

Rochester INSTITUTE OF TECHNOLOGY

Minor Program proposal form

college OF APPLIED SCIENCE AND TECHNOLOGY

**Hospitality and Tourism Management Department**

**Name of Minor:** Hospitality Management

**Brief description of the minor to be used in university publications**

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| The hospitality industries and related entrepreneurial businesses include those in lodging, resorts, food, entertainment, events and conventions, and tourism. The hospitality minor provides an opportunity to learn about these service–oriented businesses that are a significant portion of the economies of many countries. |

**1.0 Minor Program Approvals**

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| --- | --- | --- |
|  | Approval request date: | Approval granted date: |
| Academic Unit Curriculum Committee | 3/08/13 | 3/08/13 |
| College Curriculum Committee | 4/2/13 | 4/2/13 |
| Inter-College Curriculum Committee |  |  |

**2.0 Rationale:**

A minor at RIT is a related set of academic courses consisting of no fewer than 15 semester credit hours leading to a formal designation on a student's baccalaureate transcript

How is this set of academic courses related?

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| Originally titled Service Management, this existing minor has been renamed Hospitality Management. Four of the five courses in the Hospitality Management Minor are core courses in the Hospitality and Tourism Management curriculum. All of them focus on hospitality business essentials. The fifth course is related to the student’s choice to explore hotel/resort, food, or event management. Products and services together create an impression that forms the business’ reputation, and the quality of the experience is the differentiating factor that the customer remembers. Successful hospitality businesses emphasize sound management principles, desirable products, and quality customer experiences. This minor provides an opportunity for the student to learn the essentials of hospitality businesses. |

**3.0 Multidisciplinary involvement: None**

If this is a multidisciplinary minor spanning two or more academic units, list the units and their role in offering and managing this minor.

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| --- |
| Not applicable |

**4.0 Students ineligible to pursue this minor:**

The purpose of the minor is both to broaden a student's college education and deepen it in an area outside the student’s major program. A minor may be related to and complement a student’s major, or it may be in a completely different academic/professional area.   It is the responsibility of the academic unit proposing a minor and the unit’s curriculum committee to indicate any home programs for which the minor is not a broadening experience.

Please list below any home programs whose students will not be allowed to pursue this minor, provide the reasoning, and indicate if this exclusion has been discussed with the affected programs:

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| Hospitality and Tourism Management students may not declare this as a minor since it is their major program of study. All other students may select this minor. |

**5.0 Minor Program Structure, Sequence and Course Offering Schedule:**

Describe the structure of the proposed minor and list all courses, their anticipated offering schedule, and any prerequisites.

* All minors must contain at least fifteen semester credit hours;
* Minors may be discipline-based or interdisciplinary;
* In most cases, minors shall consist of a minimum of two upper division courses (300 or above) to provide reasonable breadth and depth within the minor;
* As per New York State requirements, courses within the minor must be offered with sufficient frequency to allow students to complete the minor within the same time frame allowed for the completion of the baccalaureate degree;
* Provide a program mask showing how students will complete the minor.

Narrative of Minor Program Structure:

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| All five courses in the Hospitality Management minor in the Hospitality and Tourism Management curriculum are offered annually and some of them are offered in both fall and spring semesters. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course Number & Title | SCH | Required | Optional | Fall | Spring | Annual/Biennial | Prerequisites |
| CAST-HSPT-181-Principles Food Hotel &Tourism Operations | 3 | Yes | No | X |  | Annual | none |
| CAST-HSPT-281-Service Mgt. In A Global Economy | 3 | Yes | No | X |  | Annual | none |
| CAST-HSPT-381- Technology in Service Systems | 3 | Yes | No | X | X | Annual | none |
| CAST-HSPT-383- Assessing and Improving Service Quality | 3 | Yes | No | X | X | Annual | CAST-HSPT-281-Service Mgt. in a Global Economy; STAT-145 Intro to Statistics I |
| **Choice of one:**  CAST-FOOD-223-Food and Beverage Management  CAST-HSPT-131- Hotel Management and Operations  CAST-HSPT-244-Meeting and Event Management | 3 | One required; student’s choice | No | X | X  X | Annual  Annual  Annual | None  None  None |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Total credit hours: 15 |  |

**Minor Course Conversion Table: Quarter Calendar and Semester Calendar Comparison**

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| **Directions: The tables on this page will be used by the registrar’s office to aid student’s transitioning from the quarter calendar to the semester calendar.**  **If this minor existed in the quarter calendar and is being converted to the semester calendar please complete the following tables.**  **If this is a new minor that did not exist under the quarter calendar do not complete the following tables.**  Use the following tables to show minor course comparison in quarter and semester calendar formats. Use courses in the (2011-12) minor mask for this table. Display all required and elective minor courses. If necessary clarify how course sequences in the quarter calendar convert to semesters by either bracketing or using some other notation. |

