



# Widener University

Hospitality & Tourism  
2018 Graduate Catalog

# Widener University Information

## UNIVERSITY POLICY

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It is the policy of Widener University not to discriminate on the basis of sex, gender, pregnancy status, age, race, national origin or ethnicity, religion, disability, status as a veteran of the Vietnam era or other covered veteran, sexual orientation, gender identity, marital status, or genetic information in its educational programs, admissions policies, employment practices, financial aid, or other school-administered programs or activities. This policy is enforced under various federal and state laws, including Title VII of the Civil Rights Act of 1964 as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. Further, in compliance with state and federal laws, Widener University will provide the following information upon request: (a) copies of documents pertinent to the university's accreditations, approvals, or licensing by external agencies or governmental bodies; (b) reports on crime statistics and information on safety policies and procedures; and (c) information regarding gender equity relative to intercollegiate athletic programs—Contact: Senior Vice President for Administration and Finance, Widener University, One University Place, Chester, PA 19013; tel. 610-499-4151. Comments or requests for information regarding services and resources for disabled students should be directed to: Director of Disability Services, Widener University, One University Place, Chester, PA 19013; tel. 610-499-1266; or Dean of Students, Widener University Delaware Law School, P.O. Box 7474, Wilmington, DE 19803; tel. 302-477-2173.

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination based on sex and gender in educational programs and activities that receive federal financial assistance. Such programs include recruitment, admissions, financial aid and scholarships, athletics, course offerings and access, hiring and retention, and benefits and leave. Title IX also protects students and employees from unlawful sexual harassment (including sexual violence) in university programs and activities. In compliance with Title IX, the university prohibits discrimination and harassment based on sex in employment as well as in all programs and activities.

The university's Title IX coordinator monitors compliance with Title IX and its accompanying regulations. Individuals with questions or concerns about Title IX and/or those who wish to file a complaint of non-compliance may contact the Title IX coordinator or deputy coordinators: The university's Title IX coordinator is Director of Employee Relations Alison Kiss Dougherty, One University Place, Chester, PA 19013; tel. 610-499-1301; e-mail [akdougherty@widener.edu](mailto:akdougherty@widener.edu). The university has also appointed several deputy Title IX coordinators: For students on the Chester, PA, campus and Extended Learning students: Assistant Dean for Student Development and Engagement Catherine Feminella, One University Place, Chester, PA 19013; tel. 610-499-4392; e-mail [cafeminella@widener.edu](mailto:cafeminella@widener.edu); or Chief of Campus Safety Kevin Raport, tel. 302-477-2202; e-mail [kjraport@widener.edu](mailto:kjraport@widener.edu). For students and employees on the Wilmington, DE, campus: Dean of Students Susan Goldberg, Widener University Delaware Law School, 4601 Concord Pike, Wilmington, DE 19803; tel. 302-477-2173; e-mail [slgoldberg@widener.edu](mailto:slgoldberg@widener.edu). For students and employees on the Harrisburg, PA, campus: Supervising Attorney and Director, of Student Organizations Mary Catherine Scott, Widener University Commonwealth Law School, 3800 Vartan Way, Harrisburg, PA 17106; tel. 717-541-0320; e-mail [mcsconfig9055@widener.edu](mailto:mcsconfig9055@widener.edu).

The U.S. Department of Education's Office for Civil Rights (OCR) is the division of the federal government charged with enforcing compliance with Title IX. Information regarding OCR can be found at: [www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html). Questions about Title IX may be directed to OCR as well as to the university's Title IX coordinator or deputy coordinators.

This publication contains information, policies, procedures, regulations, and requirements that were correct at the time of publication. In keeping with the educational mission of the university, the information, policies, procedures, regulations, and requirements contained herein are continually being reviewed, changed, and updated. Consequently, this document cannot be considered binding and must be used solely as an informational guide. Students are responsible for keeping informed of official policies and meeting all relevant requirements.

The university reserves the right and authority at any time to alter any or all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programs of study, to amend any regulation or policy affecting the student body, to increase tuition and fees, to deny admission, to revoke an offer of admission, and to dismiss from the university any student at any time, if it is deemed by the university to be in the best interest of the university, the university community, or the student to do so. The provisions of this publication are subject to change without notice, and nothing in this publication may be considered as setting forth terms of a contract between a student or a prospective student and Widener University.

## ACCREDITATIONS & MEMBERSHIPS

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**Widener University is a member of the Association for Continuing Higher Education and is accredited by the Middle States Commission on Higher Education.**

Widener University's graduate programs are additionally accredited by the following: AACSB International—The Association to Advance Collegiate Schools of Business (School of Business Administration), American Association of Sexuality Educators, Counselors, and Therapists (Center for Human Sexuality Studies), American Bar Association (School of Law), American Psychological Association (Doctor of Psychology; Clinical Psychology Internship), Commission on Accreditation for Healthcare Management Education (MBA in Healthcare Management), Commission on Accreditation in Physical Therapy Education (Doctor of Physical Therapy), Commission on Collegiate Nursing Education (School of Nursing), Commission on Continuing Legal Education of the Supreme Court of Delaware (Delaware Law School), Council on Social Work Education (Center for Social Work Education), National Association for Education of Young Children (Child Development Center), National Council for the Accreditation of Teacher Educators (Center for Education), Pennsylvania State Board of Nursing (School of Nursing), Pennsylvania Continuing Legal Education Board of the Supreme Court (Commonwealth Law School), Pennsylvania Department of Education (Center for Education), Pennsylvania Department of Welfare (Child Development Center), Pennsylvania Private School Board (Center for Education).

Widener University's graduate programs hold membership in the following: Academic Council of the American Physical Therapy Association (Institute for Physical Therapy Education), American Society for Engineering Education (School of Engineering), Association of Engineering Colleges of Pennsylvania (School of Engineering), Association of American Law Schools (Delaware Law School and Commonwealth Law School), Greater Philadelphia Engineering Deans Economic Development Council (School of Engineering), Engineering Deans Institute (School of Engineering), Engineering Research Council of the American Association of Engineering Societies (School of Engineering), Engineering Workforce Commission (School of Engineering), National Association of Schools of Public Affairs and Administration (Master of Public Administration), National Association of State Boards of Accountancy (Delaware Law School and Commonwealth Law School), National Council for Schools and Programs of Professional Psychology (Institute for Graduate Clinical Psychology), National League for Nursing and the American Association of Colleges of Nursing (School of Nursing).



# Hospitality & Tourism 2018 Graduate Catalog

## GRADUATE PROGRAM DIRECTORY

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**BOOKSTORES**

Main Campus, 610-490-7012

Delaware Campus, 302-478-0606

Harrisburg Campus, 717-541-3905

**BUSINESS OFFICES**

Main Campus, 610-499-4150

Delaware Campus, 302-477-2207

Harrisburg Campus, 717-541-3905

**CAMPUS SAFETY**

Main Campus, 610-499-4201

Delaware Campus, 302-477-2200

Harrisburg Campus, 717-541-3948

**FINANCIAL AID**

Main Campus, 610-499-4174

Delaware Campus, 302-478-2209

Harrisburg Campus, 717-541-3961

**LIBRARIES**

Main Campus, 610-499-4066

Delaware Campus, 302-477-2244

Harrisburg Campus, 717-541-3926

**REGISTRAR**

Main Campus, 610-499-4142

Delaware Campus, 302-477-2009

Harrisburg Campus, 717-541-3904

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## GENERAL INFORMATION

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### MISSION OF THE GRADUATE PROGRAM

The mission of the graduate program in the Center for Hospitality Management at Widener University is to prepare graduates for leadership positions in the hospitality and tourism industry through a focus on applied research and strategic management.

### PHILOSOPHY AND PURPOSE

The master of science in hospitality and tourism (MSHT) is designed to meet the needs of industry professionals seeking to advance their careers as well as individuals with baccalaureate degrees in other fields wishing to change careers. The program works within the mission of the Center for Hospitality Management by developing leaders for the global hospitality industry.

### PROGRAM OBJECTIVES

- To develop students' intellectual capabilities and enhance the marketability of their professional competencies.
- To provide academic experiences through appropriate research and course work.
- To encourage each student to take an active role in developing a plan of study suited to his or her own areas of interest and future career goals.
- To inspire students to pursue experience in instruction, research, and engagement.

### STUDENT LEARNING OUTCOMES

- Evaluate issues that relate to achieving business success in the hospitality industry.
- Identify and analyze the workforce and the consumer in the hospitality industry.
- Design and conduct a research project.
- Synthesize the impact of current trends and issues affecting the global hospitality industry.

### ADMISSION REQUIREMENTS

- A bachelor's degree with a minimum GPA of 2.50 (on a 4.0 scale) from an accredited institution.
- If from a non-English speaking country, a passing score on either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), *or* a certificate of completion from a language institute.
- Hospitality management work experience.
- A current résumé.
- Academic transcripts from all colleges and universities attended.
- Two letters of recommendation, either from college-level faculty members or from an employer.
- A completed no-fee online application form or a standard application packet with a \$25 nonrefundable application fee payable to Widener University.
- An essay explaining why you wish to do graduate work in the hospitality management field. Please use the following outline to compose your essay, which should be between two and four double-spaced pages.
  - *Career Objectives:* Describe your career aspirations within the field of hospitality. Explain what you hope to do with your MHT degree and what area of hospitality you would like to pursue.

