions” tutorial.

Step 26

If an empty Class Nbr field does not display, click the Add Another Class link.

Step 27

After entering class numbers as needed on the Add Classes page, click the Submit button to send in your enrollment request.
Step 28

If your enrollment request is successful, the Add Status column displays Success.

Click the Errors found link for information about why a class enrollment is unsuccessful.

Step 29

If your enrollment request is NOT successful, the Add Status column displays Errors Found.

Step 30

Review the message(s) for information about class enrollment errors.
Step 31

Some reasons you could get errors:

- Having a hold on your record
- Time conflicts between two or more classes
- Not entering a permission number for a class that requires consent
- The class is full
- The class has a 'co-requisite' – you must take two or more classes together (lecture and lab or discussion), or one of the co-requisites is full
- You are attempting to register for a class taken previously

Step 32

Print a copy of the page if you need to discuss error messages with FIU faculty, advisors, or Registrar's office staff members.

Step 33

Click the Cancel button after reviewing the message(s).
Step 34

The **Add Classes** page displays.

Step 35

To remove a class that has errors found, click the **Delete** button.

Step 36

Add another class now or at any time during the registration period after your initial appointment.
After working with the **Add Classes** page, click the **View My Schedule** link.

The **View My Schedule** page displays.

The page displays information about the classes in which you are enrolled.
Step 40

**Print a copy** of the View My Schedule page for your records.

Step 41

View My Weekly Schedule shows your classes in a grid.

- Be sure to enter a date within the start and end dates of the term.
- Classes that are not scheduled will appear here.
- Click "Go" to refresh page with new date.

Step 42

**Why doesn't the Weekly Schedule page show any classes?**

- Date defaults to today's date – change it to date within the semester.
- Click "Go" to refresh page with new date.
- Semesters before Fall 2004 were converted without days and times and will appear here.
Sign out when done

Click the **Sign out** link to log out of Learner Services and PantherSoft

**LATE REGISTRATION FEE**

Any student who initiates registration after the last day to register each semester will be assessed a $100 late registration fee. A student may initiate late registration during the first week of classes. There also is a non-waivable $100 late payment fee. **A student who registers late must pay on the same day they register in order to avoid the late payment fee.**

**NOTE:** All students attempting to register for more than 18 credit hours during one semester must obtain the approval of an academic advisor.
ACADEMIC ADVISING

The School of Hospitality and Tourism Management has centralized academic advising for students. Either Dr. Diann Newman or Mr. Kennard Rutkowski are your academic advisors. Either Dr. Newman or Mr. Rutkowski are available to discuss a broad spectrum of academic opportunities which include:

- Helping you understand your capabilities and limitations and planning a long-range program of study consistent with those abilities and other pertinent factors or conditions which affect your life.
- Helping you develop educational goals and objectives and setting them in a time schedule which will seek to maximize your educational growth and preparation for a career.
- Discussing with you the nature of various occupational careers open to you upon graduation.
- Keeping you up to date with current changes in basic curriculum offerings and with requirements for graduation.
- Reviewing periodically your progress and evaluating alternatives that you may be considering.
- Providing advice concerning your proposed course selection and approving the Registration Form prior to registration.

In order to make this dialogue between you and your advisor possible, you should consult with them at least once each semester concerning course selections and the various academic regulations and requirements of the University and the School of Hospitality and Tourism Management.

The consultation does not relieve you, the student, of the ultimate responsibility for your own academic decisions. It is the policy of the University and the School that each student is responsible for reviewing his or her own progress toward graduation and the fulfillment of University and School requirements. Through personal initiative, a student should address questions concerning these matters to Dr. Newman or Mr. Rutkowski.

The School has a file for each student containing academic records (i.e., transcripts, internships, test scores, etc.). You should request notations concerning any special course arrangement, transfer credits, waivers, etc., which have been agreed upon with your advisor, be added to this file. Through these procedures, you can minimize potential problems in fulfilling graduating requirements. Undergraduate student records are available in HM 105.

IMMUNIZATION

As a prerequisite to registration, the State University System of Florida requires all students to present the University Health Clinic, with documentation of immunization against measles and rubella. A permit to register from the health clinic is required at the time of registration. Students should contact the Health Clinic (305) 919-5620 for more information. Documentation may be faxed to (305) 919-5312.
RESIDENCY

The following are guidelines. All questions concerning residency should be addressed to the Office of the Registrar. For preliminary advice and assistance, see Mr. Ken Rutkowski, academic advisor, who is located in HM 105.

Students claiming in-state tuition must bring in at least **TWO** proofs of Florida residency when the time comes to register (i.e., a Florida driver’s license; a Florida voter's registration; a Florida vehicle registration; an apartment lease or deed to a home; a notarized letter of full-time employment from the Personnel Office; a letter from a Florida bank; or Florida high school/university transcripts). Both proofs must be dated at least **12 months** prior to the first day of classes for that semester.

If Florida residency is to be based on a parent/guardian who is a legal Florida resident, he/she must complete the residency affidavit on the admissions application or on the reverse side of the non-degree seeking student form and provide a copy of the front page of the most recent tax return, which shows that the student was claimed as a dependent, along with the two documents to prove the parent/guardian's Florida residency as stated above.

Residency documentation must be dated one year before the first day of classes. Please be able to provide **2** from the list:

- Florida Driver’s License, or
- Florida Identification

AND one of the following:

- Declaration of Domicile
- Florida Voter’s Registration
- Florida Vehicle Registration
- Florida Letter of Employment
- Florida Bank
- 12 Consecutive Statements or a letter from the bank
- Deed to a Florida property/apartment lease
- 12 Florida Power & Light Statements
- Florida Occupational/Professional License

In order to change residency classification from out-of-state to in-state, students must present **five** items of documentation dated at least one year ago.
DROPPING AND ADDING COURSES

DROP/ADD PERIOD

The official Drop/Add period runs through the first week of classes (refer to the academic calendar for specific dates).

- Students who have previously enrolled may add and drop courses with no penalty.
- Students who have not previously enrolled for any classes may register, but will be assessed a $100 late registration fee.
- Students may also drop courses or withdraw from the University with no permanent records kept of the courses and without a tuition fee liability.
- If the tuition fee has already been paid, the student will receive a refund within six to eight weeks. This will be mailed to the student’s most current address. Please make sure you update your address with the Registrar.

LATE ADDS/EVEN EXCHANGES

Students may add courses or do even exchanges with appropriate authorization and signatures until the end of the second week of classes.

LATE DROPS

Courses officially dropped after the Drop/Add period and through the eighth week of the term are recorded on the student’s transcript with a symbol of DR (dropped). Refer to the University Academic Calendar for drop deadlines.

- The student is financially liable for all dropped courses.
- The student must submit a Course Drop Form to the Office of the Registrar to drop a course officially. Keep a copy of the Drop Form and revised course registration printout as proof for the dropped course(s).
- Non-attendance or non-payment of courses will not constitute a drop.
WITHDRAWAL FROM THE UNIVERSITY

A currently registered student can withdraw from the University only during the first eight weeks of the semester.

✔ A Withdrawal Form must be completed and submitted to the Office of the Registrar.

✔ Nonattendance or nonpayment of courses will not constitute a drop. Refer to the Academic Calendar for the deadline dates.

✔ The transcript record of a student who withdraws before or during the Drop/Add period will contain no reference to the student's being registered that semester and no tuition fee is assessed.

✔ If the tuition has already been paid, a Refund Request Form must be completed at the Cashier's Office.

✔ If a student withdraws from the University prior to the end of the fourth week of classes, a 25 percent refund, less a bonding fee, will be made.

✔ The transcript record of a student who officially withdraws after the Drop/Add period and before the end of the eighth week of the term will contain a WI for each course.

✔ The transcript record of a student who stops attending the University without officially withdrawing from the University will contain an F grade for each course. The deadline to submit this appeal (available in the Office of the Registrar) is the last day of classes of the term.

✔ In the Summer Semester, withdrawal deadlines will be adjusted accordingly.

GRADERS

Students may obtain semester grades through the PantherSoft® system. See the academic calendar for the dates when grades are available. Grades are not mailed.

No course in which a grade below “D-” is earned may be counted towards the Bachelor's Degree in Hospitality Management or Tourism Studies. However, all approved work taken will be counted in computing the grade point average, including courses where grades of “F” were earned.
FIU’s Student Academic Support System (SASS) is an automated degree audit system which utilizes a student’s academic record to create a report of the student’s major requirements. It should be reviewed along with your advisor, since certain discrepancies and errors may exist. The program is constantly being modified to reflect changes and updates. The SASS audit is intended to aid in the advising process. It is not intended to be the final word on any degree program or to be a graduation check. Consult your advisor for further clarification on major requirements.

Each degree program is broken down into requirements. Each requirement may be further broken down into sub-requirements. Each requirement and sub-requirement has a title line, and an earned line and a needs line. The earned line indicates the number of credits the student has completed. The needs line indicates the number of credits still needed to fulfill the requirement. The total “EARNED” and “NEEDED” is the number of credits necessary to complete the sub-requirement or the entire requirement.

The following codes are used to indicate which courses/requirements are complete, which are incomplete, and which are in progress, etc.:

- **OK** = Requirement completed
- **NO** = Requirement incomplete
- **+** = Sub-requirement completed
- **-** = Sub-requirement incomplete
- **IP** = In progress
- **RG** = Currently registered
- **RW** = Requirement waived
- **CC** = Student exempt from CLAST exam
- **CW** = Course waived
- **AA** = Requirement met with an Associate of Arts degree (A.A.) from the State University System (SUS) or from a Florida Community College
- **XXX** = General education waiver

Students should print their SASS report from the sis.fiu.edu website on the internet. This report should be reviewed with your advisor. Necessary corrections should be made in order to keep your personalized SASS report current. Learn to read and use your SASS report. It can be a useful advising tool for you.

**TO ACCESS YOUR SASS REPORT:** Go to sis.fiu.edu and scroll down to the FACTS website - Degree Audit (SASS). Choose the link “College Advising Tools” and then choose “Institutional Degree/Program Audit”. Next you will select your home institution (Florida International University), enter your panther ID and your PIN number. Press continue.

**FOR THE PIN NUMBER:** Go to panthersoft.fiu.edu; enter your panther ID and password. The page for “Learner Services” has a link for “Academics”, press it. One of the options is “Personal Identification Number” (FACTS-PIN), press that. You will then see your four digit PIN number, which you may change if you so desire.
FACTS - UNOFFICIAL Degree Audit
PREPARED: 08/18/06 - 15:01 CLS: JUC 123-45-6789
HOSPITALITY MANAGEMENT - SCHOOL OF HOSPITALITY AND TOURISM MANAGEMENT
(LOWER DIVISION: UNIVERSITY CORE CURRICULUM)

DEFINITION OF FIU LOWER DIVISION TRACKS:
UNIVERSITY CORE CURRICULUM: REQUIRED OF ALL STUDENTS ENTERING FIU ON OR AFTER FALL 2003 REGARDLESS OF TRANSFER CREDIT. (FIRST TIME IN COLLEGE SUMMER 2003 ADMITS INCLUDED.)
CORE CURRICULUM: REQUIRED OF STUDENTS ENTERING FIU PRIOR TO FALL 2003 WITH ZERO TO THIRTY-FIVE (0-35) TRANSFER CREDITS.
GENERAL EDUCATION: REQUIRED OF STUDENTS ENTERING FIU PRIOR TO FALL 2003 WITH THIRTY-SIX OR MORE TRANSFER CREDITS.

TRANSFER COURSE LISTED UNDER THE UNIVERSITY CORE CURRICULUM REQUIREMENTS MAY ONLY BE APPROVED BY AN UNDERGRADUATE STUDIES ADVISOR.

