

# CAREERS



## **Standard:**

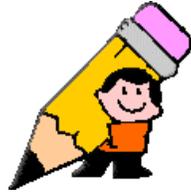
Analyze career paths within the Hospitality Industry

## **Focus Competencies:**

- Determine the roles, functions and possible careers/paths of individuals engaged in careers in the hospitality industry
- Explore opportunities for employment and entrepreneurial endeavors
- Examine education and education opportunities and training requirements on opportunities for career paths in the hospitality industry
- Examine the hospitality occupations on local, state, national and global economies

## **Expected Student Outcomes:**

- ❖ Be able to identify their personal skills and attitudes in relation to the Hospitality and Tourism Industry
- ❖ Be able to identify some specific roles and responsibilities of employees in the Hospitality and Tourism Industry
- ❖ Be able to describe opportunities for employment and advancement in the Hospitality and Tourism Industry
- ❖ Be able to identify training and education requirements for various Hospitality and Tourism Industry careers
- ❖ Describe the economic impact of the Hospitality and Tourism Industry at the local, state, national, and global levels
- ❖ Be able to identify skill and attitude expectations within the Hospitality and Tourism Industry

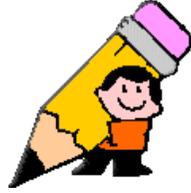


## **Suggested Activities**

- Personal Portfolio
  - Resume Writing
- Salary Research
- Create Travel Brochure
- Brainstorm a list of jobs and careers related to the hospitality industry and the education needed. Using this list, develop a career ladder that shows this list from entry level to most advanced.
- Self assessment
  - Career Decision Making (CDM) System by Harrington O'Shea
  - Myers Briggs Personality Analysis – Career Related Learning Styles Inventory
- Using the pathway model discuss the possible career choices with this class as your starting point.
- Develop a list of vocabulary words related to the hospitality industry. This list can be added to as the course proceeds.
- Informational Interview
  - Have the students identify someone in a career in which they are interested to interview.
  
  - Have the students develop a list of questions that they feel would be important to have answered during the interview.

### **(Must have questions:)**

1. How did the person get into this career?
  2. What was the training/education necessary for this career?
  3. How might current trends affect this job in the future?
  4. Opportunities for advancement?
  5. What do they consider to be good/bad-working conditions in this career field?
  6. If they had it to do over again would they change anything?)
- Have the students conduct the interview. This could be done as an in class interview, or outside of class and then the student could give oral or written report.
  - Have business people come do interviews
  - Create posters or bulletin boards
  - Have the students identify 3 of their skills or abilities and show how they could be developed into a career in the hospitality industry.



## Suggested Activities (continued)

- Using the local want-ad section of your paper, identify what jobs/careers are available. Have a discussion about how local economy affects this. Identify what trends or events influence the industry at a state/local level.
- Using the Internet, review the international hospitality and tourism job/career potential.
- Create a personal factsheet based on information that is usually asked for on an application form. Students fill out different styles of applications.
- Paycheck stub activity: Have the students review the information that is found on a paycheck stub. Help the students identify the difference between gross and net (take-home) pay.
- Field Trips
  - Company tour of entire business (marketing department, accounting department, etc.)
  - Job Shadowing
- Reverse goals project
  - How old will you be 20 years from now?
  - From Student Success Secrets
- Growth opportunities/Career Advancement
- Required skills/education

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## Assessments

- Informational Interview
- Create brochure relating to Hospitality and Tourism.
- Scenario Evaluation
  - Fill out a “real” job application
- Written Test
- Personal Portfolio
  - Resume Portfolio
    1. Job Description Ad
    2. Resumes
    3. Cover Letter
    4. Thank you note
    5. Mock interview (video taped)
    6. A letter of recommendation written for yourself
- Salary Research

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## Time

Quarter Course	6-9 hours
Semester Course	12-18 hours



## **Resources**

Meyers-Briggs Personality Analysis  
Career Decision Making System by Harrington O'Shea