- *Personal Evaluation:* Describe why you think you will make a good hospitality graduate student as well as an effective manager and leader. Discuss your readiness for rigorous graduate work, your ability to manage the heavy demands of graduate school with your other personal and professional responsibilities, your strengths and weakness, and why you think Widener University's hospitality and tourism program is a good fit for you.

### HOSPITALITY AND TOURISM SEMESTER ENTRY POINTS

The following information is intended to guide students who are planning to enter the master's degree in the hospitality and tourism program at Widener University. Two options are available for entry to the program.

#### ENTRY POINT ONE

Students who do not have an undergraduate background in hospitality management or business management enter the program in the summer semester. Students entering under this option usually include college graduates holding degrees in other fields who are seeking a career change. Students are encouraged to contact the program directors early to assess the need for completion of prerequisite course work. Courses taken in preparation for entry may be completed at Widener University or at another university.

Non-business students are required to take the following foundational courses:

- HT 500 The Hospitality Environment
- BUS 605 Leading People in Organizations.

HT 500 is a foundation course that exposes students to the sectors and segments of hospitality. Emphasis is placed on food and beverage management, lodging systems, and facilities management. In addition, BUS 605 is a foundation course that emphasizes strategic leadership, organizational leadership, team leadership, and interpersonal leadership. Admission through Entry Point One is available for either fall or spring semesters.

#### ENTRY POINT TWO

Applicants holding a bachelor's degree in hospitality management from this or another university may apply to the program under the Entry Point Two option. Admitted applicants proceed directly to the HT core classes. Admission through Entry Point Two is available for either fall or spring semesters.

#### APPLICATION DEADLINES

The Hospitality and Tourism graduate program has rolling admissions, so students may begin the program in either the fall or spring semester. Complete applications must arrive at the university before:

- July 15 for enrollment in the fall semester.
- November 15 for enrollment in the spring semester.

For more information, call 610-499-1110. Application for admission to the master of science in hospitality and tourism program should be made to:

Committee on Graduate Admission  
Center for Hospitality Management  
Widener University  
One University Place  
Chester, PA 19013-5792

## STUDENT STATUS AND TRANSFER CREDIT

**SPECIAL STUDENTS**—Students who are not formal degree candidates are considered as special or nonmatriculated students. They must complete all course work assigned to degree candidates and receive a grade. A special student may request a change in status to degree candidate. The request must be submitted in writing to the Office of Graduate Programs, Center for Hospitality Management. An approval will specify the courses accepted for the degree program and the time limit.

**AUDITING**—Students will be permitted to audit courses in the graduate program with the approval of the instructor. No grade or credit is given for auditing a course, and examinations need not be taken; however, the registration procedure and fee structure are the same as that for other students.

**TRANSFER OF CREDIT**—A maximum of three credits in total from all sources may be transferred. Transfer credit is granted only at the time the student is admitted to the program.

**Transfer of Credit for Graduate-Level Courses:** Transfer credit for a previous graduate course that has not been used to satisfy the requirements of another degree may be accepted toward degree requirements. The subject must fit an integral part of the proposed program as approved by the student's advisor and have been taken within five years prior to matriculation. A grade of B or better must have been earned in this transfer course.

## INTERNATIONAL STUDENTS

International students should consult the graduate admissions web site at [www.widener.edu/admissions/graduate/international.aspx](http://www.widener.edu/admissions/graduate/international.aspx) for international graduate student guidelines or contact the Office of International Student Services at Widener University, One University Place, Chester, PA 19013; phone: 610-499-4126; e-mail: [international.admissions@widener.edu](mailto:international.admissions@widener.edu).

International applicants for admission to the graduate program must possess a U.S. bachelor's degree or its equivalent. Applicants who have completed a three-year bachelor's degree or a diploma program in hotel management must also complete the bachelor of science program at Widener. Three-year international college and university degrees must be evaluated by World Education Services (WES) or the National Association of Credential Evaluation Services (NACES). Upon completion of the BS degree, applicants will be reviewed for admission into the graduate program.

## COURSE OFFERINGS

Graduate study brochures are published for the fall and spring semesters. These brochures fully describe registration policies, course schedules, tuition, and fee obligations.

**DROP/ADD POLICY**—Students taking a course in the Center for Hospitality Management may withdraw from the course at any time prior to the final examination and receive the grade of W. If a course does not include a final examination, the deadline for withdrawing from the course with a grade of W is the final class meeting for the course. Graduate students begin the withdrawal process by notifying their program director's office of their intent to withdraw, either orally or in writing. The program director's office submits a drop/add form, which includes the student's last date of attendance at an academically related activity, to the Registrar's Office.

Students may add a course without special permission no later than one week after the semester has begun. If a student wishes to add a course after one week, written permission must be obtained from both the instructor and the appropriate department head.

## GRADING

The following grades and their associated grade points are used:

A	(4.0)	D+	(1.3)
A–	(3.7)	D	(1.0)
B+	(3.3)	F	(0.0)
B	(3.0)	I	(Incomplete)
B–	(2.7)	W	(Withdrawn)
C+	(2.3)	P/NP	(Passed/Not Passed)*
C	(2.0)	AU	(Audit: No credit)
C–	(1.7)		

\*Only for courses offered on a pass/no pass basis.

*NOTE:* Individual instructors may elect, at their discretion, not to use plus/minus grades.

The grade point value for a given course is the product of the semester hours for the course and the numerical value of the grade obtained. The GPA is the total grade points divided by the number of semester hours undertaken and is based upon the graduate courses that are required for the master's degree programs as shown in the curricula, which follows.

The grade of I is given when a student has not completed course requirements because of excusable reasons. A student who receives a grade of incomplete must arrange to make up all deficiencies with the instructor issuing the grade. If the work is not made up within one calendar year from the end of the semester in which the incomplete is received, the grade will be automatically converted to F, unless the course in question is a thesis research course or a dissertation research course. In this case, the grade of I will be converted to F one semester after the end of the semester in which the incomplete is received. Upon completion of the requirements, the instructor will institute a change of grade. (Note: A student does not register again for a course in which the grade of incomplete has been received.) A student cannot be awarded a degree when there is an outstanding incomplete grade on the transcript, even if the incomplete is in a course not required in the degree program.

**GPA REQUIREMENTS AND DISMISSAL FROM THE PROGRAM**—Master's candidates are required to maintain at least a B average. Only students with a 3.0 or better will graduate. A student may not graduate with more than two course grades lower than a B. Courses in which graduate students may receive lower than a B include foundation classes and electives. Students who obtain a grade lower than a B in a required HT core course must repeat the class. Courses for which grades B or higher are received may be repeated at the student's discretion, subject to the limitation described below. In all cases of course repetition, the new grade replaces the old for computation of the GPA, but both grades are recorded on the transcript. No more than two repetitions total and only one repetition per course are allowed. However, a student found to have violated the university's academic fraud policies is prohibited from repeating the course to remove the F grade (given as a result of fraud) from the GPA calculation.

Students whose academic performance is considered inadequate will be dismissed from the program. Students who allow their GPA to fall below 3.0 will be considered for dismissal. Students who have been dismissed are entitled to appeal their dismissal to the Academic Affairs Committee. Conduct inconsistent with the ethical and professional standards of the discipline, whether it occurs before or after matriculation, is also grounds for dismissal from the program. Such conduct includes academic fraud. A student dismissed for academic fraud may no longer enroll in the graduate programs of the university and may not apply for admission into another division of the university.

## STANDARDS FOR ACADEMIC INTEGRITY

### ACADEMIC INTEGRITY POLICY

The Academic Integrity Policy was approved by the Faculty Council. Additional regulations are excerpted and paraphrased from the “Minutes of the Academic Council.” These regulations explain Widener University’s expectations regarding students’ academic conduct and describe procedures related to those expectations. Exceptions to the regulations may be made only by special action of the school/college academic councils of the Academic Review Board. References in this catalog refer to the Main Campus only.

### STATEMENT ON ACADEMIC INTEGRITY

Widener University strongly supports the concept of academic integrity and expects students and all other members of the Widener University community to be honest in all academic endeavors. Cheating, plagiarism, and all other forms of academic fraud are unacceptable; they are serious violations of university policy. In some circumstances, students’ conduct may require review under the research integrity policy, the freedom to learn policy, the judicial review policy, and other university policies. Widener University expects all students to be familiar with university policies on academic integrity, as outlined in this catalog. The university will not accept a claim of ignorance—either of the policy itself or of what constitutes academic fraud—as a valid defense against such a charge.

### VIOLATIONS OF ACADEMIC INTEGRITY

Violations of academic integrity constitute academic fraud. Academic fraud consists of any action that serves to undermine the integrity of the academic process or that gives the student an unfair advantage, including:

- inspecting, duplicating or distributing test materials without authorization.
- cheating, attempting to cheat, or assisting others to cheat.
- altering work after it has been submitted for a grade.
- plagiarizing.
- using or attempting to use anything that constitutes unauthorized assistance.
- fabricating, falsifying, distorting, or inventing any information, documentation, or citation.

