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Florida International University is one of America's most dynamic and fastest growing universities. FIU has achieved, in just 35 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 14, 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 38,000 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 opened in the 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 Joan S. Remington, Interim Assistant Dean Mohammad A. Qureshi and twenty-five 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


Associate Dean Rocco M. Angelo, M.B.A., Professor, Management


Associate Dean Joan S. Remington, J.D., Lecturer, Tourism and Marketing


Interim Assistant Dean Mohammad A. Qureshi, Lecturer, Facilities Management and Director, Facilities Management


FULL-TIME FACULTY

Bellucci, Elio C., J.D., Professor, Law and Chair of Faculty


Carter, Cheryl M., M.S., Instructor, Tourism


Cassidy, Patrick J., B.S., Instructor, Wine Technology


DelRisco, Nancy, M., Ph.D., Lecturer, Tourism


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<td>Ph.D., Visiting Assistant Professor, Marketing</td>
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<td>Lecturer, Event Management</td>
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<td>Gump, Barry</td>
<td>Ph.D., Professor, Harvey Chaplin Eminent Scholar Chair in Beverage Management</td>
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<td>Logan, Twila Mae</td>
<td>Ph.D., Visiting Assistant Professor, Finance</td>
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<td>Moll, Steven V.</td>
<td>M.S., Associate Professor, Management</td>
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<td>Moran, Michael J.</td>
<td>M.S., Chef Instructor, Food Management</td>
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<td>Portocarrero, Nestor</td>
<td>B.B.A., C.P.A., Professor, Accounting and Finance</td>
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<td>M.S., Associate Professor, Food Management</td>
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Simon, Pablo, ??, Visiting Assistant Professor, Accounting

Suh, Eunju, Ph.D., Assistant Professor, Management and Marketing

Talty, David M., B.S., Assistant Professor, Management

Tanke, Mary L., Ph.D., Associate Professor, Management and Editor, FIU Hospitality Review

Thomas, John, J.D., Lecturer, Law

Zhao, Jinlin, Ph.D., Associate Professor, Management and Director of Graduate Programs

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

Castillo, Claudia, M.S. HRD/AE., Assistant Director of Career Development Office and International Enrollment Manager

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Fagnan, Dawn, M.S.Ed., Enrollment Manager

.............H
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Newman, Diann R., Ed.D., Lecturer, Human Relations Academic Advisor

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M 105B

Rutkowski, Kennard J., B.S., Lecturer, and Academic Advisor

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M 105E

Bohan, Gregory, Lecturer, Feasibility Studies

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Brush, Scott, Lecturer, Asset Management

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Chasen, Mel, Lecturer, Entrepreneurship

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Darby, Percival A., M.S., Assistant Professor, Management

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DePasquale, Laura, Lecturer, Wine Technology
Espino, Laura, Lecturer, Tourism

Hacker, Robert, Lecturer, Entrepreneurship

Hebrank, William, Lecturer, Wine Technology

Hansen, William M., M.S., Instructor, Catering Management

Henson, Kenneth, Lecturer, Club Management

Jacobs, Roderick, Lecturer, Recreational and Non-Commercial Foodservice Management

Krablin, Jeffrey, Lecturer, Beverage Management

LaBelle, Margaret, Lecturer, Management and Tourism
Marmorstone, James, Lecturer, Timeshare Management

Martinez, Adolfo, Lecturer, Tourism Finance

Mulrey, John, Lecturer, Hotel Administration

Nadler, Ronald, Lecturer, Management

Pelzer, William, Lecturer, Wine Technology

Sighinolfi, Arturo, B.A., Lecturer, Beverage Management

Sturges, Robert, J.D., Lecturer, Casino Management

Terminello, Louis, J.D., Lecturer, Beverage Management Law

Tonarelli-Frey, Sabina, M.S., Lecturer, Human Resource Management and Operations

Yannitsas, Athena, Lecturer, Wine Technology
FACULTY EMERITI

Lattin, Gerald W., Ph.D., Professor 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 and 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. They will have completed all general education requirements.

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). (see page ?).

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.
EVENT AND MEETING PLANNING CERTIFICATE

CORE REQUIREMENTS  (6 courses/18 Credits) - All courses are three (3) credits

HFT 3423 Hospitality Information Technology
HFT 3741 Planning Meetings and Conventions
HFT 3754 Exposition and Event Management (prerequisites: HFT 3203 & HFT 3741)
HFT 4802C Catering Management (prerequisites: FSS 3230C or HFT 4874 or permission of instructor)
HFT 4757 Advanced Events Management (prerequisite: HFT 3754)
HFT 4508 Meeting and Show Markets

ELECTIVES: Choose (4 courses/12 credits) from the selections listed below:

HFT 3203 Fundamentals of Management
HFT 3403 Accounting for the Hospitality Industry
HFT 3701 Sustainable Tourism Practices
HFT 3727 Travel Industry Law
HFT 3753 Convention and Trade Show Management
HFT 4221 Human Resource Management
HFT 4224 Human Relations Management
HFT 4240 Managing Service Organizations
HFT 4545 Leadership Training for Team Building
HFT 4737 Managing Tourism Systems
HFT 4805 Recreational and Non-Commercial FoodService Management

TOTAL REQUIRED CREDIT HOURS: 30
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:

**Hotel/Lodging Management:**

- HFT 3003 Introduction to the Hospitality Industry 3 credits
- HFT 3314 Hospitality Property Management 3
- HFT 3503 Hospitality Marketing Strategies 3
- HFT 4293 Foodservice in the Lodging Industry 3

**Restaurant/Foodservice Management:**

- HFT 3003 Introduction to the Hospitality Industry 3 credits
HFT 3263 Restaurant Management
HFT 3457 Food and Beverage Control
HFT 3861 Beverage Management

**Travel and Tourism Management:**

12 Credits

HFT 3700 Introduction to Tourism
HFT 3713 International Tourism
HFT 3735 Destinations and Cultures
HFT 3770 Cruise Line Operations

**Hospitality Studies:**

12 Credits

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.
FOREIGN LANGUAGE REQUIREMENT

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 Associate 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 track 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 located in the Forms Module.
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 Associate 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 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*
   *Cliffs 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.

**SEMESTER DEADLINE TO REGISTER**

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<td>Saturday, October 4&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Spring, 2009</td>
<td>Friday, January 23&lt;sup&gt;rd&lt;/sup&gt;</td>
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<td>Saturday, February 21&lt;sup&gt;st&lt;/sup&gt;</td>
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<tr>
<td>Summer, 2009</td>
<td>Friday, May 8&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Saturday, June 6&lt;sup&gt;th&lt;/sup&gt;</td>
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**NO LATE REGISTRATIONS, WALK-INS, OR STANDBY REGISTRATIONS ARE PERMITTED!**

**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. To submit a request for CLAST exemption go to: [http://www.fiu.edu/~sass/page6.html](http://www.fiu.edu/~sass/page6.html)
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.
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
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 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”.

FINAL EXAM SCHEDULE

As of the printing of this handbook, the University had not published the Final Exam Schedule for the Fall Semester, 2008
and the Spring Semester, 2009. As soon as these become available, we will publish them on the School’s website, www.myhospitality.fiu.edu. You should refer to this site at least once a week for up-to-date information about School and University related activities.

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. The procedure for how to register for classes is found at http://panthersoft.fiu.edu/studnt_tutorials.htm
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 their 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**
Florida Residency for Tuition Purposes

Whether you are claiming Florida residency on your initial application or whether you are attempting to change your residency status in hope for qualifying for in state tuition, the rules are the same for all persons.

Florida statute requires the claimant (the person claiming residency) to be a U.S. citizen or permanent resident alien student or the dependent student’s parent/legal guardian. The student or guardian “resident” must have established and maintained a legal Florida residence for at least 12 months before the first day of the semester for which in-state status is sought.

In-state status is only for those residents who reside in the state permanently with established legal domicile in Florida. Permanent Florida residency is demonstrated by the absence of ties to any other state. An out-of-state permanent address on pertinent records is not indication of established legal domicile in Florida.

