

Global Learning Semesters

Course Syllabus

Course: TRVL-191 Travel Agency Practicum

Department: Hospitality and Tourism

Host Institution: University of Nicosia, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
TRVL-191	Travel Agency Practicum	1
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	None
Department	Level of Course	Language of Instruction
Hospitality and Tourism	Lower Division	English

Course Description

To give the student practical work experience in one aspect of the travel industry, in a travel agency or an airline office.

By working in the field, students should establish contacts and relationships with important figures in the industry but also understand the nature, opportunities and demands of the profession.

Prerequisites

None

Topic Areas

Areas of study by the individual student vary with the tasks assigned to them. Assigned tasks are determined by the individual student's ability as well as the travel agency concerned.

Specific Topics To Be Covered

1. The student is placed in a work situation at a travel agency or an airline office.
2. The student receives no remuneration for their work. The student is required to work from at least 280-400 hours, and credit for this course varies according to actual hours worked. This course is taken at the end of the first academic year, and is designed to help the student implement knowledge learned in class.
3. The students will have the opportunity to familiarise themselves with the philosophy, mission, organisation culture and management style of the organisation they are employed by; they will gain competence in performing actual tasks on jobs in their designated areas.
4. They will participate or will be exposed to management activities and any management information systems used within the organisation.

Student responsibilities

1. Each student prior to placement will meet with his/her advisor to identify possible sites for placement.
2. Student and advisor will prepare a cover letter to be sent along with an approved resume to proposed sites.
3. Student will call for an interview appointment.
4. An official follow-up letter is sent regardless of the outcome.
5. Student will inform their advisor of the outcome.

During employment students are expected to:

- Have an orientation and a training program
- Report to a specific supervisor
- Participate in meetings
- Have access to information
- Be treated as employees or management employees
- Have a meaningful job placement

A three way contract between student-college an organization including a job description.

After employment the student must produce the internship Report as specified by the College.

Practicum Lecturer responsibilities

The lecturer's responsibilities are placed within three time frames:

Before

- Offer an extensive list of establishments that will participate in the program.
- Advise student on the correct direction.
- Present the student and the employer with the policies and procedures of the course.
- Confirm the Internship with a Letter of Agreement.

During

- Monitor the student's progress with scheduled visits.
- Solve any problems during the student's employment.

After

- Review supervisor's evaluation on student
- Grade Internship Report

Meet with the student to discuss experiences earned during his/her Internship.

Duration of practical work: 280-400 hours.