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**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, 2007 and the Spring Semester, 2008. As soon as these become available, we will publish them on the School’s website, 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.
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.

**CAMPUS**

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, 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

Joan S. Remington, J.D., Interim Dean and Director,
Career Development; Director, Institute for Hospitality
and Tourism Education and Research, Instructor

Rocco M. Angelo, M.B.A., Associate Dean, Professor, Management
Tourism and Marketing

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

FULL-TIME FACULTY

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

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

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

Formica, Sandro, Ph.D., Visiting Assistant Professor, Marketing

Gladstone, Susan, Lecturer, Event Management

Gump, Barry, Ph.D., Professor, Harvey Chaplin Eminent Scholar Chair
in Beverage Management

Logan, Twila Mae, Ph.D., Visiting Assistant Professor, Finance

Moll, Steven V., M.S., Associate Professor, Management

Moran, Michael J., M.S., Chef Instructor, Food Management

Portocarrero, Nestor, B.B.A., C.P.A., Professor, Accounting and Finance

Probst, Roger, B.S., Chef Instructor, Food Management

Rosellini, Donald G., M.F.T., J.D., Lecturer, Management

Robson, J. Kevin, M.S., Associate Professor, Food Management

Simon, Pablo, MBA, Visiting Assistant Professor, Accounting

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

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Talty, David M., B.S., Assistant Professor, Management ..........HM 331
Tanke, Mary L., Ph.D., Associate Professor, Management
and Editor, FIU Hospitality Review ..........HM 322
Thomas, John, J.D., Assistant Professor, Law ..........HM 332
Joseph J. West, Ph.D., Professor, Food and Beverage Management ..........HM 357
Zhao, Jinlin, Ph.D., Associate Professor, Management
and Director of Graduate Programs ..........HM 336

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

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

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

Newman, Diann R., Ed.D., Director of Student Services, Lecturer, Academic Advisor

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

Bohan, Gregory, Lecturer, Feasibility Studies

Brush, Scott, Lecturer, Asset Management

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

DePasquale, Laura, Lecturer, Wine Technology

Hacker, Robert, Lecturer, Entrepreneurship

Hebrank, William, Lecturer, Wine Technology

Henson, Kenneth, Lecturer, Club 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

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
FACULTY EMERITI

Lattin, Gerald W., Ph.D., Professor Emeritus
Morgan, Jr., William J., Ph.D., Professor Emeritus
ADMISSIONS POLICY

Students are accepted into the graduate programs at FIU from numerous colleges and universities in the United States and from around the world. They are then recommended to the School of Hospitality and Tourism Management from the University Graduate School. Admission is primarily based upon the upper-division grade point average for the bachelor’s degree. In some instances appropriate scores from the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) will be considered.

The policy for full admission into the Master’s degree programs in Hospitality Management and Tourism Studies requires:

- The student’s original final transcripts showing an awarded bachelor’s degree from a regionally accredited college or university in the United States or equivalent “four-year” bachelor’s degree program at a recognized institution of higher learning in another country

- A minimum “B” or 3.0 cumulative grade point average for the upper-division (last two years) of courses for the bachelor’s degree.

- Students who are provisionally admitted to the graduate program must provide an acceptable graduate test score, usually a 1,000 for the GRE or a 500 for the GMAT. The test score must be provided prior to the end of the first semester of classes. Student who do not achieve an acceptable test score must re-take the test during the second semester. If an acceptable score is still not achieved, students may: (1) not enroll in classes for one semester to have time to prepare for and retake the graduate exam; or (2) appeal to the Assistant Dean for Academics for an exception based on documented efforts to attain an acceptable minimum score. At this point, students may not be allowed to continue taking courses until an acceptable score is posted or an exception has been approved.
A minimum score of 550 (213 computer-based or 80 Internet-based score) for the Test of English as a Foreign Language (TOEFL) for all international students who come from countries where English is not the native spoken and written language.

A maximum of six (6) semester credit hours of graduate credit earned in graduate level courses at another university or program may be accepted as transfer credit, providing that the course(s) is/are relevant to the FIU Master of Science degree programs in Hospitality Management or Tourism Studies.