Permanent residence is evaluated for the domicile year associated with the initial term of entry to FIU or the term for which you are seeking reclassification. A copy of a federal income tax return substantiating residency and dependent or independent student status will be required.

Please refer to the FIU
website http://admissions.fiu.edu/General_Overview.htm for the most up-to-date and accurate information regarding residency.
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.
**GRADES**

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 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

GRADUATION DATE: 0000
PROGRAM CODE: 6001U
PROGRAM HRS - 120
CATALOG YEAR: 2007
HOURS REMAINING TO EXCESS: 0.00
HOSPITALITY MANAGEMENT - SCHOOL OF HOSPITALITY MANAGEMENT
(LOWER DIVISION: UNIVERSITY CORE CURRICULUM)

DEFINITION OF FIU LOWER DIVISION TRACKS:

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-CREDIT COURSE REQUIRED

60.00 HOURS + 2) STUDENTS W/ 30 OR MORE TRANSFER CREDITS ARE EXEMPT

*-----------------------------------------------OK 2

ENGLISH COMPOSITION (GORDON RULE)

REQUIREMENT FOR STUDENTS W/ FEWER THAN 30 TRANSFER CREDITS

EARNED: 6.00 HOURS 0708
ENC1101 3.00 TRE 0501
ENG1102 3.00 C 4

-------------------------------OK 3

HUMANITIES WITH WRITING (GORDON RULE)

THREE-CREDIT COURSES REQUIRED

6.00 HOURS 0508 HIS2112
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>0501 REL1003</td>
<td>3.00 A</td>
<td></td>
<td>OK</td>
</tr>
<tr>
<td>0601 MAT1101</td>
<td>3.00 A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0701 STA2000</td>
<td>4.00 B-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0408 PSY1101</td>
<td>3.00 A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0408 REL1001</td>
<td>3.00 A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0601 0601</td>
<td>6.00</td>
<td></td>
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</tr>
<tr>
<td>0408 SPC191</td>
<td>3.00 A</td>
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</tr>
<tr>
<td>0608 SPC191</td>
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<tr>
<td>0707 RDG0997</td>
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<td>0707 WRT0997</td>
<td>0.00 *</td>
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</tr>
<tr>
<td>0707 MTH0997</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>0707 ESY0097</td>
<td>0.00 *</td>
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</tr>
</tbody>
</table>

**No 10 School of Hospitality Management**

**Core Requirements**

EARNED: 27.00 HOURS 3.762 GPA

15.00 HOURS + 1)
INTRO COMMERCIAL FOOD PRODUCTION. .. FSS 3230C 0805
FSS3230C 3.00 RG

- 2)
ADVANCED FOOD PRODUCTION MANAGEMENT. . . . . . FSS 4234C + 3)
FUNDAMENTALS OF MANAGEMENT . . . . . . . . . . . . HFT 3203 0801

HFT3203
3.00 A + 4)
ACCOUNTING FOR THE HOSPITALITY INDUSTRY . . . HFT 3403 0708
HFT3403 3.00 A + 5)
HOSPITALITY INFORMATION TECHNOLOGY . . . . . . HFT 3423 0708
HFT3423 3.00 A + 6)
LODGING OPERATIONS CONTROL . . . . . . . . . . HFT 3453 0801 HFT3453
3.00 B + 7)
HOSPITALITY MARKETING STRATEGIES. . . . HFT 3503 0708 HFT3503
3.00 A- + 8)
LAW FOR THE HOSPITALITY INDUSTRY . . . . HFT 3603 0801 HFT3603
3.00 A- + 9)
HUMAN RESOURCES MGT FOR HOSPITALITY IND. . . HFT 4221 0805
HFT4221 3.00 RG - 10)
HOSPITALITY FACILITIES MANAGEMENT . . . . HFT 4323 + 11)
FINANCIAL ANALYSIS IN THE HOSPITALITY IND. . . HFT 4464 0801
HFT4464 3.00 A - 12)
MANAGEMENT ACCOUNTING FOR THE HOSP. IND. . . HFT 4474 - 13)
LEADERSHIP IN THE HOSPITALITY INDUSTRY. . . . HFT 4295 - 14)
ADVANCED INTERNSHIP. . . . . . . . . . . . . . . . . . . . . HFT 4945
-------------------------------------------------------------------IP 11
HOSPITALITY MANAGEMENT ELECTIVES- GENERAL EDUCATION
DEFICIENCIES MAY BE USED EXCLUDING FOREIGN LANGUAGES. EARNED:
18.00 HOURS 3.693 GPA 07 HO_ELECT
3.00 CW 0708 HFT3864 3.00 B 0708 HFT3864L 1.00 A 0708
HFT3990 3.00 A 0801 HFT3754 3.00 A 0801
HFT3000 3.00 A- 0805 HFT3861 3.00 RG
-------------------------------------------------------------------NO 12
UNIVERSITY CREDIT HOUR REQUIREMENTS
EARNED: 106.00 HOURS
14.00 HOURS -----> NEEDS:
TOTAL TRANSFER HOURS (IF APPLICABLE) 63.00
HOURS ADDED 1 COURSE TAKEN 0000 TRANS CR 60.00 *
TOTAL FIU HOURS EARNED
34.00 HOURS ADDED 12 COURSES TAKEN 0708
HFT3864 3.00 B 0708 HFT3864L 1.00 A 0708
HFT3990 3.00 A 0708 HFT3403 3.00 A 0708
HFT3503 3.00 A- 0708 HFT3423 3.00 A 0708
MMC3003 0.00 DR 0801 HFT3203 3.00 A 0801
HFT3453 3.00 B 0801 HFT3603 3.00 A- 0801
HFT4464 3.00 A 0801 HFT3754 3.00 A 0801
HFT3000 3.00 A- 3)
CURRENTLY ENROLLED
9.00 HOURS ADDED   3 COURSES TAKEN
FSS3230C   3.00 RG   0805   HFT4221   3.00 RG   0805
HFT3861   3.00 RG   4)
INCOMPLETE FIU GRADES (IF APPLICABLE)
-----------------------------------------------------------------------------------------------IP 13  9
HOUR UNIVERSITY SUMMER ATTENDANCE REQUIREMENT
-----------------------------------------------------------------------------------------------OK 14  FIU
OVERALL GPA
34.00 HOURS   3.736 GPA
-----------------------------------------------------------------------------------------------OK 15
ADDITIONAL COURSES - SEE ADVISER FOR CLARIFICATION
EARNED:
51.33 HOURS
3.00 B 4     0408   GEO1112   3.00 C 4     0501   POL1101   3.00 B 4
0501   ANT1102   3.00 B 4     0508   ADP3100   3.00 B 4     0508
CSC1100   3.00 B 4     0508   EPS2020   3.00 A 4     0508   SOC1101
0.00 WI4     0601   INT1100   3.00 B 4     0601   INT4271   2.00 B 4
0601   SPC1100   3.00 A 4     0601   ANT4271   3.00 A 4     0608
MAT190   3.33 A 2     0608   MAT198   0.00 WI2     0701
SPC1500   3.00 B-4     0701   REL1002   3.00 A 4     0701
PED1400   1.00 P 4     0701   LIN2100   3.00 B 4     0708   CP02002
3.00 TRE     0708   AMH2041   3.00 TRE     0708   MMC3003   0.00
DR
-----------------------------------------------------------------------------------------------
PSY1101   WAS TRANSFERRED AS     PSY2020
SOC1101   WAS TRANSFERRED AS     SYG2000
-----------------------------------------------------------------------------------------------
REL1001   IS SUBSTITUTED FOR     REL3308
REL1003   IS SUBSTITUTED FOR     REL2011
POL1101   IS SUBSTITUTED FOR     POS2042
ENG1102   IS SUBSTITUTED FOR     ENC1102
HIS2112   IS SUBSTITUTED FOR     AMH2042
ECO1000   IS SUBSTITUTED FOR     EVR3013
GEO1101   IS SUBSTITUTED FOR     MET2010
MAT1101   IS SUBSTITUTED FOR     MAC1105
SPC191   IS SUBSTITUTED FOR     SPC2600
STA2000   IS SUBSTITUTED FOR     STA2023
-----------------------------------------------------------------------------------------------
HO_ELECT   WAS WAIVED
-----------------------------------------------------------------------------------------------
WARNING: CHANGES TO OR UNSATISFACTORY COMPLETION OF THE CURRENT REGISTRATION LISTED BELOW MAY CHANGE
APPROVAL
OF THESE DEGREE REQUIREMENTS.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Term</th>
<th>Course Code</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS323OC</td>
<td>3.00</td>
<td>0805</td>
<td>HFT4221</td>
<td>3.00</td>
<td>0805</td>
</tr>
<tr>
<td>HFT3861</td>
<td>3.00</td>
<td></td>
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</tr>
</tbody>
</table>

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 ------------------------
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 an 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. The procedure to apply is located at http://panthersoft.fiu.edu/studnt_tutorials.htm.