OK 1 FIRST YEAR EXPERIENCE
ONE ONE-CREDIT COURSE REQUIRED
EARNED: 6.50 HOURS
0208 PD 1003 1.50 A 4
+ 2) STUDENTS W/ 30 OR MORE TRANSFER CREDITS ARE EXEMPT
0000 TRANS CR 60.00 *

NO 2 ENGLISH COMPOSITION (GORDON RULE) REQUIREMENT FOR STUDENTS W/ 30 OR MORE TRANSFER CREDITS
EARNED: 66.00 HOURS
+ 1) MINIMUM OF 30 TRANSFER CREDITS
0000 TRANS CR 60.00 *
0508 ENC1102 3.00 P J
0508 ENC1101 3.00 P J

NO 3 HUMANITIES WITH WRITING (GORDON RULE) TWO THREE-CREDIT COURSES REQUIRED
EARNED: 6.00 HOURS
-----> NEEDS:
- 1) ONE COURSE MUST BE HISTORICALLY-ORIENTED
NEEDS: 1 COURSE
EUH2010, HUM2324, HUM3306, LAH2020, PHH2, POT3013
0608 ENC1101 6.00 TRE
- OR) APPROVED TRANSFER COURSES - SEE ADVISOR
0608 ENC1101 6.00 TRE
- 2) SECOND COURSE MAY BE SELECTED FROM THE FOLLOWING
NEEDS: 1 COURSE
SELECT FROM: ENG2012, PHI2011, PHI2600, REL2011
- OR) ACCEPTABLE TRANSFER COURSES - SEE ADVISOR

NO 4 QUANTITATIVE REASONING (GORDON RULE) TWO THREE-CREDIT COURSES REQUIRED
EARNED: 3.00 HOURS
-----> NEEDS:
+ 1) ONE COURSE MUST BE IN MATHEMATICS (TRIG OR HIGHER) ( 4.50 HOURS TAKEN) 1 COURSE TAKEN
0308 MT 1002 4.50 A 4
- 2) SECOND COURSE MAY BE SELECTED FROM THE FOLLOWING
NEEDS: 1 COURSE
SELECT FROM: CGS2518, COP2210, COP2250, PHI2100
STA2023, STA2122, STA3111, STA3145

NO 5 SOCIAL INQUIRY TWO THREE-CREDIT COURSES REQUIRED
-----> NEEDS:
- 1) FOUNDATIONS OF SOCIAL INQUIRY
NEEDS: 1 COURSE
POS2042, POT3102, PSY2020, SOP3004, SOP3015, SYG2000
SYO2010, SYO3002, WST3015
- OR) FIU HONORS SEMINARS (FIRST AND SECOND YEARS)
NEEDS: 3.00 HOURS
SELECT FROM: IDH2004
- 2) SOCIETIES & IDENTITIES
NEEDS: 1 COURSE
SELECT FROM: APA2000, APH2000, ANT3212, ANT3451
ARN1241, COM3461, CPO3103, CPO3304, ECS3001, ECS3021
EDP3521, EGN1033, EVR1017, GEAA2000, INR3081, LBS3001
REL3308, SYD3810, SYP3000, WST3641
NO 6
NATURAL SCIENCE - ONE COURSE WITH CORRESPONDING LAB
REQUIRED FROM BOTH LIFE & PHYSICAL SCIENCES

---> NEEDS:
- 1) LIFE SCIENCES WITH CORRESPONDING LAB
   - BOT1010 & BOT1010L - INTRODUCTORY BOTANY
- 2) PHYSICAL SCIENCES WITH CORRESPONDING LAB
   - FSC1010 & FSC1010L - SCIENCE FOR NON-SCIENSISTS
   - AST1003 & AST1003L - SOLAR SYSTEM ASTRONOMY
   - CHM1032 & CHM1032L - CHEMISTRY AND SOCIETY

---> TRANSFER COURSES PRIOR TO FIU MATRICULATION
** MUST BE APPROVED BY ADVISOR **

NO 7
ARTS
THREE CREDITS REQUIRED
EARNED: 3.00 HOURS
0208  EN 1030    4.50 A 4

NO 8
FLENT/FLEX - FOREIGN LANGUAGE REQUIREMENT; 8-10 CREDITS OF ONE LANGUAGE REQUIRED.
CHECK WITH ACADEMIC DEPARTMENT.

NO 9
CLAST TEST
EARNED:
- 1) READING
- 2) WRITING
- 3) COMPUTATION
- 4) ESSAY
- 5) You must satisfy all four parts of the CLAST to be admitted to an upper division program.
   If you have not satisfied all four parts of the CLAST before reaching 96 credits, your registration for upper division courses will be restricted.
   You will not be allowed to apply for graduation if you have not satisfied all four parts of the CLAST.
   For additional CLAST information, go to http://testing.fiu.edu
   Non-Passing Subtest Scores:

NO 10
SCHOOL OF HOSPITALITY MANAGEMENT
CORE REQUIREMENTS
EARNED: 9.00 HOURS 4.000 GPA

---> NEEDS: 33.00 HOURS
- 1) INTRO COMMERCIAL FOOD PRODUCTION       FSS 3230C
- 2) ADVANCED FOOD PRODUCTION MANAGEMENT       FSS 4234C
- 3) FUNDAMENTALS OF MANAGEMENT                 HFT 3210 0508 HFT1210 3.00 A J
- 4) ACCOUNTING FOR THE HOSPITALITY INDUSTRY    HFT 3403
- 5) HOSPITALITY INFORMATION TECHNOLOGY         HFT 3423 0608 HFT3423 3.00 KG
- 6) LODGING OPERATIONS CONTROL                 HFT 3453 0608 HFT3453 3.00 KG
- 7)
HOSPITALITY MARKETING STRATEGIES . . . . . . HFT 3503
- 8)

LAW FOR THE HOSPITALITY INDUSTRY . . . . . . . HFT 3600
- 9)

HUMAN RESOURCES MGT FOR HOSPITALITY IND. . . . HFT 4221
- 10)

HOSPITALITY FACILITIES MANAGEMENT . . . . . HFT 4323
- 11)

FINANCIAL ANALYSIS IN THE HOSPITALITY IND. . . HFT 4464
- 12)

MANAGEMENT ACCOUNTING FOR THE HOSP. IND. . . . HFT 4474
- 13)

LEADERSHIP IN THE HOSPITALITY INDUSTRY. . . . HFT 4295
- 14)

ADVANCED INTERNSHIP . . . . . . . . . . . . . HFT 4945

-----------------------------------------------------------------------------------------------------------------
NO 11  GENERAL HOSPITALITY MGT DISTANCE LEARNING TRACK
HOSPITALITY COURSES APPROVED BY ADVISOR
EARNED:  9.00 HOURS
-----> NEEDS:  6.00 HOURS
- 1)
  0508  HFT1410  3.00 A J     0508  HFT1000  3.00 A J
  0608  HFT3727  3.00 RG

-----------------------------------------------------------------------------------------------------------------
NO 12  HOSPITALITY MANAGEMENT ELECTIVES
-----> NEEDS:  9.00 HOURS

-----------------------------------------------------------------------------------------------------------------
NO 13  UNIVERSITY CREDIT HOUR REQUIREMENTS
EARNED:  69.00 HOURS
-----> NEEDS:  51.00 HOURS

1)
  TOTAL TRANSFER HOURS (IF APPLICABLE)
  60.00 HOURS ADDED  1 COURSE TAKEN
  0000  TRANS CR  60.00 *

2)
  TOTAL FIU HOURS EARNED

3)
  CURRENTLY ENROLLED
  9.00 HOURS ADDED  3 COURSES TAKEN
  0608  HFT3423  3.00 RG
  0608  HFT3453  3.00 RG
  0608  HFT3727  3.00 RG

4)
  INCOMPLETE FIU GRADES (IF APPLICABLE)

-----------------------------------------------------------------------------------------------------------------
OK 14  9 HOUR UNIVERSITY SUMMER ATTENDANCE REQUIREMENT

-----------------------------------------------------------------------------------------------------------------
OK 15  FIU OVERALL GPA

EARNED:

-----------------------------------------------------------------------------------------------------------------
OK 16  ADDITIONAL COURSES - SEE ADVISER FOR CLARIFICATION
EARNED:  108.00 HOURS

  0208  SC 1015  4.50 A 4     0208  PD 1003  1.50 A 4
  0208  FM 1060  2.00 B+ 4     0212  CA 1355  3.00 A 4
  0212  CA 1345  3.00 B 4     0212  CA 1335  3.00 A 4
  0212  CA 1325  3.00 A 4     0212  CA 1315  3.00 B+4
  0301  CA 1405  3.00 B 4     0301  CA 1395  3.00 B+4
  0301  CA 1385  3.00 A 4     0301  CA 1375  3.00 A 4
  0301  CA 1365  3.00 A 4     0308  SL 1001  1.00 A 4
  0308  LD 2001  4.50 A 4     0308  FM 2050  4.50 A 4
  0308  FM 2045  4.50 A 4     0308  CA 2255  3.00 A 4
  0308  CA 2245  3.00 A 4     0308  CA 2235  3.00 A 4
  0308  CA 2225  3.00 B+4     0308  CA 2215  3.00 A 4
  0401  CUL2296  15.00 A 4     0401  CAR0005  0.50 P 4
  0508  THE2000  3.00 P J     0508  MAT1033  3.00 P J
  0508  HFT1300  3.00 A J     0508  GEB1011  1.00 A J
  0601  AC22021  1.00 C J     0608  AC22021  1.00 C J

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SC 1015       WAS TRANSFERRED AS      NATCRKD
PD 1003       WAS TRANSFERRED AS      SLS1501
0208  SC 1015  4.50 A 4     0208  PD 1003  1.50 A 4
0208  FM 1060  2.00 B+ 4     0212  CA 1355  3.00 A 4
0212  CA 1345  3.00 B 4     0212  CA 1335  3.00 A 4
0212  CA 1325  3.00 A 4     0212  CA 1315  3.00 B+4
0301  CA 1405  3.00 B 4     0301  CA 1395  3.00 B+4
0301  CA 1385  3.00 A 4     0301  CA 1375  3.00 A 4
0301  CA 1365  3.00 A 4     0308  SL 1001  1.00 A 4
0308  LD 2001  4.50 A 4     0308  FM 2050  4.50 A 4
0308  FM 2045  4.50 A 4     0308  CA 2255  3.00 A 4
0308  CA 2245  3.00 A 4     0308  CA 2235  3.00 A 4
0308  CA 2225  3.00 B+4     0308  CA 2215  3.00 A 4
0401  CUL2296  15.00 A 4     0401  CAR0005  0.50 P 4
0508  THE2000  3.00 P J     0508  MAT1033  3.00 P J
0508  HFT1300  3.00 A J     0508  GEB1011  1.00 A J
0508  ISC1051  3.00 P J     0601  MNA1751  1.00 A J
0601  HFT2265  3.00 A J     0601  HFT1500  3.00 A J

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----> WARNING: CHANGES TO OR UNSATISFACTORY COMPLETION OF
THE CURRENT REGISTRATION LISTED BELOW MAY CHANGE
APPROVAL OF THESE DEGREE REQUIREMENTS.

0608 HFT3423  3.00 RG     0608  HPT1453  3.00 RG
0608  HFT3727  3.00 RG

THIS REPORT IS TO ASSIST THE STUDENT IN COURSE PLANNING.
FINAL CONFIRMATION OF DEGREE REQUIREMENTS IS SUBJECT TO
APPROVAL BY THE DEAN OF A COLLEGE. IT IS THE RESPONSIBILITY
OF THE STUDENT TO MEET GRADUATION REQUIREMENTS.

COMMENTS:

END OF ANALYSIS

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ACADEMIC PROBLEMS

WARNING:
An undergraduate student whose cumulative grade point average falls below a 2.0 will be placed on warning, indicating academic difficulty. The School of Hospitality and Tourism Management recommends the student meet with the academic advisor to plan appropriate action to improve this condition.

PROBATION:
An undergraduate student on warning whose cumulative grade point average falls below 2.0 will be placed on probation, indicating serious academic difficulty. The School of Hospitality and Tourism Management requires the student meet with the academic advisor to plan appropriate action to improve this condition.

DISMISSAL:
An undergraduate student on probation whose cumulative and semester grade point average is below 2.0 will be automatically dismissed from the School of Hospitality and Tourism Management and Florida International University. An undergraduate student will not be dismissed prior to attempting a minimum of 12 semester hours of course work as a undergraduate student.