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| --- | --- |
| Name of Minor in Semester Calendar: | Hospitality Management |
| Name of Minor in Quarter Calendar: | Service Management |
| Name of Certifying Academic Unit: | Hospitality and Tourism Management |

| **QUARTER: Current Minor Courses** | | | **SEMESTER: Converted Minor Courses** | | |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course # | Course Title | QCH | Course # | Course Title | SCH | **Comments** |
| 0619-320 | Global Standards in the Service Industry | 4 | Not converted |  |  | Deleted: Global standards content has been integrated into the other courses in the minor |
|  |  |  | CAST-HSPT-181 | Principles of Food, Hotel, and Tourism Operations | 3 | Base course to understand the classic service industries; |
| 0619-322 | Service Management in a Global Economy | 4 | CAST-HSPT-281 | Service Management in a Global Economy | 3 | Semester course equivalent to quarter course |
| 0619-410 | Assessing Service Quality | 4 | CAST-HSPT-383 | Assessing and Improving Service Quality | 3 | Semester course equivalent to quarter course |
| 0619-426 | Technology in Service Systems | 4 | CAST-HSPT-381 | Technology in Service Systems | 3 | Semester course equivalent to quarter course |
| 0619-470 | Leadership in Service Cultures | 4 | No longer required in minor |  |  | Deleted from minor |
|  |  |  | Choice of one of three:  CAST-FOOD-223  CAST-HSPT-131-  CAST-HSPT-244- | Food and Beverage Management or  Hotel Management and Operations or  Meeting and Event Management | 3 | Choice of course to specific hospitality fields, each of which is a semester equivalent to the quarter course. |

Policy Name: **D1.1 MINORS POLICY**

 1. Definition

A minor at RIT is a related set of academic courses consisting of no fewer than 15 semester credit hours leading to a formal designation on a student's baccalaureate transcript.

The purpose of the minor is both to broaden a student's college education and deepen it in an area outside the student’s major program. A minor may be related to and complement a student’s major, or it may be in a completely different academic/professional area.   It is the responsibility of the academic unit proposing a minor and the unit’s curriculum committee to indicate any home programs for which the minor is not a broadening experience.

In most cases, minors shall consist of a minimum of two upper division courses to provide reasonable breadth and depth within the minor.

2. Institutional parameters

1. Minors may be discipline-based or interdisciplinary;
2. Only matriculated students may enroll in a minor;
3. At least nine semester credit hours of the minor must consist of courses not required by the student's home program;
4. Students may pursue multiple minors.  A minimum of nine semester credit hours must be designated towards each minor; these courses may not be counted towards other minors;
5. The residency requirement for a minor is a minimum of nine semester credit hours consisting of RIT courses (excluding "X" graded courses);
6. Posting of the minor on the student's academic transcript requires a minimum GPA of 2.0 in each of the minor courses;
7. Minors may not be added to the student's academic record after the granting of the bachelor's degree.

3. Development/approval/administration processes

* 1. Minors may be developed by faculty at the departmental, inter-departmental, college, or inter-college level. As part of the minor development process:
     1. students ineligible for the proposed minor will be identified;
     2. prerequisites, if any, will be identified;
  2. Minor proposals must be approved by the appropriate academic unit(s) curriculum committee, and college curriculum committee(s), before being sent to the Inter-College Curriculum Committee (ICC) for final consideration and approval.
  3. The academic unit offering the minor (in the case of interdisciplinary minors, the designated college/department) is responsible for the following:
     1. enrolling students in the minor (as space permits);
     2. monitoring students progress toward completion of the minor;
     3. authorizing the recording of the minor's completion on student's academic records;
     4. granting of transfer credit, credit by exam, credit by experience, course substitutions, and advanced placement;
     5. responding to student requests for removal from the minor.
  4. As per New York State requirements, courses within the minor must be offered with sufficient frequency to allow students to complete the minor within the same time frame allowed for the completion of the baccalaureate degree.

4. Procedures for Minor revision

It is the duty of the college curriculum committee(s) involved with a minor to maintain the program’s structure and coherence.  Once a minor is approved by the ICC, changes to the minor that do not have a significant effect on its focus may be completed with the approval of the involved academic unit(s) and the college curriculum committee(s).  Significant changes in the focus of the minor must be approved by the appropriate academic unit(s) curriculum committee(s), the college curriculum committee(s) and be resubmitted to the ICC for final consideration and approval.