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.
INTERNATIONAL STUDY PROGRAMS

Florida International University signed an agreement in May 2003 with the Tianjin University of Commerce to run a hospitality management school in China that mirrors the top-ranked Miami program. The agreement is thought to be the first on this scale between the Chinese government and a foreign university. On September 15, 2006, officials from Florida International University and the Tianjin University of Commerce opened the first joint hospitality management program between the Chinese government and an American institution.

The $50 million center, fully funded by the Chinese government, sits on 80 acres of land and contains more than 450,000 square feet of air conditioned space, including a dormitory tower 20 stories high, which can accommodate 1,000 students. The center, however, has total capacity for 2,000 students. It aims to train Chinese students on the nuances of serving a Western clientele. The school is also open to other FIU students who are hoping to round out their education by learning about one of the world’s fastest-growing economies. The center, which is FIU’s largest international program to date, is expected to graduate its first class in April 2008.

To be considered for approval, students must have a valid passport, have completed at least 72 credit hours, have a minimum cumulative grade point average or 2.5 or higher and be a full-time, degree seeing student. Students who are selected to study abroad are personally responsible for transportation, living expenses and FIU tuition. A minimum of twelve (12) credits may be earned abroad. For more information, please contact Claudia Castillo at extension (305) 919-4502, HM 216.

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: Mr. Ken Henson, Lecturer
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 362. Ms. Claudia Castillo is the Assistant Director of Career Development. The School 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.

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
**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.
FLORIDA INTERNATIONAL UNIVERSITY HOSPITALITY SOCIETY

The purpose of the Florida International University 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 University Hospitality Society:

- Publishes an ongoing digital newsletter - FIU Hospitality News located on the School’s website
- Provides a copy of the FIU Hospitality and Tourism Review to members.
- Provides executive position announcements to alumni
- Sponsors receptions for Society members and industry leaders at the International Hotel, Motel and Restaurant Show in New York City and in other major cities.

In order to give our alumni family, the best service and support possible we have affiliated the FIU Hospitality Society (the alumni of our School) with the Florida International University Alumni Association. Our goal is to provide the alumni with the best that both the School and the University alumni groups have to offer.

We will continue to organize FIU Hospitality Society chapters around the world, email executive positions announcements and send the Florida International University Hospitality Review to dues paying members. In addition to sponsoring FIU Hospitality Society receptions we will energetically participate in the activities and events of the FIU Alumni Association. Our alumni are graduates of a great University and a great School and they should be connected to both communities.
The University Alumni Association will bill and collect dues, which they will share with us to support our alumni events. In addition to the benefits from the School, our dues-paying alumni will receive discounts with campus, community and national partners, the FIU Magazine, an e-newsletter, free admission to tailgating parties and reduced ticket packages to all FIU Athletic Events. I encourage our graduates to pay the one dues, and reap the numerous benefits provided by the School and the University.

We are excited about our affiliation with the FIU Alumni Association. I believe you will find your membership very rewarding. Please go to our website - hospitality.fiu.edu and under the “Our Alumni” page find out how to pay dues, get alumni news and update your contact information.

Advisor:  Rocco M. Angelo, Associate Dean
School of Hospitality and Tourism Management
FIU Academic Calendar 2008-2009

Fall, 2008: August 25 - December 13, 2008

Classes begin: August 25 - Final Week of the Semester: December 8 - 13, 2008

August 20 Wednesday  Last day to pay tuition and fees to avoid cancellation of enrollment. Last day to register without incurring a $100 late registration fee. Any class added after August 20 must be paid for on the same day to avoid a $100 late payment fee. Last day for students to apply for a Short Term Tuition Loan. Transfer Orientation (University Park and Biscayne Bay Campus).

August 22 - 24 Fri. - Sun.  Official Housing Check-In (9 AM - 6 PM). International Student Immigration Orientation (University Park and Biscayne Bay Campus). Early Housing Check-in available 8/21 from 9 AM-5PM.*

August 22 Friday  National Student Exchange Orientation (University Park and Biscayne Bay Campus). Early Housing Check-in available 8/21 from 9 AM-5PM.*

August 24 Sunday  Freshman Convocation (Required of All Freshmen).

August 25 Monday  Classes begin.

August 28 Thursday  Freshman Luau (Biscayne Bay Campus at noon)

August 29 Friday  Last day to have passed CAT-CLAST (computer version of ELS, Reading, and Math subtests) for Fall Graduation.

September 1 Monday  Labor Day Holiday (University Closed).

September 2 Tuesday  Drop/Add period ends; last day to drop courses or withdraw from the University without incurring a financial liability. Last day to change a grading option.

September 5 Friday  Last day to register for the CLAST exam (paper-pencil version) on October 4. Last day to register for the CLAST Essay subtest in time for Spring 2009 Graduation.


September 19 Friday  Last day to apply for graduation at the end of Fall 2008 term. All four subtests of CLAST must be satisfied and reflected in official University records.

September 19 Friday  Last day to withdraw from the University with a 25% refund of tuition.

October 3 Friday  Last day to submit FORM M1: Appointment of Thesis Committee (Master’s students planning to graduate in Summer 2009). October 4 Saturday  CLAST
Examination (paper-pencil version). Last day to take the CLAST Essay subtest for Spring 2009 Graduation.

Oct. 13-17 Monday - Friday Faculty Convocation Week.
October 13 Monday Honors College Convocation.
October 14 Tuesday Faculty Convocation (Biscayne Bay Campus).
October 17 Friday Faculty Convocation (University Park Campus).

October 23 Thursday Last day to submit FORM M3: Preliminary Approval of Thesis and Request for Oral Defense.
October 17 Friday Deadline to drop a course with a DR grade.
Deadline to withdraw from the University with a WI grade.

October 30 Thursday Return of Title IV deadline for financial aid recipients.

November 6 Thursday Last day to submit FORM M2: Master's Thesis Proposal (Master's students planning to graduate in Spring 2009).

November 11 Tuesday Veterans’ Day Holiday (University Closed).
November 13 Thursday Last day to hold thesis/dissertation defense.
November 14 Friday Deadline for faculty to review class rosters to ensure accuracy before grade rosters are created.

November 27 & 28 Thanksgiving Holiday (University Closed).
November 29 Saturday No Saturday Classes.

December 4 Thursday Last day to submit final copies of thesis and FORM M5: Final Approval of Thesis.

December 8-13 Monday-Saturday Final week of the semester - modified class schedule: Final exams and other course assessment activities are scheduled during this week.

December 8 Monday Grade rosters available to faculty for grade entry and submission.

December 13 Saturday On-campus exams for on-line courses.
December 15 & 16 Mon. & Tues. Commencement Exercises.
December 17 Wednesday Deadline (by 11:59 pm) for faculty to submit grades.
December 18 Thursday Complete grade report available to students by web and at kiosks.

December 25 Thursday Christmas Holiday (University Closed).
December 26 Friday Winter Break (University Closed).
January 1 Thursday New Year's Day Holiday
January 2 Friday Winter Break (University Closed).

Spring 2009: January 5 –April 25, 2009
Classes begin: January 5 Final week of the Semester: April 20-25, 2009
April 25, 2009 Last day for international graduate students to submit admission, readmission and certificate
August 30 Saturday       Last day for international undergraduate students to submit applications.

September 1 Monday       Last day for international graduate students to submit online admission, readmission, and certificate applications.

