



**Boston University Study Abroad  
London**

**Boston University Study Abroad London  
Hospitality and Tourism Internship Tutorial  
Spring 2016**

**Instructor Information**

A. Name	Andy Charlton
B. Days and Times	1 <sup>st</sup> Tutorial: Thursday 11 <sup>th</sup> February, at the end of the core lecture 2 <sup>nd</sup> Tutorial: Monday 7 <sup>th</sup> March, 6.15-7.45pm 3 <sup>rd</sup> Tutorial: Monday 4 <sup>th</sup> April, 6.15-7.45pm
C. Location	Alexander Room, 43 Harrington Gardens, SW7 4JU
D. BU Telephone	020 7244 6255
E. Email	andy.charlton28@virgin.net
G. Office hours	By appointment

**Aims and Objectives**

This Internship (or Placement) Course complements the Core Class in that the academic lessons of the classroom will begin to be realised and built on in a practical workplace context.

**Methodology**

3 tutorial sessions lasting an hour and a half each.

**Tutorials**

**Tutorial 1:**

Tutorial 1 is a tutor led discussion of the various industries students will be encountering. All students will be asked to seek out a current trade magazine or journal that relates as closely as possible to their Placement and to bring it to Tutorial 2 for class consideration. This may be highly specific, or indeed very general but must relate in some way to the industry in question. Guidance will be given for the oral presentations in Tutorial 2.

**Tutorial 2:**

Each student will give a 5 minute oral presentation on the Placement thus far; in effect a brief progress report containing a short outline of the industry, the relevant organisation's place within it, and the student's place within the organisation (including the student's work responsibilities). This presentation will be expanded upon in a write up which will be due at a date agreed upon during the tutorial. Details of this assignment are below and will be reviewed at this tutorial session. After the presentations students will be encouraged to question each other on their experiences as wider lessons can be learnt from the large range of Placements that are open to all Hospitality and Tourism

students.

### **Tutorial 3:**

Discussion of each individual's progress in their placements with reflections on cultural issues presented by the British workplace. Guidance towards preparation of assignments which will be graded.

### **Assignments**

#### **Assignment 1 (40% of final grade)**

Placement Presentation Write-Up: Students are required to hand in an expanded written version of the placement presentations from Tutorial 2. This paper should include a short outline of the industry, the relevant organisation's place within it, and the student's place within the organisation including the student's work responsibilities. There should be consideration of any issues which arise from the Core Class and which relate to the Placement, both positive and negative; perhaps a recognition of established principles or a surprising deviation from what has been taught. The length of this assignment should be 1,000-1,500 words. **Deadline: To be confirmed.**

#### **Assignment 2 (50% of final grade)**

Analysis of the Organisation: This piece will include an analysis of a work-related challenge or experience that highlights a cultural difference. Students should discuss their placement in order to put the experience in context and focus on the cultural aspects of their employment. In analysing the challenge or experience students should emphasize, for good or for bad, how it affected: their performance, their team's performance, and the customer. The analysis should also include recommendations for the organisation, which includes reflective conclusions on the internship experience. The length of this assignment should be 1,500-2,000 words. **Deadline: To be confirmed.**

#### **Assignment 3 (10% of final grade)**

Attendance and participation at the internship tutorials.

**All paper assignments will be handed in to the Student Affairs Office by closing time (6pm Monday through Thursday, and 4.30pm on Fridays) on the due date.** Students enrolled in the School of Hospitality Administration at BU should note that the Analysis together with the Placement Presentation write-up fulfils the requirements of SHA HF 440.

### **Attendance Policy**

#### **Classes**

All Boston University London Programme students are expected to attend each and every class session, seminar, and field trip in order to fulfill the required course contact hours and receive course credit. Any student that has been absent from two class sessions (whether authorised or unauthorised) will need to meet with the Directors to discuss their continued participation on the programme. This may result in the student having to take a medical leave of absence from the programme or withdraw from the programme.

#### *Authorised Absence:*

Students who expect to be absent from any class should notify a member of Academic Affairs and complete an Authorized Absence Approval Form 10 working days in advance of the class date (except in the case of absence due to illness for more than one day. In this situation students should submit the Authorised Absence Approval Form with the required doctor's note as soon as possible).

**Please note: Submitting an Authorised Absence Approval Form does not guarantee an authorised absence**

Students may apply for an authorised absence only under the following circumstances:

- Illness (first day of sickness): If a student is too ill to attend class, the student must phone the BU London Student Affairs Office (who will in turn contact the student's lecturer).
- Illness (multiple days): If a student is missing more than one class day due to illness, the student must call into to the BU London Student Affairs Office each day the student is ill. Students must also provide the Student Affairs office with a completed Authorised Absence Approval Form and sick note from a local doctor excusing their absence from class.
- Important placement event that clashes with a class (verified by internship supervisor)
- Special circumstances which have been approved by the Directors (see note below).

**The Directors will only in the most extreme cases allow students to leave the programme early or for a significant break.**

*Unauthorised Absence:*

Any student to miss a class due to an unauthorised absence will receive a **4% grade penalty** to their final grade for the course whose class was missed. This grade penalty will be applied by the Academic Affairs office to the final grade at the end of the course. As stated above, any student that has missed two classes will need to meet with the Directors to discuss their participation on the programme as excessive absences may result in a 'Fail' in the class and therefore expulsion from the programme.

*Lateness*

Students arriving more than 15 minutes after the posted class start time will be marked as late. Any student with irregular class attendance (more than two late arrivals to class) will be required to meet with the Assistant Director of Academic Affairs and if the lateness continues, may have his/her final grade penalised.

**Grading**

Please refer to the Academic Handbook for detailed grading criteria and policies on plagiarism:  
<http://www.bu.edu/london/current-semester>

*\* Final Grades are subject to deductions by the Academic Affairs Office due to unauthorised absences.*

Andy Charlton, January 2016