

# York Region District School Board

## Bur Oak SS -Technological Education Department

This course has been developed from the Ontario Curriculum, Grades 9 and 10 2009: Technological Education

**COURSE TITLE:** Hospitality and Tourism

**COURSE CODE:** TFJ3C

**GRADE:** 11 College

**CREDIT VALUE:** 1

**DEPARTMENT HEAD:** Aron Katz

**TEACHER:** Pam Stepanian

**DEVELOPMENT DATE:** 2019/20

**PRE-REQUISITE:** NONE

### Course Description

This course enables students to develop or expand knowledge and skills related to hospitality and tourism, as reflected in the various sectors of the tourism industry. Students will learn about preparing and presenting food, evaluating facilities, controlling inventory, and marketing and managing events and activities, and will investigate customer service principles and the cultural and economic forces that drive tourism trends. Students will develop an awareness of health and safety standards, environmental and societal issues, and career opportunities in the tourism industry.

### Overall Expectations

#### Hospitality and Tourism Fundamentals

- demonstrate an understanding of hospitality and tourism as represented by the various sectors of the tourism industry
- demonstrate an understanding of health and wellness issues and concerns as they relate to the tourism industry
- demonstrate an understanding of fundamental culinary knowledge
- demonstrate an understanding of tools, equipment, and facilities used in the various sectors of the tourism industry

#### Hospitality and Tourism Skills

- prepare and present food products in a variety of ways, following accepted industry procedures
- demonstrate the ability to follow the best practices of administration and management as they relate to the tourism industry
- design effective marketing initiatives to promote an event or activity
- apply appropriate management principles and practices to plan and execute an event or activity

#### Industry Practices, the Environment, and Society

- demonstrate an understanding of factors that affect the relationship between the tourism industry and the environment
- demonstrate an understanding of factors that affect the relationship between the tourism industry and society

#### Professional Practice and Career Opportunities

- demonstrate an understanding of and compliance with health and safety standards in the various sectors of the tourism industry
- demonstrate an understanding of the importance of customer service
- identify career opportunities in the tourism industry and the individual personality traits and skills important for success in these careers.

## Unites Of Study

Units	Content
Unit 1	Health & Safety – 10 hrs
Unit 2	Theory and principles of cookery/food preparation (equipment, ingredients, methods and terms) – 20 hrs
Unit 3	Theory and preparation of a variety of foods (including plating, garnishing, local + international cuisine) – 20 hrs
Unit 4	Careers in hospitality and tourism – 10 hrs
Unit 5	Event planning and costing – 10 hrs
Unit 6	Customer service skills – 10 hrs
Unit 7	Local and international tourism – 10 hrs
Unit 8	Final Course Culminating Activities

## Learning Skills

In addition to the specific skills that are developed throughout the course, students learn to:

- solve problems through careful analysis, cooperation and communication;
- develop individual and group skills through student-centred activities;
- develop time-management skills to design and follow organizational plans to complete a range of tasks;
- show commitment to a task by maintaining a level of effort required to complete a product;
- develop the ability to self-monitor progress using record-keeping and tracking procedures such as logs, journals and project portfolios.
- learning skills clearly affect levels of achievement, but they are not part of the evaluation of achievement. However, learning skills play a critical role in student success.

## Teaching/Learning Strategies

A variety of teaching and learning strategies are used throughout the course, including: classroom lessons, brainstorming, collaborative and cooperative learning, student–teacher conferencing, design process, independent study, demonstrations, practical applications, theory lessons and assignments, research, reflections

## Evaluation

Student work will be based on the provincial curriculum expectations and the achievement levels outlined in the curriculum policy documents. The percentage weighting of each category is as follows:

Categories	%
Knowledge/Understanding	25 (17)
Thinking/Inquiry	20 (14)
Communication	20 (14)
Application	35 (25)
Summative/ Final Evaluations	30

The teacher will evaluate final product and work skills on all assignments, presentations and exams. Unless otherwise noted, evaluation will take the form a four level system as provided by the Ministry of Education:

- **Level 1 - 50 - 59%** - **Limited** effort in relating: Knowledge, Thinking/ Inquiry, Communication and Application
- **Level 2 - 60 - 69%** - **Moderate** effort in relating: Knowledge, Thinking/ Inquiry, Communication and Application
- **Level 3 - 70 - 79%** - **Considerable** effort in relating: Knowledge, Thinking/ Inquiry, Communication and Application
- **Level 4 - 80 - 100%** - **High Degree** of effort in relating: Knowledge, Thinking/ Inquiry, Communication and Application

## Bur Oak Secondary School Assessment, Evaluation and Communication Policy

### Reporting Achievement

For Grades 9 to 12, a final grade is recorded for every course. A report card grade should reflect the student's most consistent level of achievement, with special consideration given to more recent evidence. To determine a report card grade involves the professional judgement and interpretation of evidence by teachers. The final grade will be determined with 70% of the grade based on evaluation throughout the course and 30% of the grade based on final evaluation at or towards the end of the course throughout the course.

