

McLennan

C O M M U N I T Y

COLLEGE

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

Introduction to Travel and Tourism

TRVM 1300.T050

NOTE: This is a travel study course with a modified class schedule due to a class trip to NYC in May

KAREN CRUMP, Professor

INTRODUCTION TO TRAVEL AND TOURISM

TRVM 1300.T050...a Travel Study Course

Course Description:

This is a travel study course with the main emphasis on a 5-night, 6-day trip to New York City. An overview of the travel and tourism industry will include travel careers, the impact of travel on society, and the value of travel on personal growth.

Course Objectives and/or Competencies:

- Explore New York City's Business Landscape: Students will gain insight into New York City's key industries and organizations, including tourism businesses, studying the city's economic dynamics and understanding its significance as a business travel destination.
- Apply Technology for Business Travel: Students will utilize relevant travel technology tools and apps to streamline travel planning, expense tracking, and communication while on the road.
- Address challenges and solutions in business travel: students will identify common challenges faced during business travel and develop problem-solving skills to overcome them, promoting adaptability and resilience.
- Describe the relationship of social responsibility, ethics, and business in the travel industry.
- Learn to navigate when in a new location while at the same time being on time to activities.
- Analyze and evaluate historical works of art, architecture and culture to understand how they play an integral part of a society's standard of living. This type of broad knowledge helps to create talking points when networking with business professionals.
- Foster their sense of independence, decision-making and problem-solving while navigating the unknown.
- Become familiar with some historical hotel properties as well as new innovative lodging products in the marketplace today.
- Experience city-promoted attractions from a tourist point of view and assessing them with respect to overall value and service and their impact on profitability.
- Learn about safety and security regulations involved in the business of tour and travel

Prerequisites and/or Corequisites:

None

Minimum Requirements Needed for this Course:

Students should have basic computer skills, knowledge of Office 365 especially Word, Excel and PowerPoint, and a basic understanding of how to use search engines and common web browsers. Access to a computer and internet are required to be successful. There are plenty of computer stations throughout the campus for your use including 2 labs in the BT Building and stations in the library. Check the MCC website for hours of these locations.

Instructor Information:

Instructor Name:	Karen Crump
MCC E-mail:	kcrump@mclennan.edu
Office Phone Number:	254-299-8290
Cell Phone Number:	254-722-6159
Office Location:	BT205
Office Hours:	Tuesdays/Thursdays online: 10:00a – 1:00p; Wednesdays in office: 1:00p – 3:00p

Since we are preparing for the business world, appointments are preferred. I will be happy to set up a zoom session/phone call or office appt at any time that is convenient. My office phone number (2542998290) will always be the access code for all zoom sessions.

Other Information:	Feel free to contact me at any time; Please no calls before 7:30am or after 7:00pm! Texts are acceptable any time.
--------------------	--

INTRODUCTION TO TRAVEL AND TOURISM

TRVM 1300.T050...a Travel Study Course

Correspondence Policy: I have no preferred method of communication – the most important thing is to communicate with me! However, use good judgment...if it is somewhat urgent, email is not the best choice. I will do my best to respond within 24 hours. Communication received during weekends or holidays may not be returned until the first business day that the college is open. Since I teach multiple classes and multiple subjects, please refer to the HR 16wk course when emailing.

Required Text:

A textbook is not required for this course.

Methods of Teaching and Learning:

Lecture, discussion groups, group/individual projects, field trips, hands on demonstrations, service learning assignments, lab work, student performances/presentations, portfolio, written reports/papers, exams, and quizzes.

Free Microsoft Office 365:

MCC offers Office 365 free of charge to all MCC students. If you are in need of this software, please type in Office 365 in the search bar on MCC's website to learn how to download it.

Mission Statement: My mission for this class is to provide you with the confidence and passion to go out in the world and explore its countries, cultures, and people.

