

HOTEL, RESORT & TOURISM MANAGEMENT
Bachelor of Science Program



Student Academic Planning Guide

*Your key to making the very most of your
Paul Smith's College academic experience*

This guide belongs to: _____

Date of entry into the program: _____

If you change programs, your date of entry to the program may change depending on the date your program change becomes effective. It is your responsibility to monitor your academic progress at Paul Smith's College.

The student is expected to know the graduation requirements pertinent to his or her program, to be cognizant of his or her grade point average, to make appropriate elective course selections, and to add/drop courses to best facilitate attainment of his or her educational goals. To assist in making these important decisions, the College provides each student with an Academic Advisor. Advice and information are also available to each student from the Deans and the Office of the Registrar. While these sources should provide guidance, ultimately the student will be held accountable for all decisions. The Office of Registrar is the final authority on determining student progress.

Program Mission

The Hospitality, Resort and Tourism Management Program will connect students with the broad scope of the hospitality industry through academics, practical experiences and networking opportunities in order to pursue careers in a multitude of areas under the umbrella of Hospitality. Graduates of the Hospitality, Resort & Tourism Management Program will be prepared to enter the Hospitality industry as aspiring managers, entrepreneurs and future industry leaders.



Philosophy Statement

Since its establishment, Paul Smith's College has been grounded in the tradition of hospitality. In fact, the College was named for an entrepreneur whose famous resort on Lower St. Regis Lake was synonymous with Adirondack hospitality. Many of the rich and famous of the late nineteenth and early twentieth centuries gathered at the resort to enjoy the mountain wilderness and the comfortable accommodations provided by Paul Smith and his wife, Lydia. Vast land holdings, acquired over the years, were passed on to Smith's son Phelps, who, upon his death in 1937, bequeathed the bulk of the estate to the establishment of a college in his father's name. Paul Smith's College was chartered as a college of the arts and sciences; however, in the tradition of Paul Smith, who believed in "learning by doing," the school provides students with the opportunity to gain practical experience in a chosen field, while obtaining the academic background necessary for a well-rounded education.

The Bachelor of Science degree in Hospitality, Resort, & Tourism Management (HRTM) prepares students for professional positions in the hospitality industry. At the same time, the program makes them aware of the economic and environmental implications of a burgeoning travel and resort industry and the growing interest in the "greening of the industry." (Source: Petersons.com) The College's proximity to the resort community of Lake Placid provides students with "hands-on" learning opportunities in many aspects of the hospitality industry. The combination of experiential and classroom learning that Paul Smith's prescribes has attracted students from across the country and throughout the world to the campus.

The HRTM Philosophy of curriculum design and course delivery is based on the belief that a successful graduate must have three "documents" in their possession to enter the workforce. Those documents are a *diploma*, a *strong resume* and a *list of contacts* within the industry.

Program Educational Goals

Upon completion of the Hotel, Resort and Tourism Management students will demonstrate competence in the following domains:

1. Critical thinking and leadership:

- Make rational, logical and creative decisions to confront a variety of challenges.
- Understand, analyze and synthesize data derived from management information systems to address management challenges in the areas of marketing, guest services, cost control, and human resource management
- Convert financial data and operational reports into action plans.
- Plan and conduct group meetings with agenda, outcome goals and post-meeting analysis
- Demonstrate the ability to plan, organize and execute a multi-faceted business project.

2. Resource Management:

- Human Resource Management - Have the ability to apply several approaches in the supervision, training and management of employees. Be able to recognize and react appropriately to the industry's inherent cultural diversity and the variety of issues related to managing a multi-cultural workforce and providing service for an international clientele.
- Financial Resource Management - Understand basic accounting practices and be able to apply industry-specific math applications to actual case studies and develop pricing strategies. Apply cost control concepts to develop appropriate systems for the day-to-day management and operation of lodging or food service operations.
- Service Delivery & Guest Relations Management – Utilize management skills for the development, delivery and evaluation of quality guest services. Choose appropriate Customer Relationship Management (CRM) techniques to cultivate loyal guests over a time period. Demonstrate knowledge and application of ethical and socially responsible practices.
- Strategic Planning & Management – Identify the steps involved in developing a strategic plan and apply management practices necessary to implement and evaluate the success of the plan.
- Marketing Management - Research and develop a fundamental marketing plan and integrate basic marketing principles into management decisions. Apply advertising, promotional and direct sales techniques to the marketing of tourism products and special events.
- Information Resource Management – Able to both analyze and apply raw information provided by tools of technology in order to make appropriate business decisions.

3. Communication skills

- Express ones opinion effectively and confidently in an extemporaneous atmosphere through appropriate preparation on subject matter.