Students admitted “conditionally” or “provisionally” must meet that condition or provision within two semesters of enrolling at FIU.
Prerequisites - 15 credits
ENC 3311  -  Advanced Research Writing
FSS 3230C  -  Introductory Commercial Food Production
HFT 3403  -  Accounting for the Hospitality Industry
HFT 3503  -  Hospitality Marketing Strategy
HFT 4464  -  Financial Analysis in the Hospitality Industry

Core Requirements - 27 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 6299  -  Case Studies in Hospitality Management
HFT 6446  -  Hospitality Enterprise Technologies
HFT 6477  -  Financial Management for the Hospitality Industry
HFT 6476  -  Feasibility Studies for the Hospitality Industry¹
or
HFT 6478  -  Restaurant Development¹
HFT 6586  -  Research and Statistical Methods
HFT 6697  -  Hospitality Law Seminar
HFT 6946  -  Graduate Internship

Graduate Hospitality Management Electives - 12 credits

¹ In place of HFT 6476 or HFT 6478 and two electives, students may choose to complete HFT 6916, the Hospitality Industry Research Project, which carries a nine credit hour requirement. An additional graduate statistics course will be required.
Graduate Internship
Required for all graduate students unless prior experience warrants a waiver of this requirement (see advisor for information).

Industry Experience Requirement: 1,300 hours
1,000 hours of hospitality related practical training work experience is required plus 300 hours for the Graduate Internship. A minimum of 800 hours must be completed while enrolled in the graduate program at FIU. Work experience documentation is required.

Attendance at the Professor Michael E. Hurst Distinguished Hospitality and Tourism Leader’s Lecture Series (a.k.a., the Dean’s Lectures) is required for all graduate students.
MASTER OF SCIENCE IN HOSPITALITY MANAGEMENT

RECOMMENDED COURSE SEQUENCING

NAME ____________________________  Panther ID#: _________________________

COURSES TO BE TAKEN AT THE BEGINNING OF THE STUDENT’S CURRICULUM
_____ HFT 5485 - Financial Accounting and Analysis for the Hospitality Industry (3)* - HFT __________________
_____ HFT 6446 - Hospitality Enterprise Technologies (3)
_____ HFT 6586 - Research and Statistical Methods (3)

COURSES TO BE TAKEN IN THE MIDDLE OF THE STUDENT’S CURRICULUM
_____ FSS 5755 - International Food Production Management (3)* - HFT _________________________________
_____ HFT 6245 - Hospitality Service Operations Management (3)
_____ HFT 6246 - Organizational Behavior in the Hospitality Industry (3)
_____ HFT 6477 - Financial Management (3)
_____ HFT 6596 - Marketing Management (3)* - HFT ______________________________________________
_____ HFT 6697 - Hospitality Law Seminar (3)
_____ HFT 5/6xxx - Elective (3)

COURSES TO BE TAKEN AT THE END OF THE STUDENT’S CURRICULUM
_____ HFT 6296 - Strategic Management in the Hospitality Industry (3)
_____ HFT 6299 - Case Studies in the Hospitality Industry (3)
_____ HFT 6476 - Feasibility Studies in the Hospitality Industry (3)
or
_____ HFT 6478 - Restaurant Development (3)
_____ HFT 6946 - Graduate Internship (3)

*denotes prerequisite elective class; courses highlighted with an asterisk, if completed at the undergraduate level, may be waived and substituted with an elective course.

1,000 hospitality industry related work hours are required plus 300 hours of the graduate internship (total= 1,300 hours). A minimum of 800 hours must be completed while enrolled in the degree program at FIU. Work documentation is required.

Prior work hours _____  FIU work hours _____  Total work hours _____
NAME ___________________________________________ STUDENT # ____________________________

1st Semester
_____ ENC 3311 - Advanced Research Writing (3)
_____ HFT 6246 - Organizational Behavior (3)
_____ HFT 6446 - Hospitality Enterprise Technologies (3)
_____ STA 6166 - Statistical Methods in Research I (3)

Hurst Seminars ________________________

2nd Semester
_____ HFT 3403 - Accounting for the Hospitality Industry (3)
_____ HFT 6245 - Hospitality Service Operations Management (3)
_____ HFT 6697 - Law Seminar (3)
_____ STA 6167 - Statistical Methods in Research II (3)

3rd Semester
_____ HFT 4464 - Financial Analysis for the Hospitality Industry (3)
_____ HFT 6296 - Strategic Management (3)
_____ HFT 6299 - Case Studies (3)
_____ STA 5206 - Design of Experiments (3)

4th Semester
_____ HFT 3503 - Hospitality Management Marketing Strategies (3)
_____ HFT 6972 - Thesis (9)

5th Semester


1,000 hospitality industry related work hours are required plus 300 hours of the graduate internship (total = 1,300 hours). A minimum of 800 hours must be completed while enrolled in the degree program at FIU. Work documentation is required.