Outline or Schedule (subject to change):

1st CLASS MEETING: Thursday, January 25, 5:30pm – 8:30pm

Welcome/Class Overview
Overview of the Travel and Tourism industry
Geography and International Travel
Joint meeting with Principles of Business travel study class

2ND CLASS MEETING: Monday, February 29, 5:30pm – 8:30pm

Air Travel
Ground Travel
Joint meeting with Principles of Business class
Student presentations

3rd CLASS MEETING: Monday, March 28, 5:30pm – 8:30pm

Accommodations
Joint meeting with Principles of Business class
Student presentations

4th CLASS MEETING: Monday, April 25, 5:30pm – 8:30pm

Tour groups
Joint meeting with Principles of Business class
Final student presentations

Friday, May 3

Depart MCC parking lot

Wednesday, May 8

Return to Waco

INTRODUCTION TO TRAVEL AND TOURISM

TRVM 1300.T050...a Travel Study Course

Course Grading Information:

NYC Attraction Presentation	200
F&B Research Presentation	100
Travel Research Presentation	100
Passport Exercise	100
NYC Daily Diary	250**
NYC Participation/Attendance	250**
	1000 points

Allocation of letter grades will be as follows:

A	900 - 1000 points / 90%+
B	800 - 899 points / 80% - 89%
C	700 - 799 points / 70% - 79%
D	600 - 699 points / 60% - 69%
F	<600 points / <60%

The number of total points may change due to changes in the syllabus; however, the percentages applied will remain the same (ie. 90% of total points will be equivalent to an A)

****Required to pass**

NYC ATTRACTION PRESENTATION: (200 points)

You will be paired with a student in the Principles of Business class. Together you will present an attraction in NYC. This presentation involves a powerpoint and research and will be due in our March class.

F&B RESEARCH PRESENTATION (100 points)

Each of you will choose a unique food specialty/restaurant found in NYC and report on it in the group session in February.

TRAVEL RESEARCH PRESENTATION (100 points)

This presentation may or may not be in pairs; you will be researching and presenting on travel essentials. Details will be provided in class.

PASSPORT EXERCISE (100 points)

For this assignment, you will be going through the motions of applying for a passport. You will not actually be getting one – just taking the steps involved. It will be set up like a simulation.

NYC STUDY GROUP DIARY: (250 points)

A private group will be created in Facebook called MCC in NYC S24. You are required to post a photo with classmates in it and content every day we travel. This will then serve as our online diary that you can refer back to for memories. By the end of the trip, you should have at minimum 5 days of postings with photo and blog. Each day represents 50 points – 25 for photo/25 for blog.

NYC PARTICIPATION/CLASS ATTENDANCE(250 points)

Significant work goes into planning a group tour. Because of that, it is expected that you will be in attendance for all group activities on the schedule. Significant points will be lost every time you are late and even more if you are a no show. If we end up leaving without you due to your tardiness, you will be counted as absent even if you show up. Point values will be assessed once the itinerary has been finalized.

Class attendance also falls in this category. If you miss a class for any reason other than Covid, which must be legitimized by a copy of your test, you will lose 50 points. If you miss 2 or more classes, you will no longer be permitted to go on the trip.

GENERAL INFORMATION:

COMMUNICATION

All communication including changes to the syllabus will be sent to you through your MCC email address (your 2 initials student ID#@students.mclennan.edu) and announcements in Brightspace. Please make sure you know how to access both. I would suggest setting up your school email – a gmail account - on your smart phone if you have one. My recommendation is to check your emails several times a day.

When sending emails to me, make sure you use professional business format. In the subject line, be specific as to the purpose of your correspondence and include your course name and section number. Failure to include this information may result in a delayed response. Avoid typing in all caps. Be clear and concise in what you are trying to communicate. I check emails on a regular basis throughout the day so they will be returned within 24 hours of receipt except over the weekend or holidays. Those emails will be returned on the first business day

INTRODUCTION TO TRAVEL AND TOURISM TRVM 1300.T050...a Travel Study Course

that MCC is open. If there is a sense of urgency, email is not the best method to use. Pick up the phone and call me. If texting me for the first time, make sure you identify yourself in case I do not have your number in my contacts. Identify the course you are in as well.

Before you make the effort to contact me, ask yourself where you can find the answer to your question. For example, have you checked the syllabus? Brightspace? A fellow classmate? Managers in the business world expect you to be problem solvers. This is a skill that can be learned so a good time to practice is now while you are in college.

ASSIGNMENTS

Since this is a travel study course, the majority of your grade involves activities required while we are in NYC. See the grading structure for details.

Any additional assignments will be announced in class and found in Brightspace. Due dates are also posted on the course homepage under Upcoming Deadlines. Required assignments will primarily be presentations to the class. You will have a total of 3 presentations over the semester.