September 8 Monday       Undergraduate Studies Advising for Spring 2009/Summer 2009 term begins.

September 29 Monday      Last day for undergraduate students to submit applications with supporting academic credentials and appropriate test scores, if applicable.

October 1 Wednesday      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.

October 6 Monday         First day to apply for Spring 2009 term graduation.

November 3 Monday        Registration Information and Access Codes available to returning undergraduate students and graduate students for Spring 2009 term. Transfer Orientation (Biscayne Bay Campus). Last day to submit undergraduate readmission applications for priority consideration to the University.

November 4 & 5 Tues & Wed Freshman Orientation (Biscayne Bay Campus).

November 6 Thursday      Last day to submit FORM M2: Master's Thesis Proposal (Master's students planning to graduate in Spring 2009). November 11 Tuesday   Veterans' Day Holiday (University Closed).

November 12 Wednesday         Transfer Orientation (University Park Campus).

November 13-26 Thur.-Wed.       Official registration for degree-seeking students by appointment time and day.

November 27-28 Thur.-Fri.       Thanksgiving Holiday (University Closed).

Nov 24- Jan 1            Continuous web & kiosk registration.

December 1 Monday        Open registration (Degree-Seeking Students). Continuous web & kiosk registration.

December 10 Wednesday Transfer Orientation (Pines Center).

December 12 Friday       Transfer Orientation (University Park - Evening Session).
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 14 Monday</td>
<td>Short Term Tuition Loan Applications available.</td>
</tr>
<tr>
<td>December 18 Thursday</td>
<td>Freshman and Transfer Orientation (Biscayne Bay Campus)</td>
</tr>
<tr>
<td>December 25 Thursday</td>
<td>Christmas Holiday (University Closed).</td>
</tr>
<tr>
<td>December 26 Friday</td>
<td>Winter Break (University Closed).</td>
</tr>
<tr>
<td>December 29 Monday</td>
<td>Transfer Orientation (University Park Campus). Early Housing Check-in available 12/29 from 9 AM-5PM*</td>
</tr>
<tr>
<td>December 30 Tuesday</td>
<td>Graduate Orientation. Early Housing Check-in available 12/29, 9 AM-5PM*</td>
</tr>
<tr>
<td>December 30 Tuesday</td>
<td>Freshman Orientation (University Park Campus). Early Housing Check-in available 12/29, 9 AM-5PM* Last day to pay tuition and fees in-person to avoid cancellation of enrollment. Online payment available until January 2.</td>
</tr>
<tr>
<td>December 31 Wednesday</td>
<td>Last day to register in-person without incurring a $100.00 late registration fee. Online registration available until January 2. Last day for students to apply for a Short Term Tuition Loan.</td>
</tr>
<tr>
<td>December 31 Wednesday</td>
<td>Non-degree-seeking student registration begins.</td>
</tr>
<tr>
<td>January 1 Thursday</td>
<td>New Year's Day Holiday (University Closed).</td>
</tr>
<tr>
<td>January 2 Friday</td>
<td>Winter Break (University Closed).</td>
</tr>
<tr>
<td>January 2 Friday</td>
<td>Last day to pay tuition and fees on-line, to avoid cancellation of enrollment. Last day to register without incurring a $100.00 late registration fee. FAFSA Applications for 2009-2010 available at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a></td>
</tr>
<tr>
<td>January 3 Sat. &amp; Sun.</td>
<td>Official Housing Check-In (9 am - 6 pm).</td>
</tr>
<tr>
<td>January 5 Monday</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>January 6 Tuesday</td>
<td>National Student Exchange Orientation (University Park).</td>
</tr>
<tr>
<td>January 7 Wednesday</td>
<td>National Student Exchange Orientation (Biscayne Bay Campus).</td>
</tr>
<tr>
<td>January 9 Friday</td>
<td>International Student Immigration Orientation (University Park and Biscayne Bay Campus). Last day to complete late registration. Drop/Add Period ends; last day to drop courses or withdraw from the University without incurring financial liability. Last day to change grading option.</td>
</tr>
</tbody>
</table>
January 14 Wednesday  International Student Immigration Orientation (University Park and Biscayne Bay Campus).

January 19 Monday  Martin Luther King Holiday (University Closed).

January 20 Tuesday  Undergraduate Studies Advising for Summer 2009/Fall 2009 terms begins. Last day for International Students to submit applications for Summer term admission.

January 23 Friday  Last day to register for the CLAST exam (paper-pencil version) on February 21. Last day to register for the CLAST Essay subtest in time for Summer 2009 Graduation. Last day to have passed CAT-CLAST (computer version of ELS, Reading, and Math subtests) for Spring 2009 Graduation.

January 30 Friday  Last day to withdraw from the University with a 25% refund of tuition.

February 1 Sunday  Last day for international graduate students to submit online applications for Summer term admission

February 9 Monday  Last day to apply for graduation at the end of Spring 2008 term. All four subtests of CLAST must be satisfied and reflected in official University records.

February 21 Saturday  CLAST Exam (paper pencil version). Last day to take the CLAST Essay subtest for Summer 2009 Graduation.

February 23 Monday  Last day to submit FORM M1: Appointment of Thesis Committee (Master's students planning to graduate in Fall 2009).

February 27 Friday  Last day to drop a course with a DR grade. Last day to withdraw from the University with a WI grade.

March 1 Sunday  Last day for domestic graduate students to submit online 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.

March 5 Thursday  Last day to submit FORM M3: Preliminary Approval of Thesis and Request for Oral Defense.

March 13 Friday  Last day to submit FORM M2: Master's Thesis Proposal (Master's students planning to graduate in Summer 2009).

March 13 Friday  Return of Title IV deadline for financial aid recipients.

March 16 – 21 Mon. – Sat.  Spring Break.

March 26 Thursday  Last day to hold thesis/dissertation defense.
March 27 Friday
   Deadline for faculty to review class
   rosters to ensure accuracy before grade rosters are created.

April 16 Thursday
   Last day to submit final copies of thesis and
   FORM M5: Final Approval of Thesis.

April 20 - 25 Mon. - Sat.
   Final week of the semester - modified class
   schedule; Final exams and other course assessment activities
   are scheduled during this week.
   On-campus exams for on-line courses
   Grade rosters available to faculty for
   grade entry and submission.

April 25 Saturday

April 20 Monday

April 27 & 28 Mon. & Tues
   Commencement Exercises.

April 29 Wednesday
   Deadline (by 11:59 pm) for faculty to submit
   grades.
   Complete grade report available to students by
   web and at kiosks.