### **Organizations:**

New Hampshire Lodging and Restaurant Association (603)-228-9584  
New Hampshire Travel Council  
Business and Industry Association  
UNH Thompson School, Durham  
SNHU School of Hospitality, Tourism and Culinary Management, Manchester  
McIntosh College, Dover  
NHCTC-Berlin/Laconia  
NHTI-Concord  
Johnson and Wales University  
Various Hotels throughout the state  
Department of Employment Security  
NH Works

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## **Books/Magazines**

Jackson, Lee: Careers in Focus: Family and Consumer Sciences, (1997), The Goodheart-Wilcox Company, Inc., Tinley Park, Illinois (Chapters 2 and 3)

Educational Institute of the American Hotel and Motel Association, Lodging Management Program, (1999) Lansing, Michigan (Chapter 3)

Parnell, Frances Baynor, Skills for Living, (2001), The Goodheart-Wilcox Company, Inc., Tinley Park, Illinois (Chapter 5)

VanZandt, Zark and Bette Ann Buchan: Lessons for Life: Secondary Grades Career Development Activities Library, (1997) The Center for Applied Research in Education. Simon and Shuster. West Nyack, NY.

Occupational Outlook Handbook

Student Success Secrets, Barron 1996

World of Work – textbook and student handbook

What Color is Your Parachute? Richard Bolles

Just Publishing: The Professional Careers Book Series

Travel, Tourism and Hospitality Series

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## **Guest Speakers**

Business Community  
(Travel Agents, Resort and Lodging Managers, Restaurant Managers)

Alumni from your school that are in the industry

Representatives from various Culinary, Hospitality and Lodging programs at the post secondary level

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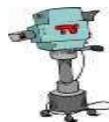
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## **Videos**

Mary Tyler Moore – First Show (Job Interview)

Teacher's Video Company – 800-262-8837, [www.teachersvideo.com](http://www.teachersvideo.com)

- 1). Interviewing Tips for Teens
- 2). No-Brains Interviewing
- 3). Careers: Preparing for Your Future

Just Publishing: Career Videos

- 1). High School-to-Career Video Series
- 2). Social Skills at Work

Delmar:

- 1). Hosting the Disabled – Crossing Communications Barriers
- 2). Reservation Clerk

Education Institute: 800-344-4381

- 1). Recruiting and Interviewing
- 2). Diversity: The Face of Hospitality
- 3). Breaking Down Barriers: Achieving Great Service for Guests with Disabilities
- 4). Hosting International Guests
- 5). Guest Service: Out of this World



## Websites

Career Choice, Hospitality and Travel Careers.

[www.jobshadow.org](http://www.jobshadow.org)

[www.resortjobs.com](http://www.resortjobs.com)

[www.hcareers.com](http://www.hcareers.com)

[www.hospitalityadventures.com](http://www.hospitalityadventures.com)

[www.hospitalitycareers.com](http://www.hospitalitycareers.com)

[www.travelmanagement.com](http://www.travelmanagement.com)

[www.tourismcareers.com](http://www.tourismcareers.com)

[www.totaljobs.com/travel-jobs.html](http://www.totaljobs.com/travel-jobs.html)

[www.typefocus.com](http://www.typefocus.com)

[www.toutismhrc.com](http://www.toutismhrc.com)

[www.atto.org](http://www.atto.org)

[www.careerage.com](http://www.careerage.com)

[www.careerfitter.com](http://www.careerfitter.com)

[www.otto.igs/net](http://www.otto.igs/net)

[www.hoteljobresource.com](http://www.hoteljobresource.com)

[www.foodservice.com](http://www.foodservice.com)

[www.benchmarkhospitality.com](http://www.benchmarkhospitality.com)

[www.hoteljobresource.com](http://www.hoteljobresource.com)



## Software

CX Bridges

Expand

Choices

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## **Field Experiences**

Job Shadows  
Internships

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