The student has 10 working days to appeal the dismissal. Students are encouraged to appeal. The appeal must be in writing to:

Joseph J. West, Ph.D.
Dean, School of Hospitality and Tourism Management
Florida International University
3000 NE 151st Street - HM 210
North Miami, Florida 33181

The appeal letter to the Dean should include information about the problem that has been causing your unsatisfactory academic performance for the past three or more semesters and what specific actions will be taken by you to bring your GPA up to the minimum required 2.0 for graduate students. If the appeal is approved, you will be provided with a Memorandum addressed to the Office of the Registrar authorizing reinstatement.

The dismissal from the University is for a minimum of one year. After one year, you may apply for readmission to the University in the same or different program, or register as a non-degree seeking student. There are no exceptions to the one year waiting period.

Dismissed students applying for admission or registering as non-degree seeking students are placed on academic probation.

FORGIVENESS POLICY:

This procedure allows a student to repeat three (3) separate courses to improve his or her grade point average (GPA) by having only the grade received on the last repeat used in its calculation. The student must submit a Repeated Course Form to the Office of the Registrar after the repeated course is completed. This procedure may be used a maximum of three times. See the University Catalog for details.
APPLICATION FOR GRADUATION

Each student who plans to graduate is required to complete the online Application for Graduation form. There is no charge for applying for graduation.

WHEN: The online application should be submitted before the end of the academic semester prior to the semester in which you anticipate your graduation, however, the submission should be turned in no later than the end of the first week of the semester in which you intend to graduate. See the University Academic Calendar for deadline dates.

WARNING!: A student turning in the Application for Graduation after the posted deadline will graduate the following semester. Students who receive an Incomplete grade (IN) in their last semester must re-apply for graduation for the next semester.

WARNING!: Students must pass all four sections (or have been officially exempted/waived) from the CLAST exam prior to applying for graduation. A student turning in the Application for Graduation after the posted deadline will graduate the following semester. Students who receive an Incomplete grade (IN) in their last semester must re-apply for graduation for the next semester.

REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREES IN HOSPITALITY AND TRAVEL AND TOURISM MANAGEMENT

✔ Completion of a total of 120 semester credit hours of Hospitality and/or Travel and Tourism Management credits including 60 credit hours of upper division course work at Florida International University.
✔ A minimum 2.0 overall grade point average.
✔ Successfully passing all four (4) sections of the CLAST exam or obtaining an exemption or waiver.
✔ Successful completion of all University Core Curriculum and Foreign Language Requirements.

Completion of at least 1,000 hours of non-credit practical training work experience in the Hospitality or Travel and Tourism Industries and completion of the Advanced Internship of an additional 300 hours in a structured training program or supervisory job experience.

Students who graduate with a final grade point average of 3.500 to 3.699 will graduate Cum Laude (with honors), 3.700 to 3.899 Magma Cum Laude (with high honors), and 3.900 and above Summa Cum Laude (with highest honors). The appropriate distinction will be noted on the student’s academic transcripts and on their diploma with a gold seal signifying the appropriate honor earned.
How to Apply for Graduation

Step 1
Enter your valid PantherID and Password, and click the SIGN IN button.

Step 2
Click on Apply for Graduation

Step 3
Select the academic program that you wish to apply for by selecting the description.
If the Academic Program listed below is incorrect DO NOT continue with this application, please see your advisor before proceeding.
If you are applying for more than one program, you must first submit the first program and then return to this link to submit the application for the second academic program.
Step 4

Students who meet the requirements continued

Choose the term for which you are applying

Step 5

Click Submit Application

Step 6

Click Continue
Step 7

Apply for Graduation

Confirmation Page

You have successfully applied for graduation.

When you click Apply for Graduation, you will see a message (see next slide).

Step 8

Students who do not meet the criteria

Academics

Enrollment
- View Enrollment Agreement
- Enroll in a Class
- View My Class Schedule
- View My Class
- View My Enrollment
- View My Schedule

Academic Record
- Request Transcripts and evaluate your transfer credit
- View My Grade
- Request Official Transcript
- View Unofficial Transcript
- View Degree-Program (FACTS)
- View Transfer Credit (FACTS)
- Evaluate Transfer Credit (FACTS)
- Personal Identification Number (FACTS-Print)
- Apply for Graduation

Course Catalog and Schedules
- View course catalog information and look for specific class sections
- View Catalog
- View Schedule of Classes

Students who have HOLDS will see this message

Apply for Graduation

For more information on Graduation, click on the Graduation Website link.
Step 10

Students who have already applied will see a message

Pedro Aurrecochea

Verify that all data is correct. Please read the graduation instructions below. If you are certain that you have met the requirements listed below, proceed to click the Submit Application button to complete the process.

Program: Health & Urban Affairs - Upper Division
Degree: Bachelor of Science in Nursing

Expected Graduation Term: Summer Term 2006

Graduation Instructions

To apply for graduation you must have been admitted prior to the current semester, have satisfied the CLAST, and have a minimum of 120 semester credit hours earned and/or in progress. Undergraduates who entered FIU with less than 60 credits must meet the 8-credit hour summer registration requirement. All undergraduates have a foreign language requirement and proof of this must be on your record by the date grades are posted.
INTERNATIONAL STUDY PROGRAMS

The International Hospitality and Travel and Tourism Management Study Program offers undergraduate students, who qualify, an opportunity to study hospitality and travel and tourism management at leading schools abroad for one semester. Currently, undergraduate students may earn credits for approved courses taken at Oxford Brookes College in Oxford, England, La Laguna University in Spain, and Victoria University of Technology in Victoria, Australia. Students may also apply for a Semester at Sea, which is sponsored by the University of Pittsburgh.

To be considered for approval, students must have a valid United States passport, have completed at least 93 credit hours, have a minimum cumulative grade point average of 2.5 or higher and be a full-time, degree seeking student in the School of Hospitality and Tourism Management at Florida International University. Additional requirements may also have to be met for the specific schools at which the student intends to study.

Students who are selected to study abroad are personally responsible for all arrangements and expenses, including accommodations, transportation, living expenses and FIU tuition. A maximum of nine (9) credits may be earned abroad. In most cases, all of these will be elective credits.

For more information, please contact your undergraduate academic advisor, Mr. Ken Rutkowski.

STUDENT LIFE

In addition to the programs and services provided by the University's Division of Student Affairs, such as student activities, recreational sports and the Student Government Association (SGA), the students of the School of Hospitality and Tourism Management have organized several professional and social clubs and an honor society.

University Student Activities Office - WUC 141, Tel. 919-5804

SCHOOL CLUBS

**HFTA**
Hotel, Food and Travel Association
Advisor: Dr. Diann Newman, Academic Advisor

**ETA SIGMA DELTA**
International Hospitality and Tourism Management Honors Society ***BY INVITATION ONLY***
Advisor: Associate Professor Steven V. Moll

**LADV**
Les Amis du Vin (The Friends of Wine)
Advisor: Mr. Patrick "Chip" Cassidy, Instructor

**TTC**
Travel and Tourism Club
Advisor: Dr. Nancy Del Risco, Lecturer

**CMAA**
Club Managers Association of America
Advisor: Associate Dean Lee C. Dickson
CAREER DEVELOPMENT AND PLACEMENT

Many national, regional and local hotel, restaurant and food service companies, management companies, clubs, cruise lines and other hospitality-related firms recruit at the School. Most companies recruit at the School for management development/training programs during the Fall Semester for December graduates and during the Spring Semester for April and August graduates, but recruitment is ongoing year round.

The School's comprehensive program of studies provides the academic preparation to meet the needs of the various companies that recruit here. The School's career development services help prepare students for the job selection and interviewing process and provide the opportunity for graduating students to have interviews with representatives of the companies that recruit at the School.

The School of Hospitality and Tourism Management Career Advisor’s office is located in HM 216. Ms. Claudia Castillo is the Assistant Director of Career Development.

CAREER DEVELOPMENT OFFICE

The School of Hospitality and Tourism Management’s Career Development Office offers the student and employers a variety of networking and hiring opportunities on campus, such as:

- Fall & Spring recruitment interview visits by companies seeking graduates for career positions
- Current job/internship postings in a computer database: www.hmcareer.fiu.edu
- Classroom & booth presentations for local hospitality companies
- Fall and Spring Semester job fairs
- Alumni resume referral

The School of Hospitality and Tourism Management Career Development Office in HM 216 is committed to maintaining a wide variety of practical training and career placement contacts for students. Helping create a path of opportunities for both students and hospitality industry companies is our priority.

JOB SEARCH:

Job Search Workshops for Cover Letter/Resume Writing- Interviewing Techniques- Resume Critique- Job Search Strategies- and Mock Interviews.

CAREER DEVELOPMENT:

Career Advisement - Career Development Library - Informational Interviews.

CAREER PLACEMENT:

LOCAL EMPLOYMENT

There are many opportunities for local part-time and full-time employment in the greater Miami-Dade and Fort Lauderdale-Broward areas.

Jobs available to students are varied in all segments of the industry from line staff to supervisory and management track positions. Hotels, resorts, restaurants, institutional and recreational food service contractors, clubs, off-premise caterers, cruise lines, travel agencies, tour operators, meeting planners and convention services are some examples of the segments of the hospitality management and travel and tourism industries that have jobs available locally.

New job openings and internship opportunities are emailed to the FIU student email list daily and are posted and updated weekly on the School’s website www.hmcareer.fiu.edu

The Hospitality and Tourism Management Career Development Office can provide guidance and placement assistance.

E-MAIL ADDRESSES

All hospitality management students are required to obtain and use an e-mail address at the beginning of their first semester at FIU. This is a free service provided by FIU. For information about obtaining an e-mail address go to the School’s Technology Lab, HM 365. All University announcements, especially information about financial aid and registration as well as all announcements regarding local employment opportunities, recruiting and interviews for management trainee and career-track management positions will be sent by email. You are held responsible by the University for receiving this information via the University email service. You may arrange to have it forwarded to your personal email accounts. Additionally, important School announcements will be posted on the School’s website or sent via e-mail.

WARNING! The University email account assigned to all students has a small size limit. You will need to review your account on a timely basis to delete messages already reviewed. Once these messages are deleted, you must go to the “Trash” folder and delete them from the “Trash”.

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FLORIDA INTERNATIONAL HOSPITALITY SOCIETY

The purpose of the Florida International Hospitality Society is to aid in the professional development of the alumni of Florida International University's School of Hospitality and Tourism Management, to encourage dialogue between the graduates and to strengthen the tie among the graduates, the School and the University.

The Florida International Hospitality Society:

- Publishes a semi-annual digital newsletter - FIU Hospitality News
- Provides a copy of the **FIU Hospitality and Tourism Review** to members.
- Sponsors receptions for Society members and industry leaders at the International Hotel, Motel and Restaurant Show in New York City in November and at the National Restaurant Association Show in Chicago in May.
- Publishes a Society Directory of Alumni.

Officers are elected from the alumni of the School of Hospitality and Tourism Management.

Annual domestic membership dues are $30.00

Advisor: Rocco M. Angelo, Associate Dean
School of Hospitality and Tourism Management
School of Hospitality and Tourism Management Undergraduate Catalog

Joseph J. West, Dean and Professor
Lee C. Dickson, Associate Dean and Associate Professor
Joan S. Remington, Associate Dean for Academics, Director, Career Development: Director, Institute for Hospitality and Tourism Education and Research, Instructor
Rocco M. Angelo, Associate Dean and Professor
Elio C. Bellucci, Professor
Cheryl M. Carter, Instructor
Patrick J. Cassidy, Instructor
Percival Darby, Assistant Professor
M. Nancy Del Risco, Lecturer
Marcel R. Escoffier, Associate Professor
Charles L. Ilvento, Professor
Lendal H. Kotschevar, Professor Emeritus
Gerald W. Lattin, Professor Emeritus
Anthony G. Marshall, Dean Emeritus
Steven V. Moll, Associate Professor
Elisa Moncarz, Professor
Michael J. Moran, Instructor
William J. Morgan, Jr., Professor Emeritus
Diann R. Newman, Instructor and Academic Advisor
William G. O’Brien, Associate Professor
Alan J. Parker, Professor and Director, Center for Tourism and Technology
Nestor Portocarrero, Professor
Roger Probst, Instructor
William J. Quain, Professor
Yvette Reisinger, Associate Professor
J. Kevin Robson, Associate Professor
Donald G. Rosellini, Lecturer
David M. Talty, Instructor
Mary L. Tanke, Associate Professor
Jinlin Zhao, Associate Professor and Director, Graduate Programs

The School of Hospitality and Tourism Management offers Bachelor’s and Master’s degrees in Hospitality Management and Travel Industry Management and Certificate Programs that combine practical experience with classroom theory to assist the student to gain the understanding, skills, and techniques needed to qualify for job opportunities, and to achieve his or her career goals in the hospitality/tourism industry.