April 30 Thursday

May 17 Sunday
   College of Law Commencement.
**Summer Term "A" 2009: Classes: May 4–June 18, 2009**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 20</td>
<td>Undergraduate Studies Advising for Summer 2009/Fall 2009 terms begins.</td>
</tr>
<tr>
<td>January 30</td>
<td>Last for international graduate students to submit admission, readmission, and certificate applications. Last day for international undergraduate students to submit applications.</td>
</tr>
<tr>
<td>February 1</td>
<td>Last day for international graduate students to submit online admission, readmission, and certificate applications.</td>
</tr>
<tr>
<td>February 9</td>
<td>First day to apply for Summer 2009 term graduation.</td>
</tr>
<tr>
<td>February 23</td>
<td>Last day to submit FORM M1: Appointment of Thesis Committee (Master's students planning to graduate in Fall 2009).</td>
</tr>
<tr>
<td>March 1</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. Last day for international graduate students to submit all supporting academic credentials and appropriate test scores, if applicable.</td>
</tr>
<tr>
<td>March 2</td>
<td>Last day to submit undergraduate Readmission applications for priority consideration to the University.</td>
</tr>
<tr>
<td>March 13</td>
<td>Last day to submit FORM M2: Master's Thesis Proposal (Master's students planning to graduate in Summer 2009).</td>
</tr>
<tr>
<td>March 27</td>
<td>Transfer Orientation (Biscayne Bay Campus).</td>
</tr>
<tr>
<td>March 30</td>
<td>Registration Information and Access Codes available to all returning undergraduate students and all graduate students for Summer 2009 term.</td>
</tr>
<tr>
<td>March 31</td>
<td>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.</td>
</tr>
<tr>
<td>April 2-15</td>
<td>Official registration for degree-seeking students by appointment time and day.</td>
</tr>
<tr>
<td>April 2</td>
<td>Transfer Orientation (University Park Campus).</td>
</tr>
<tr>
<td>April 7</td>
<td>Transfer Orientation (University Park Campus – Evening session).</td>
</tr>
</tbody>
</table>
April 8 Wednesday  Transfer Orientation (Pines Center).
April 16-May 1  Open registration (Degree-Seeking Students). Continuous web & kiosk registration.
April 24 Friday  Short Term Tuition Loan Applications available.
April 29 Wednesday  Non-degree-seeking student registration begins. Transfer Orientation (University Park Campus).
April 30 Thursday  International Student Immigration Orientation (Biscayne Bay Campus). Early Housing Check-in available 4/30 from 9 AM-5 PM. Last day to have passed CAT-CLAST (computer version of ELS, Reading, and Math subtests) for Summer 2009 Graduation.
May 1 Friday  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. Transfer Orientation (Biscayne Bay Campus). Last day for students to apply for a Short Term Tuition Loan.
May 1-3 Fri.-Sun.  Official Housing Check-In (9 am - 6 pm).
May 4 Monday  Classes begin. Undergraduate Studies Advising for Summer B 2009/Fall 2009 terms resumes.
May 8 Friday  Last day to register for the CLAST exam (paper-pencil version) on June 6. Last day to register for the CLAST Essay subtest in time for Fall 2009 Graduation. Last day to complete late registration.
May 11 Monday  Drop/Add Period ends; last day to drop courses or withdraw from the University without incurring financial liability. Last day to change grading option. Last day to withdraw from the University with a 25% refund of tuition.
May 15 Friday  Last day to apply for graduation at the end of Summer 2009. All four sub tests of CLAST must be satisfied and reflected in official University records. Memorial Day Holiday (University Closed).
May 22 Friday  Last day to drop a course with a DR grade. Last day to withdraw from the University with a WI grade.
May 25 Monday  Return of Title IV Deadline for Financial Aid Recipients for Summer "A" Term.
Deadline for faculty to review class
rosters to ensure accuracy before grade rosters are created.

Last day to submit FORM M1:
Appointment of Thesis Committee (Master's students
planning to graduate in Spring 2010).

CLAST Examination (paper-pencil
version). Last day to take the CLAST Essay sub test for Fall
2009 Graduation.

Grade rosters available to faculty for grade
entry and submission.

Classes end.

On-campus exams for on-line courses

Deadline (by 11:59 pm) for faculty to
submit grades.

Complete grade report available to
students by web and kiosks. **

Summer Term "B" 2009

Summer "B" 2009: Classes June 24-August 8, 2009

Last day for international undergraduate
students to submit applications.

Last day for international graduate students to
submit admission, readmission and certificate applications.

Last day to submit FORM M1: Appointment of
Thesis Committee (Master's students planning to graduate in
Fall 2009).

Last day for domestic
graduate students to submit admission, readmission, and
certificate applications and 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.

Last day to submit FORM M2: Master's
Thesis Proposal (Master's students planning to graduate in
Summer 2009)

Last day for international undergraduate
students to submit all supporting academic credentials and
appropriate test scores.

Transfer Orientation (Biscayne Bay
Campus).

Transfer Orientation (University Park
Campus).

Transfer Orientation (University Park
Campus).
April 30 Thursday  
Campus – Evening session). Transfer Orientation (University Park
Campus).

May 1 Friday  
Transfer Orientation (Biscayne Bay
Campus).

May 4 Monday  
Undergraduate Studies advising begins
for Summer B 2009; Fall 2009 advising resumes

May 22 Friday  
Last day to submit undergraduate
Readmission applications for priority consideration to the
University.

June 1 Monday  
Summer "B" Term registration resumes.

June 1 & 2 Mon. & Tues.  
Freshman Orientation (University Park
Campus).

June 4 & 5 Thurs. & Fri.  
Freshman Orientation (University Park
Campus).

June 5 Friday  
Last day to submit FORM M1:
Appointment of Thesis Committee (Master's students
planning to graduate in Spring 2010). June 8 & 9 Mon &
Tues. Freshman Orientation (University Park Campus and
Biscayne Bay Campus).

June 11 & 12 Thurs. & Fri.  
Freshman Orientation (University Park
Campus and Biscayne Bay Campus).

June 15 & 16 Mon. & Tues.  
Freshman Orientation (University Park
Campus).

June 19 Friday  
Transfer Orientation (University Park
Campus and Biscayne Bay Campus).

June 22 & 23 Monday & Tuesday  
Official Housing Check-In 9 am to 6 pm for
Summer Term B. Freshman Orientation (University Park
Campus).

June 23 Tuesday  
International Student Immigration
Orientation (University Park & Biscayne Bay Campus).

June 23 Tuesday  
Last day to pay tuition and fees to avoid
cancellation of enrollment. Last day to register without
incurring a $100 late registration fee. Any class added after
June 24 must be paid for on the same day to avoid a $100
late payment fee. Last day for students to apply for a Short
Term Tuition Loan.

June 24 Wednesday  
Classes begin.

June 26 Friday  
Last day to submit FORM M3:
Preliminary Approval of Thesis and Request for Oral
Defense.

July 1 Wednesday  
Drop/Add Period ends; last day to drop courses
or withdraw from the University without incurring a
financial liability. Last day to change grading option. Last
day to complete late registration.

July 3 Friday
Independence Day observed (University closed)

July 4 Saturday
Independence Day (University closed).

July 7 Tuesday
Last day to withdraw from the University with a 25% refund of tuition.

July 10 Friday
Last day to submit FORM M2: Master’s Thesis Proposal (Master’s students planning to graduate in Fall 2009).

July 17 Friday
Last day to hold thesis/dissertation defense.

July 17 Friday
Last day to drop a course with a DR grade. Last day to withdraw from the University with a WI grade.

July 21 Tuesday
Return of Title IV Deadline for Financial Aid Recipients for Summer "B" Term.

July 24 Friday
Deadline for faculty to review class rosters to ensure accuracy before grade rosters are created.

August 6-14 Thurs.-Fri
Grade rosters available to faculty for grade entry and submission.

August 7 Friday
Last day to submit final copies of thesis and FORM M5: Final Approval of Thesis.

August 8 Saturday
Classes end.

August 8 Saturday
On-campus exams for on-line courses

August 14 Friday
Deadline (by 11:59 pm) for faculty to submit grades.

August 15 Saturday
Complete grade report available to students by web and kiosks.

Summer Term "C" 2009
Summer "C" 2009: Classes May 4-August 8, 2009

January 30 Friday
Last day for international graduate students to submit admission, readmission and certificate applications.

February 1 Sunday
Last day for international undergraduate students to submit applications. Last day for international undergraduate students to apply for readmission to the University.

February 10 Monday
First day to apply for Summer 2009 term graduation.

February 23 Monday
Last day to submit FORM M1: Appointment of Thesis Committee (Master’s students planning to graduate in
February 28 Saturday  
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.

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

March 2 Monday  
Last day to submit undergraduate Readmission applications for priority consideration to the University.

March 13 Friday  
Last day to submit FORM M2: Master’s Thesis Proposal (Master’s students planning to graduate in Summer 2009).

March 27 Friday  
Transfer Orientation (Biscayne Bay Campus).

March 30 Monday  
Registration information and access codes available to all returning undergraduate and graduate students for Summer 2008 term.

April 2 Thursday  
Transfer Orientation (University Park Campus).

April 2 - 15 Thurs - Wed  
Official registration for degree-seeking students by appointment time and day.

April 7 Tuesday  
Transfer Orientation (University Park – Evening session).

April 8 Wednesday  
Transfer Orientation (Pines Center).

April 16 - May 1  
Open registration (Degree-Seeking Students). Continuous web & kiosk registration available.

April 24 Friday  
Short Term Tuition Loan Applications available.

April 29 Wednesday  
Non-degree-seeking student registration begins.

