

2020 Orientation Packet



Dedman School of Hospitality

Global recognition. Personal attention.



FLORIDA STATE UNIVERSITY

DEDMAN SCHOOL OF HOSPITALITY

Welcome to the Dedman School of Hospitality. We are all excited to have you here and looking forward to working with you.

My name is Kim Burkes. I will be one of your Academic Advisors. Let me also introduce you to Rachel McPherson, Global Club Management & Leadership Advisor. I have prepared a packet of information for your future reference. This packet is for both First Time in College and Transfer students. Information that we don't get to discuss in your advising orientation session today, we can cover in a future advising meeting or appointment.

Today, I would like to cover on a few quick highlights. We will review basic policies, plan your class schedule, walk through the process for class registration and answer your questions.

Today's presentation will cover: office hours, advising appointment visits, Liberal Studies requirements, University and Major requirements, a sample course schedule or road map, and academic policies and procedures.

Notes:

- 1) Review process for AA transfers. Explain the L.S. & University requirements.
- 2) Pre-Requisite: HFT1000 – Intro to Hospitality
- 3) Conditional Admits – Final Transcripts must be received by 1st day of classes.
- 4) Text Scores – make sure FSU has received them
- 5) ACG2071 will replace HFT3431
- 6) Make sure all holds are removed before registering for classes
- 7) Bright Futures and Florida Prepaid does not pay for all fees & tuition for online courses
- 8) SLS 3140 – Academic Success for Transfer Students, 1 credit hour
- 9) SLS 1122 – Strategies for Academic Success for First Time in College Students, 1 credit hour

Office Staff

Dr. Don Farr, Director of the Dedman School of Hospitality and Dedman Professor of Hospitality Management

dfarr@dedman.fsu.edu

850-228-6389

Cynthia Johnson, Director, Global Club Management & Leadership Program

crjohnson@dedman.fsu.edu

850-645-9980

Rachel McPherson, Program Coordinator and Advisor, Global Club Management & Leadership Program

rlmcpherson@fsu.edu

850-644-0213

Kim Burkes, Academic Program Specialist

Academic and Admission Advisor

kburkes@dedman.fsu.edu

850-644-8410

Dr. Alishia Piotrowski, Director of Marriott Career & Professional Development Center Internships, Work Experience and Scholarship and Aid and Mentorship Programs

apiotrowski@dedman.fsu.edu

850-644-8245

ADVISING 101

Kim Burkes Office: UCB 2205 Dedman School of Hospitality

- 📌 Office Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
- 📌 Walk-In Advising Hours: Tuesday – Friday 9:00 a.m. – 11:00a.m.
- 📌 Appointments available: Monday – Friday 1:00p.m. – 4:00p.m.
- 📌 Email: kburkes@dedman.fsu.edu
- 📌 Phone: (850) 644-8410

Rachel McPherson Office: Seminole Legacy Golf Club, Rm. 205

- 📌 Walk-In Advising Hours: Tuesday – Thursday 1:00p.m. – 4:00p.m.
- 📌 Appointments available: Monday – Friday 8:00a.m. – 4:00p.m.
- 📌 Email: rlmcperson@dedman.fsu.edu
- 📌 Phone: (850) 644-0213

Schedule An Advising Appointment:

- 📌 To schedule an appointment, go to: my.fsu.edu - Click on “CC icon (Campus Connect). From your Campus Connect homepage, click on the **Schedule Advising or Tutoring** button.
- 📌 Website: <http://dedman.fsu.edu/>

Our Mission Statement:

- 📌 To provide accurate and personalized academic information based upon students’ educational and professional goals
- 📌 Interpret college and university policies in a friendly and timely manner
- 📌 Evaluate student issues and determine suitable means for resolution to improve academic performance
- 📌 Communicate and promote enriching programs throughout college career
- 📌 Enhance the quality of students’ NOLExperiences

Student Responsibilities:

- 📌 **Attend an advising session at least once a semester**
- 📌 Be prepared before your advising session to discuss any issues, goals and educational plans
- 📌 Review your degree audit each semester in order to track your academic progress
- 📌 Read your FSU e-mail regularly and stay abreast of college/university policies, procedures and resources
- 📌 Take ownership of your education by utilizing campus resources to their fullest extent and focusing on key areas of student development
- 📌 Be proactive, take initiative and be willing to consider the advice from faculty, advisors and other mentors in order to make the most of your NOLExperience

Hospitality Majors

The Dedman School of Hospitality is an industry specific school. It occupies one of the country's best teaching facilities located in the University Center Building B. This state-of-the-art facility provides hospitality students with classrooms, teaching kitchens, a technology center and a career and professional development center. The building also houses an affiliated, professionally managed city club that provides hospitality students with real-world food and beverage experience in elegant surroundings.

As a student in one of the hospitality majors, you will acquire the specialized knowledge needed for hospitality industry careers, you will also understand the basic functions, objectives, and tools of management that are common to executive roles.

One of the most rewarding benefits of an education in Dedman School is the personal, intimate, congenial climate you will experience. All of the school's energies and resources are devoted exclusively to preparing each student for a professional career.

Bachelor of Science degree in Hospitality & Tourism Management (BS)

Hospitality and Tourism Management majors seek careers in the hospitality and tourism industry. Graduates work in all areas of the industry, including hotels, restaurants, private clubs, theme parks, event management companies, etc. The curriculum includes courses on lodging and food service with an emphasis on business, leadership, and customer service. You will gain practical experience through required internships/work experience in the industry and be prepared for management positions in the industry.