Students are responsible for:	Staff are responsible for:	Parents/guardians are responsible for:
<ul style="list-style-type: none"> <li>● Completing a summative evaluation administer.</li> <li>● Attending all final evaluations (exams, course culminating, etc.).</li> <li>● Informing the school immediately if unable to attend due to illness, bereavement or court appearance.</li> </ul>	<ul style="list-style-type: none"> <li>● In consultation with administration, provide a suitable method of evaluation.</li> <li>● Administering the final evaluation(s) no earlier than 3-4 weeks before the end of the course.</li> <li>● Providing feedback after examinations to support improvement of student learning.</li> </ul>	<ul style="list-style-type: none"> <li>● Continuing to be active participants by working with the teacher, child and school to plan for the student's improvement.</li> <li>● Planning accordingly: booking vacations, appointments, etc., outside of the examination period.</li> </ul>

### Submission of Assessments and Evaluations

Students are responsible for providing evidence of their achievement of the overall expectations, both within the timeframe and format specified by the teacher. Please review the information below for details regarding the responsibilities of students, staff and parents with respect to specific assessment guidelines and policies.

**Students, staff and parents/guardians are responsible for reviewing the full policy found on the school website/handbook.**

Students are responsible for:	Staff are responsible for:	Parents/guardians are responsible for:
<b>Before an Assessment</b>		
<ul style="list-style-type: none"> <li>● Taking an active role in determining how they would like to demonstrate their learning.</li> <li>● In collaboration with the teacher, identify the learning goals and success criteria for assessments.</li> <li>● Planning for assignments to be completed in stages and to prepare ahead of time to receive feedback from the teacher about their progress.</li> <li>● Notifying their teacher of difficulty in submitting on time at least 48 hours in advance of the due date to discuss resolution strategies.</li> <li>● Accessing supports when necessary (peer-editing, conferences, online feedback) leading up to a summative assessment.</li> </ul>	<ul style="list-style-type: none"> <li>● Collaborating with students, clearly identifying learning goals and success criteria.</li> <li>● Applying a variety of tools to communicate requirements of in-class assessments to students and parents/guardians.</li> <li>● Providing a variety of types of assessments that allow students to demonstrate their learning in different ways.</li> <li>● Encouraging peer to peer support in the classroom.</li> <li>● Communicating with the parents/guardians.</li> </ul>	<ul style="list-style-type: none"> <li>● Engaging their child to share what they are learning and what criteria will be used to assess their progress.</li> <li>● Remaining informed about the various tools that their child can access learning resources and materials from home (ie. Google Classroom, moodle).</li> <li>● Encouraging their child to share their work and explain how they are using the feedback in class to improve their learning and determine next steps.</li> <li>● Communicating with the teacher to learn about the student's progress throughout the semester (Parent Interviews, report cards, emails, calls).</li> </ul>

### During an Assessment

<ul style="list-style-type: none"> <li>● Seeking support and learning from their peers and/or teachers</li> <li>● Pursuing all learning opportunities (peer-editing, conferences, online feedback) leading up to a summative assessment.</li> </ul>	<ul style="list-style-type: none"> <li>● Providing specific and timely feedback to help students succeed.</li> <li>● Maintaining timely and ongoing communication with students and/or parents about due dates and late assignments.</li> <li>● Referring students who regularly have difficulty in completing assignments on time to student services (Student Success, Special Ed, ELL, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>● Engaging their child to share what they are learning and what criteria will be used to assess their progress.</li> <li>● Communicating with the teacher</li> <li>● Ensuring students plan for major assignments to be completed in stages.</li> </ul>
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### After an Assessment & Timely Submission

<ul style="list-style-type: none"> <li>● Submitting assessments/evaluations on the predetermined due date</li> <li>● Attending the day of an in-class assessment.</li> <li>● Understanding there are consequences if an assessment is missed or is submitted after the due date.</li> <li>● Reflecting on their learning and setting individual goals for future success.</li> </ul>	<ul style="list-style-type: none"> <li>● Ensuring late mark deductions on an assessment/evaluation will not result in a midterm or final percentage mark that misrepresents the student's actual achievement.</li> <li>● Possible assigning a zero for a final evaluation that is missed.</li> <li>● Recording submissions of late assessments/evaluations in the evaluation of the student's learning skills.</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding that there are consequences for not completing assignments for evaluation or for submitting those assignments late</li> <li>● Informing the teacher if there are extenuating circumstances inhibiting the submission of assessment on due date.</li> </ul>
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### Late Assessments & Missing Assessments