April 30 Thursday  
Transfer Orientation (University Park Campus). International Student Immigration Orientation (Biscayne Bay Campus). Early Housing Check-in available 4/30 from 9 AM-5 PM*

May 1 Friday  
International Student Immigration Orientation (University Park). Early Housing Check-in available 4/30 from 9 AM-5 PM* Last day to have passed
CAT-CLAST (computer version of ELS, Reading, and Math subtests) for Summer 2009 Graduation. Last day to pay tuition and fees to avoid cancellation of enrollment. 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.

May 1 Friday Transfer Orientation (Biscayne Bay Campus). Last day for students to apply for a Short Term Tuition Loan. International Student Immigration Orientation (University Park and Biscayne Bay Campus). Early Housing Check-In available 4/30 from 9 AM – 5 PM.*

May 1-3 Fri.-Sun. Official Housing Check-In 9 am to 6 pm for Summer Term C.

May 4 Monday Classes begin.
May 4 Monday Undergraduate Studies Advising for Fall 2009/Spring 2010 term resumes.

May 8 Friday Last day to register for the CLAST exam (paper-pencil version) on June 6. Last day to register for the CLAST Essay subtest in time for Fall 2009 Graduation. Last day to complete late registration.

May 11 Monday Drop/Add Period ends; last day to drop courses or withdraw from the University without incurring financial liability. Last day to change grading option.

May 22 Friday Last day to apply for Summer 2009 graduation. All four subtests of CLAST must be satisfied and reflected in official University records.

May 25 Monday Memorial Day Holiday (University Closed).

June 1 Monday Last day to withdraw from the University with a 25% refund of tuition.

June 5 Friday Last day to submit FORM M1: Appointment of Thesis Committee (Master's students planning to graduate in Spring 2010). June 6 Saturday CLAST Examination (paper-pencil version). Last day to take the CLAST Essay subtest for Fall 2009 Graduation.

June 26 Friday Last day to submit FORM M3: Preliminary Approval of Thesis and Request for Oral Defense.

June 23 Tuesday Last day to drop a course with a DR grade. Last day to withdraw from the University with a WI grade.

July 1 Wednesday Return of Title IV deadline for financial aid
July 3 Friday  recipients for Summer "C" Term. Independence Day observed (University closed).

July 4 Saturday  Independence Day (University closed).

July 10 Friday  Last day to submit FORM M2: Master's Thesis Proposal (Master's students planning to graduate in Fall 2009)

July 17 Friday  Last day to hold thesis/dissertation defense.

July 24 Friday  Deadline for faculty to review class rosters to ensure accuracy before grade rosters are created. Grades rosters available to faculty for grade entry and submission.

August 6-14  Last day to submit final copies of thesis and FORM M5: Final Approval of Thesis.

August 7 Friday  Classes end.

August 8 Saturday  On-campus exams for on-line courses

August 8 Saturday  Deadline (by 11:59 pm) for faculty to submit grades.

August 14 Friday  Complete grade report available to students by web and kiosks.

August 24 Monday (Fall 2009)  Fall 2009 semester classes begin.

*Early Housing Check-in is available ONLY for residents registered for these Orientations AND who live outside Dade and Broward Counties. **Grades will be posted on transcripts. However, graduation will not be processed until the end of the Complete Summer C 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. Students should make their requests known at the beginning of the semester. For a listing of religious holidays you may visit http://www.interfaithcalendar.org.
School of Hospitality and Tourism Management Undergraduate Catalog

2008-2009

Joseph J. West, Dean and Professor
Joan S. Remington, Associate Dean for Academics and 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
M. Nancy Del Risco, Lecturer
Marcel R. Escoffier, Associate Professor
Barry Gump, Visiting Professor
Gerald W. Lattin, Professor Emeritus
Twila-Mae Logan, Visiting Assistant Professor
Steven V. Moll, Associate Professor
Michael J. Moran, Instructor
William J. Morgan, Jr., Professor Emeritus
Nestor Portocarrero, Professor
Roger Probst, Instructor
J. Kevin Robson, Associate Professor
Donald G. Rosellini, Lecturer
Eunju Suh, Assistant Professor
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 and Tourism 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, resorts, 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 learning) in conjunction with the University Partnership Center. The FIU undergraduate degree program is also available evenings. Selected courses in Hospitality and Travel Industry Management are presented at the FIU University Park Campus.

Admission
Applicants 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 paper-based, 173 computer based or 63 internet-based (iBT) is required for international applicants. The following exceptions apply: (1) Applicants who completed 4 years of high school in the United States or other English-speaking countries, (2) Applicants who hold an undergraduate or graduate degree from an institution within the United States or other English-speaking countries. Admitted international students scoring below 550 paper-based, 213 computer-based, or 80 internet-based (iBT) 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 3203 Fundamentals of Management in the Hospitality Industry

3

HFT 3403 Accounting for the Hospitality Industry

3

HFT 3423 Hospitality Information Technology

3

HFT 3453 Lodging Operations Control

3

or

HFT 3457 Food & Beverage Cost Control

3

HFT 3503 Hospitality Marketing Strategy

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 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/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 1,000 hour work experience and Advanced Internship.

**Combined Bachelor of Science/Master of Science in Hospitality Management**

**Admission Requirements**
- Current enrollment in the Bachelor’s Degree program in Hospitality Management at FIU.
- Completed at least 60 credit hours of course work.
- Current GPA must be 3.2 or higher.

**General Requirements**
- Completed bachelor’s Degree in Hospitality Management at FIU.
- Course work.
- Complete the separate 4+1 application.
- Applications should be submitted in the first semester of the student’s senior year.

**Required (30 credits):**
- HFT 6245 Hospitality/Tourism Service Operations Analysis
- HFT 6246 Organizational Behavior in the Hospitality Industry
- HFT 6296 Strategic Management for Hospitality and Tourism
- HFT 3003 Introduction to Hospitality Industry
- HFT 3457 Food & Beverage Control
- HFT 3503 Hospitality Marketing Strategies
- HFT 3314 Hospitality Property Management
- HFT 4293 Hotel/Foodservice Operation
- HFT 3263 Restaurant Management
- HFT 3861 Beverage Management

**Overlap**
Up to 4 courses (12 credits) may be used to satisfy both the bachelor's and master's degree requirements. Courses must be 5000- or 6000-level School of Hospitality and Tourism Management Graduate Courses.

**Minor Program**

**Minor in Hotel/Lodging Management**

**Required Courses (12)**
- HFT 3003 Introduction to Hospitality Industry 3
- HFT 3503 Hospitality Marketing Strategies 3
- HFT 3314 Hospitality Property Management 3
- HFT 4293 Hotel/Foodservice Operation 3
- Minor in Restaurant/Foodservice Management

**Required Courses (12)**
- HFT 3003 Introduction to Hospitality Industry 3
- HFT 3457 Food & Beverage Control 3
- HFT 3861 Beverage Management 3
### Minor in Travel and Tourism Management

**Required Courses (12)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT 3700</td>
<td>Introduction to Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3713</td>
<td>International Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3735</td>
<td>Destinations and Cultures</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3770</td>
<td>Cruiseline Operations and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

### Minor in Hospitality Studies

Students select 12 credits in hospitality management and create their own minor according to their particular interests. This minor is available to non-hospitality majors.

### Minor in International Hospitality Studies

Students select 12 credits in hospitality management and create their own minor according to their particular interests. This minor is available to non-hospitality majors only in our International Program Centers.

### Minor in Beverage Management

Choose any four of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT 3873</td>
<td>History of Wine</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3861</td>
<td>Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3868</td>
<td>Wine and Culture</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3862L</td>
<td>Wines of France and Italy</td>
<td>3</td>
</tr>
</tbody>
</table>

### Certificate Program

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 paper-based, 173 computer-based, or 63 internet-based (iBT) 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.

**Restaurant/Foodservice Management Certificate**

Note: Curriculum may be adjusted to meet the needs of students with extensive related industry experience.