With the cooperation of industry executives, the School has created an internship program which literally utilizes the hotels, restaurants, clubs, airlines, travel agencies, and cruise lines as practice labs for students. The advanced phase of the internship program provides each student a structured training experience normally not available to a student until he or she has entered the industry after graduation.

An Industry Advisory Board - which includes outstanding executives in the lodging, foodservice, and tourism industries - works regularly with the faculty, staff, and students of the School to formulate and update a curriculum that is current, flexible, and related to the needs of the hospitality and tourism industries.

The School was designated a Program of Distinction by the former Florida Board of Education.

Note: The programs, policies, requirements, and regulations listed in this catalog are continually subject to review, in order to serve the needs of the University’s various publics, and to respond to the mandates of the FIU Board of Trustees. Changes may be made without advance notice. Please refer to the General Information section for the University’s policies, requirements, and regulations.

Locations

The School is located on 200 tropical acres in a resort-like setting at the scenic Biscayne Bay Campus at Biscayne Boulevard and Northeast 151 Street, North Miami, Florida.

The FIU undergraduate degree program in Hospitality Management is also available at St. Petersburg College, Florida (via distance) in conjunction with the University Partnership center.

The FIU undergraduate degree program in Travel and Tourism Management, also is available evenings. Selected courses in Hospitality and Travel Industry Management are presented at the FIU University Park Campus.

Admission

Applications to the School must submit an Application for Admission to the University and must follow the regular University admission procedures described in the Admissions section of the catalog. Applicants must be eligible for admission to the University before admission to the School. A minimum TOEFL score of 500 written or 173 computer based is required for international applicants. Admitted international students scoring below 550 on the TOEFL may be required to take an intensive course in conversational English offered by the FIU English Language Institute.

Undergraduate Study

Any student who has completed two years of college (60 semester hours) may apply for admission to the upper division program. Full credit will be granted for both Associate in Arts and Associate in Science degrees. One may enroll on either a full-time or a part-time basis. International students must enroll full-time. Students with less than 60 transfer credits must meet freshman admission criteria. All students must meet the University’s Core Curriculum requirements prior to graduation.

It is not necessary to have been previously enrolled in a hotel, restaurant, or tourism program. The curriculum will provide the specialized professional education to equip the student for a career in hospitality and tourism management. Students with training in liberal arts, business, education, or technology, for example, are qualified to enroll in the program.

A maximum of 60 lower division undergraduate semester credits may be transferred from a junior or community college program. More credits may be transferred from a related upper-division program at a four-year institution.

There is a requirement that all students complete at least 1000 hours of practical training work experience in the hospitality or tourism industry, in addition to the Advanced Internship of 300 hours. A minimum of 800 hours of the total 1300 hours must be completed while enrolled at FIU. Work experience documentation is required. All graduating students will be required to attend the “Life After College” Workshop.

Bachelor of Science in Hospitality Management

Degree Program Hours: 120

Lower Division Preparation (60)

To qualify for full admission to the upper division program, FIU undergraduates must have met all the lower division core requirements, including CLAST, have completed 60 semester hours, have a minimum 2.0 GPA and must be otherwise acceptable into the program. Transfer students should complete a minimum of 60 semester hours with a 2.0 GPA. All University Core Curriculum and CLAST requirements must be completed prior to graduation from the University.

Hospitality Core Requirements: 42

FSS 3230C Introductory Food Production Management 3
FSS 4234C Advanced Food Production Management 3
HFT 3210 Fundamentals of Management in the Hospitality Industry 3
HFT 3403 Accounting for the Hospitality Industry 3
HFT 3423 Hospital Construction Technology 3
HFT 3453 Operations Control 3
or
HFT 3454 Food & Beverage Cost Control 3
HFT 3503 Hospitality Marketing Strategy 3
HFT 3600 Hospitality Industry Law 3
HFT 4295 Leadership for the Hospitality Industry 3
HFT 4221 Human Resources Management for the Hospitality Industry 3
HFT 4323 Hospitality Facilities Management 3
HFT 4464 Financial Analysis in the Hospitality Industry 3
HFT 4474 Management Accounting for the Hospitality Industry 3
HFT 4945 Advanced Internship 3
Electives: 18 hours

Choose from hospitality courses
or
Use to make up University Core Curriculum deficiencies.

Note: Elective credits may be used to make up university core curriculum deficiencies, excluding foreign language. Any foreign language deficiencies will be completed over and above the 60 required hospitality credits.

Courses waived in the hospitality/tourism core may be replaced with...
Industry Experience Requirement: 1,300 hours
A total of 1300 documented hours of hospitality/tourism related practical training work experience is required. This includes 300 hours in HFT 4945 Advanced Internship. A minimum of 800 hours must be completed while enrolled in the degree program at FIU. The Advanced Internship must be track-related and approved by an advisor. Work experience documentation is required. Students with extensive industry management experience may apply for a waiver of the 1000 hour work experience and Advanced Internship.

Bachelor of Science in Travel and Tourism Management
Degree Program Hours: 120

Lower Division Preparation (60)
To qualify for full admission to the upper division program, FIU undergraduates must have met all the lower division core requirements, including CLAST, have completed 60 semester hours, have a minimum 2.0 GPA and must be otherwise acceptable into the program. Transfer students should complete a minimum of 60 semester hours with a 2.0 GPA. All University Core Curriculum and CLAST requirements must be completed prior to graduation from the University.

Hospitality Core Requirements: 15
HFT 3403 Accounting for the Hospitality Industry 3
HFT 3210 Fundamentals of Management in the Hospitality Industry 3
HFT 4377 Travel Industry Law 3
HFT 4221 Human Resources Management for Hospitality Industry 3
HFT 4465 Financial Analysis for Tourism 3

Travel/Tourism Requirements: 30
HFT 3509 Tourism Destination Marketing 3
HFT 3701 Sustainable Tourism Practices 3
HFT 3718 Travel and Tourism Systems 3
HFT 3735 Destinations and Cultures 3
HFT 3XXX Travel Information Technology 3
HFT 4502 Role of Market Research in Visitor Industry 3
HFT 4733 Tour Production and Distribution 3
HFT 4945 Advanced Internship 3 (must be Tourism related)
HFT 4874 Role of Food in Tourism 3
HFT 4xxx Managing Tourism Services 3

Electives: 15
Choose from hospitality/tourism courses or use to make up University Core Curriculum deficiencies.

Note: Elective credits may be used to make up University Core Curriculum deficiencies, excluding foreign language. Any language deficiencies will be completed over and above the 60 required travel and tourism credits. Courses waived in the Hospitality/Tourism core may be replaced with another hospitality or tourism elective or be used to fulfill University Core Curriculum requirements (excluding foreign language).

Industry Experience Requirement: 1,300 hours
A total of 1,300 documented hours of hospitality related practical training work experience is required. This includes 300 hours in HFT 4945 Advanced Internship. A minimum of 800 hours of travel/tourism related work experience must be completed while enrolled in the degree program at FIU. The Advanced Internship for Travel and Tourism majors must be travel or tourism School of Hospitality and Tourism Management Undergraduate Catalog 468 related and approved by an advisor. Exceptions must be approved by the Dean. Work experience documentation required. Students with extensive industry management experience may apply for a waiver of the 1000 hour work experience and Advanced Internship.

Minor in Hospitality Management (12)
Core Requirements (12)
HFT 3000 Introduction to Hospitality Industry 3
HFT 3503 Hospitality Marketing Strategies 3
HFT 3313 Hospitality Property Management 3
HFT 4293 Hotel/Foodservice Operations Management 3

Electives (9)
(Any HFT or FSS course is acceptable for electives)

Minor in Travel and Tourism Management (12)
Core Requirements (12)
HFT 3700 Introduction to Tourism 3
HFT 3713 International Tourism 3
HFT 3735 Destinations and Cultures 3
HFT 3770 Cruise Liner Operations and Management 3

Certificate Programs
The School has Certificate Programs in Hotel/Lodging Management, Restaurant/Foodservice Management, and Travel and Tourism Management. Each program consists of 12 courses (36 credit hours) and has a core requirement and electives to meet the specific needs of each candidate. The professional certificate programs are open to all students with a high school education and experience in the industry. The international student candidate must submit a minimum score of 500 on the TOEFL exam and a Declaration and Certification of Finances document. One semester (15 credits) certificates in Hospitality Administration and Travel and Tourism Administration are also available.

Minor in Hospitality Management (12)
Core Requirements: (27 credits)
HFT 3230C Introductory Commercial Food Production 3
HFT 4254C Advanced Food Production Management 3
HFT 4210 Fundamentals of Management in the Hospitality Industry 3
HFT 3263 Restaurant Management 3
HFT 4303 Accounting for the Hospitality Industry 3
HFT 3454 Food and Beverage Control 3
HFT 3503 Hospitality Marketing Strategy 3
HFT 3600 Hospitality Industry Law 3
HFT 3861 Management Services 3

Electives (9)
(Any HFT or FSS course is acceptable for electives)
FSS 3242 International Cuisine 3
FSS 3285 Artn in Culinary Arts 3
FSS 3247 International Baking, Confectionary and Desserts 3
FSS 4106 Purchasing and Menu Planning 3
FSS 4241 Classical Cuisine 3
HFT 3277 Club Operations Management 3
HFT 3866 Wine Technology 3
HFT 4221 Human Resources Management 3
HFT 4224 Human Relations 3
HFT 4344C QSR Management 3
HFT 4493C Foodservice Computer Systems 3
HFT 4545Q Leadership Training for Team Building 3
HFT 4802 Catering Management 3
HFT 4809 Management for Food Service Industry Segments 3
HFT 4853 Foodservice Trends and Challenges 3
HFT 4867 Advanced Wine Technology 3
HFT 6683 World of Wine and Food 3

Prerequisite required.

Minor in Travel and Tourism Management (12)
Core Requirements: (27)
HFT 3210 Fundamentals of Management 3
HFT 3403 Accounting for the Hospitality Industry 3
HFT 3453 Operations Control 3
HFT 3503 Hospitality Marketing Strategy 3
HFT 4293 Hotel/Foodservice Operations Management 3
HFT 4323 Hospitality Information Technology 3
HFT 4413 Lodging Systems and Procedures 3
HFT 4464 Financial Analysis in the Hospitality Industry 3

Electives (9)
(Any HFT or FSS course is acceptable for electives)
FSS 3242 International Cuisine 3
FSS 3285 Artn in Culinary Arts 3
FSS 3247 International Baking, Confectionary and Desserts 3
FSS 4106 Purchasing and Menu Planning 3
FSS 4241 Classical Cuisine 3
HFT 3277 Club Operations Management 3
HFT 3866 Wine Technology 3
HFT 4221 Human Resources Management 3
HFT 4224 Human Relations 3
HFT 4344C QSR Management 3
HFT 4493C Foodservice Computer Systems 3
HFT 4545Q Leadership Training for Team Building 3
HFT 4802 Catering Management 3
HFT 4809 Management for Food Service Industry Segments 3
HFT 4221 Human Resources for Hosp Industry 3
HFT 4224 Human Relations in Hosp Industry 3
HFT 4274 Timeshare Management 3
HFT 4470 Resort Development 3
HFT 4504 Hospitality and Tourism Marketing on the Internet 1
HFT 4545 Leadership Training for Team Building 3
HFT 4785 Casino Operations Management 3
HFT 4802 Catering Management 3
1Prerequisite required.

