



Boston University Study Abroad London

Boston University Study Abroad London Hospitality and Tourism Internship Seminars Spring 2018

Instructor Information

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| A. Name | Andy Charlton |
| B. Days and Times | 1 st Seminar: Thursday 15 th February 5.45 – 7.15pm
2 nd Seminar: Tuesday 6 th March, 4.30- 6.00pm
3 rd Seminar: Tuesday 27 th March, 4.30 – 6.00pm
4 th Seminar: Wednesday 18 th April, 12.00 – 1.30pm |
| C. Location | |
| D. BU Telephone | |
| E. Email | |
| G. Office hours | By appointment |

Aims and Objectives

This Internship 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

4 seminars lasting an hour and a half each.

Seminars

Seminar 1:

Seminar 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 Internship and to bring it to Seminar 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 Seminar 2. Students will be asked to make a very brief note each day of their Internships describing what tasks they were given that day. Students will also be asked to write a brief note of their initial impression of the Internship and what it entails, now, i.e. before it starts. We will use these notes to assess whether expectations were met, exceeded or unfulfilled in Seminar 4.

Seminar 2:

We will review the trade journals and or magazines the students were asked to seek out in Internship 1.

Each student will give a 5 minute oral presentation on the Internship 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 Seminar. Details of this assignment are below and will be reviewed at this Seminar 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 Internships that are open to all Hospitality and Tourism students.

Seminar 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.

Seminar 4:

Students will be asked to refer to their brief daily notes taken during their Internships and to identify and discuss at least one task they have completed, or perhaps due to the nature of the task, or the organisation, not yet completed. Further guidance on the written assignments will be given.

Assignments

Assignment 1 (40% of final grade)

Internship Presentation Write-Up: Students are required to hand in an expanded written version of the internship presentations from Seminar 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 Internship, both positive and negative; perhaps a recognition of established principles or a surprising deviation from what has been taught. This piece should be essentially descriptive. 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 internship 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. This piece should be essentially analytical. 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 Seminars.

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.

Grading

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

Andy Charlton, February 2018