**Core Requirements:** (27 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS 3230C</td>
<td>Introductory Commercial Product</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
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</tr>
<tr>
<td>FSS 4234C</td>
<td>Advanced Food Production</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3203</td>
<td>Fundamentals of Management in the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3263</td>
<td>Restaurant Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3403</td>
<td>Accounting for the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3457</td>
<td>Food and Beverage Control</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3503</td>
<td>Hospitality Marketing Strategy</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3603</td>
<td>Hospitality Industry Law</td>
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</tr>
<tr>
<td>HFT 3861</td>
<td>Beverage Management</td>
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<tr>
<td>FSS 3242</td>
<td>International Cuisine</td>
<td>3</td>
</tr>
<tr>
<td>FSS 3285</td>
<td>Art in Culinary Arts</td>
<td>3</td>
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<tr>
<td>HFT 3866</td>
<td>Wine Technology</td>
<td>3</td>
</tr>
<tr>
<td>FSS 4106</td>
<td>Purchasing and Menu Planning</td>
<td>3</td>
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<tr>
<td>FSS 4241</td>
<td>Classical Cuisine</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3277</td>
<td>Club Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3802</td>
<td>Catering Management</td>
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<tr>
<td>HFT 4809</td>
<td>Management for Food Service Industry Segments</td>
<td>3</td>
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<td>HFT 4803</td>
<td>Foodservice Computer Systems</td>
<td>3</td>
</tr>
<tr>
<td>HFT 4853</td>
<td>Foodservice Trends and Challenges</td>
<td>3</td>
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**Electives (9)**
(Any HFT or FSS course is acceptable for electives)
- FSS 3247 International Baking, Confectionary and Desse...
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<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>HFT 4867</td>
<td>Advanced Wine Technology</td>
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<tr>
<td>HFT 6863</td>
<td>World of Wine and Food</td>
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<tr>
<td>HFT 3314</td>
<td>Hospitality Property Management</td>
<td>3</td>
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<td>Accounting for the Hospitality Industry</td>
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<tr>
<td>HFT 3423</td>
<td>Hospitality Information Technology</td>
<td>3</td>
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<td></td>
<td><strong>Electives (9)</strong></td>
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<td>(Any HFT or FSS course is acceptable for electives)</td>
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<tr>
<td>HFT 3861</td>
<td>Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 4221</td>
<td>Human Resources for Hosp Industry</td>
<td>3</td>
</tr>
<tr>
<td>HFT 4224</td>
<td>Human Relations in Hosp Industry</td>
<td>3</td>
</tr>
<tr>
<td>HFT 4274</td>
<td>Timeshare Mgmt1</td>
<td>3</td>
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<td></td>
<td><strong>Core Requirements: (27)</strong></td>
<td></td>
</tr>
<tr>
<td>FSS 3230C</td>
<td>Introductory Commercial Food Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HFT 3503 Hospitality Marketing Strategy</td>
<td>3</td>
</tr>
<tr>
<td>HFT 4293</td>
<td>Hotel/Foodservice Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 4323</td>
<td>Hospitality Facilities Management1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HFT 3453 Operations Control1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HFT 3413 Lodging Systems and Procedures1</td>
<td>3</td>
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<tr>
<td></td>
<td>HFT 4464 Financial Analysis in the Hospitality Industry1</td>
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<td>Hotel/Lodging Management Certificate</td>
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<tr>
<td>Note:</td>
<td>Curriculum may be adjusted to meet the needs of students with extensive related industry experience.</td>
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<tr>
<td></td>
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<td>(Any HFT or FSS course is acceptable for electives)</td>
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<td>HFT 4224</td>
<td>Human Relations in Hosp Industry</td>
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<tr>
<td>HFT 4274</td>
<td>Timeshare Mgmt1</td>
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<td>Course Code</td>
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<td>Credits</td>
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<tr>
<td>HFT 4504</td>
<td>Hospitality and Tourism on the Internet</td>
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<tr>
<td>HFT 4545</td>
<td>Managing High-Functioning Teams</td>
<td>3</td>
</tr>
<tr>
<td>HFT 4785</td>
<td>Casino Oper Mgt</td>
<td>3</td>
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<tr>
<td>HFT 4802</td>
<td>Catering Management</td>
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<tr>
<td>HFT 4762</td>
<td>Airline Management</td>
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<tr>
<td>HFT 4737</td>
<td>Managing Tourism Systems</td>
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<td>HFT 3733</td>
<td>Tour Production and Distribution</td>
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</tr>
<tr>
<td>HFT 3770</td>
<td>Cruise Line Mgt</td>
<td>3</td>
</tr>
</tbody>
</table>

1Prerequisite required.

**Travel and Tourism Management Certificate**

Note: Curriculum may be adjusted to meet the needs of students with extensive related industry experience.

**Core Requirements (27)**

- HFT 3764 Travel Info Technology (3)
- HFT 3203 Fundamentals of Mgmt (3)
- HFT 3509 Tourism Destination Marketing (3)
- HFT 3701 Sustainable Tourism Practices (3)
- HFT 3713 Intl Travel & Tourism (3)
- HFT 3718 Travel and Tourism Systems (3)
- HFT 3770 Cruise Line Mgmt (3)

OR

- HFT 4762 Airline Management (3)
- HFT 3509 Tourism Destination Mktg (3)
- HFT 3727 Travel Industry Law (3)
- HFT 3741 Planning Meetings & Conventions (3)
- HFT 3753 Convention & Trade Show Mgmt (3)
- HFT 3866 Wine Technology (3)
- HFT 4221 Human Resources (3)
- HFT 4224 Human Relations (3)

**Electives (9)**

- HFT 3403 Accounting for the Hospitality Industry (3)
- HFT 3509 Tourism Destination Mktg (3)
- HFT 3727 Travel Industry Law (3)
- HFT 3741 Planning Meetings & Conventions (3)
- HFT 3753 Convention & Trade Show Mgmt (3)
- HFT 3866 Wine Technology (3)
- HFT 4221 Human Resources (3)
- HFT 4224 Human Relations (3)

1Prerequisite required.
Travel and Tourism Administration Certificate
Core Requirements: (9)
HFT 3718 Travel and Tourism Systems

HFT 3735 Destinations and Cultures

HFT 3764 Travel Information Technology

Electives: (6)
HFT 3403 Accounting for the Hospitality Industry

HFT 3509 Tourism Destination Mkt

HFT 3701 Sustainable Tourism Practices

HFT 3727 Travel Law

HFT 3741 Planning Meetings

HFT 3770 Cruise Line Operations and Management

HFT 4221 Human Resources Management for Hospitality Industry

Hospitality Electives: (6)
(Choose any FOS, FSS, or HFT courses)
HFT 4224 Human Relations Management for Hospitality Industry

HFT 4708 Coastal and Marine Tourism

HFT 4762 Airline Management

1Prerequisite Required

Hospitality Studies Certificate
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
Core Requirements: (18)
HFT 3764 Travel Information Technology
HFT 3741 Planning Meetings and Conventions
HFT 3203 Fundamentals of Management
HFT 3403 Accounting for the Hospitality Industry
HFT 3701 Sustainable Tourism Practices
HFT 3753 Convention and Trade Show Management
HFT 3900/HFT 3905 Independent Studies
HFT 4737 Managing Tourism Services
HFT 4221 Human Resources  
HFT 4224 Human Relations  
HFT 4240 Managing Service Organization  
HFT 4545 Managing High-Functioning Teams  
HFT 3727 Travel Industry Law  
HFT 4805 Contract Food Services Management  
Choose four courses (12) credits from the above selection  
Joint Certification in Tourism Marketing Communications  

The Joint Undergraduate Certificate in Tourism Marketing Communication is an 18-hour program offered jointly by the School of Journalism and Mass Communication and the School of Hospitality and Tourism Management. The objective of this certificate program is to prepare professionals for a communications career specifically in the tourism industry. It is also appropriate to provide tourism professionals who have gained communications responsibilities with a broad overview of the basic concepts and tasks of mass communications. Hospitality and Tourism will waive the prerequisites for students in the certificate program, with the exception of HFT 3866.  