Travel and Tourism Management Certificate (36)
Note: Curriculum may be adjusted to meet the needs of students with extensive related industry experience.

Core Requirements: (27)
HFT 3xxx Travel Info Technology 3
HFT 3210 Fundamentals of Management 3
HFT 3509 Tourism Destination Marketing 3
HFT 3701 Sustainable Tourism Practices 3
HFT 3713 International Travel & Tourism 3
HFT 3718 Travel and Tourism Systems 3
HFT 3770 Cruise Line Management 3

OR
HFT 4762 Airline Management 3
HFT 4xxx Managing Tourism Systems 3
HFT 4733 Tour Production and Distribution 1 3

Electives (9)
HFT 3403 Accounting for the Hospitality Industry 3
HFT 3509 Tourism Destination Mktg 3
HFT 3741 Planning Meetings & Conventions 3
HFT 3753 Convention & Trade Show Management 3
HFT 3866 Wine Technology 3
HFT 4221 Human Resources 3
HFT 4224 Human Relations 3
HFT 4274 Timeshare Management 3
HFT 4470 Resort Development 3
HFT 4545 Leadership Training for Team Building 3
HFT 4785 Casino Operations Management 3
HFT 4802 Catering Management 3
(Evening program available.) Prerequisite required

Hospitality Administration Certificate (15)

Core Requirements: (9)
HFT 3210 Fundamentals of Management in the Hospitality Industry 3
HFT 3503 Hospitality Marketing Strategies 3
HFT 4221 Human Resources Management for the Hospitality Industry 3

Hospitality Electives: (6) (Choose any FOS, FSS, or HFT courses)

Travel and Tourism Administration Certificate (15)

Core Requirements: (9)
HFT 3718 Travel and Tourism Systems 3
HFT 3735 Destinations and Cultures 3
HFT 4xxx Travel Information Technology 3

Electives: (6)
HFT 3403 Accounting for the Hospitality Industry 3
HFT 3509 Tourism Destination Marketing 3
HFT 3701 Sustainable Tourism Practices 3
HFT 3727 Travel Law 3
HFT 3741 Planning Meetings 3
HFT 3770 Cruise Line Operations and Management 3
HFT 4221 Human Resources Management for Hospitality Industry 3
HFT 4224 Human Relations Management for Hospitality Industry 3
HFT 4708 Coastal and Marine Tourism 3
HFT 4762 Airline Management 3
1Prerequisite Required

Hospitality Studies Certificate (15)
This certificate is designed to provide students maximum flexibility in choosing courses that reflect their needs and interests. Students select 15 credits in hospitality and tourism management courses to create their own certificate according to their particular interests

Non-Degree Seeking Students
A number of persons currently employed in the hospitality field may not have the educational requirements to meet degree admission standards, but may be interested in enrolling in certain specific courses to improve their skills and to enhance their chances for promotion. Individuals employed in the field may register as a Non-Degree Seeking Student for a maximum of 15 semester hours.

Event and Meeting Planning Certificate (30)

Core Requirements: (21)
FSS 4336 Culinary Event Management 3
Prerequisite: HFT 3230C or HFT 4802 or permission of instructor
HFT 3xxx Travel Information Technology 3
HFT 3741 Planning Meetings and Conventions 3
HFT 4508 Meetings and Show Markets 3
HFT 4754 Exposition and Events Management 3
Prerequisites: HFT 3741, HFT 3210
HFT 4802C Catering Management 3
Prerequisite: HFT 3230C or HFT 4874 or permission of instructor
HFT 4757 Advanced Events Management 3
Prerequisite: HFT 4754

Electives (9)
HFT 3210 Fundamentals of Management 3
HFT 3403 Accounting for the Hospitality Industry 3
HFT 3701 Sustainable Tourism Practices 3
HFT 3753 Convention and Trade Show Management 3
HFT 3900/HFT 3905 Independent Studies 3
HFT 4xxx Managing Tourism Services 3
HFT 4221 Human Resources 3
HFT 4224 Human Relations 3
HFT 4240 Managing Service Organization 3
HFT 4545 Leadership Training for Team Building 3
HFT 4727 Travel Industry Law 3
HFT 4805 Recreational and Non-Commercial Foodservice 3
Choose three courses (9) credits from the above selection

Course Descriptions

Definition of Prefixes
FOS - Food Science; FSS - Foodservice Systems; HFT - Hotel, Food, Tourism;
FOS 3207 Foodservice Sanitation (1), Principles and practices involved in safe handling of food products including HACCP procedures. Offers the opportunity for Food Safety Certification.
FSS 4206 Sanitation in Foodservice Operations (3). The causes and prevention of foodborne illness are stressed. Emphasis is placed on the current problems confronting the industry, with recent food developments as they relate to sanitation. The Hazard Analysis Critical Control Point system (HACCP) is included.
FSS 1005 Introduction to the Culinary Arts (3). Principles and skills required in preparing breads, desserts, salads and entrees including theory of food production, functions and ingredients, purchasing, equipment, sanitation and sanitation will be covered.
FSS 3230C Introductory Commercial Food Production (3). Study of basic and intermediate commercial food production management skills required in menu design. This knowledge will be applied in the production of appetizers, salads, main course items, and desserts.
FSS 3232C Intermediate Quantity Food Production Techniques (3). An advanced commercial food production course which provides the students with the opportunity to achieve competence and to develop techniques in soups, salads, sauces, and the entrees of meat, poultry, and seafood. Prerequisites: FSS 3230C or equivalent.
FSS 3233C Institutional Foodservice Production (3). Theory and application of commercial and institutional foodservice in an industrial environment, including large scale purchasing procedure, training in large production equipment, on-the-job training. Prerequisites: FSS 3201 or FOS 4041.
FSS 3242C International Cuisine (3). An opportunity for food aficionados to explore modern interpretations of international cuisine. Includes lecture, demonstration and preparation of favorite international dishes from restaurant menus around the world. Open to non-majors.
FSS 3247 International Baking, Confectionary and Desserts (3). Provides a professional understanding and foundation for management for food production in a pastry department or industrial baking facility within the foodservice industry. Prerequisite: FSS 3230C.
FSS 3285 Art in the Culinary Arts (3). Analysis of art used in the hospitality industry and in the creation of artistic culinary preparations made from edible material used to enhance receptions and buffets. Prerequisite: FSS 3230C Introduction to Comm Food Preparation. FSS 3311C School Foodservice Production (1), Managerial approach to commercial food production in educational service emphasizing supervisory aspects of planning, production and

56
controls.

FSS 4106 Purchasing and Menu Planning (3). Basic information on sources, grades and standards, criteria for selection, purchasing, and storage for the major foods, including the development of specifications. Consideration of the menu pattern with particular emphasis on costing, pricing, and the work load placed on the production staff. Item analysis and merchandising features are emphasized. Prerequisite: FSS 3230C.

FSS 4234C Advanced Food Production Management (3). A course in advanced food production and service techniques to provide the student with realistic production, service and managerial experience. Students will be rotated through production and service stations and, as managers, will be required to plan menus, supervise preparation and service, handle customer relations, and keep accurate accounting records on the profit and loss phases of the operation. Staffing, merchandising, and cost control procedures are integral parts of the course. Prerequisite: FSS 3230C.

FSS 4241C Classical Cuisine (3). Provides an opportunity for students to expand their knowledge of food preparation into the area of world-respected traditional dishes. The course includes lecture, demonstration, and actual preparation of classical dishes. Open to non-majors.

FSS 4336 Culinary Event Management (3). A unique course allowing the opportunity for students with advanced culinary skills to learn the art and science of managing culinary events. Prerequisites: FSS 3230C and FSS 4234C or A.O.S. in Culinary Arts.

FSS 4434 Food Facility Layout and Design (3). Defines and explains concepts, principles, and procedures in evaluating and/or developing varied commercial foodservice facilities that will increase profit by reducing investment and operating cost and/or by increasing capacity. Actual installations are intensively reviewed. Current trends in foodservice methodology and technology are studied in detail, and foodservice equipment manufacturing processes and distribution economics are observed and evaluated. Prerequisite: HFT 4323.

HFT 1001 Careers in Hospitality Management (3). Orientation to the hospitality industry, its history, magnitude, challenges and career opportunities.

HFT 1750 Introduction to Conference & Convention Planning (3). Introductory course covering career opportunities in the conference/convention business; procedure involved in planning and marketing events. Students will plan and execute a special event.

HFT 1772 Introduction to the Cruise Industry (3). Introductory course focusing on the cruise industry, its relationship to other segments of the hospitality industry. Why cruising is the fastest growing travel industry and career opportunities offered.

HFT 3000 Introduction to Hospitality and Tourism Management (3). A survey course providing an overview of the industry, its history, problems, and general operating procedures. Operating executives from the fields of hotel, restaurant, foodservice, travel, and tourism will be featured periodically. For Freshman, Sophomores, or Juniors Only.

HFT 3210 Fundamentals of Management in the Hospitality Industry (3). A basic course in general management concepts and practices to acquaint the student with theories and principles of organization, the tools of managerial decision-making, and the management process, with particular reference to the hospitality industry. Case studies are used.

HFT 3263 Restaurant Management (3). Analysis of principal operating problems facing managers in the restaurant industry. Various control systems necessary for profitability and quality are examined.

HFT 3277 Club Operations Management (3). Lecture, discussion, case studies, and field trips specifically designed to expose the future club manager, golf professional, and turf manager to club operations. Introduction to the uniform system of accounts for clubs, accounting club staffs for operating results, control systems, taxation, budgeting, and management reports.

HFT 3313 Hospitality Property Management (3). The problems of cost and operation of pest control, security, parking, general cleaning and upkeep, laundry, fire prevention, pools, tennis courts, and care of guest rooms and public space, with emphasis on equipment, personnel, and modern innovations. The housekeeping and property management function of the hotel.

HFT 3403 Accounting for the Hospitality Industry (3). Introduction to the principles of accounting as they apply to the hospitality industry. Required for students who have not satisfactorily completed introductory accounting courses. Corequisite: HFT 3423.

HFT 3423 Hospitality Information Technology (3). Covers current computer applications in the hospitality industry including information technology specific to hotel and restaurant accounting, finance, marketing, and management. These concepts are stressed through hands-on laboratory assignments with a Hotel Property Management System and a Restaurant POS/back-office as well as Microsoft Office. Mathematical financial functions will include the Present Value Function and the time value of money in the context of the Uniform System of Accounts for Hotels.


HFT 3440 Applied Computers Technology in Foodservice (1). Introductory computer course including menu graphics; word processing, communications, MS Office, the WWW and computer methods in foodservice.

HFT 3444 Survey of Computer Use by Hospitality Managers (3). An introduction to the novice computer user to basic computer skills and computer use in the Hospitality Industry.

HFT 3453 Lodging Operations Control (3). Focuses on controlling expenses and revenues of a full-service lodging operation using qualitative and quantitative techniques. Based on using the uniform system of accounts for the lodging industry. Prerequisite: HFT 3403.

HFT 3454 Food and Beverage Control (3). Fundamentals of food and beverage cost controls in the hospitality industry.

HFT 3503 Hospitality Marketing Strategy (3). Examines marketing principles, theories and concepts and the use of management principles and techniques of analysis, planning, implementation and control to maximize marketing effectiveness in hospitality organizations. Stresses marketing of services.

HFT 3505 Hospitality Buyer Behavior (3). An introduction to buyer behavior and the process involved in their purchase of hospitality services and the importance of marketing strategy design and execution. Prerequisites: HFT 3503 or equivalent.

HFT 3521 Hospitality Sales and Marketing Techniques (1). An experiential course that gives students the opportunity to practice and develop personal-selling skills by doing field sales projects for industry partners (may be repeated for up to 3 credits). Prerequisite: Permission of the instructor.

HFT 3600 Hospitality Industry Law (3). A basic course in hotel, motel, and restaurant law emphasizing risk management and security. The student is introduced to the fundamental laws, rules, and regulations applicable to the hospitality industry. Case study approach is used to develop an awareness and understanding of the legal problems confronting the manager and executive in policy and decision making.