Prior work hours ________  FIU work hours ________  Total work hours ________
# Graduate Hospitality Management

## Required Course Offerings

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<tr>
<td>HFT 6246</td>
<td>Organizational Behavior</td>
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<tr>
<td>HFT 6446</td>
<td>Hospitality Enterprise Technology</td>
<td>Fall and Spring</td>
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<tr>
<td>HFT 6477</td>
<td>Financial Management</td>
<td>Fall and Spring</td>
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<td>HFT 6697</td>
<td>Law Seminar</td>
<td>Spring and Summer</td>
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<tr>
<td>HFT 6476</td>
<td>Feasibility Studies</td>
<td>Fall and Spring</td>
</tr>
<tr>
<td>HFT 6478</td>
<td>Restaurant Development</td>
<td>Fall and Spring</td>
</tr>
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<td>HFT 6296</td>
<td>Strategic Management</td>
<td>Fall and Summer</td>
</tr>
<tr>
<td>HFT 6299</td>
<td>Case Studies</td>
<td>Spring and Summer</td>
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The Hospitality Industry Research Project is an alternative to course work for those students who have
the desire and competence to pursue a business research-oriented option in the completion of the
requirements of a Master of Science Degree. This may be substituted for HFT 6476 or HFT 6478 and
two elective courses.

The research project is a total of 9 credit hours as follows:

3 credit hours - Formulation and writing of proposal according to specific standards and format (HFT
6916, Section 51).

6 credit hours - Completion of data collection, analysis, conclusions, and writing and presentation
of research project report (HFT 6916, Section 52).

Students who elect to do the Hospitality Industry Research Project must obtain prior approval from the
Associate Dean of Academics and Dr. Jinlin Zhao, Director of Graduate Programs to engage in the project.
A faculty committee of three members will be formed to meet with and guide the student in all procedural
matters relating to the proposal and the completion of the research project.

Students must obtain the signatures of the designated lead faculty member, Associate Professor Zhao
and the Associate Dean of Academics on the Hospitality Industry Research Project Approval Form before
registering for HFT 6916.
HFT 6916 [51] Industry Project

Proposal Form

Students desiring to apply for participation in the School of Hospitality Management’s Graduate Industry Project must complete the following information:

Title of Proposed Industry Project: ____________________________________________________
______________________________________________________________________________

Description of Project:
______________________________________________________________________________
______________________________________________________________________________

Research Question(s):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Methodology(ies) to be used:
______________________________________________________________________________
☐ Approved       ☐ Denied

___________________________________________

Associate Dean Joan Remington

☐ Approved       ☐ Denied

___________________________________________

Dr. Jinlin Zhao, Director of Graduate Programs

☐ Approved       ☐ Denied

___________________________________________

Professor
To receive a Master of Science Degree in Hospitality Management, the student must complete and document 1,000 hours of non-credit hospitality or tourism 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 6946, Graduate Internship (0-3 semester credits - pass/fail grade). Thus, the total work experience and internship/practical training required is 1,300 hours.

For students with previous hospitality or tourism 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 Graduate Internship, HFT 6946.

Most hospitality companies that recruit at FIU, and hire hospitality 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 Graduate Internship (HFT 6946), is a requirement for the Hospitality Management degree. It may be waived only if the student has sufficient prior top management-level experience to warrant the waiver.

Prior or current hospitality management supervisory or management-level experience, or successful completion of a substantial structured training program, may be considered for fulfilling the Graduate Internship requirement. It must be documented with a letter or letters from former or current employers, employment certification form, copy of job description, and current resume.

There is a Graduate Internship Orientation the first Friday of the semester (see semester schedule for room and time).
Students must document (see the Employment Certification Form) 1,000 work hours prior to being registered for the Graduate Internship (HFT 6946). 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 Associate Dean Lee Dickson to discuss the Graduate Internship, HFT 6946.
INTERNERSHIP/1,000 HOURS WAIVER FORM

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

Student’s Name: _______________________________ PantherSoft #: ______________

Email address: _________________________________ Telephone #: __________

Waiver requested:

☐ Advanced Internship

☐ Graduate Internship

☐ 1,000 hours practical training work experience
   (for international students only who transfer 75 or more credit hours)

submit the following documents with this form to your advisor:

a. Current resume

b. Letters from employers, on letterhead stationery, documenting employment as stated on the resume. Letters do not have to be current. Prior letters copied from the student’s file are acceptable. (Employment certification forms are not acceptable. Letters are required).

c. A summary (if applicable) of the supervisory and management responsibilities, which you have experienced.

d. Attach a summary of all job descriptions if not presented on the resume.
☐ recommended by: _____________________________________________, Academic Advisor

☐ approved by: _________________________________________________, Associate Dean

☐ not approved by ________________________________________________, Associate Dean
INDEPENDENT STUDIES

HFT 5901, HFT 5906 and HFT 5911

Independent studies are designed to allow graduate students with outstanding learning abilities (3.5 grade point average or above) to broaden the scope of their hospitality or tourism management education. The studies are undertaken independently with 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 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 the Advisor or the Registration Office to register for the Independent Study course.