Bachelor of Science degree in Global Club Management and Leadership (BS)

The major in Global Club Management and Leadership is designed for domestic and international students interested in the sustainable business of private clubs and golf resorts on a global scale. Due to the globalization of the industry, there is a need for educated leaders that can manage and serve international clientele. The industry requires future leaders that understand the need for responsible and sustainable business practices. The curriculum will provide the students with a strong knowledge base in sound and responsible business practices within the golf resort and club industries, focusing on global perspectives, sustainability and trends. Additionally, the major will encompass several new and experiential components that are supplemental to the knowledge base provided in the hospitality curriculum.

Contact the Global Club faculty and staff for additional information.

Dedman School of Hospitality
 Florida State University
 288 Champions Way, UCB 4100
 P.O. Box 3062541

Phone: 850-644-4787
 FAX: 850-644-5565

B.S. DEGREE IN HOSPITALITY & TOURISM MANAGEMENT

REQUIREMENTS FOR THE HOSPITALITY & TOURISM MAJOR

Effective Spring
 2017

Admission Requirements:

The Hospitality & Tourism Management major is a limited access program. To be admitted to the Hospitality & Tourism Management major, students must (1) have completed at least 52 semester hours, (2) have completed HFT 1000, CGS 2100 or CGS 2518, ECO 2013 or ECO 2023, and MAC 1105 with a grade of "C-" or better in each course, and (3) have an overall GPA of at least 2.50 on all prior college level work. The overall GPA required for Spring 2017 and Summer 2017 is 2.50. The overall GPA required is subject to change each academic year.

Lower-level Prerequisites for Hospitality & Tourism Management Majors:

All these courses must be completed with a "C-" or better prior to admission to the Hospitality & Tourism Management major.

Course #	Course Title	Hrs.	Course Prerequisites
CGS 2100 or CGS 2518	Microcomputer Applications for Business Spreadsheets for Business	3 3	None None
ECO 2013 or ECO 2023	Principles of Macroeconomics Principles of Microeconomics	3 3	None None
HFT 1000	Introduction to Hospitality and Tourism Management	3	None
MAC 1105	College Algebra	3	None

3000-4000 Level Course Requirement: All FSU students must complete at least 45 hours in courses at the 3000 or 4000 level.

Hospitality & Tourism Management Major Area Requirement:

Students must earn a "C-" or better in each course.

Course #	Course Title	Hrs.	Course Prerequisites
HFT 3424	Hospitality Financial Analysis	3	Admission to the Major
HFT 3431	Hospitality Managerial Accounting	3	Admission to the Major
HFT 3603	Law for Hospitality Operations	3	Admission to the Major
HFT 3806	Introduction to Food and Beverage Management	3	Admission to the Major
HFT 4224	Hospitality Leadership and Ethics	3	Admission to the Major
HFT 4253	Lodging & Luxury Hotel Management	3	Admission to the Major
HFT 4471	Revenue Management in Hospitality	3	HFT 3424 (CGS2518 & HFT3431 Recommended)
HFT 4502	Integrated Marketing for Hospitality	3	Admission to the Major
HFT 4802	Catering Management	3	HFT 3806 (Seniors only)
HFT 3941	Management Internship	3	Approval Required

Please see reverse side

Hospitality & Tourism Management Majors must complete a minimum of 3 credit hours of HFT3941 (Management Internship) and a combined total of 12 credit hours of electives (see below) and HFT 3941 (Management Internship).

Hospitality Elective Requirements:				
Students must earn a "C-" or better in each course				
Students must have a combined total of 12 credit hours that includes HFT3941 (Management Internship) and these Electives				
Course #		Course Title	Hrs.	Course Prerequisites
HFT	2060	Coffee and Tea	3	None
HFT	2061	Ales, Lagers and International Cultures	3	None
HFT	2062	International Wine and Culture	3	None
HFT	2063	Distilled Spirits	3	None
HFT	2080	International Protocol	3	None
HFT	2452	Hospitality Supply Management	3	None
HFT	2716	International Travel and Culture	3	None
HFT	2890	International Food and Culture	3	None
HFT	3100	Introduction to Global Club Management	3	None
HFT	3240	Managing Service Organizations	3	None
HFT	3242	Communication in Hospitality	3	None
HFT	3270	Resort Operations	3	Part of Destin-based Internship Program
HFT	3275	Resort Development	3	Part of Destin-based Internship Program
HFT	3515	Services Marketing and Research	3	Part of Destin-based Internship Program
HFT	3519	Convention Services and Event Management	3	None
HFT	3542	Event Management	3	None
HFT	3700	Tourism Management and the Environment	3	None
HFT	4064	Ales/Lagers and Culture	3	Must be 21 years old
HFT	4205	Conversational Spanish for Hospitality Managers	3	None
HFT	4866	Wine and Culture	3	Must be 21 years old
HFT	4930	Special Topics in Hospitality	3	Permission of Instructor

Additional Information:

- Hospitality & Tourism Management majors must complete 1,000 hours of work experience** in the hospitality industry at the post- secondary level. Students must report hours to the Internship Director to receive credit for their work hours.
- Students are required to complete a Management Internship(s) for academic credit (HFT 3941) through the Dedman School as part of their work experience (3 credit hours must be earned).** The hours worked during the Management Internship(s) will count toward the required 1,000 hours of work experience. For further information about Internships, please contact the Internship Director at the Dedman School of Hospitality, 850-644-8245.
- In addition to the requirements outlined above, each student must complete all University-wide requirements for graduation.** These requirements include liberal studies requirements, the multicultural requirement, the Gordon Rule writing requirement, the summer school requirement, the FSU residency requirement, and total hours requirements.
- Students needing elective hours to satisfy the University 120 total hours requirement are encouraged to take additional courses from the list of hospitality electives that are taught in the Dedman School beyond the semester hours required.
- Typically, core Hospitality Management courses are not offered in the Summer terms at the Main Campus. The Dedman School offers a Summer Study Program in Switzerland through FSU International Programs. In addition, the Dedman School offers a Summer Resort Management Program in Destin, FL.
- Students must not enroll in any course at another institution without first receiving approval from the Dedman School. Once enrolled at FSU, students should plan to take their Hospitality courses at FSU. Any exception to this policy must be approved in advance by the Dedman School. Transfer of upper-level Hospitality courses completed prior to enrolling at FSU must be from other 4-year, accredited institutions. These courses must be approved for course substitution by the Dedman School upon entering FSU.
- For information about Dedman School Scholarships, go to <http://dedman.fsu.edu/scholarships-aid>

Internship & Work Requirements

Only applies to Hospitality & Tourism Management majors

Internships

The Dedman School of Hospitality requires that each student must complete a minimum of 3 credit hours of HFT 3941 (Management Internship) to fulfill their major requirements. The student must complete at least 250 hours in an internship during the time that they take this 3-credit hour course. Majors may complete additional credit hours (up to 12 total) of HFT 3941 and use them as substitutes for Elective Requirements. An additional 250 hours in the internship must be completed for each additional 3 credit hours of the course.

The intent of the Hospitality Internship requirement is to encourage experiential learning as a compliment to the student's education. Preparing students to obtain desirable entry-level positions is the goal and in today's competitive job market part of this preparation includes spending time learning within the structure of a real business prior to graduation.

Currently, the Dedman School has two established Internship programs that are offered to our students. Students have the opportunity to apply for positions with a group of world class hotels in Ireland and to work for the Emerald Grande Resort in Destin, Florida. These programs take a limited number of students each year, so there is an application and interview process held each fall. Please contact Alishia Piotrowski (ahpiotrowski@fsu.edu) for more information.

Students who do not choose to participate in these opportunities are responsible for securing their own internships and obtaining approval of that internship from the Director of Industry Relations. For an internship to be approved, students must have the opportunity to work in at least two positions and to shadow a manager.

Students MUST receive clearance from the Director of Industry Relations before registering for credit in HFT3941.

Students MUST be formally admitted in the Dedman School of Hospitality before receiving credit for HFT3941.

How to Report Internship Hours

- Contact the Director of Industry Relations for internship approval and for a copy of the Internship Contract.
- Get the Internship Contract signed and returned to the Director of Industry Relations.
- You will be registered by the department for the appropriate number of credits of HFT 3941.
- The internship class typically has three assignments: an agency outline, midterm summary and final summary.
- Upon completion of the internship, the student must fill out a "Student Internship Report Form," located on the DSH website at: <https://dedman.fsu.edu/>. This form may be submitted electronically.
- Additionally, the employer must fill out an "Employer Internship Evaluation Form," which is also located on the DSH website. They must print this form, sign it, and mail it to the Director of Industry Relations either by mail, fax, or scanned email.

Work Experience Hours

All Hospitality Majors are required to complete 1000 clock hours of practical hospitality industry experience prior to graduation. Students will not receive their diploma until this is fully completed. All experience must be post high school graduation, and a minimum of 500 hours must be completed after acceptance into the Dedman School of Hospitality. **The 250+ hours of internship requirement does count toward the required 1000 hours.**

How to Report Work Hours

- During the students last semester at DSH they must register for HFT4941, “Work Experience.”
- Upon completion of employment, the student must fill out a “Student Internship Report Form,” located on the DSH website at: <https://dedman.fsu.edu/>. This form may be submitted electronically. It is the same form as the Internship requirement.
- Additionally, the employer must fill out an “Employer Internship Evaluation Form,” which is also located on the DSH website at: <https://dedman.fsu.edu/>. They must print this form, sign it, and send it to the Director of Industry Relations either by mail, fax, or scanned email.

Questions?

Please direct all questions to the Director of Industry Relations for the Dedman School of Hospitality:

Dr. Alishia Piotrowski
Director of Marriott Career & Professional Development Center
ahpiotrowski@fsu.edu
Dedman School of Hospitality
288 Champions Way, UCB 4100
PO Box 3062541
Tallahassee, FL 32306-2541
850-644-8245

HOSPITALITY & TOURSIM MANAGEMENT
Terms 1-4
Effective Spring 2017

Term 1	Hrs.
ENC1101	3
MAC1105	3
ECO2013, or ECO2023	3
LS - History	3
HFT1000	3
Total hours	15

Term 1 Milestones
Overall GPA 2.5 or higher
Complete ENC1101 with a C- or better

Term 2	Hrs.
ENC2135	3
E-Series	3
LS – Natural Science	3
LS – Humanities/Ethics “CORE”	3
General Elective	3
Total hours	15

Term 2 Milestones
Overall GPA 2.5 or higher
Complete MAC1105 with a C- or better
Complete ENC2135 with a C- or better

Term 3	Hrs.
CGS2100 or CGS 2518	3
LS - Math (MGF, or STA)	3
General Elective	3
Oral Competency Course	3
SIP Course	3
Total hours	15