Each student’s program may have on record additional specific acts particular to a discipline that constitutes academic fraud. These specific acts are specified in relevant handbooks or course syllabi.

### STATEMENT ON PLAGIARISM

One of the most common violations of academic integrity is plagiarism. Plagiarism can be intentional or unintentional. However, since each student is responsible for knowing what constitutes plagiarism, unintentional plagiarism is as unacceptable as intentional plagiarism and commission of it will bring the same penalties. In many classes, faculty members will provide their definitions of plagiarism. In classes where a definition is not provided, students will be held to the definition of plagiarism that follows:

#### Definition of Plagiarism

Plagiarism—submitting the work of others as one’s own—is a serious offense. In the academic world, plagiarism is theft. Information from sources—whether quoted, paraphrased, or summarized—must be given credit through specific citations. When a student paraphrases a work, it is still necessary to cite the original source. Merely rearranging a sentence or changing a few words is not sufficient. The citation style should be appropriate for the discipline and should clearly indicate the beginning and ending of the referenced material. All sources used in the preparation of an academic paper must also be listed with full bibliographic details at the end of the paper, as appropriate in the discipline.

## FACULTY AND STUDENT RESPONSIBILITIES

- Every student, faculty member, and administrator is responsible for upholding the highest standards of academic integrity. Every member of the Widener community shall honor the spirit of this policy by refusing to tolerate academic fraud.
- When expectations for a course are not addressed in this policy, it is the responsibility of the instructor to provide students with additional guidelines for what constitutes “authorized” and “unauthorized” assistance.
- It is the responsibility of every student to seek clarification if in doubt about what constitutes “authorized” and “unauthorized” assistance. In cases of collaborative work, all students within the collaborative group may be responsible for “unauthorized” assistance to any individual student within the collaborative group.
- Students are required to obtain permission prior to submitting work, any part of which was previously or will be submitted in another course. The instructor has the option of accepting, rejecting, or requiring modification of the content of previously or simultaneously submitted work.

A student who suspects that a violation of academic integrity has occurred should report that violation to the associate provost or their dean. In this report, the student should describe any action taken, such as talking with the person involved or with a faculty or staff member. Every effort will be made to preserve the anonymity of the student reporting the incident; however, confidentiality cannot be guaranteed.

### RESOLUTION AT THE FACULTY/STUDENT LEVEL FOR ACADEMIC FRAUD OCCURRING IN A COURSE

#### Process and Reporting

A faculty member who becomes aware of possible academic fraud in a course will:

1. Collect and preserve all evidence of the suspected fraud.
2. Inform the suspected student(s) in writing. The faculty member may contact the associate provost for additional support and guidance.
3. Provide the student with the opportunity to respond to the charges within five business days of his/her receipt of, or refusal to accept, notice of the suspected fraud. If the student fails to respond to this opportunity, the student forfeits any right to appeal the decision to the school or college level where the course is taught, and the faculty member will determine the penalty.
4. Discuss the academic fraud with the student and agree to pursue student/faculty resolution. If no such agreement is reached, the faculty member refers the matter to the dean of the school or college level where the course is taught and will be processed at the school/college level.
5. In cases where a faculty member takes action for a case of academic fraud, the faculty member will send a report describing the academic fraud and the penalty being imposed to the student, the dean of the school or college where the course involved is taught, the dean of the school or college where the student is enrolled, and the Office of the Associate Provost for Graduate Studies and Extended Learning as the office of record. Please contact the associate provost for guidelines and templates for constructing the reports.

If the faculty member is not satisfied with the sanctions available, he or she may refer the case to the dean responsible for the course in question.

If the student does not accept responsibility for the academic fraud or disagrees with the sanction imposed by the faculty member, the student may appeal the outcome at the school or college level according to the process stipulated in the bylaws or student handbook of the school or college where the course is taught.



## Penalties

The suggested penalty for academic fraud in any course is failure in the course. However, faculty members may take alternative steps. Penalties available to faculty members include:

- Formal warning.
- Reduction in grade for the assignment.
- Reduction in the grade for the course.
- Failing grade for the assignment.
- A failing grade (F) in the course.
- A failing grade (XF) in the course (a grade of XF will appear on the transcript and be defined on the transcript as failure as a result of academic fraud).

## Offenses Subject to Expulsion

All reports of academic fraud will be reviewed by the associate provost to verify whether reports have been received indicating that the student has been found responsible for any other act of academic fraud. In cases where the associate provost finds that the case is a repeat offense for which the student has received a failing grade (F or XF) in a course for each offense or a case in which a student has stolen or attempted to steal an examination, the associate provost will expel the student from the university. The student may appeal cases resulting in expulsion to the Academic Review Board.

## RESOLUTION AT THE SCHOOL/COLLEGE LEVEL

### Process and Reporting

When a faculty member or any other employee of the university becomes aware of possible academic fraud occurring outside a course, the faculty member or employee will:

1. Collect and preserve all evidence of the suspected fraud.
2. Refer the matter to the dean of the school or college where the student is enrolled.

When a case of academic fraud occurring in a course is referred to the dean of the school or college where the course is taught or when a case of academic fraud occurring outside a course is referred to the dean of the school or college where the student is enrolled:

1. The dean will notify the student and the associate provost in writing of the charge of academic fraud, the penalty to be imposed, and all rights of appeal, if any.
2. If a student wishes to contest the charge of academic fraud or disagrees with the sanction imposed, the student may do so according to the process stipulated in the bylaws or student handbook of the school or college where the course is taught. In such a case, the student will also be informed of the process as stipulated by the school or college.
3. In cases where the penalty results in dismissal of the student from the school or college, the student may appeal the decision at the university level in writing to the Academic Review Board via the associate provost.

## Penalties

The maximum penalty imposed in school or college resolution for individuals convicted of academic fraud shall be dismissal from the school or college. Lesser penalties may include:

- Formal warning.
- Reduction in grade for the assignment.
- Reduction in the grade for the course.
- Failing grade for the assignment.
- Failing grade (F) in the course.
- A failing grade (XF) in the course (a grade of XF will appear on the transcript and be defined on the transcript as failure as a result of academic fraud).
- Required attendance at an academic integrity workshop or tutorial.

## Offenses Subject to Expulsion

All reports of academic fraud will be reviewed by the associate provost to verify whether reports have been received indicating

that the student has been found responsible for any other act of academic fraud. In cases where the associate provost finds that the case is a repeat offense where the student has received a failing grade (F or XF) in a course for each offense or a case where a student has stolen or attempted to steal an examination, the associate provost will expel the student from the university. The student may appeal cases resulting in expulsion to the Academic Review Board.

## RESOLUTION AT THE UNIVERSITY LEVEL— REPEAT OFFENSES / THEFT OF EXAMINATION MATERIALS

### Process

The associate provost will review all reports of academic fraud.

1. If the associate provost finds the case is a repeat offense where the student has received a failing grade (F or XF) in a course for each offense, the associate provost will expel the student from the university. The student may appeal the case to the Academic Review Board.
2. If the associate provost finds the case is a repeat offense where the student has not received a failing grade for both offenses, the case will be referred to the Academic Review Board.
3. If the student has stolen or attempted to steal an examination, the associate provost will expel the student from the university. The student may appeal the case to the Academic Review Board.

## Penalties

The maximum penalty imposed by the Academic Review Board for individuals convicted of academic fraud shall be expulsion from the university. Penalties include:

- An XF grade in the course (a grade of XF will appear on the transcript and be defined on the transcript as failure as a result of academic fraud).
- Removal of the privilege of representing the university in extracurricular activities, including athletics, as well as the privilege of running for or holding office in any student organization that is allowed to use university facilities or receives university funds.
- Suspension from the university for up to one academic year. Students suspended for academic fraud cannot transfer into Widener any credits earned during the suspension.
- Dismissal from the university. Students dismissed for academic fraud must apply for readmission according to the Academic Review Board guidelines. Readmission applications by students suspended for academic fraud must be approved by the Academic Review Board.
- Expulsion from the university without the opportunity for readmission.

## Reporting

The associate provost will send a report describing the academic fraud and the penalty being imposed to the student, the affected faculty members, the dean of the school or college where the course involved is taught, and the dean of the school or college where the student is enrolled, as well as maintain a copy as the office of record.

## STUDENT APPEALS/DECISIONS— EXPULSION/DISMISSAL

When a student is expelled or dismissed by the associate provost, the student may initiate his or her appeal to the Academic Review Board by notifying the associate provost in writing of the request for an appeal, together with a concise statement of the grounds for the appeal.

Written notice of the student's request for appeal, together with the concise statement of the student's grounds for the appeal, must be received by the associate provost no more than ten business days following the decision of the faculty, school/college, or university.

When a case is referred to the Academic Review Board, the associate provost shall notify the student in writing of the time and location for the Academic Review Board hearing.