HFT 3700 Fundamentals of Tourism (3). An introduction to the broad fields of travel and tourism. Among the topics covered are cultural tourism, eco-tourism, sociology of tourism, tourism components and supply, tourism development, the economic role of tourism demand, and the marketing of tourism.

HFT 3713 International Travel and Tourism (3). An introduction to the international scope of travel and tourism. A brief analysis of regional framework and specific regions of the world, the interrelationship between human society and the physical environment. Tourism as a factor in economic development and its cultural and sociological factors are explored. An analysis of the international organization of tourism and the facilitation procedures required for its successful implementations are highlighted.

HFT 3718 Travel and Tourism Systems (3). The course provides a foundation for the concept of travel and tourism as a system. Study of the importance of interrelated activities of the components integral to international and domestic travel and tourism: destination planning and development.

HFT 3727 Travel Industry Law (3). Legal strategies, tactics and principles for the multi-faceted travel industry. Covers applicable statutes, regulations and international agreements. Prerequisite: HFT 3210.

HFT 3735 Destination and Cultures (3). A geographical analysis of worldwide tourist destination regions and their major attractions. The course emphasizes how geographic and cultural factors are critical
to the attractiveness of a tourist destination.

HFT 3741 Planning Meetings and Conventions (3). Introduction to the meeting and convention industry, concentrating on specific and practical research, planning, supervision and control guidelines used by today's Professional Meeting Planner.

HFT 3753 Convention and Trade Show Management (3). A course concentrating on organizing, arranging and operating conventions, trade shows, and expositions. Emphasis is placed on the modes and methods of sales used in booking conventions and trade shows, as well as the division of administrative responsibility in their operation.

HFT 3760 Tourist Transport Systems (3). Explores relationships between tourists and modern transport providers, the impact of societal and environmental issues, the intense service nature and resulting challenges of operations and management.

HFT 3770 Cruise Line Operations Management (3). Overview of the cruise industry: its history and evolutions, operating and marketing procedures, career opportunities, ship profiles, itineraries, and ports of call. Guest speakers and optional field trip included.

HFT 3793 Sociology of Leisure (3). An introduction to the fundamental psychological and sociological concepts School of Hospitality and Tourism Management Undergraduate Catalog 472 accreditation as they relate to the motivation behind travel and tourism.

HFT 3813 Marketing for Foodservice Operations (1). Examines marketing principles, theories and concepts and the use of management principles and techniques. Stresses marketing for food services.

HFT 3861 Beverage Management (3). An introduction to the identification, use and service of wines, spirits, and other alcoholic beverages, with an in-depth analysis of the various elements of beverage operations including purchasing, control, merchandising, and bar management.

HFT 3862L Wines of France and Italy (3). A survey of the wines of the New World focusing on French and Italian wine groups, the most common methods of wine production; French and Italian wine classification systems. Prerequisite: Minimum age 21.

HFT 3864L Introduction to Brewing Science (3). A hands-on overview of the scientific principles and operation of craft breweries, and microbrewery technology. Relevant chemical, biological, and physical processes will be examined. Prerequisite: Minimum age 21.

HFT 3864L Introduction to Brewing Science Laboratory (1). A hands-on overview of the scientific principles and operation of craft breweries, commercial breweries, and microbrewery technology. Relevant chemical, biological, and physical processes will be examined. Prerequisite: Minimum age 21.

HFT 3865 Wines of the New World (3). Classroom discussion accompanied by class tastings of selected wines. An emphasis on identifying by taste the grape varietal of different wines from each region.

HFT 3866 Wine Technology, Merchandising, and Marketing (3). A course in oenology and the fundamentals of wine technology (viticulture and vinification methods). The major types of wine and the factors influencing their quality; principles of sensory evaluation; wine merchandising and marketing. Prerequisite: Minimum age 21.

HFT 3868 Wine and Culture (3). A survey of the legendary old world and new world wine regions with a special emphasis on the cultural background that enabled these vineyards to develop and flourish.

HFT 3900-3905 Independent Studies (VAR). With permission from the Associate Dean, students may engage in independent research projects and other approved phases of independent study. Prerequisite: 3.0 GPA and Permission of Instructor.

HFT 3941 Internship in Hospitality Management (3). Practical training and experience in all the major phases of hospitality operations and visitor industry. Reports are required. Prerequisite: Permission of the instructor.

HFT 3XXX The History of Wine (3). This course will provide a history of wine from prehistoric times to the late Victorian era. It covers all aspects of wine from its early use by the Gods of mythology to ancient and modern practices: food, weather, customs, living conditions, cost of production, what they ate, etc. Prerequisite: Must be 21 or older.

HFT 3XXX Travel Information Technology (3). This course provides a foundation for understanding and mastery of travel industry specific technologies, examines new technologies used in the travel industry which encourage unsurpassed quality, service and efficiency in today's national and global travel industry.

HFT 4221 Human Resources Management for Hospitality Industry (3). An in-depth study of human resources management in hospitality industry designed to improve and advance students' skills through understanding of both hourly and management human resource policies, practices and procedures. Prerequisite: HFT 3210.

HFT 4222 Human Resources Development and Training for Hospitality Industry Managers (3). A course designed to provide specific applications of proven training systems and methods for managers in the hospitality industry. The case study method will be used. Prerequisite: HFT 3210.

HFT 4224 Human Relations in the Hospitality Industry (3). Designed to improve management skills for effective relationships with hospitality associates and guests. Course includes diversity application, community service and team building. Prerequisite: HFT 3210.

HFT 4240 Managing Service Organizations (3). In-depth study of management issues relating to service and quality assurance in the service industry. Examines service linkages to marketing operations and human resources. Prerequisites: HFT 3503 or HFT 3509, and HFT 3210, Senior Status only.

HFT 4274 Timeshare Management (3). A comprehensive study of time-share and vacation ownership, including legislation, legal structures, project budgeting, financing, marketing, sales and property management. Prerequisite: HFT 3210.

HFT 4284 Global Hospitality Business Environment (3). Advanced management seminar examining the role of social, cultural, political, legal, ethical, economic and technological factors in how management is practiced in hospitality firms worldwide. Prerequisite: HFT 3210.

HFT 4292C Entrepreneurship in the Hospitality and Tourism Industry (3). Provides students with an overview of all major areas that must be considered when analyzing, designing and planning a new business venture or an acquisition.

HFT 4293 Hotel Foodservice Operations Seminar (3). Senior course reviewing current foodservice operations, practices, procedures and problems throughout all areas and facets of hotel foodservice operations. Prerequisites: HFT 3000 or HFT 3210.

HFT 4295 Leadership in the Hospitality Industry (3). To introduce the student to the fundamentals of leadership and basic leadership skills for organizational success. Prerequisite: Graduating Seniors.

HFT 4296 Senior Seminar in Hospitality Management (3). Student groups identify and research a major problem of a hospitality enterprise. Discussions will focus on problems and solutions. Final report required. Senior only.

HFT 4323 Hospitality Facilities Management (3). A comprehensive survey of engineering, maintenance and efficiency control in hotels, restaurants, and institutions. Prerequisites: HFT 3403, HFT 3453.

HFT 4343 Hotel and Restaurant Planning and Design (3). Considers analysis, evaluation, and scheduling of the economic, technical, aesthetic, and merchandising factors involved in the systematic planning, programming and design cycle for hotels and restaurants. Actual hotel and restaurant projects will serve as the basis for discussion and student project work. Prerequisite: HFT 4323.

HFT 4344C QSR Management (3). A study of management in a wide range of Quick Service Food Restaurants, including site criteria, design and layout, operations, marketing techniques and human relations. Prerequisite: HFT 3210.

HFT 4345 Environmental/Quality Management in the Hospitality Industry (3). A multi-dimensional course reviewing global sustainability and environmental movements. This defined impact on the hospitality industry. Integrates courses and opportunities related to sustainability. Prerequisite: HFT 3210.

HFT 4413 Lodging Systems and Procedures (3). Detailed study of methods used in serving and tracking guest history and yield management in the hospitality industry. Demonstrates state-of-the-art technology and concepts. Prerequisites: HFT 3423 and HFT 3453.

HFT 4445 Hotel Computer Systems (3). A seminar on computer systems within the hotel industry. An intensive study of a computerized property management system. All computer applications are examined from reservations to the back office through a series of assignments and projects. Prerequisite: HFT 3423.
HFT 4464 Financial Analysis in the Hospitality Industry (3). Facilitates understanding and use of financial analysis in the hospitality industry. Topics include decision-making based on ratio analysis, leverage, financing sources and their financial issues. Prerequisite: HFT 3403.

HFT 4465 Financial Analysis for Tourism (3). Facilities understanding and use of financial analysis. Topics include decision-making based ratio-analysis, leverage, budgeting, financing sources and other financial issues. Prerequisite: HFT 3403.

HFT 4470 Resort Development (3). Analysis of management systems and methods for development of full-service resorts. Comparison of specialized requirements for different types of resorts based on location, climate, activities, and lifestyle. Considers management responsibilities for feasibility analysis, project development, construction supervision, pre-opening requirements and operations. Prerequisite: HFT 3403.

HFT 4474 Management Accounting for the Hospitality Industry (3). Advanced study of the decision-making process involved in the hospitality industry. Emphasis on budgeting, pricing decisions, cost-volume-profit analysis and capital budgeting. Prerequisite: HFT 3403.

HFT 4479 Foodservice Systems Development (3). Course presenting the systems and procedures to develop a foodservice operation from concept to opening. Prerequisites: HFT 3403, HFT 3263, and HFT 3503.

HFT 4493C Foodservice Computer Systems (3). Study of computer systems in the restaurant and foodservice industry. The student is required to implement a simulated restaurant including personnel files, daily management, menu explosion and analysis, and inventory tracking. A research project will be assigned. Prerequisite: HFT 3210.

HFT 4502 Role of Market Research in Visitor Industry (3). Fundamental research methods for tourism industry: data collection, analysis, write-up, and presentation. Emphasis placed on research implication relevant to management and problem solving. Prerequisites: HFT 3509.

HFT 4503L Hospitality Management Laboratory (2). An experience that allows students within a team to apply ideas, theories and techniques of management to real-world business challenges (may be repeated for up to 6 credits). Prerequisite: HFT 3521.

HFT 4504 Hospitality and Tourism on the Internet (3). This course provides working knowledge of the structure of the internet and web site hosting. Current principles of on-line marketing are examined in detail. Prerequisites: HFT 3503 or permission of instructor.

HFT 4508 Meetings and Show Markets (3). An in-depth analysis of the characteristics and buying behavior of meetings and show markets and the marketing strategies that can effectively attract and serve them. Prerequisites: HFT 3503 or HFT 4509.

HFT 3509 Tourism Destination Marketing (3). Comprehensive study of strategies and advanced techniques used in marketing tourism destinations and products. Marketing plan developed. Prerequisite: HFT 4512C.

HFT 4512C Hospitality Promotion Strategy (3). This course deals with the practical aspects of designing and implementing a hospitality advertising, public relations, and promotional program. Planning, budgeting, media, and campaign creation will be studied. Prerequisites: HFT 3503 or HFT 3509.

HFT 4514 Hospitality Marketing Strategy Case Studies (3). A case method course in strategic marketing analysis and decision making for the hospitality services industry. Students engage in intensive class discussion and write reports on hospitality cases. Prerequisites: HFT 3503 or equivalent.

HFT 4520 Personal Sales Tactics for the Hospitality Industry (3). An investigation of personal selling approaches and procedures used in hospitality sales environments combined with practical application role plays and skill rehearsals. Prerequisites: HFT 3503 or HFT 4509.

HFT 4524 Sales Management for the Hospitality Industry (3). Explores innovative management techniques used in hospitality sales for effective sales development and revenue generation. Practical application, simulations, research and field study used. Prerequisites: HFT 3503 or HFT 4509.

HFT 4545 Leadership Training for Team Building (3). Students will learn leadership skills to facilitate team building activities in order to improve group communication, trust, problem-solving, and productivity. Prerequisite: HFT 3210.

HFT 4604 Employment Law for Hospitality Management (3). Study of employment law including minimum wage, overtime, exempt employees, sexual harassment, discrimination under Civil Rights Act Title VII, ADA, Immigration Act and Family & Medical Leave Act. Prerequisites: HFT 3600 or HFT 3727.