Term 3 Milestones
Overall GPA 2.5 or higher
Complete ECO2013, or ECO2023 with a C- or better
Complete CGS2100 or CGS2518 with a C- or better
Complete 2 nd GE Mathematics with a C- or better

Term 4	Hrs.
LS – Natural Science + Lab	4
LS – Ethics/Humanities	3
“W” Course	3
HFT Elective	3
General Elective	3
Total hours	16

Term 4 Milestones
Overall GPA 2.5 or higher
Complete HFT1000 with a C- or better
CGS2518 Highly Recommended

HOSPITALITY & TOURISM MANAGEMENT
Terms 5-8
Effective Spring 2017

Term 5	<i>Hrs.</i>
HFT3424	3
HFT3806	3
HFT Elective	3
General Elective	3
General Elective	3
Total hours	15

Term 5 Milestones
Complete HFT3424 <u>or</u> HFT3806 with a grade of C minus or better

Term 6	<i>Hrs.</i>
HFT3431 (HFT3424 Recommended)	3
HFT3603	3
HFT3941-Internship (take usually summer)	3
HFT Elective	3
General Elective	3
Total hours	15

Term 6 Millstones
Complete HFT3424 <u>and</u> HFT3806 with a grade of C minus or higher.

Term 7	<i>Hrs.</i>
HFT4471 (HFT3424 Prerequisite)	3
HFT4253	3
HFT4502 (Seniors Only)	3
General Elective	3
General Elective	3
Total hours	15

Term 7 Milestones
(HFT3431 Recommended for HFT4471)

Term 8	<i>Hrs.</i>
HFT4802 (HFT3806 Prerequisite & Seniors only)	3
HFT4224	3
HFT4941 Work Experience	0
HFT Elective	3
General Elective	3
General Elective	3
Total hours	15

Term 8 Milestones

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B.S. DEGREE IN GLOBAL CLUB MANAGEMENT & LEADERSHIP
REQUIREMENTS FOR THE GLOBAL CLUB MANAGEMENT & LEADERSHIP MAJOR
Effective Spring 2017

Admission Requirements:

The Global Club Management & Leadership major is a limited access program. To be admitted to the Global Club Management & Leadership major, students must (1) have completed at least 52 semester hours, (2) have completed HFT 1000, CGS 2100 or CGS 2518, ECO 2013 or ECO 2023, and MAC 1105 with a grade of "C-" or better in each course, and (3) have an overall GPA of at least 2.50 on all prior college level work.

The overall GPA required for Spring 2017 and Summer 2017 is 2.50. The overall GPA required is subject to change each academic year.

Lower-level Prerequisites for Global Club Management & Leadership Majors:				
All these courses must be completed with a "C-" or better prior to admission to the Global Club Management & Leadership				
Course #	Course Title	Hrs	Course Prerequisites	
CGS 2100 or CGS 2518	Microcomputer Applications for Business Spreadsheets for Business	3 3	None None	
ECO 2013 or ECO 2023	Principles of Macroeconomics Principles of Microeconomics	3 3	None None	
HFT 1000	Introduction to Hospitality	3	None	
MAC 1105	College Algebra	3	None	

3000-4000 Level Course Requirement: All FSU students must complete at least 45 hours in courses at the 3000 or 4000

Global Club Management & Leadership Major Area Requirement: Students must earn a "C-" or better in each course.				
Course #	Course Title	Hrs.	Course Prerequisites	
HFT 1350	Golf for Business and Life: Offered in Spring	1	Admission to the Major	
HFT 2716	International Travel & Culture: Offered in Fall	3	Admission to the Major	
HFT 3100	Intro to Global Club Management: Offered in Summer & Fall	3	Admission to the Major	
HFT 3101	Global Club Operations & Governance: Offered in Spring	3	HFT 3100	
HFT 3424	Hospitality Financial Analysis	3	Admission to the Major	
HFT 3431	Hospitality Managerial Accounting	3	Admission to the Major	
HFT 3603	Law for Hospitality Operations	3	Admission to the Major	
HFT 3806	Introduction to Food and Beverage Management	3	Admission to the Major	
HFT 4104	Global Club Impacts & Sustainability: Offered in Spring	3	HFT3101 Recommended	
HFT 4224	Hospitality Leadership and Ethics	3	Senior Status	
HFT 4253	Lodging & Luxury Hotel Management	3	Admission to the Major	
HFT 4471	Revenue Management in Hospitality	3	HFT 3424 & (CGS2518 Recommended)	
HFT 4502	Integrated Marketing for Hospitality	3	Admission to the Major	
HFT 4802	Catering Management	3	HFT 3806 & Seniors only	

Additional Information:

1. Global Club Management & Leadership majors must complete 6 months of approved internship. Internships must be approved by the Director of Global Club Management & Leadership.
2. Global Club Management & Leadership majors are required to complete a Global Component to include one of the following: International Internship, Study Abroad Experience with FSU International Programs, a Domestic Internship with a Multinational Corporation, or the completion of a Global Citizenship Certificate.
3. Global Club Management and Leadership majors are required to meet a Foreign Language Component through proof of proficiency in a second language or successful completion of one semester of a second language.
4. Attendance and/or participation in a minimum of 6 industry events is required. These may include but are not limited to: Club Managers Association of American (CMAA) National Student Conference, CMAA World Conference, PGA Merchandise Show, CMAA FSU Student Chapter Club Tour Events.
5. FSU Dedman School Leadership Summit. Global Club Management & Leadership majors are required to be members of the Club Management Association of America upon being formally admitted to major.
6. Capstone Portfolio. Internship Documentation, CMAA Involvement, Industry Engagement and Activities, International Experience, Reflect Essay, Work Action Photos and Best Practices.
7. **In addition to the requirements outlined above, each student must complete all University-wide requirements for graduation.** These requirements include liberal studies requirements, the multicultural requirement, the Gordon Rule writing requirement, the summer school requirement, the FSU residency requirement, and total hours requirements.
8. Typically, core Hospitality Management courses are not offered in the Summer terms at the Main Campus. The Dedman School offers a Summer Study Program in Switzerland through FSU International Programs. In addition, the Dedman School offers a Summer Resort Management Program in Destin, FL.
9. Students must not enroll in any course at another institution without first receiving approval from the Dedman School. Once enrolled at FSU, students should plan to take their Hospitality courses at FSU. The Dedman School must approve any exception to this policy in advance. Transfer of upper-level Hospitality courses completed prior to enrolling at FSU must be from other 4-year, accredited institutions. These courses must be approved for course substitution by the Dedman School upon entering FSU.
10. For information about Dedman School Scholarships, go to <http://dedman.fsu.edu/scholarships-aid>



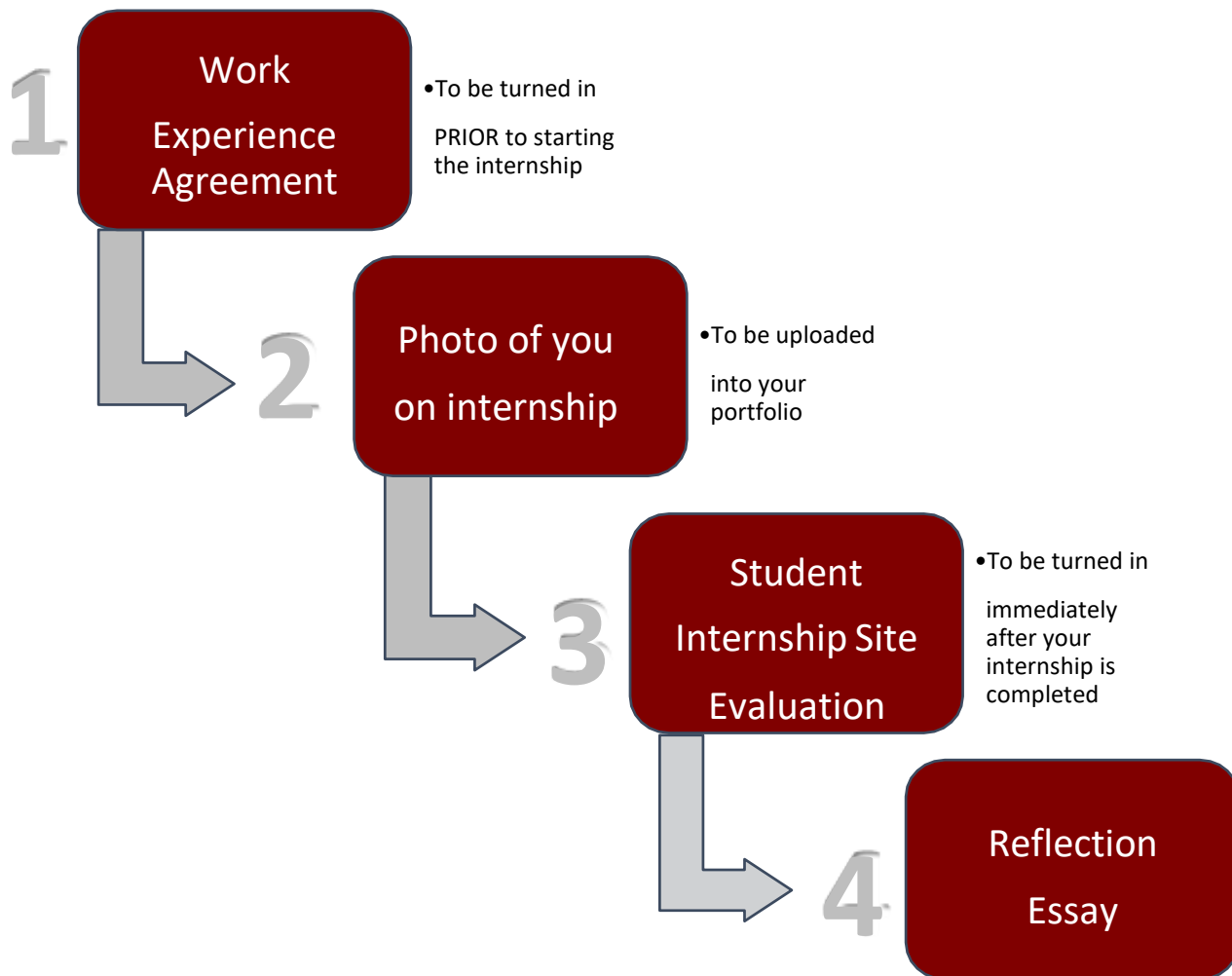
Dedman School of Hospitality

Global Club Management & Leadership

Internship Requirements

All internships for Global Club Management & Leadership majors **MUST BE APPROVED** by program director prior to accepting an offer.

The following documents/files are required in order for you to receive credit for your Global Club Management & Leadership internship. They are required for EACH internship that you complete. A portfolio check needs to be scheduled with program director BEFORE doing a grad check with your advisor.