The membership of the Academic Review Board consists of the provost, the associate provost, the dean, the chair of the faculty, and the chair of the Faculty Council Academic Affairs Committee; provided, however, that any majority of the foregoing members shall constitute a quorum for purposes of conducting any matters to come before the Academic Review Board pursuant to these standards. Any faculty member on the Academic Review Board involved in the original accusations will not participate in deliberations in that case.

At an appeal before the Academic Review Board, the student shall have the opportunity to be heard and the right to produce witnesses or introduce evidence subject to the reasonable discretion of the Academic Review Board. The student may also be accompanied by a representative of his or her choosing who may not participate in the appeal. The Academic Review Board shall not be subject to any evidentiary rules but shall accept or reject evidence in its sound discretion. All appeals shall be closed to the public and no stenographic record shall be required unless requested at the expense of the requesting party. In the absence of a stenographic record, the Academic Review Board shall provide, in its sole discretion, either a recorded record or notes of the proceedings taken by a member of the Academic Review Board.

The results of all appeals to the Academic Review Board, permitted in the Academic Integrity Policy, shall be final.

Any matter submitted to a faculty member, the school/college, or the university for decision or review under this policy will be decided in a timely manner and the parties will use their best efforts to conclude the proceedings within the semester in which the alleged offense has occurred or the appeal is received, provided, however, that any delay in the proceedings will in no way operate as a waiver of the university's right to assess any or all of the sanctions permitted hereunder. References to the associate provost also includes his/her designee, except with respect to membership on the Academic Review Board.

### **ACADEMIC REVIEW BOARD**

The Academic Review Board consists of the provost, the associate provost, the deans of each school/college, the vice chair of the University Council, and the chair of the University Council Academic Affairs Committee. Duties of the board include (1) hearing petitions for the waiver of academic regulations that transcend a single school or college (e.g., distribution or residency requirements, walk-through policy), and (2) serving as the appeal body in cases of an alleged violation of procedure in school/college Academic Council hearings.

### **ACADEMIC GRIEVANCE APPEAL PROCEDURE**

If a student has a grievance concerning a class in which he or she is enrolled, he/she will first try to resolve the problem with the instructor of the class. If a student has a grievance concerning an academic requirement of the program (e.g., comprehensive examination, final clinical oral examination, clinical placements), he/she will first try to resolve the problem with the director of the program. If it is impossible to resolve the matter at this initial level, the grievance must be placed in writing. Then the student may appeal to the next higher level. The student should inquire in the office of the dean responsible for the course or program in question for the proper appeal procedure if the student's grievance is not resolved to the student's satisfaction after initial appeal to the instructor or the program director.

### **POLICIES AND PROCEDURES REGARDING UNPROFESSIONAL OR UNETHICAL BEHAVIOR OF STUDENTS**

Students in the Center for Hospitality Management are expected to conduct themselves at all times in a mature and responsible manner and to respect the rights and property of others. Unethical or unprofessional behavior toward peers, faculty, or staff may serve as grounds for removal from a course or dismissal from the program. Because such behavior may undermine the student's capacity to function in the classroom or the broader educational community, the Center for Hospitality Management believes that it is critical for such behaviors to be addressed.

If the dean of the school is presented with credible information from the school's Academic Affairs Committee that a student's continued enrollment within a particular course or within the school should be terminated due to unethical behavior or unprofessional behavior toward peers, faculty, or staff, the dean, in consultation with the associate provost for graduate studies and the Office of the Provost, may dismiss the student from the specific course or from the Center for Hospitality Management.

Valid supporting evidence that the student exhibits an unprofessional or unethical behavior or lacks a particular personal or professional characteristic or ability required must accompany the recommendation for dismissal. Files must show evidence of prior counseling with the student and other precautions taken and should contain written documentation of requests to remediate the problem or identified behavior.

Before dismissing a student, the Center for Hospitality Management, through the Office of the Dean, will make a reasonable attempt to notify the student of the dismissal in writing and offer the student an opportunity to present information that his or her behavior does not pose a threat to persons or property.

In instances where unprofessional behavior is identified, the following procedures will be followed:

#### **APPEAL PROCEDURES**

1. If a pattern of unprofessional behavior is identified and is limited to a specific course, the dean will inform the student of the program's intention to remove him/her from the course, the effective date of such removal, and the grade to be recorded for the course (i.e., W, I, or F). If the pattern of unprofessional behavior extends beyond a single course, the dean will inform the student of the school's intention to dismiss him/her from the program and the effective date of such dismissal.
2. After the imposition of dismissal for non-academic reasons, the student may appeal by following this procedure:
  - a. Within 10 calendar days following the effective date of the dismissal, the student may request in writing to the director of the Center for Hospitality Management a hearing to challenge the dismissal. A prompt hearing will be scheduled. If the student fails to request a hearing within the 10-day period, the student's rights pursuant to this procedure shall be deemed to be waived.
  - b. A hearing panel will be established once the Office of the Dean receives the student's written challenge of the dismissal. The hearing panel shall be comprised of three persons not from the Center for Hospitality Management: an individual represented by the Office of the Provost, a designee of the director of the Center for Hospitality Management, and an individual recommended by the



associate provost for graduate studies. The panel will be named by the director of the Center for Hospitality Management and will elect its own chair. The hearing panel shall have the right to adopt, reject, or modify the dismissal that has been imposed.

- c. At the hearing, the student will have the following rights:
    - Right to have an advisor appear at the hearing. The advisor may be a faculty advocate. The student must identify his or her advocate at least five days prior to the hearing.
    - Right to hear all adverse evidence, to present his/her defense, to present written evidence, and to call and cross-examine witnesses.
    - Right to examine his/her file prior to or at the hearing.
  - d. The proceedings of the hearing shall be recorded.
  - e. After the hearing, the panel members shall reach a decision by a simple majority vote based on the record at the hearing.
  - f. The panel must establish the appropriateness of the dismissal penalty based on the evidence presented. The panel can adopt, reject, or modify the dismissal that has been imposed by the school and determine the discipline to be applied if other than dismissal. This could include reinstatement to the program.
  - g. The panel shall notify the student in writing of its decision and provide the student with a statement of the reasons for the decision.
  - h. The decision of the panel in these matters is final.
3. The foregoing procedures shall constitute the sole and exclusive remedy by which a student may challenge the imposition of a dismissal based on non-academic reasons.
  4. Readmission will be based on the student's ability to demonstrate resolution of the problem that led to dismissal.

### LEAVE OF ABSENCE

Students who have not completed their programs of study and desire a leave of absence must apply to the Office of Graduate Programs in the Center for Hospitality Management specifying the duration of the requested leave. Such leave will normally be granted. A student who does not apply for a leave of absence and does not register for at least one course in a semester will be considered as withdrawn from the program.

### REINSTATEMENT TO THE PROGRAM

Students who have withdrawn from the program may petition for readmission by filing a new application. Such requests must be sent to the school no later than 30 days prior to the start of the semester in which the student expects to enroll.

### TIME LIMIT

All requirements for the master of science in hospitality and tourism must be completed within seven years from the beginning of the first semester of the student's enrollment.

### REGISTRATION

Currently enrolled students may preregister for courses for the following semester during the preregistration period. Newly admitted students must register in accordance with the schedule published in the academic calendar. There is a late registration fee for failure to adhere to this schedule.

### STUDENT STATUS

Students pursuing a program of studies in Widener's Center for Hospitality Management are considered to be full-time graduate students when they are enrolled in 9 or more credits of graduate study. International students are permitted to be considered full-time graduate students if they enroll in 6 credits of graduate study with an additional 20 hours of part-time employment.

### LIBRARY ACCESS

Students who are enrolled and are registered for at least 1 credit will have access to library services with a valid student identification card. Students who are not enrolled for a summer semester and would like to have library access will have to register for OC 500, Library Research. This is a noncredit class that currently carries a fee of \$25.

### THESIS OR MONOGRAPH REQUIREMENT

Students are required to submit a thesis, which carries six semester hours of credit, or a professional monograph, which carries three semester hours.

A thesis for the MS degree must be an original contribution to knowledge through either model development or original data collection and analysis. The monograph for the MS degree may be any one of the following: a survey of the field through a literature review, a discussion and analysis of a specific problem/issue, a case study/report, a comparative study, or an interpretation of current knowledge.

These questions might help you decide whether a monograph or thesis is the best choice for you. The more of these questions to which you answer "Yes," the better a thesis might match your needs. If you answer "No" to most of them, a monograph may be more appropriate.

1. *Are you considering the possibility of going on to do further advanced degrees (a doctoral degree for example)?* If so, the deeper research experience you would gain from doing a thesis would be important.
2. *Do you wish to replace research for coursework?* Know that the thesis is composed of six credits (HT 698 and 699), while the monograph (HT 696 and HT 697) is three credits plus an additional three-credit elective course.
3. *Do you believe that you would like to make an original contribution to the growing body of hospitality industry research?* If so, the thesis option gives you the best opportunity to achieve this goal. The scope and length of a monograph may create certain limitations in how thorough your research can be using secondary data.
4. *Would you like to see your research get a wider distribution and be read by others?* If so, a thesis is the answer. The university makes theses available in libraries and other institutions. Also, it is more likely that you can publish your work in industry journals (perhaps with the help of an advisor). In that case, your work could get international recognition. Note that this usually requires extra work to revise the thesis to meet the journals' stylistic guidelines.