Required Courses  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PUR 3000</td>
<td>Principles of Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>ADV 3000</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MMC 4936</td>
<td>Special Topics**</td>
<td>3</td>
</tr>
</tbody>
</table>

**Special topics will be offered for non-SJMC students**  

Elective Courses  

Students may choose any three of the following:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT 3718</td>
<td>Travel and Tourism Systems</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3713</td>
<td>International Travel and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3509</td>
<td>Tourism Destination Marketing</td>
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</tr>
<tr>
<td>HFT 3741</td>
<td>Planning Meetings and Conventions</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3770</td>
<td>Cruise Line Operations and Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3874</td>
<td>Role of Food Service in Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HFT 4762</td>
<td>Airline Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 3754</td>
<td>Exposition and Events Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 4802C</td>
<td>Catering Management</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>HFT 3866</td>
<td>Wine Technology, Merchandising and Marketing (Prerequisite: Minimum age 21)</td>
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</tr>
<tr>
<td>HFT 3868</td>
<td>Wine and Culture</td>
<td></td>
</tr>
<tr>
<td>HFT 3873</td>
<td>The History of Wine</td>
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<tr>
<td>HFT 4867</td>
<td>The Business of Wine</td>
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<td>HFT 4869</td>
<td>Celebrity Wine Course</td>
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<tr>
<td>HFT 5877*</td>
<td>Wine Technology</td>
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<tr>
<td>HFT 5878*</td>
<td>Wine, Culture and Society</td>
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<tr>
<td>HFT 6863*</td>
<td>World of Wine and Food</td>
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</tr>
<tr>
<td>HFT 6876*</td>
<td>Emerging Topics in Food and Beverage</td>
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<td>HFT 3203</td>
<td>Fundamentals of Management in the Hospitality Industry</td>
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<tr>
<td>HFT 3457</td>
<td>Food and Beverage Control</td>
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</tr>
<tr>
<td>HFT 3613</td>
<td>Beverage Management Law</td>
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<tr>
<td>HFT 3862L</td>
<td>Wines of France and Italy</td>
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<td>HFT 3861</td>
<td>Beverage Management</td>
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<tr>
<td>HFT 3864</td>
<td>Introduction to Brewing Science</td>
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<tr>
<td>HFT 3864L</td>
<td>Introduction to Brewing Science Lab</td>
<td></td>
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<tr>
<td>HFT 3865</td>
<td>Wines of the New World</td>
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</tbody>
</table>

Wine and Beverage Management Certificate (15)

Students will choose any five 3 credit courses (15 credits) from the following courses listed below to complete a Certificate in Wine and Beverage Management:

- HFT 3203 Fundamentals of Management in the Hospitality Industry
- HFT 3457 Food and Beverage Control
- HFT 3613 Beverage Management Law
- HFT 3862L Wines of France and Italy
- HFT 3861 Beverage Management
- HFT 3864 Introduction to Brewing Science
- HFT 3864L Introduction to Brewing Science Lab
- HFT 3865 Wines of the New World

Course Descriptions

Definition of Prefixes

- FOS - Food Science; FSS - Foodservice Systems; HFT - Hotel, Food, Tourism;

FOS 3207 Food Service Sanitation (1). Principles and practices involved in safe handling of food products including HACCP procedures. Offers the opportunity for Food Safety Certification.

FOS 4206 Sanitation in Food Service 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 used 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.

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 4339C Advanced Culinary Event Management (3).** An advanced course designed for students that have previous background in culinary events. This course will provide leadership opportunity in managing the Bubble Q event as part of the South Beach Wine & Food Festival. Prerequisite: FSS 4336.

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

HFT 3003 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 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.

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 the Lodging Industry.


HFT 3440 Applied Computers Technology in Food Service (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 3457 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. Stressess marketing of services.

**HFT 3505 Hospitality Buyer Behavior (3).** An analysis of influences on buyer and the process involved in their purchase of hospitality services and the implications for marketing/strategy design and execution. Prerequisites: HFT 3503 or equivalent.

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

**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 3603 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 3613 Beverage Management Law (3).** A basic course in alcoholic beverage law. The student is introduced to the fundamental laws, rules and regulations applicable to the retail alcoholic beverage industry in the State of Florida. The student is introduced to methods of enforcement of laws, rules and regulations; the principals that control licensing and permitting within the industry; and municipal code violation enforcement.

**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 3701 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 3203 or HFT 3718.

**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 3203.
HFT 3733 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 3718, HFT 3503 or HFT 3509.

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 3754 Exposition and Events Management (3). Comprehensive study of strategies for planning, developing and marketing public/trade show events.

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 3764 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 3770 Cruise Line Operations & Management (3). Overview of 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 3783 Casino Marketing (3). The purpose of this course is for the student to develop a professional marketing skill-set. The student will additionally develop an understanding of marketing concepts as they apply to the hotel casino industry. This course will help students understand the components of effective marketing in the management of successful hotel casino operations.

HFT 3793 Sociology of Leisure (3). An introduction to the fundamental psychological and sociological concepts and theories as they relate to the motivation behind travel and tourism.

HFT 3813 Marketing for Food Service 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. Prerequisite: Minimum age 21.

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 3864 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 3873 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 3874 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 3203 or HFT 3718.

HFT 3892 Caribbean Cuisine (3). An exploration of Caribbean cuisine in terms of history, ethnicity and lifestyle through lectures, food demonstrations and tastings.

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. Prerequisites: 3.0 GPA and permission of the instructor.

HFT 3935 Culinary Cultures of the Middle East (3). This multidisciplinary course explores the overlapping culinary cultures of the Middle East and surveys how food helps to influence regional and personal identity. Topics include major regional foodstuffs, gender cooking roles, diet, dining out, and religious holidays, and celebrations.

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 4221 Human Resources Management for Hospitality Industry (3). An in-depth study of human resources management in hospitality industry designed to improve and advance student’s skills through understanding of both hourly and management human resource policies, practices and procedures. Prerequisites: HFT 3203 and senior status only.

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 3203. (F,S)

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 appreciation, community service and team building. Prerequisite: HFT 3203.

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 3203, 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 3203.

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 3203.
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 Food Service Operations Seminar (3). Senior course reviewing current foodservice operations, practices, procedures and problems throughout all areas and facets of the hotel industry. Prerequisites: HFT 3003 or HFT 3203.

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. Seniors 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 or HFT 3457.

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 3263.

HFT 4365 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 3203.

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 other 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 life-style. 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 Food Service Systems Development (3). Course presenting the systems and procedures to develop a food service operation from concept to opening. Prerequisites: HFT 3403, HFT 3263, and HFT 3503.

HFT 4493C Food Service Computer Systems (3). Study of computer systems in the restaurant and food service 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 3423 or permission of the instructor.

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. Prerequisite: HFT 3509.

HFT 4503L Hospitality Marketing Management Laboratory (2). An experiential course 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 online marketing are examined in detail. Prerequisites: HFT 3503 or permission of the 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 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 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 3603 and HFT 4464.

HFT 4708 Coastal and Marine Tourism (3). Exploration of positive and negative impacts, management techniques and practices of worldwide coastal and marine environments. Prerequisites: HFT 3718 or permission of the 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 the 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 4737 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 3718, HFT 3203, HFT 4221 or HFT 4224, HFT 3701, HFT 3727, and must take course in last semester / 12 hours left / graduating student.

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 the 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 worldwide 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; Paramutual wagering, casinos, and sports books examined. Prerequisite: HFT 3203.

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. Prerequisites: FSS 3230C or permission of the instructor.

HFT 4805 Contract Food Services Management (3). Management of various non-commercial and contract foodservice operations including business and industry, hospital/medical center, school/college, and recreational. Prerequisite: HFT 3203.

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

HFT 4853 Food Service Trends and Challenges (3). Advanced level course covers management issues relevant to current trends and challenges facing the food service industry. Topics covered will 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 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, cruise port, 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 3203.

HFT 4945 Advanced Internship in Hospitality/Tourism Management (0-3). The Advanced Internship is a practical hospitality/tourism work experience structured to provide exposure to management and training functions, job rotation tasks and/or projects not previously performed. Minimum 300 hours/ten weeks field experience. Prerequisites: Documented completion of 1,000 hospitality related work hours of which 500 hours must be completed while enrolled at FIU. Permission of an advisor.
HFT 4955 China 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.
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://catalog.fiu.edu/index.php?id=2102&section=cataloghome

It is essential you read the University Catalog.

Please read it carefully and completely.