

HRM50 : HRM Internship

General Information

Author:	<ul style="list-style-type: none">Andrew Feldman
Course Code (CB01) :	HRM50
Course Title (CB02) :	HRM Internship
Department:	HRM
Proposal Start:	Summer 2025
TOP Code (CB03) :	(1307.00) Hospitality
CIP Code:	(52.0901) Hospitality Administration/Management, General.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000413504
Curriculum Committee Approval Date:	09/11/2024
Board of Trustees Approval Date:	11/19/2024
Last Cyclical Review Date:	09/11/2024
Course Description and Course Note:	HRM 50 is a discipline-specific course, which allows students to earn from 1-3 units for structured, supervised work on-campus or off-campus in the field of Hotel and Restaurant Management under the supervision of a faculty advisor. It is designed to provide students with hands-on, discipline-linked work experience that will extend their knowledge and understanding of career demands in HRM. Note: This course is Pass/No Pass only. Note: This course may be taken four times; a maximum of 12 units may be earned. Students must arrange an approved internship prior to enrolling in this class.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Credit
Mode of Delivery:	No value
Author:	<ul style="list-style-type: none">Andrew Feldman
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Cullnary Art/Food Technology (Food service, meat cutting, baking, waiter/waitressing, bartending)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Grade Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	1
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54 - 162
Total Course Out-of-Class Hours	0 - 0
Total Student Learning Hours	54 - 162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0	0
Laboratory Hours	3 - 9	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	

Studio Hours	0	0	Lecture	0
			Laboratory	54 - 162
			Studio	0
			Total	54 - 162
Course Out-of-Class Hours				
			Lecture	0
			Laboratory	0
			Studio	0
			Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL141 - Grammar And Writing IV

Objectives

- Compose a 400 to 450-word thesis-based essay which: (a) summarizes and cites appropriately a reading passage provided as a prompt, (b) includes a clear thesis statement, (c) uses evidence to support the thesis, (d) shows clear organization into an introduction, body, and conclusion, and (e) uses appropriate rhetorical modes such as comparison/contrast, cause/effect, and persuasion in order to support a thesis.

OR

Advisory

ENGL101 - Introduction to College Reading and Composition

Objectives

- Read, analyze, and evaluate a variety of primarily non-fiction readings for content, context, and rhetorical merit with consideration of tone, audience, and purpose.
- Write timed, in-class essays exhibiting acceptable college-level control of mechanics, organization, development, and coherence.

Entry Standards

Entry Standards

Description

No value

No value

Course Limitations

Cross Listed or Equivalent Course

Description

No value

No value

Specifications

Methods of Instruction

Methods of Instruction

Lecture

Methods of Instruction

Laboratory

Methods of Instruction

Discussion

Methods of Instruction

Independent Study

Out of Class Assignments

- Journal (e.g. documentation of duties performed)
- Written assignments (e.g. research of industry-specific educational requirements)
- Final resume
- Final project (e.g. professional portfolio)

Methods of Evaluation

Rationale

Evaluation

Internship facility supervisor's evaluation of student

Activity (answering journal prompt, group activity)

Reports (e.g. weekly reports of reflections on internship experiences)

Evaluation

Student self-evaluation (e.g. self-assessment of internship performance)

Textbook Rationale

No required textbooks. Faculty advisor and staff at the host institution may assign readings from discipline-specific sources

Textbooks

Author	Title	Publisher	Date	ISBN
No Value	No Value	No Value	No Value	No Value

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Demonstrate an understanding of the professional and educational minimum qualifications for employment and advancement within the target career/discipline.

Demonstrate effective professional practices and soft skills of a specific career/discipline.

Analyze personal performance of specific skills related to the target career/discipline.

Compose a resumé.

SLOs

Demonstrate basic occupational competencies required for employment in the target career/discipline.

Expected Outcome Performance: 70.0

ILOs
Core ILOs

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

Practice ethical and responsible behavior within personal, academic, professional, social, and societal contexts; recognize and welcome diverse lifestyle choices that promote physical, intellectual, psychological, and social well-being.

HRM Restaurant Management - Certificate	Organize beverage services for various types of events. create banquet event orders. plan dining room services for various event types.
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HRM Restaurant Management - A.S. Degree Major	create banquet event orders. organize beverage services for various types of events. plan dining room services for various event types.
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Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

No value

Laboratory/Studio Content

Internship (54-162 hours TBA)

- On-the job shadowing of current employees
- Information gathering of current industry trends
- Food preparation from quick service to white tablecloth operations
- customer service such as order taking, cash handling, and complaint resolution
- Safety and sanitation
- Service styles such as a la carte, banquet and quick service

Total hours: 54-162

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No Value

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value