**THESIS**—A thesis for the MS degree must be an original contribution to knowledge through either model development or original data collection and analysis. Students need to register for HT 698 and HT 699 to complete the thesis requirements and earn six credits.

A faculty committee must be selected from members of the hospitality management graduate faculty, including the dean of

the school. Generally, at least two semesters are required to complete the thesis. Note that graduate division deadlines are strictly enforced. Students may not register for the first thesis research course (HT 698) until the research topic has been approved by the thesis advisor.

**MONOGRAPH**—The monograph for the MS degree may be any one of the following:

- a survey of the field through a literature review.
- a case study/report.
- a discussion and analysis of a specific problem/issue.
- a comparative study.
- an interpretation of current knowledge.

Students need to register for HT 696 and HT 697 to complete the monograph requirements and earn three credits.

**ORAL DEFENSE**—Requests to schedule oral thesis and monograph defenses must be submitted to the student's thesis or monograph chair in writing. No oral presentations will be permitted in the period 30 days prior to the scheduled graduation date.

## **GRADUATION REQUIREMENTS AND AWARDING OF DEGREES**

*Students are responsible for knowing and meeting curriculum requirements as shown in this catalog.*

A candidate must complete a minimum of 30 semester hours of courses at the 500 and 600 level with a grade point average of 3.0 or better to qualify for the degree. The minimum residency requirement is 27 semester hours.

Those who expect to receive a graduate degree should make clear their intentions to their advisors. A student who completes requirements for the degree at the conclusion of either summer session will be awarded the degree in August of that year; **the student must submit a graduation petition online via CampusCruiser by March 1.** A student who completes requirements for the degree at the conclusion of the fall semester will be awarded the degree in December of that year; **the student must submit a graduation petition online via CampusCruiser by July 1.** A student who completes requirements for the degree at the conclusion of the spring semester will be awarded the degree in May of that year; **the student must submit a graduation petition online via CampusCruiser by November 1 of the previous year.** The university holds only one formal commencement in the spring to which August, December, and May graduates are invited.

A student who petitions for graduation and who, for whatever reason, is not awarded the degree, must re-petition.

## **GRADUATION DEADLINES**

It is important to note that the school does not allow students to attend the graduation ceremony unless all degree requirements have been satisfied prior to the commencement date. To allow for adequate review, formation of the committee, and scheduling of the defense, students must adhere to the following deadlines. All materials are to be submitted to the thesis or monograph advisor.

**If you anticipate graduating in May, you must submit your petition by November 1.**

If you register for thesis/monograph in the spring, you must:

- Hand in your first draft by February 15.
- Hand in your final draft by March 15.
- Defend your thesis or monograph by April 15.
- Hand in all final revisions by May 1.

**If you anticipate graduating in August, you must submit your petition by March 1.**

If you register for thesis/monograph in the summer, you must:

- Hand in your first draft by May 15.
- Hand in your final draft by June 15.
- Defend your thesis or monograph by July 15.
- Hand in all final revisions by August 1.

**If you anticipate graduating in December, you must submit your petition by July 1.**

If you register for thesis/monograph in the fall, you must:

- Hand in your first draft by September 15.
- Hand in your final draft by October 15.
- Defend your thesis or monograph by November 15.
- Hand in all final revisions by December 1.

## **TRANSCRIPTS**

Students in good financial standing may have copies of their transcripts forwarded to employers, agents, or institutions of higher education by contacting the Office of the Registrar.

## **FINANCIAL AID**

Widener University offers a wide range of financial aid programs. Financial information is available on the university's website and on CampusCruiser.

## **ANNUAL NOTICE TO STUDENTS REGARDING EDUCATION RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day the university receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to university officials with legitimate educational interests. A university official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including, without limitation, law enforcement unit personnel, health staff, athletic coaches and trainers, and admissions counselors and recruiters); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A university official also may include a volunteer or contractor outside of the university who performs an institutional service or function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from education records, such as an attorney, auditor, contractor, consultant, or collection agent, or a student volunteering to assist another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university.

Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Such education records may include updated or corrected information, including, without limitation, disciplinary and health records.

- The right to file a complaint with the U.S Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202
- The right to withhold public disclosure of any or all items of "directory information" by written notification to the Registrar's Office of the university or the School of Law, as applicable, within two weeks after the commencement of the fall or spring semesters of any given academic year. Under current university policy, the term "directory information" includes, without limitation, a student's name, home and campus address, telephone listing(s), electronic mail address, photographs, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

## **TRANSCRIPTS**

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## **FINANCIAL AID**

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## **CAMPUS SAFETY**

### **CAMPUS SECURITY AND FIRE SAFETY REPORTS**

Widener is committed to the safety and security of all members of the Widener University community. The university's annual Campus Safety and Fire Safety Reports are on the Widener website and contain information on campus security and personal safety, including crime prevention, university law enforcement authority, crime reporting policies, disciplinary procedures, and other campus security matters. The Campus Safety Reports contain statistics for the three previous calendar years on reported crimes that occurred on campus, in certain off-campus buildings and property owned and controlled by the university, and on public property within or immediately adjacent to and accessible from campus.

The Fire Safety Report contains information on fire safety systems in on-campus student housing facilities, the number of fire drills held during the previous year, the university's policies on portable electrical appliances, smoking, and open flames in student housing facilities, the university's procedures for student housing evacuation in the case of a fire, policies regarding fire safety education and training programs provided to students and employees, a listing of persons or organizations to which fires should be reported, and plans for future improvements in fire safety. It also contains statistics for the three most recent calendar years concerning the number of fires and cause of each fire in each on-campus student housing facility, the number of persons who received fire-related injuries that resulted in treatment at a medical facility, the number of deaths related to a fire, and the value of property damage caused by a fire.

The annual Campus Safety and Fire Safety Reports are available online at [www.widener.edu/campussafety](http://www.widener.edu/campussafety). If you would like a printed copy of these reports, contact the Campus Safety Office at 610-499-4203 to have a copy mailed to you. The information in these reports is required by law and is provided by the Campus Safety Office.



## MASTER OF SCIENCE IN HOSPITALITY & TOURISM

The master of science in hospitality and tourism program requires the completion of 30 credit hours of core coursework, including a thesis or monograph option. Students without a hospitality management background will complete HT 500 in the summer semester. These foundation classes in business and hospitality management serve as pre-core classes.

### FOUNDATION REQUIREMENTS (0–6 credits)

<i>Pre-Core Courses</i>	<i>Credits</i>
HT 500 The Hospitality Environment . . . . .	3
BUS 605 Leading People in Organizations . . . . .	3
<b>TOTAL</b> . . . . .	<b>6</b>

### REQUIRED COURSES—CORE CURRICULUM\*

<i>Core Courses</i>	<i>Credits</i>
HT 555 Statistics for Hospitality Operations . . . . .	3
HT 600 Strategic Management in the Hospitality Industry . . .	3
HT 604 Strategic Human Resources in Hospitality Management . . . . .	3
HT 606 Strategic Marketing in the Hospitality Industry . . .	3
HT 631 Research Methodology . . . . .	3
HT 645 Issues & Trends in Hospitality Management . . . . .	3
HT or BUS Electives** . . . . .	6
<i>Option 1:</i>	
HT 698 Thesis I . . . . .	3
HT 699 Thesis II . . . . .	3
<i>Option 2:</i>	
HT 696 Monograph I . . . . .	1.5
HT 697 Monograph II . . . . .	1.5
HT or BUS Elective . . . . .	3
<b>TOTAL</b> . . . . .	<b>30</b>

\*There is also a required noncredit internship.

\*\*Courses taken in the School of Business Administration must not exceed more than 15 credits toward the degree requirements.