Other documents that are recommended for your internship but are not required to receive credit:

- An employee evaluation, in order for you to receive feedback on your work
- Photos/files/screenshots of the work you accomplished on internship (to be included in your portfolio)
- Recommendation letters from your supervisors



Dedman School of Hospitality

Global Club Management & Leadership

Portfolio Requirements

Mandatory Sections:

1. Internship Documentation
2. CMAA Involvement
3. Industry Engagement and Activities
4. International Experience
5. Reflection Essay
6. Work Action Photos
7. Best Practices

Optional Sections:

1. Resume
2. Cover Letters
3. Writing Samples
4. Additional Photos
5. Projects
6. Community Service
7. URL to LinkedIn profile

Format Options:

1. FSU Career Center Portfolio
2. Blogger
3. Pathbrite
4. Adobe Portfolio
5. Potfoliogen
6. Original Design Options
7. Work Suggested options

Please note that all GCM major must schedule a meeting with the Director for portfolio submission and approval PRIOR to completing a graduation check.

GLOBAL CLUB MANAGEMENT AND LEADERSHIP ACADEMIC MAP

Terms 1-4

Term 1	Hrs.
ENC1101	3
MAC1105	3
ECO2013, or ECO2023	3
LS - History	3
HFT1000	3
Total hours	15

Term 1 Milestones
Overall GPA 2.5 or higher
Complete ENC1101 with C- or better

Term 2	Hrs.
ENC2135	3
E-Series	3
LS – Natural Science	3
LS – Humanities/Ethics “CORE”	3
Foreign Language	3/4
Total hours	15/16

Term 2 Milestones
Overall GPA 2.5 or higher
Complete MAC1105 with a C- or better
Complete ENC2135 with C- or better

Term 3	Hrs.
CGS2100 or CGS2518	3
LS - Math (MGF, or STA)	3
General Elective	3
Oral Competency Course	3
SIP Course	3
Total hours	15

Term 3 Milestones
Overall GPA 2.5 or higher
Complete ECO2013, or ECO2023 with a C- or better
Complete CGS2100 or CGS2518 with a C- or better
Complete 2 nd GE Mathematics with a C- or better

Term 4	Hrs.
LS – Natural Science + Lab	4
LS – Ethics or Humanities	3
“W” Course	3
General Elective	3
General Elective	3
Total hours	16

Term 4 Milestones
Overall GPA 2.5 or higher
Complete HFT1000 with a C- or better
 CGS2518 Highly Recommended

GLOBAL CLUB MANAGEMENT AND LEADERSHIP
Terms 5-8
Effective Spring 2017

Term 5	Hrs.
HFT3424	3
HFT3806	3
HFT3100 *Available only Fall & Summer	3
HFT Elective	3
General Elective	3
Total hours	15

Term 5 Milestones
Complete HFT3424 or HFT3806 with a grade of C minus or better.

Term 6	Hrs.
HFT3431 (HFT3424 Recommended)	3
HFT3603	3
HFT3101*Available only Spring (HFT3100 Pre-requisite)	3
HFT1350 *Available only Spring	1
General Elective	3
Total hours	13

Term 6 Millstones
Complete HFT3424 and HFT3806 with a grade of C minus or better.

Term 7	Hrs.
HFT4471 (HFT3424 Prerequisite)	3
HFT4253	3
HFT4502 (Seniors only)	3
HFT2716 *Available only in Fall	3
General Elective	3
Total hours	15

Term 7 Milestones
(HFT3431 Recommended for HFT4471)

Term 8	Hrs.
HFT4802 (HFT3806 Prerequisite & Seniors only)	3
HFT4104 *Available only Spring	3
HFT4224	3
HFT Elective	3
General Elective	3
Total hours	15

Term 8 Milestones
None

Summer – It is highly recommended that student obtain an international internship or complete a study abroad experience.

Study abroad and international internships are available for students majoring in Global Club Management & Leadership. Current internship programs are available in Ireland, England, Australia, New Zealand, Wales and Dubai. Interested students should contact the director, Cynthia Johnson, at crjohnson@dedman.fsu.edu or (850)-645-9980



FLORIDA STATE UNIVERSITY

DEDMAN SCHOOL OF HOSPITALITY

2018-2019

GENERAL REQUIREMENTS, POLICIES, AND PROCEDURES

Admission to Your Major. All the hospitality programs are designated as limited access programs. To be admitted to one of these programs, you must meet the admission requirements in effect at the time of application. If you were admitted on a Conditional basis, you must provide an official transcript to our office (2202 UCB) no later than the first day of classes. Failure to provide proof of satisfactory completion of hospitality admission requirements will result in courses restricted to majors only being dropped from your schedule.

Academic Advising. You will receive advising from the Dedman School of Hospitality Advising Center, Room 2205 UCB, 644-8410. Our hours are listed in your Advising 101 handout. To avoid waiting in line, don't wait until the day before registration starts to see an advisor regarding your next semester schedule. Students majoring in Global Club Management may also receive advising at the Seminole Golf Course, Room 205 GCC.

General Education Requirements. If you transferred from an institution other than a Florida public institution or if you transferred from a Florida public institution without an Associate in Arts (AA) degree, you must satisfy the FSU Liberal Studies requirements. Students in this situation should have received a Liberal Studies evaluation from the FSU Office of Undergraduate Studies. If you have not received such an evaluation, you should contact the Office of Undergraduate Studies (located at UCA 3400, 644-2451). Students with an AA from a Florida public institution have satisfied the General Education (Liberal Studies) Requirements. If you have not already done so, you must have an official transcript showing the AA degree sent to FSU.