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

EDUCATIONAL FIELD TRIPS

In November, students may attend the International Hotel/Motel and Restaurant Show in New York City. In May, they may attend the National Restaurant Association Show in Chicago.
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.
Florida International University’s School of Hospitality and Tourism Management requires students to document a minimum of 1,000 hours of hospitality or tourism related work experience. Please complete this form for documentation and attach a business card. Work hours outside the United States must be documented on Letterhead with a business card attached.

Student’s Name: ________________________________________________________

PantherSoft id#: ________________________________________________________

The above named student worked for
_______________________________________________________________

(Company name)

from _____________________ to _____________________ for a total of ___________ hours.

(date)

During this time, the student worked as a/an

_______________________________________________________________

Supervisor’s Name:

_______________________________________________________________

(please print)

Company’s Name:
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.

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.*
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.
ACADEMIC ADVISING

The School of Hospitality and Tourism Management has centralized academic advising for graduate students. Dr. Diann R. Newman is your academic advisor. Dr. Newman is 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 Dr. Newman possible, you should consult with her 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.

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 Dr. Newman, be added to this file. Through these
procedures, you can minimize potential problems in fulfilling graduating requirements. All graduate 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.
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.
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.

***IMPORTANT NOTE!***

No graduate level course in which a grade below “C” is earned may be counted towards the Master of Science Degrees 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.
ACADEMIC PROBLEMS

WARNING:

A graduate student whose graduate cumulative grade point average falls below a 3.0 will be placed on warning, indicating academic difficulty. The School of Hospitality and Tourism Management suggests the student meet with your academic advisor to plan appropriate action to improve this condition.

PROBATION:

A graduate student on warning whose cumulative grade point average falls below 3.0 will be placed on probation, indicating serious academic difficulty. The School of Hospitality and Tourism Management requires the student meet with your academic advisor to plan appropriate action to improve this condition.

DISMISSAL:

A graduate student on probation whose cumulative and semester grade point average is below 3.0 will be automatically dismissed from the School of Hospitality and Tourism Management and Florida International University. A graduate student will not be dismissed prior to attempting a minimum of 12 semester hours of course work as a graduate student.

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

George E. Walker, Ph.D.
Vice President for Research and Dean of the University Graduate School
Florida International University
10800 Southwest 8th Street - PC 236
Miami, Florida 33199
The appeal letter to the Dean of the University Graduate School 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 grade point average up to the minimum required 3.0 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:

The forgiveness policy allows students to repeat a limited number of courses to improve their grade point average. Only the grade received on the last repeat is used in the calculation. Under the University’s forgiveness policy, students must file a “Repeated Course Form” with the Office of the Registrar. There is no time limit on the use of the forgiveness policy for grades; however, the forgiveness policy cannot be used once a degree has been posted. All courses taken with the grades earned will be recorded on the student’s transcript. Graduate students may repeat no more than two courses under this policy with no course being repeated more than once. Please see the University Graduate Catalog for details.

APPLICATION FOR GRADUATION

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

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

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

ATTENTION!!! Graduate students must be enrolled in at least one credit in the semester in which they are graduating.

REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE IN HOSPITALITY MANAGEMENT
✓ Completion of a minimum of 39 graduate level semester credit hours with at least 33 semester credit hours in Hospitality Management or Tourism Studies.

✓ A minimum 3.0 overall grade point average.

Completion of at least 1,000 hours of non-credit practical training work experience in the hospitality industry and completion of the Graduate Internship of 300 hours in a structured training program or supervisory job experience for the Hospitality Management Program.

Completion of at least 1,300 hours of non-credit practical training work experience in the tourism industry in the Tourism Studies program.
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

**HSMAI** Hotel Sales and Marketing Association International
Advisor:

**TTC -** Travel and Tourism Club
Advisor: Dr. Nancy Del Risco, Lecturer
CMAA - Club Managers Association of America
Advisor: Mr. Ken Henson, Lecturer

HMGSA - Hospitality Management Graduate Student Association
Advisor: Mr. Donald Rosellini, 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 216. Ms. Claudia Castillo is the Assistant Director of Career Development.

CAREER DEVELOPMENT OFFICE

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

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

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

**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, un-timed testing, and adopted testing.

The Office of Disability Services for students is located in WUC 139. Their telephone number is (305) 919-5345.
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
This handbook is a guide.

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

You must understand your responsibilities.

You must understand all University rules and regulations.

You must know all important dates.

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

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

It is essential you read the University Catalog.

Please read it carefully and completely.