### SUGGESTED CURRICULUM SEQUENCE FOR DOMESTIC (U.S.) STUDENTS: MS IN HOSPITALITY AND TOURISM—THESIS OPTION (NO FOUNDATION COURSES NEEDED)

#### YEAR ONE

<b>Fall Semester</b>	<b>Credits</b>
HT 555 Statistics for Hospitality Operations . . . . .	3
HT 600 Strategic Management in the Hospitality Industry . . .	3
<b>Spring Semester</b>	
HT 604 Strategic Human Resources in Hospitality Management . . . . .	3
HT 645 Issues & Trends in Hospitality Management . . . . .	3
<b>Summer Session</b>	
BUS Elective . . . . .	3

#### YEAR TWO

<b>Fall Semester</b>	
HT 631 Research Methodology . . . . .	3
HT or BUS Elective . . . . .	3
<b>Spring Semester</b>	
HT 606 Strategic Marketing in the Hospitality Industry . . .	3
HT 698 Thesis I . . . . .	3
<b>Summer Session</b>	
HT 699 Thesis II . . . . .	3

### SUGGESTED CURRICULUM SEQUENCE FOR DOMESTIC (U.S.) STUDENTS: MS IN HOSPITALITY AND TOURISM—MONOGRAPH OPTION (NO FOUNDATION COURSES NEEDED)

#### YEAR ONE

<b>Fall Semester</b>	<b>Credits</b>
HT 555 Statistics for Hospitality Operations . . . . .	3
HT 600 Strategic Management in the Hospitality Industry . . .	3
<b>Spring Semester</b>	
HT 604 Strategic Human Resources in Hospitality Management . . . . .	3
HT 645 Issues & Trends in Hospitality Management . . . . .	3
<b>Summer Session</b>	
BUS Elective . . . . .	3

#### YEAR TWO

<b>Fall Semester</b>	
HT 631 Research Methodology . . . . .	3
HT or BUS Elective . . . . .	3
<b>Spring Semester</b>	
HT 606 Strategic Marketing in the Hospitality Industry . . .	3
HT or BUS Elective . . . . .	3
<b>Summer Session</b>	
HT 696 Monograph I . . . . .	1.5

#### YEAR THREE

<b>Fall Semester</b>	
HT 697 Monograph II . . . . .	1.5

**SUGGESTED CURRICULUM SEQUENCE FOR  
DOMESTIC (U.S.) STUDENTS: MS IN HOSPITALITY  
AND TOURISM—THESIS OPTION  
(FOUNDATION COURSES NEEDED)**

**PRE-YEAR ONE**

<b>Summer Session</b>	<b>Credits</b>
BUS 605 Leading People in Organizations . . . . .	3

**YEAR ONE**

<b>Fall Semester</b>	<b>Credits</b>
HT 500 The Hospitality Environment . . . . .	3
HT 555 Statistics for Hospitality Operations . . . . .	3

**Spring Semester**

HT 604 Strategic Human Resources in Hospitality Management . . . . .	3
HT 645 Issues & Trends in Hospitality Management . . . . .	3

**Summer Session**

BUS Elective . . . . .	3
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**YEAR TWO**

**Fall Semester**

HT 600 Strategic Management in the Hospitality Industry . . .	3
HT 631 Research Methodology . . . . .	3

**Spring Semester**

HT 606 Strategic Marketing in the Hospitality Industry . . .	3
HT 698 Thesis I . . . . .	3

**Summer Session**

BUS Elective . . . . .	3
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**YEAR THREE**

**Fall Semester**

HT 699 Thesis II . . . . .	3
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**SUGGESTED CURRICULUM SEQUENCE FOR  
DOMESTIC (U.S.) STUDENTS: MS IN HOSPITALITY  
AND TOURISM—MONOGRAPH OPTION  
(FOUNDATION COURSES NEEDED)**

**PRE-YEAR ONE**

<b>Summer Session</b>	<b>Credits</b>
BUS 605 Leading People in Organizations . . . . .	3

**YEAR ONE**

<b>Fall Semester</b>	<b>Credits</b>
HT 500 The Hospitality Environment . . . . .	3
HT 555 Statistics for Hospitality Operations . . . . .	3

**Spring Semester**

HT 604 Strategic Human Resources in Hospitality Management . . . . .	3
HT 645 Issues & Trends in Hospitality Management . . . . .	3

**Summer Session**

BUS Elective . . . . .	3
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**YEAR TWO**

**Fall Semester**

HT 600 Strategic Management in the Hospitality Industry . . .	3
HT 631 Research Methodology . . . . .	3

**Spring Semester**

HT 606 Strategic Marketing in the Hospitality Industry . . .	3
HT 696 Monograph I . . . . .	1.5
HT or BUS Elective . . . . .	3

**Summer Session**

HT 697 Monograph II . . . . .	1.5
BUS Elective . . . . .	3

**SUGGESTED CURRICULUM SEQUENCE FOR  
INTERNATIONAL STUDENTS: MS IN HOSPITALITY  
AND TOURISM—THESIS OPTION  
(NO FOUNDATION COURSES NEEDED)**

**YEAR ONE**

<b>Fall Semester</b>	<b>Credits</b>
HT 555 Statistics for Hospitality Operations . . . . .	3
HT 600 Strategic Management in the Hospitality Industry . . .	3
HT or BUS Elective . . . . .	3
<b>Spring Semester</b>	
HT 604 Strategic Human Resources in Hospitality Management . . . . .	3
HT 645 Issues & Trends in Hospitality Management . . . . .	3
HT or BUS Elective . . . . .	3

**YEAR TWO**

<b>Fall Semester</b>	
HT 631 Research Methodology . . . . .	3
HT 698 Thesis I . . . . .	3
HT Internship (Optional) . . . . .	0
<b>Spring Semester</b>	
HT 606 Strategic Marketing in the Hospitality Industry . . .	3
HT 699 Thesis II . . . . .	3
HT Internship (Optional) . . . . .	0

**SUGGESTED CURRICULUM SEQUENCE FOR  
INTERNATIONAL STUDENTS: MS IN HOSPITALITY  
AND TOURISM—MONOGRAPH OPTION  
(NO FOUNDATION COURSES NEEDED)**

**YEAR ONE**

<b>Fall Semester</b>	<b>Credits</b>
HT 555 Statistics for Hospitality Operations . . . . .	3
HT 600 Strategic Management in the Hospitality Industry . . .	3
HT or BUS Elective . . . . .	3
<b>Spring Semester</b>	
HT 604 Strategic Human Resources in Hospitality Management . . . . .	3
HT 645 Issues & Trends in Hospitality Management . . . . .	3
HT or BUS Elective . . . . .	3

**YEAR TWO**

<b>Fall Semester</b>	
HT 631 Research Methodology . . . . .	3
HT 696 Monograph I . . . . .	1.5
HT or BUS Elective . . . . .	3
HT Internship (Optional) . . . . .	0
<b>Spring Semester</b>	
HT 606 Strategic Marketing in the Hospitality Industry . . .	3
HT 697 Monograph II . . . . .	1.5
HT Internship (Optional) . . . . .	0

**SUGGESTED CURRICULUM SEQUENCE FOR  
INTERNATIONAL STUDENTS: MS IN HOSPITALITY  
AND TOURISM—THESIS OPTION  
(FOUNDATION COURSES NEEDED)**

**YEAR ONE**

<b>Fall Semester</b>	<b>Credits</b>
HT 500 The Hospitality Environment . . . . .	3
HT 555 Statistics for Hospitality Operations . . . . .	3
HT 600 Strategic Management in the Hospitality Industry . . .	3
<b>Spring Semester</b>	
BUS 605 Leading People in Organizations . . . . .	3
HT 604 Strategic Human Resources in Hospitality Management . . . . .	3
HT 645 Issues & Trends in Hospitality Management . . . . .	3

**YEAR TWO**

<b>Fall Semester</b>	
HT 631 Research Methodology . . . . .	3
HT 698 Thesis I . . . . .	3
HT or BUS Elective . . . . .	3
HT Internship (Optional) . . . . .	0
<b>Spring Semester</b>	
HT 606 Strategic Marketing in the Hospitality Industry . . .	3
HT 699 Thesis II . . . . .	3
HT or BUS Elective . . . . .	3
HT Internship (Optional) . . . . .	0

**SUGGESTED CURRICULUM SEQUENCE FOR  
INTERNATIONAL STUDENTS: MS IN HOSPITALITY  
AND TOURISM—MONOGRAPH OPTION  
(FOUNDATION COURSES NEEDED)**

**YEAR ONE**

<b>Fall Semester</b>	<b>Credits</b>
HT 500 The Hospitality Environment . . . . .	3
HT 555 Statistics for Hospitality Operations . . . . .	3
HT 600 Strategic Management in the Hospitality Industry . . .	3
<b>Spring Semester</b>	
HT 604 Strategic Human Resources in Hospitality Management . . . . .	3
HT 645 Issues & Trends in Hospitality Management . . . . .	3
HT or BUS Elective . . . . .	3

**YEAR TWO**

<b>Fall Semester</b>	
BUS 605 Leading People in Organizations . . . . .	3
HT 631 Research Methodology . . . . .	3
HT 696 Monograph I . . . . .	1.5
HT or BUS Elective . . . . .	3
HT Internship (Optional) . . . . .	0
<b>Spring Semester</b>	
HT 606 Strategic Marketing in the Hospitality Industry . . .	3
HT 697 Monograph II . . . . .	1.5
HT or BUS Elective . . . . .	3
HT Internship (Optional) . . . . .	0



**ELECTIVES FROM THE CENTER  
FOR HOSPITALITY MANAGEMENT**

<i>Course</i>	<i>Credits</i>
HT 550 Beverage Management .....	3
HT 558 Hospitality Technology .....	3
HT 564 Casino Hotel Management .....	3
HT 568 Principles of Tourism .....	3
HT 601 Hospitality Labor Relations .....	3
HT 602 Advanced Lodging Management .....	3
HT 624 Hospitality Industry Training Systems .....	3
HT 654 Club Management .....	3
HT 655 Resort & Timeshare Management .....	3
HT 661 Managed Services .....	3
HT 663 Special Events Management .....	3

**ELECTIVES FROM THE SCHOOL  
OF BUSINESS ADMINISTRATION**

<i>Course</i>	<i>Credits</i>
ACCT 601 Business Valuation Accounting Issues .....	3
ACCT 602 Current Issues in Managerial Accounting .....	3
EC 605 International Economics .....	3
EC 615 Economics of Multinational Enterprise .....	3
FIN 603 Real Estate Finance .....	3
MGT 622 Developing Your Management Skills .....	3
MGT 625 Management of Change .....	3
MGT 635 Managing Diversity in the Workplace .....	3
MGT 645 Measuring Effectiveness .....	3
MHR 606 Organizational Development .....	3

# Hospitality & Tourism Graduate Courses

**FOUNDATION REQUIREMENTS**

**BUS 605 LEADING ORGANIZATIONS AND PEOPLE**

Strategic leadership components of this ‘roadmap’ course enable students to position a firm, product, or service for competitive advantage in the market place and to manage a portfolio of businesses, products, or services to achieve corporate advantage. Organizational leadership components enable students to take charge and exhibit effective leadership by choosing a leadership style that is appropriate for the situation and to drive and manage change through adaptive and transformational leadership. Team leadership components enable students to build and lead effective teams by creating the appropriate team context and managing team dynamics. Finally, interpersonal leadership components enable students to manage individuals and influence their performance through effective communication, motivation, empowerment, and conflict management. Note: Development of the above competencies occur concurrently with the development and application of the following basic skills: analytical thinking, critical thinking, problem solving, and effective and ethical decision making.