HFT 4654 Financial and Legal Aspects of Real Estate Development in the Hospitality Industry (3). A study of the legal implications and financing alternatives for development of new properties and conversions. Prerequisites: HFT 3600 and HFT 4464.

HFT 4701 Sustainable Tourism Practices (3). In-depth study of contemporary issues pertaining to tourism based on the natural environment. Explores management strategies suitable for controlling a growing industry. Prerequisites: HFT 3210 or HFT 3718.

HFT 4708 Coastal and Marine Tourism (3). Exploration of positive and negative impacts on environment. Emphasis on feasibility practices of worldwide coastal and marine environments. Prerequisites: HFT 3718 or Permission of Instructor.

HFT 4711 Cultural/Heritage Tourism (3). Course addresses the significance of cultural resources (such as historical sites, art, and customs), program development, and visitor management to educate the traveler and preserve cultural diversity. Prerequisites: HFT 3718 or Permission of Instructor.

HFT 4714 Implementation and Management of Tourism Projects (3). Practical development, implementation, and management of tourism projects and programs with emphasis on international and developing nation situations. Prerequisites: HFT 3718 or HFT 3713.

HFT 4733 Tour Production and Distribution (3). Comprehensive study of group and wholesale tour operations. Includes design, supplier negotiations and pricing aspects of tours. Examines marketing, sales and promotional techniques of the tour product. Prerequisites: HFT 3403, HFT 3403, HFT 3718, HFT 3503 or HFT 3509.

HFT 4754 Exposition and Events Management (3). Comprehensive study of strategies for planning, developing and marketing public/trade show events. Prerequisite: HFT 3741 or Permission of Instructor.

HFT 4757 Advanced Events Management (3). This course focuses on advanced planning and managing of special events, from ideas and concepts through the actual event implementation and follow-up. Students will have the opportunity to focus on detailed elements of event management. Prerequisites: HFT 4754 or permission of the instructor.

HFT 4762 Airline Management (3). An in-depth study of the airline industry as a component of the hospitality tourism industry. Includes operation of various departments costs of operations regulation issues and career opportunities. Prerequisites: HFT 3718 or permission of instructor.

HFT 4763 Airline Computer Reservation Systems (3). An intensive study of the airline reservation system including computer software, travel documents, tickets, price itineraries as well as world wide travel information retrieval. Prerequisites: HFT 3423 or equivalent.

HFT 4785 Casino Operations Management (3). Topics include: Historical, Legal, Social and Operational aspects of the casino industry; odds assessment, game types, and cash management. Parimutuel wagering, casinos, and sports books examined. Prerequisite: HFT 3210.

HFT 4802C Catering Management (3). A study of the techniques, logistics, and responsibilities involved in the management of on-premise and off-premise catering companies. Prerequisite: FSS 3230 or Permission of Instructor.

HFT 4805 Recreational and Non-commercial Foodservice (3). Management of various non-commercial and contract foodservice operations including business and industry, hospital/medical center, school/college, and recreational. Prerequisite: HFT 3210.

HFT 4809 Management of Foodservice Industry Segments (3). An in-depth study of all segments of the foodservice industry including all major areas of foodservice operations as they relate to various industry segments. Prerequisite: HFT 3263.

HFT 4853 Foodservice Trends and Challenges (3). Advanced level course covers management issues relevant to current trends and challenges facing the foodservice industry. Topics covered may vary as appropriate for current situations. Prerequisite: FSS 3230.

HFT 4867 The Business of Wine (3). Overview of the wine business including: importers, wholesalers, growing grapes, making wine, retailing in supermarkets, restaurants, and liquor stores, analytical
tastings, matching wine and food. Prerequisites: HFT 3866; minimum age 21.

**HFT 4869 Celebrity Wine Course (3).** Learn from the leading experts in the wine industry. The course includes sensory evaluation and appreciation of wines, marketing, wine and food pairings, and employment opportunities. Prerequisite: Must be 21 years or older.

**HFT 4874 Role of Food Service in Tourism (3).** A theoretical approach to the multicultural dimensions of food service and cultures of origin, a practical display and discussion of food production and presentation according to the different types of existing services. Prerequisites: HFT 3210 or HFT 3718.

**HFT 4936 Hotel Management Seminar (3).** A senior course examining the power of partnerships and interrelationships between hotel/resorts and other key segments of the visitor industry (airport, cruiseport, convention center, attractions, sport teams, and stadiums/arenas, etc.) Considers current lodging and visitor industry problems and practices, developing policies and procedures, and implementing them. Prerequisite: HFT 3210.

**HFT 4945 Advanced Internship in Hospitality/Tourism Management (0-3).** Structured hospitality practical training work experience involving training program and job rotations not previously performed. Ten week/300 hours minimum. Report and management project required. Prerequisites: Documented completion of 1,000 hospitality related work hours of which at least 500 hours must be completed while enrolled at FIU. Permission of the instructor.

**HFT 4955 Field Study Abroad: Hospitality and Tourism (3-6).** The course is designed to acquaint students with hospitality and tourism development in many parts of the world. Students will observe the development through trips to major cities in a country or area.

**HFT 4XXXC Managing Tourism Services (3).** This course will introduce the student to management issues relating to service and quality assurance in travel and tourism systems. It includes examination of the concept of service and quality as a basic function of sustainability and analysis of the importance of the linkages of service and quality within sustainable travel and tourism products. Prerequisites: HFT 3XXX Travel and Tourism Systems, HFT 3210, HFT 4221 or HFT 4224, HFT 4701, HFT 4727, and must take course in last semester / 12 hours left / graduating student.
**ACADEMIC CALENDAR 2006 - 2007**

**Fall Semester 2006 (August 28 - December 7; Final Exams December 11 - 16)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Aug 1 Sat</td>
<td>Last day for international graduate students to submit admission, readmission and certificate applications.</td>
</tr>
<tr>
<td>May 1 Mon</td>
<td>Last day for international undergraduate students to submit applications.</td>
</tr>
<tr>
<td>May 22 Mon</td>
<td>Undergraduate Studies Advising for Fall 2006 term resumes.</td>
</tr>
<tr>
<td>Jun 1 Thurs</td>
<td>Last day for domestic graduate students to submit admission, readmission and certificate applications and all supporting academic credentials and appropriate test scores, if applicable.</td>
</tr>
<tr>
<td>Jun 12 Mon</td>
<td>Last day for international graduate students to submit all supporting academic credentials and appropriate test scores.</td>
</tr>
<tr>
<td>Jul 31 - Aug 4</td>
<td>Registration Information and Access Codes available to returning undergraduate students and graduate students for Fall 2006 term.</td>
</tr>
<tr>
<td>Aug 14-15 Mon-Tues</td>
<td>Fall Freshman Orientation, UP.</td>
</tr>
<tr>
<td>Aug 14-23</td>
<td>Open Registration All Students. Continuous Web &amp; Kiosk Registration.</td>
</tr>
<tr>
<td>Aug 21 Mon</td>
<td>Fall Transfer Orientation, UP and BBC. (Early Housing Check-In available 8/21 from 9am–5pm).*</td>
</tr>
<tr>
<td>Aug 22-25 Thurs - Fri</td>
<td>Fall Freshman Orientation, BBC. (Early Housing Check-In available 8/23 from 9am–5pm).*</td>
</tr>
<tr>
<td>Aug 22-23 Tues-Wed</td>
<td>Fall Freshman Orientation, UP. (Early Housing Check-In available 8/21 from 9am–5pm).</td>
</tr>
<tr>
<td>Aug 22-23 Mon-Thurs</td>
<td>Fall Freshman Orientation (Required of All Freshmen).</td>
</tr>
<tr>
<td>Aug 31 Thurs</td>
<td>Freshman Luau (BBC) at noon.</td>
</tr>
<tr>
<td>Sept 1 Fri</td>
<td>Faculty Orientation (Academic Affairs).</td>
</tr>
<tr>
<td>Sept 4 Mon</td>
<td>Labor Day Holiday (University Closed).</td>
</tr>
<tr>
<td>Sept 5 Tues</td>
<td>Last day to complete late registration. Drop/Add Period ends.</td>
</tr>
<tr>
<td>Sept 8 Fri</td>
<td>Last day to drop courses or withdraw from the University without incurring a financial liability.</td>
</tr>
<tr>
<td>Sept 10 Mon</td>
<td>Last day to register for the CLAST (exam paper-pencil versions) on October 7. Last day to register for the CLAST Essay subtest in time for Spring 2007 Graduation.</td>
</tr>
<tr>
<td>Sept 11 Mon</td>
<td>Undergraduate Studies Advising for Spring 2007 term begins</td>
</tr>
<tr>
<td>Sept 12 Mon</td>
<td>Last day (by 5 pm) to apply for graduation at the end of Fall 2006 term. All four subtests of CLAST must be satisfied and reflected in official University records.</td>
</tr>
<tr>
<td>Sept 22 Mon</td>
<td>Last day to withdraw from the University with a 25% refund of tuition.</td>
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<tr>
<td>Oct 7 Sat</td>
<td>CLAST Examination (paper pencil version). Last day to take the CLAST Essay subtest for Spring 2007 Graduation.</td>
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<tr>
<td>Oct 9 Mon</td>
<td>Honors College Convocation.</td>
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<tr>
<td>Oct 10 Mon-Fri</td>
<td>Faculty Convocation (BBC).</td>
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<tr>
<td>Oct 13 Fri</td>
<td>Faculty Convocation (UP Campus).</td>
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<tr>
<td>Nov 3 Fri</td>
<td>Deadline to drop a course with a DR grade.</td>
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<tr>
<td>Nov 6 - 7 Mon-Tues</td>
<td>Spring Freshman Orientation, UP.</td>
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<tr>
<td>Nov 9 Thurs</td>
<td>Deadline for faculty to review class rosters to ensure accuracy before grade rosters are created.</td>
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<tr>
<td>Nov 10 Fri</td>
<td>Veterans' Day Holiday Observed (University Closed).</td>
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<tr>
<td>Nov 23-24 Thurs-Fri</td>
<td>Thanksgiving Holiday (University Closed). No Saturday Classes.</td>
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<tr>
<td>Dec 1 Fri</td>
<td>Spring Transfer Orientation, UP.</td>
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<tr>
<td>Dec 7-8 Thurs-Fri</td>
<td>Spring Transfer Orientation, UP.</td>
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<tr>
<td>Dec 11 - 16 Mon - Sat</td>
<td>Exam Study Days (No exams given on these days). **</td>
</tr>
<tr>
<td>Dec 11 - 20 Mon - Wed</td>
<td>Grade rosters available to faculty for grade entry and submission.</td>
</tr>
</tbody>
</table>
Spring Semester 2007 (January 8 - April 19; Final Exams April 23 - 28)

Sept 1 Fri
- Last day for international graduate students to submit admission, readmission and certificate applications.
- Last day for international undergraduate students to submit applications.

Oct 1 Sun
- Last day for domestic graduate students to submit admission, readmission and certificate applications and all supporting academic credentials and appropriate test scores, if applicable.
- Last day for international graduate students to submit all supporting academic credentials and appropriate test scores, if applicable.
- Last day for undergraduate students to submit applications with supporting academic credentials and appropriate test scores, if applicable.

Dec 14 Thurs
- Spring Transfer Orientation, UP (Evening Session 2-10 PM).

Dec 18 - 19 Mon-Tues
- Commencement Exercises.

Dec 20 Wednesday
- Deadline (by 11:59 pm) for faculty to submit grades.

Dec 21 Thursday
- Complete grade report available to students by web and at kiosks.

Dec 22-25
- Winter Break (University Closed).

Jan 1 Mon
- Short Term Tuition Loan Applications available.

Jan 3 Wed
- Last day for undergraduate Readmission applications for priority consideration to the University.
- First day to apply for Spring 2007 term graduation.

Jan 6 - 10
- Registration Information and Access Codes available to returning undergraduate students and graduate students for Spring 2007 term.

Jan 6-7 Mon-Tues
- Spring Freshmen Orientation, UP

Jan 8 Mon
- Spring Transfer Orientation, UP

Jan 15 Mon
- Martin Luther King Holiday (University Closed).