All assignments must be typed in Word. Handwritten assignments will not be accepted. When saving your assignments, make sure to properly name it. This is good business practice.

Presentation is important in the business world. Your documents must look professional. For that reason, your homework assignments must look professional. Take a few minutes after completing the assignment and ask yourself if it looks professional. Points may be lost if your submission does not look neat and organized.

LATE WORK AND MAKE UP WORK:

Due dates and deadlines are important in the business world. If you miss a crucial deadline, it could cost your company a significant opportunity/expense. For that reason, late work will not be accepted unless prior arrangements have been made in advance. So pay attention to due dates!

ATTENDANCE:

It is your responsibility to make mature and reliable decisions regarding your commitment and performance during the trip and to this class. I believe that regular attendance and note taking is an integral part of the learning process. Participation by all students is vital to the success of the class especially since we will be reviewing details for our trip to NYC.

Since we only meet 4 times before traveling, attendance is mandatory. Should you miss a class without any prior discussion and approval, you run the risk of getting dropped and not being eligible to travel. You will also be forfeiting all expenses. Our itinerary is determined by the revenues collected by each participant so if you drop out prior to the trip, it will impact the planned activities.

[Click Here for the MCC Attendance/Absences Policy**](https://www.mclennan.edu/highlander-guide/policies.html)

<https://www.mclennan.edu/highlander-guide/policies.html>

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

GRADES:

If you do not agree with a grade, you have one week from the time it is posted to review it with me.

MY PHILOSOPHY ON LEARNING:

Learning is hard. Learning is frustrating. Learning takes work. It takes time. Learning can also make you uncomfortable. And learning is a CHOICE. The responsibility to learn is yours and yours alone. I am committed to introducing you to new terms, concepts and ideas and helping you in any way I can to sort out any confusion. But you must own the learning part and want it bad enough to ask questions when you do not understand and see me to sort out more complex and time-consuming issues. I will do everything I can to help you on this journey but I will not do the work for you. If you find that you need additional support, more than I can provide, MCC offers plenty of resources in our Student Success department. Feel free to come see me if you would like to explore these services. So in the spirit of learning something new, embrace the work ahead of you! In the words of Dr. Seuss (and hopefully, you are never too old for some Dr. Seuss wisdom), "Oh the Places You'll Go!"

INTRODUCTION TO TRAVEL AND TOURISM

TRVM 1300.T050...a Travel Study Course

Student Behavioral Expectations or Conduct Policy:

To borrow from the motto adopted by Ritz-Carlton Hotels, *"We are Ladies and Gentlemen serving Ladies and Gentlemen"*. We will treat each other with mutual respect. The only thing that you have complete control of in your life is your character, "the mental and moral qualities distinctive to an individual". Make the most of it!

Specific Behaviors Addressed

You will be given a Conduct policy, insurance forms and other documents during one of our classes. These forms will need to be signed off by you and notarized. We hope to provide the notary.

Field Trip Policy

This class includes a 5-night, 6-day trip to New York City, departing from MCC early morning on Friday, May 3 and returning very late on Wednesday, May 8. Detailed trip policies will be discussed in class; however, there are a few listed here.

1. You are never to travel alone while in NYC. At minimum, stay in pairs.
2. No drinking alcohol is permitted, even if you are of age.
3. Be on time and attend all activities. This will have a direct impact on your class grade.
4. Be respectful of your roommate(s) and each other. At this time, rooms will be quads.
5. For any concerns or complaints, please communicate with your chaperones, Becky Parker or me first. Do not go to the hotel's front desk.

Instructor/Class Academic Integrity Statement:

In the business world, if you are caught stealing, you will immediately lose your job. That same premise will be applied to our class. Cheating on exams or plagiarizing (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and you will be reported to Student Discipline.

Any questionable behavior and deliberate breaking of the rules may result in your immediate departure from NYC. You will be financially obligated for any additional costs incurred.

[Click Here for the MCC Academic Integrity Statement**](http://www.mclennan.edu/academic-integrity)

www.mclennan.edu/academic-integrity

The link above will provide you with information about academic integrity, dishonesty, and cheating

10/09/2023



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu (254)299-8122
Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an

emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf

MCC Academic Integrity Statement:

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.