**HT 500 THE HOSPITALITY ENVIRONMENT**

This course is designed for graduate students who have little or no prior experience in the content areas of the hospitality industry but who have been exposed to the content areas of business

through their undergraduate degree. Students are exposed to the culture of the hospitality industry and the culture of service. Students study hotel management as it relates to the operation of a hotel front desk. Emphasis is placed on the management of the room division areas of both manual and computerized hotel operations. Highlights include the entire process from room reservations through check out, guest service management, and statistical analysis of pricing, occupancy, and yield management. Students also study basic decision-making models for energy, maintenance, and engineering situations, especially as applied to hotel and restaurant facilities. Basic terminology is covered along with discussions of heat, refrigeration, ventilation, air conditioning, electricity, and water systems, with particular emphasis on energy conservation and costs. Students are also exposed to the complex systems of food and beverage management, including food safety, food preparation and service, and controls. Prerequisite: None. 3 semester hours

**CORE CURRICULUM**

**HT 555 STATISTICS FOR HOSPITALITY OPERATIONS**

This course covers descriptive and inferential statistics for prediction and decision making with managerial applications in the hospitality industry. Topics include probability theory, distribution, hypothesis testing, and regression analysis. 3 semester hours

**HT 600 STRATEGIC MANAGEMENT  
IN THE HOSPITALITY INDUSTRY**

The course emphasizes the development of practical problem solving skills. Class time will be devoted to cases of hospitality firms and the implications in building successful business strategies. In addition, students will read, discuss, and apply a body of theory and techniques from the field of strategic management. 3 semester hours

**HT 604 ISSUES IN STRATEGIC HUMAN RESOURCE  
MANAGEMENT IN THE HOSPITALITY INDUSTRY**

This course explores contemporary human resource issues in the hospitality industry through research and case study analysis. Topical areas include labor relations and collective bargaining, compensation and benefits, performance assessment tools, social and ethical issues, and leading change in the 21st century. This seminar defines the relationship between strategic management and human resources. Contemporary issues are analyzed through a research project. 3 semester hours

**HT 606 STRATEGIC MARKETING  
IN THE HOSPITALITY INDUSTRY**

This is an advanced marketing course with an emphasis on hospitality service, marketing theory, and its application to both long- and short-term strategies. Through discussion, reading, case studies, and real-life examples from hospitality corporations, students will develop a strategic marketing plan. Topics include mission statements, revenue management, marketing information systems, competitive advantages, SWOT analysis, positioning, and marketing strategies as they apply to the unique position of the hospitality industry. 3 semester hours

**HT 631 RESEARCH METHODOLOGY**

This course provides an examination of research methods, including the scientific method, literature review, sampling, statistics, research design, and analytical technique. Prerequisite: HT 555. 3 semester hours

**HT 645 ISSUES AND TRENDS  
IN HOSPITALITY MANAGEMENT**

This seminar exposes students to current issues and trends impacting the decision-making process of hospitality executives. External factors such as the environment, the economy, technology, and competitive forces will be discussed. Areas of the hospitality industry emphasized in class study include hotel operations, food and beverage management, human resource management, marketing, law, financial analysis, and legal implications. *3 semester hours*

**RECOMMENDED SCHOOL OF BUSINESS  
ADMINISTRATION COURSES**

**MGT 622 DEVELOPING MANAGEMENT SKILLS**

Businesses whose managers have superior interpersonal skills have significantly higher profits and lower turnover than businesses without such skills. In fact, people management skills are three times more powerful in influencing financial success than market share, capital intensity, size, and industry return on sales combined. Yet, industry leaders say that business graduates are lacking in management and interpersonal skills. Managers are still struggling with questions like “How do I motivate my people to commit to a new idea?” “How do I communicate with poor performers without creating a defensive reaction?” and “How do I negotiate for resources in a hostile environment?”

This course takes a hands-on “learning by doing” approach to provide students with the people management skills needed in a dynamic work environment. Interactive exercises, role-plays, simulations, and video-based cases are used to build personal, interpersonal, and group skills. Personalized feedback and a focus on behavioral change enable students to become more aware of their strengths and weaknesses and to acquire skills in areas such as communication, motivation, conflict management, negotiation, teamwork, and leadership. Students also learn how to institutionalize the skill set by “hardwiring” it into the organizational system. There is a materials fee. Prerequisites: BUS 601 and 602, MGT 604, HCM 605, or permission of the instructor. *3 semester hours*

**MGT 625 MANAGEMENT OF CHANGE**

Trends and uncertainties in the marketplace challenge organizations to implement strategies that ensure their survival and competitiveness. To accomplish this, companies must have the ability to manage change. This course introduces students to a variety of tools that are used in specific phases of the change process. Student teams use these tools to effect successful change management projects within their organizations. Prerequisites: BUS 601 and 602, MGT 604, HCM 605, or permission of the instructor. *3 semester hours*

**MGT 635 MANAGING DIVERSITY IN THE WORKPLACE**

This course looks at the rapidly changing workforce and the issues, challenges, and subtle dynamics that operate in cross-cultural organizations. The course examines the realities of global competition, changing demographics, the renewed attention to achieve organizational goals, and the need to value diversity in the workplace. Major course topics include looking at the differences and similarities of people, studying the dimensions of diversity, communicating with a diverse workforce, the dynamics of men and women working in partnership in the workplace, managers as influences of work and team culture, generational differences in the workplace, and diversity issues in work teams. Values, bias, stereotypes, and prejudices are explored through reading, reflective writing, materials presented in class, and

active involvement in class discussions and class activities. Prerequisites: BUS 601 and 602, MGT 604, HCM 605, or permission of the instructor. *3 semester hours*

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**CAPSTONE OPTIONS**

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**MONOGRAPH – OPTION A**

The research project (monograph) for the MS degree may be any one of the following: a survey of the field through a literature review; a discussion and analysis of a specific problem/issue; a case study/report; a comparative study; or an interpretation of current knowledge. The monograph includes the use of secondary data in its research component. The monograph concludes with a final presentation. This is taken in conjunction with an HT elective to equate to the thesis requirement.

**HT 696 MONOGRAPH I**

1.5 semester hours

**HT 697 MONOGRAPH II**

1.5 semester hours

**THESIS – OPTION B**

The master’s thesis is a carefully argued scholarly paper of approximately 12,000–13,000 words. It should present an original argument that is carefully documented from primary and/or secondary sources. The thesis must have a substantial research component and a focus that falls within the area of hospitality management, and it must be written under the guidance of an advisor. As the final element in the master’s degree, the thesis gives the student an opportunity to demonstrate expertise in the chosen research area.