Graduation Requirements. All students transferring into FSU with 60 or more semester hours must complete one multicultural course. Students transferring into FSU with less than 60 semester hours must complete two multicultural courses. Multicultural courses are designated in the FSU General Bulletin with an "x" (cross-cultural) or a "y" (diversity in the Western experience). Students required to complete one multicultural course may take an "x" course or a "y" course. Students required to complete two multicultural courses must take one "x" course and one "y" course. Equivalent courses completed at a prior institution may satisfy this requirement. Please check with an academic advisor if you have completed a course that may be equivalent. All students transferring into FSU with 60 or more semester hours must complete one "Scholarship in Practice" (SIP) course. Students transferring with fewer than 60 semester hours must complete one SIP course and one "Formative Experience" (FE) course. All students must also complete courses that satisfy the following requirements: Oral Communication Competency, Natural Science Laboratory, (you may have satisfied this through previous coursework), Computer Skills Competency (your CGS course satisfies this requirements), and Upper-Division Writing Competency (satisfied through HFT3242 – Communications in Hospitality) and Civic Literacy.

Minors and Certificates. You are not required to complete a minor. You may choose to complete a minor or you may choose to complete a Certificate Program.

Summer Attendance Requirement. Students entering the State University System with fewer than 60 semester hours credit are required to earn at least 9 semester hours of credit prior to graduation by attendance at one or more summer terms in one of the State University System senior institutions. Students entering the State University System with 60 or more semester hours are exempt from this requirement. If you are not exempt from this requirement, please see an academic advisor to discuss this requirement. Summer coursework in the Dedman School of Hospitality is limited, please remember this as you go forward in course scheduling.

FSU Residency Requirement. You must not enroll in any course at another institution without first receiving approval from the Dedman School of Hospitality Advising Center. Once enrolled at FSU, you should plan to take your upper-level business courses at FSU. Any exception to this policy must be approved by the Dedman School of Hospitality Advising Center. You must complete your last 30 semester hours in residence at FSU.

Course Substitutions Based on Courses Taken at Another Institution. If you think you have completed a course at another institution that will substitute for a required course at FSU, you must speak to an advisor in your first term of enrollment at FSU. All course substitutions must be approved by the Dedman School of Hospitality Advising Office. Transfer of upper-level hospitality courses completed prior to enrolling at FSU must be from 4-year, accredited institutions.

Attendance at the First Class Meeting. Attendance at the first class meeting is mandatory unless properly excused by the course instructor. Students who do not attend the first class meeting of a course for which they are registered are dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. This policy does not apply to any class add after the first official meeting of the course. It remains the student's responsibility to verify course drops and check that fees are adjusted.

Course Drop Policy. To drop a course, you must complete a course drop request through your Student Center Portal. During the first seven weeks of the semester, you may drop a course without any special permission. During the 8th through the 12th week of the semester, you must have the permission of your Academic Dean for a "late" course drop. To request a late course drop, you must submit a Petition for a Late Course Drop to the Dedman School of Hospitality Advising Center (UCB 2202). You will be granted two late course drops during your first 60 credit hours and one late course drop after you have earned 60 credit hours (including transfer hours). Late course drops in excess of two late course drops during your first 60 credit hours and one late course drop after you have earned 60 credit hours are extremely rare. Course drops after the 12th week of the semester are also extremely rare. In these circumstances, you must meet with the Director of the Dedman School of Hospitality Advising Center to discuss your situation.

Repeated Course Surcharge. The Florida Legislature has implemented a repeated course surcharge for all state universities. If you enroll in the same course at the same institution for the third time, you will be subject to a repeated course surcharge in addition to regular tuition and fees. All course drops and withdrawals (if you were fee liable for the course) are considered attempts. You will be charged the repeated course surcharge on your third attempt in the same course.

Excess Credit Hour Surcharge. The Florida Legislature has implemented an Excess Credit Hour Surcharge for all state universities. The bill requires universities to add a surcharge to each credit hour taken in excess of the total number of credit hours required to complete the degree being pursued. Your excess credit counter will not be determined until a final transcript is received. For more information, please visit:
[http://registrar.fsu.edu/excess hours](http://registrar.fsu.edu/excess%20hours),

Mapping. You must meet the milestone for your major. If you fail to meet the milestone you will receive a registration hold. If you do not meet the milestone for your major in two consecutive terms, you will be required to change your major. For more information, please visit: <http://www.academic-guide.fsu.edu>,'. Click on M to view the Academic Maps.

Academic Probation and Dismissal. After you arrive at Florida State, you will begin to earn your FSU GPA. If your FSU GPA falls below a 2.0, you will be placed on Academic Probation. If your GPA does not improve the following semester (so that the total GPA is back at 2.0 or higher), you will be dismissed from the University.

Changing Your Major. To change your major, you must satisfy the admission requirements for the new major. If you decide to change your major to a major outside the Dedman School of Hospitality, you must go to the advising office for the new major to seek admission.

Pre-graduation Check. You must request a pre-graduation check at the beginning of the semester prior to the semester in which you intend to graduate or the semester in which you will earn 100 credit hours, whichever comes first. Requests for a pre-graduation check should be made in the Dedman School of Hospitality Advising Office. Also, you must request a pre-graduation check from the FSU Registrar's Office.

Application for Graduation. You must apply for graduation through your Student Central (SC) icon during the first three weeks of the semester in which you intend to graduate.