Jan 22 Mon
- Undergraduate Studies Advising for Summer 2006/Fall 2007 terms begins.

Jan 24 Wed
- Last day to withdraw from the University with a WI grade.

Jan 29 Thurs
- Last day to change grading option.

Feb 6 Tue
- Last day for International Students to submit applications for Summer term admission.

Feb 17 Sat
- Last day for domestic graduate students to submit admission, readmission and certificate applications and all supporting academic credentials and appropriate test scores, if applicable.

Feb 19 Sun
- Last day for undergraduate students to submit applications with supporting academic credentials and appropriate test scores, if applicable.

Mar 16 Fri
- Last day for faculty to review class rosters to ensure accuracy before grade rosters are created.

Mar 19 - 24
- Spring Break.

Mar 29 Thurs
- Last day to hold thesis/dissertation defense.

Apr 2 Mon
- Summer Transfer Orientation, BBC.

Apr 9 Mon
- Summer Transfer Orientation, UP (7 AM - 10 PM).

Apr 19 Thurs
- Classes end.

Apr 20 - 21 Fri-Sat
- Exam Study Days (No exams given on these days).**

Apr 23 - 28 Mon - Sat
- Official Examination Period.

Apr 23 - May 2
- Grade rosters available to faculty for grade entry and submission.
April 30 - May 1 Mon-Tues: Commencement Exercises.
May 2 Wed: Deadline (by 11:59 pm) for faculty to submit grades.
May 3 Thurs: Complete grade report available to students by web and at kiosks.
May 3 Thurs: Summer Transfer Orientation, UP and BBC.

### Summer Semester 2007 (May 7 - August 11)

#### Summer Term A (May 7 - June 21)

**Feb 1 Thurs**
- Last day for international graduate students to submit admission, readmission and certificate applications.
- Last day for international undergraduate students to submit applications.
- Last day for international graduate students to apply for readmission to the University.
- Last day to submit undergraduate Readmission applications for priority consideration to the University.

**Feb 12 Mon**
- First day to apply for Summer 2006 term graduation.

**Mar 1 Thurs**
- Last day for domestic graduate students to submit admission, readmission and certificate applications and all supporting academic credentials and appropriate test scores, if applicable.
- Last day for international graduate students to submit all supporting academic credentials and appropriate test scores, if applicable.

**Apr 1 Sun**
- Last day for international undergraduate students to submit all supporting academic credentials and appropriate test scores.
- Last day for undergraduate students to submit applications with supporting academic credentials and appropriate test scores, if applicable.

**Apr 2 Mon**
- Summer Transfer Orientation, BBC.

**Apr 2 - 6**
- Registration Information and Access Codes available to all returning undergraduate students and all graduate students for Summer 2007 term.

**Apr 7 - 18**
- Official Registration (Degree Seeking Students only) by appointment time and day.

**Apr 9 Mon**
- Summer Transfer Orientation, UP (7am-10pm).

**Apr 10 Tues**
- Summer Transfer Orientation, UP.

**Apr 19 – May 2**
- Open Registration All Students. Continuous Web & Kiosk Registration.

**Apr 25 – May 2**
- Short Term Tuition Loan Applications available.

**May 2 Wed**
- Last day to pay tuition and fees for all Summer A, B and C classes added by May 2 to avoid cancellation.
- Last day to register without incurring a $100 late registration fee. Any class added after May 2 must be paid for on the same day to avoid a $100 late payment fee.
- Last day (by 7:00 pm) for students to apply for a Short Term Tuition Loan.
- Last day to register for the CLAST exam on June 2.

**May 3 Thurs**
- Summer Transfer Orientation, UP and BBC

**May 4 - 6 Fri-Sun**
- Official Housing Check-In 9 am to 6 pm for Summer Term A.

**May 4 Fri**
- International Student Orientation (UP and BBC).

**May 7 Mon**
- Classes begin.
- Undergraduate Studies Advising for Summer B 2006/Fall 2007 terms resumes.

**May 14 Mon**
- Last day to complete late registration.
- Drop/Add Period ends.
- Last day to change grading option.
- Last day to drop courses or withdraw from the University without incurring a financial liability.
- Last day to withdraw from the University with a 25% refund of tuition.

**May 22 Mon**
- Fall Transfer Orientation UP. (Afternoon session).

**May 23 Wed**
- Last day to apply for Summer 2007 graduation term. All four subtests of CLAST must be satisfied and reflected in official University records.

**May 28 Mon**
- Memorial Day Holiday (University Closed).

**Jun 2 Sat**
- CLAST Examination (paper-pencil version). Last day to take CLAST Essay subtest for Fall 2007 Graduation.

**Jun 4 Mon**
- Last day to drop a course with a DR grade.
- Last day to withdraw from the University with a WI grade.

**Jun 4-5 Mon-Tues**
- Summer B Freshmen Orientation, UP.

**Jun 7-8 Thurs-Fri**
- Summer B Freshmen Orientation, UP.

**Jun 8 Fri**
- Deadline for faculty to review class rosters to ensure accuracy before grade rosters are created.

**Jun 11-12 Mon-Tues**
- Summer B Freshmen Orientation, UP and BBC.

**Jun 14-15 Thurs-Fri**
- Summer B Freshmen Orientation, UP and BBC.

**Jun 18-19 Mon-Tues**
- Summer B Freshmen Orientation, UP and BBC.

**Jun 21-22 Thurs-Fri**
- Summer B Transfer Orientation, UP.

**Jun 20-25 Wed-Mon**
- Grade rosters available to faculty for grade entry and submission.

**Jun 21-22 Thurs-Fri**
- Summer B Freshmen Orientation, UP.

**Jun 21 Thurs**
- Classes end. ***

**Jun 25 Mon**
- Deadline (by 11:59 pm) for faculty to submit grades.

**Jun 25 Mon**
- Summer B Transfer Orientation, UP.

**Jun 26 Tues**
- Complete grade report available to students by web and kiosks. ***

### Summer Term B (June 27 - August 11)

**Feb 1 Thurs**
- Last day for international graduate students to submit admission, readmission and certificate applications.

**Mar 1 Thurs**
- Last day for domestic graduate students to apply for readmission to the university.
- Last day for international graduate students to submit all supporting academic credentials and appropriate test scores, if applicable.

**Apr 2 Mon**
- Summer Transfer Orientation, BBC.

**Apr 9 Mon**
- Summer Transfer Orientation, UP 7 AM to 10 PM.

**May 3 Thurs**
- Summer Transfer Orientation, UP and BBC.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>Jun 4 Mon</td>
<td>Summer Term B registration resumes.</td>
</tr>
<tr>
<td>Jun 4-5 Mon-Tues</td>
<td>Summer B Freshmen Orientation, UP.</td>
</tr>
<tr>
<td>Jun 7-8 Thurs-Fri</td>
<td>Summer B Freshmen Orientation, UP.</td>
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<td>Jun 11-12 Mon-Tues</td>
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<td>Jun 18-19 Mon-Tues</td>
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<td>Jun 21-22 Thurs-Fri</td>
<td>Summer B Transfer Orientation, UP.</td>
</tr>
<tr>
<td>Jun 25 Monday</td>
<td>Summer B Transfer Orientation, UP.</td>
</tr>
<tr>
<td>Jun 25 – 26 Mon &amp; Tues</td>
<td>Official Housing Check-In 9 am to 6 pm for Summer Term B.</td>
</tr>
<tr>
<td>Jun 26 Tues</td>
<td>Last day to pay tuition and fees to avoid cancellation of enrollment.</td>
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<td>Last day to register without incurring a $100 late registration fee.</td>
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<td>When added after June 26 must be paid for on the same day to avoid a $100 late payment fee.</td>
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<td>Jun 26 (by 7:00 p.m.) for students to apply for a Short Term Tuition Loan.</td>
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<tr>
<td>Jun 27 Wed</td>
<td>Independence Day (University Closed).</td>
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<td>Jul 4 Wed</td>
<td>Drop/Add Period ends.</td>
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<td>Jul 20 Fri</td>
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<td>Jul 27 Fri</td>
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<tr>
<td>Aug 8-16</td>
<td>Grade rosters available to faculty for grade entry and submission.</td>
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<td>Aug 11 Sat</td>
<td>Classes end.</td>
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<td>Aug 15 Wed</td>
<td>Deadline (by 11:59 pm) for faculty to submit grades.</td>
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<td>Aug 16 Thurs</td>
<td>Complete grade report available to students by web and kiosks.</td>
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</table>

**Summer Term C (May 7 - August 11)**

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<th>Date</th>
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<tbody>
<tr>
<td>Feb 1 Thurs</td>
<td>Last day for international graduate students to submit admission, readmission and certificate applications. Last day for international undergraduate students to submit applications. Last day for international undergraduate students to apply for readmission to the University. Last day for international undergraduate students to submit applications. Last day for international undergraduate students to apply for readmission to the University.</td>
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<tr>
<td>Jun 7-8 Thurs-Fri</td>
<td>Summer B Freshmen Orientation, UP.</td>
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<td>Jun 25 Mon</td>
<td>Summer B Transfer Orientation, UP.</td>
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<td>Jul 4, Wed</td>
<td>Independence Day (University Closed).</td>
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<td>Jul 5 Thurs</td>
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<td>Aug 8-15 Wed-Wed</td>
<td>Grades rosters available to faculty for grade entry and submission.</td>
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<td>Aug 11 Sat</td>
<td>Classes end.</td>
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<td>Aug 27 Mon</td>
<td>Fall 2007 semester classes begin.</td>
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</tbody>
</table>

*Early Housing Check-in is available ONLY for residents registered for these Orientations and who live outside Dade and Broward Counties. Early Housing Check-in is subject to a daily fee charge.

**Labs, clinical placements, internships, Friday only and Saturday only classes are exempt from Exam Study Days.

***Grades will be posted on transcripts. However, graduation will not be processed until the end of the Complete Summer Term.

Calendar dates are subject to change. Please contact appropriate offices for verification and updates. University Graduate School deadlines are available at http://gradschool.fiu.edu. This calendar includes official University holidays. Faculty are encouraged to make accommodations for students who wish to observe religious holidays. For a listing of religious holidays you may visit http://www.interfaithcalendar.org. Students should make their requests known at the beginning of the semester.
Final Exam Schedule, Fall 2006 Dec 11 -16

Students Should Not Register For Courses That Have A Final Examination Conflict
Days and Times that have the same exponent will have an exam conflict
Classes that meet on M, W, and F must follow the M, W exam schedule.
Classes that meet on T, R, and F must follow the T, R exam schedule.
Classes that meet on M, F or W, F or T, F or R, F must have their exam on Friday.

Classes with meeting patterns not specified herein should coordinate with the Office of Space and Scheduling when arranging a final exam time in order to avoid conflicts.

<table>
<thead>
<tr>
<th>Class</th>
<th>Time</th>
<th>Exam Time</th>
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<tbody>
<tr>
<td>MW</td>
<td>0640-0755</td>
<td>M 0640-0915</td>
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<tr>
<td>TR</td>
<td>0640-0755</td>
<td>T 0640-0915</td>
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<tr>
<td>MW</td>
<td>0800-0915</td>
<td>W 0640-0915</td>
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<td>TR</td>
<td>0800-0915</td>
<td>R 0640-0915</td>
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<tr>
<td>M</td>
<td>0800-1045</td>
<td>M 0930-1215</td>
</tr>
<tr>
<td>T</td>
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* Final exam conflict
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### Exam Times

- MW 2115-2230
- TR 2115-2355

(For Saturday, Dec 16, 2006)

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*Final exam conflict*

### Note

All course times are shown in international (military) times. To convert to regular time, subtract 1200 from times larger than 1200. For example, 1825 is equivalent to 6:25 p.m.
This handbook is a guide.

It is not meant to take the place of the University Catalog.

You must understand your responsibilities.

You must understand all University rules and regulations.

You must know all important dates.

The University Catalog is on-line. It is located at:

http://www.fiu.edu/orgs/register/catalog/undergraduate/

It is essential you read the University Catalog.

Please read it carefully and completely.