In the scenario that student work is submitted late, teachers may keep the following in mind:

- Discuss with student and use professional judgment to address extenuating circumstances and the needs of the student
- Special Education students and English Language Learners are entitled to extra time on all assessments and any decisions regarding deductions on late submissions for these students should be addressed with the SERT, the Student Success Team, or an administrator.
- If deducting late marks a teacher can deduct up to 3% per day to a maximum of 15%.
- **Please review the full policy found on the school website/handbook.**

### Academic Honesty

Bur Oak students are expected to think independently and honestly. It is in the best interest of each student to build habits which contribute to genuine academic, personal and social growth. True learning in an intellectually stimulating environment is enhanced when students consistently demonstrate respect for the intellectual property rights of others. Whether intentional or through ignorance of the rules, acts of academic dishonesty can lead to severe consequences for students.

<b>Instances of suspected cheating or plagiarism:</b>		
<b>Students are responsible for:</b>	<b>Staff are responsible for:</b>	<b>Parents/Guardians are responsible for:</b>
<ul style="list-style-type: none"> <li>● Understanding there are consequences for submitting assessments that are plagiarized or with instances of cheating.</li> <li>● Demonstrating that the work is their own</li> </ul>	<ul style="list-style-type: none"> <li>● Dealing with incidences of cheating and/or plagiarism on a case-by-case basis.</li> <li>● In collaboration with administration will use professional judgement to use any of the following steps/consequences:               <ol style="list-style-type: none"> <li>1. the teacher will interview the student regarding the incident; o parents or legal guardians will be contacted; the department head and administrator will be informed;</li> <li>2. oral and/or written warning or reprimand;</li> <li>3. a make-up assignment or rewrite may be given;</li> <li>4. a deduction in marks, a failing grade or mark of zero may be assigned; and/or suspension.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>● Understanding there are consequences for submitting assessments that are plagiarized or with instances of cheating.</li> </ul>

# Classroom Rules

## As a student in the Technology Department, I will:

- abide by all safety school rules
- All electronic devices are turned off and out of sight and reach unless directed by teacher.
- 5 minute breaks will be given for students who need to leave the classroom.
- Always come prepared (pencil/pen, paper and eraser) and remain on task
- Be respectful to all members of my class
  - Co-operating, considerate of others.
  - Provide a safe, inclusive/equitable learning environment
  - No name calling, profanity, and other questionable topics which may offend others, no bodily harm or personal property (refer to Board Policy Handbook)
  - Listen and stay seated when someone is talking, follow directions the first time they are given
- Be responsible for my work attitude, assignments and performance level. Will be responsible for missed work, announcements, demos, handouts, etc. due to absence or lateness.
- If a student does not use classroom equipment appropriately they may not be able to complete required work.
- The units in this course profile rely upon the availability of a wide range equipment including mannequins. Students are expected at all times to use all equipment with utmost care. Horseplay and careless use of equipment can result in students not getting to use the equipment. All students are responsible for putting away equipment after use. Students are required to report all equipment misuse or damage immediately to the teacher. Any student who through acts of misuse causes damage to any equipment will be required to pay for all repair and or replacement costs.
- Follow the A & E policy as outlined in the Bur Oak School Assessment, Evaluation and Communication Policy

## Additional info

If a student has an unscheduled, authorized absence on the due date for a summative assignment the student will be expected to submit the assignment on-line (email, google classroom) on the day of the absence, and submit a hard copy immediately upon return. All late assignments will receive a 3% deduction each day up to 15%. There will be no extensions beyond that. A mark of zero will be assigned. Students with late assignments will fill out a Second Chance Protocol form with the teacher to renegotiate a new due date. If the assignment is not submitted on the day of the new due date, a mark of zero will be received.

## Punctuality

Students are late after the bell has gone. If you are late, be considerate by entering quietly and politely. Upon late arrival, students are required to fill out a late slip provided by instructor. The form requires that students fill out time of arrival and how many minutes late they are. At the end of the month, the instructor will calculate the total minutes of lateness acquired and serve that amount of detention time for make-up. Students will be allowed up to 5 min per month. During detention time, students may be asked to catch up on class work, to clean shop, etc.

Teacher email: [pamela.stepanian@yrdsb.ca](mailto:pamela.stepanian@yrdsb.ca)

Please sign and date this form in the appropriate place and return the entire form to the classroom teacher

I \_\_\_\_\_ have read the Classroom Rules and agree to abide by the policies herein stated.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_