ACADEMIC REQUIREMENTS TO GRADUATE

- 120 total credit hours w/45 hrs @ 3/4000 level
- Liberal Studies (at least 36 hours, 2.0 GPA)
- Complete all major courses and program requirements (39-40 hours depending on major)
- Additional Requirements – X, Y, SIP, Natural Science Lab, Oral Communication Competency, Civic Literacy and Upper Division Writing.

Clubs and Organizations

Benefiting one and all.

When you get involved in an industry-related student group, you network with like-minded students and building confidence by sharing your unique gifts. And that's just the beginning. Other benefits include:

- Engage with a diverse group of people
- Gain practical experience in a safe environment
- Develop your leadership skills
- Break from your studies
- Build your resume
- Give back to the community, and
- Have a good time!

Here are some of the top student organizations at the Dedman School of Hospitality:

Club Managers Association of America (CMAA)

The student chapter of the CMAA gives students opportunities to explore the club management profession and to develop as leaders. Members get first-hand experience participating in club tours, shadowing trips and fundraising activities. Attending the CMAA's national and world conference allows its members to learn management skills and meet with industry leaders.

[Cynthia Johnson](#), Faculty Advisor

Eta Sigma Delta

Eta Sigma Delta is a prestigious international honor society for superior hospitality administration students. The Florida State chapter offers many exciting opportunities to meet new people and become involved in department activities while increasing both your knowledge and exposure to the hospitality industry. Only Dedman School of Hospitality majors with an overall 3.0 or higher GPA will receive an email offering admission each semester.

[Sean McGinley](#), Faculty Advisor

Florida Restaurant & Lodging Association (FRLA)

The Florida State student chapter of FRLA introduces its members to various restaurant businesses and resort hotels in the major cities of the Southeast while building their network contacts and introducing them to a real-life work environment through its shadowing trips. This organization is also referred to as the Florida State University Society of Hosts Student Chapter.

[Alishia Piotrowski](#), Director of Marriott Career & Professional Development Center

Dedman School of Hospitality Hospitality Mentorship Program

Find a Mentor

Fall or Spring Semesters

*Get feedback and industry guidance
from an experienced person who
wants to help!*

Learn more: bit.ly/dedman-mentor

Apply Now: bit.ly/apply4mentor



Matches students with Alumni for a 6-week program.

Contact: Alishia Piotrowski (850) 644-8245

apiotrowski@dedman.fsu.edu



**MARRIOTT CAREER
and PROFESSIONAL
DEVELOPMENT CENTER**
at the Dedman School of Hospitality

International Opportunities

Study abroad

- Leysin, Switzerland
- International Exchange in Kermanshah, Austria
- London
- Florence
- Panama

Internships

- Australia
- Bermuda,
- England
- Ireland
- New Zealand
- Panama
- Scotland
- South Korea
- Wales

Global Citizenship Certificate

- Students who enroll in the certificate take two required and two elective academic courses (**required courses IFS 2017/2052 and IFS 3125 satisfy FSU Liberal Studies requirements for E-series, Cross Cultural "X," and State Mandated Writing "W"**) and participate in international and/or cross-cultural experiences and events on campus. Such active learning and reflection, together with cross-cultural interaction and dialogue, help provide the invaluable cross-cultural skills and competencies needed to be a global-ready graduate. Additionally, students receive a transcript notation, and the certificate also counts toward the international area of the [Garnet and Gold Scholar Society](#).

Sample Occupations

Hospitality Management & Tourism

- Hotel or Restaurant General Manager
- Director of Operations
- Director of Food and Beverage
- Guest Service Director
- Meeting Planner
- Cruise Line Director
- Events Manger
- Casino General Manager

Global Club Management & Leadership

- General Manager
- CFO
- Resort Manager
- Global Marketing Manager
- Group Sales Manager
- Sales & Membership Director
- Recreation Director
- Merchandise/ Buyer Manager
- Club Industry Data Analyst
- Club Controller

Sample Work Settings

- Golf Course Management
- Health Care Organization
- Higher Educational Institutions
- Hotels
- Resorts
- Private Clubs
- Professional Associations
- Restaurants
- Retail Stores
- Casinos
- Cruise ships
- Tourism Organizations
- Theme Parks

Sample Employers

- Marriott International
- Hyatt Hotels and Resorts
- Four Seasons Hotels
- Loews Hotels
- The Walt Disney Company
- Darden Restaurants
- J. Alexander's Restaurants
- Pappas Restaurants
- Aramark
- Augusta National Golf Club
- Troon
- Club Corp
- Paradise Palms, Australia
- The K club, Ireland
- Celtic Manor Wales
- Destination Kohler/ Whistling Straits
- Pebble Beach
- PGA Tour

Sample Professional Organizations

- American Hotel and Lodging Association – Washington, DC - <http://www.ahla.com>
- Club Managers Association of America - <http://www.CMAA.org>

Have A Question?

“If you don’t go after what you want, you’ll never have it. If you don’t ask, the answer is always no. If you don’t step forward, you’re always in the same place.”

-Nora Roberts



Dedman School of Hospitality

Global recognition. Personal attention.

Registration & Scheduling

- Log into my.fsu.edu
- Make sure holds are removed
- Click on “My Classes” tile
- Click Register for Classes
- Add Classes to Shopping Cart
- Click Finish Enrolling
- Go to Class Schedule
- Review and Confirm Your Schedule

Welcome again to Florida State University and the Dedman School of Hospitality! We are here for you, and we look forward to working with you to meet your educational and career goals!

“Go Seminoles in Pride and Spirit”