**HT 698 THESIS I**

3 semester hours

**HT 699 THESIS II**

3 semester hours

**HT 700 MONOGRAPH OR THESIS COMPLETION**

Students who do finish their Monograph or Thesis courses within the semesters that they registered for them will need to register for HT 700. Students need to enroll in this course every semester until the monograph or thesis is finished. *1 semester hour*

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**HOSPITALITY AND  
TOURISM ELECTIVES**

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**HT 550 BEVERAGE MANAGEMENT**

A systematic study of wines, spirits, and beers. Topics of study include the history, sales, service, and controls involved in beverage management. The wines of Europe and America are studied and discussed. *3 semester hours*

**HT 558 HOSPITALITY TECHNOLOGY**

Study of various applications of computers in the hospitality industry. Systems studied include front office management, management accounting, restaurant management, bar and beverage management, telephone management, security management, and property management. *3 semester hours*

**HT 564 CASINO HOTEL MANAGEMENT**

This course provides an overview of casino management and casino hotel operations. Topics include gaming trends in the

United States, casino hotel organizational structure, government regulations, and casino games. Also covered are the practices and problems associated with casino management including staffing, control, credit, security, marketing, and entertainment. *3 semester hours*

**HT 568 PRINCIPLES OF TOURISM**

The course gives an insight into the nature, scope, and significance of the tourism industry. Subjects studied include tourism's historical development as well as its economic, sociological, and environmental impact. Current trends in the marketing and management of the tourism industry are discussed. *3 semester hours*

**HT 601 HOSPITALITY LABOR RELATIONS**

An in-depth view of the American system of industrial relations as it relates to the hospitality industry. Topics include collective bargaining, arbitration, conflict resolution, worker-employer relationships, and the future of labor relations in the hospitality industry. Students will meet with members of the local hospitality unions as well as industry leaders to debate the future of unions within the industry. *3 semester hours*

**HT 602 ADVANCED LODGING MANAGEMENT**

This course provides an in-depth analysis of lodging management. Emphasis is placed on room pricing structures, revenue and yield management strategies, and hotel operating statistical and financial information. The housekeeping, security and safety, food and beverage, and conference/convention services areas of a hotel are evaluated in detail. An overview of hotel technology and current issues and trends in the lodging industry are also addressed. *3 semester hours*

**HT 624 HOSPITALITY INDUSTRY TRAINING SYSTEMS**

Students are introduced to the benefits of training and learn the methods used by successful hospitality industry trainers to define training needs, establish a training plan, prepare the employees, conduct the training, and evaluate the training process. Skills that the student develops include developing performance standards, job breakdowns, individual and group training methods, and the use of audiovisual training aids. *3 semester hours*

**HT 654 CLUB MANAGEMENT**

An in-depth understanding of the private club industry is the focus of this course. The course covers concepts of the history of private clubs; the responsibilities of a club manager; the club organization, including the responsibilities of the board of directors; types of club operations and membership forms; recreation and social programming; and the unique concerns of the private club industry. *3 semester hours*

**HT 655 RESORT AND TIMESHARE MANAGEMENT**

This introductory course focuses on the concepts of resort and timeshare management. Topics directly relating to resort management include historical background, development process, market analysis, feasibility studies, site planning issues, operations, and management issues. Timeshare management topics include exchange systems, ownership and calendar issues, legal obligations, budgeting, and customer relations. Case studies, video and audio clips, and the Internet will be used directly within the class to enhance the students' understanding of this segment of hospitality. *3 semester hours*

**HT 661 CONTRACT SERVICES MANAGEMENT**

This elective course is designed to introduce students to specific segments in the hospitality industry that are often overlooked as career options. These segments include health care, higher education (college/university), school (K-12), business and industry,

leisure/recreation, vending, in-flight, and corrections. The traditional food service opportunities are enhanced, but the course goes further in-depth into the other services now being offered by hospitality companies; for example, housekeeping, environmental services, and patient care. *3 semester hours*

**HT 663 SPECIAL EVENTS MANAGEMENT**

This course teaches students about special events that occur on a very frequent basis in the hospitality industry. Special events include company parties, golf/tennis tournaments, large city-wide functions, and large catered events. These events require considerable planning and preparation on the part of the function coordinator and caterer. *3 semester hours*

**HT 685 HOSPITALITY MANAGEMENT INTERNSHIP I**

International graduate students who are engaged in curriculum practical training (CPT) need to register for a hospitality management internship. This course is for the first semester of CPT. *0 semester hours*

**HT 686 HOSPITALITY MANAGEMENT INTERNSHIP II**

International graduate students who are engaged in curriculum practical training (CPT) need to register for a hospitality management internship. This course is for the second semester of CPT. *0 semester hours*

**HT 687 HOSPITALITY MANAGEMENT INTERNSHIP III**

International graduate students who are engaged in curriculum practical training (CPT) need to register for a hospitality management internship. This course is for the third semester of CPT. *0 semester hours*

**HT 688 HOSPITALITY MANAGEMENT INTERNSHIP IV**

International graduate students who are engaged in curriculum practical training (CPT) need to register for a hospitality management internship. This course is for the fourth semester of CPT. *0 semester hours*

**HT 689 HOSPITALITY MANAGEMENT INTERNSHIP V**

International graduate students who are engaged in curriculum practical training (CPT) need to register for a hospitality management internship. This course is for the fifth semester of CPT. *0 semester hours*

**HT 690 HOSPITALITY MANAGEMENT INTERNSHIP VI**

International graduate students who are engaged in curriculum practical training (CPT) need to register for a hospitality management internship. This course is for the sixth semester of CPT. *0 semester hours*

**HT 700 MONOGRAPH OR THESIS COMPLETION**

Students who cannot finish their monograph or thesis courses within the semester that they register will need to register for HT 700. Students need to enroll in this course every semester until the monograph or thesis is finished. *1 semester hour*

**OC 500 LIBRARY RESEARCH**

Students who are not enrolled or registered for a particular semester, including summers, and would like to have access to library services will need to register for this course. A nominal fee is required to keep the student's identification card valid and gain access to the library. Prerequisite: None. *0 semester hours*



## **SCHOOL OF BUSINESS ADMINISTRATION ELECTIVES**

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### **ACCT 601 BUSINESS VALUATION ACCOUNTING ISSUES**

Business valuation is one of the services provided by CPA firms that is in increasing demand. The need for business valuation arises in a number of business contexts, e.g., charitable contributions, inheritance taxes, business acquisitions, minority shareholder disputes, marital dissolution, etc. This course introduces the standards, theory, and procedures needed by an accountant to perform a business valuation. The focus is on the standards of business valuation, the use and usefulness of financial statements in determining value, valuations in industries with unique accounting practices or difficult accounting issues, and other topics relevant to the accountant in performance of the business valuation. Prerequisite: BUS 520 or equivalent. *3 semester hours*

### **ACCT 602 CURRENT ISSUES IN MANAGERIAL ACCOUNTING**

This course is specifically designed to be of interest to a broad range of students (including both MBA and MS students), some of whom may have had only limited exposure to accounting. The course examines a number of issues involved in identifying relevant information for decision makers within an organization. This course provides a broad range of perspectives concerning topics such as the strategic and competitive factors contributing to emerging practices, the impact of the global economy and regional cultural diversity, the important role of professional standards in reporting on those decisions, and the use of managerial accounting information as the basis for compensation and as the basis for re-engineering organization. Prerequisite: BUS 520 or equivalent. *3 semester hours*

### **EC 605 INTERNATIONAL ECONOMICS**

Emphasis is on the relationship between international trade and finance and the macroeconomic variables of the domestic economy. Potential changes in production and consumption patterns are analyzed and tied to various industry responses for trade production. Tariffs, quotas, subsidies, balance of payments equilibrium, and domestic policy are explored in depth. Prerequisite: BUS 530 or equivalent. *3 semester hours*

### **EC 615 ECONOMICS OF MULTINATIONAL ENTERPRISE**

This course is a synthesis of the multinational enterprise as an economic actor, modeled and interpreted in the light of economic theory. The objective of the course is to familiarize the students with the economic issues and decisions faced by multinational enterprises and the economic consequences caused by the increase in the growth of multinationals in the firms. Prerequisite: BUS 530 or equivalent. *3 semester hours*

### **FIN 603 REAL ESTATE FINANCE**

This course is a detailed study of the issues and problems in real estate finance. All aspects of the mortgage market are analyzed from the perspective of both the borrower and lender. The financial analysis of real estate investments, including such subjects as valuation techniques, break-even interest rate analysis, hold versus sale decisions, and refinancing as an alternative to sale, are discussed. Prerequisite: Undergraduate finance or equivalent. *3 semester hours*

### **MHR 606 ORGANIZATIONAL DEVELOPMENT**

Organizations must constantly respond to opportunities and threats in their business environment. Such responses often involve significant changes to the firm's business model, strategy, structure, culture, and technology. They prompt changes in practices and policies and alter organizational dynamics and personal interactions among employees. Organizational development (OD) helps businesses to proactively launch and manage such changes. It increases the firm's capacity for change and improves the functioning and performance of organizational systems.

This course covers all aspects of OD, focusing on the use of behavioral science to improve effectiveness at the individual, group, and organizational levels. The OD process—data collection, analysis, diagnosis, intervention, and evaluation—is addressed. A variety of OD interventions such as team-building, employee involvement, work design, performance management, employee development, restructuring, and cultural and strategic transformation are discussed. Students develop OD skills through cases and interactive exercises. *3 semester hours*

### **MGT 622 DEVELOPING MANAGEMENT SKILLS**

See page 15 for description. *3 semester hours*

### **MGT 625 MANAGEMENT OF CHANGE**

See page 16 for description. *3 semester hours*

### **MGT 635 THE STRATEGIC MANAGEMENT OF DIVERSITY**

See page 16 for description. *3 semester hours*

### **MGT 645 MEASURING EFFECTIVENESS**

This course addresses one of the key challenges facing HR professionals—how to measure HR performance and HR's contribution to the firm's performance. The ability to demonstrate that a firm's HR management system can have a significant impact on its strategy implementation capability is crucial for HR practitioners who want a seat at the decision-maker's table. This course focuses on performance assessment techniques and program evaluation methods that can be used to measure the value of HR interventions in terms that line managers and general managers can appreciate. It also focuses on the integration of HR metrics in an organization's overall performance management system. Prerequisite: BUS 510 or equivalent. *3 semester hours*