- Develop and stage high-quality oral presentations to groups, integrating the use of presentation software. Express thoughts and opinions clearly through written and oral communication. Apply active listening skills.

4. Technical knowledge and skills:

- Industry Background, History & Trends – Describe the history and traditions of the hospitality industry, and survey the full range of available career opportunities. Recognize current and emerging industry trends.
- Guest Relations – Demonstrate knowledge of guest psychology and professional guest service skills that are required during all phases of the guest cycle. Apply knowledge of all functional areas involved in the delivery of exceptional guest service.
- Food Services – Demonstrate the proper usage and care of common kitchen & dining room equipment. Apply knowledge of basic food preparation as it relates to planning, scheduling, production and management. Apply knowledge of proper sanitation & safety procedures for food service and lodging applications.

5. Life skills and work ethic:

- Model the purpose, value and rewards of hard work as it relates to the student experience and the business world
- Able to present an appropriate appearance and decorum in a variety of professional settings ranging from interviews to presentations in the workplace.
- Exhibit self-confidence, initiative and the ability to function effectively as a member of a workgroup.
- Apply academic theories learned in the classroom with real, hands-on learning opportunities within the hospitality industry through required industry experience, experiential learning coursework, extra-curricular and co-curricular activities and student learning.

Paul Smith's College Educational Goals

Paul Smith's College takes a unique approach to general education that gives students the opportunity to achieve common educational goals as part of their major course requirements rather than through a separate distribution list. The Hotel, Resort and Tourism Management program integrates achievement of these goals into a variety of courses. The program also gives you the opportunity to choose courses of interest to you that also introduce or reinforce the structure of these concepts. (See the checklist below)

The curriculum is designed to ensure that when students graduate from Paul Smith's College they will not only be able to demonstrate program goals, they will also have the competence and skills necessary to become productive citizens in today's world. These competencies and skills have been defined by the Integrated General Education (IGE) program as the ability to demonstrate:

Analytical Reasoning and Scientific Inquiry (AR), generate meaning by using appropriate research methodologies to collect, analyze, evaluate and synthesize data.

Quantitative Problem Solving (QP), apply quantitative and mathematical methods and models to develop potential solutions to real-world problems.

Written Communication (WC), communicate organized and informed ideas clearly and persuasively to diverse audiences in writing.

Social and Cultural Engagement (SC), collaborate, interact and empathize with individuals and groups who represent diverse cultures, and contemporary and historic perspectives.

Responsibility and Expression (RE), use a variety of modes and media, to creatively express an informed point of view regarding human experience, cultures, values, and choices in a manner appropriate to audience and context.

Area of Competency	Course(s)
<u>Analytical Reasoning/Scientific Inquiry (AR)</u>	
<input type="checkbox"/> Foundational	Select from General Education Course Listings <i>Suggested: CUL 280 Foodservice Sanitation</i>
<input type="checkbox"/> Structural	Select from General Education Course Listings <i>Suggested: CUL 280 Nutrition Food Science</i>
<u>Quantitative Problem Solving (QP)</u>	
<input type="checkbox"/> Foundational	Select from General Education Course Listings
<input checked="" type="checkbox"/> Structural	ACC 101 Financial Accounting
<u>Written Communication (WC)</u>	
<input checked="" type="checkbox"/> Foundational	ENG 101 English Composition I
<input type="checkbox"/> Structural	Select from General Education Course Listings <i>Suggested: ENG 105 Food Writing</i>
<u>Social-Cultural Engagement (SC)</u>	
<input type="checkbox"/> Foundational	Select from General Education Course Listings <i>Suggested: MGT 201 Business Law</i>
<input checked="" type="checkbox"/> Structural	Language Sequence
<u>Responsibility & Expression (RE)</u>	
<input checked="" type="checkbox"/> Foundational	FYS 101 First Year Seminar
<input checked="" type="checkbox"/> Structural	Language Sequence

At the upper division level (300/400) these concepts have been integrated into the curriculum through the following courses: MAT 335 Financial Decision Making, RES 431 - Cultural Enology, HOS 331 - Hospitality Futures, HOS 350 Field Studies in Hospitality, Diversity Cluster Courses.

Degree Requirements

This Planning Guide can help you track your progress toward your degree. Every effort is made to ensure its accuracy but it is not the official listing of the degree requirements for your program. The official listing of degree requirements can be found in the college catalog in effect at the time you begin your program. Your official degree plan sheet is created specifically for you and maintained in the Registrar's Office. If you have any questions about progress toward completion of your academic program, please request a copy of your plan sheet from the Registrar's Office and go over it carefully with your advisor. When you are approaching graduation, you may also request an official degree audit from the Registrar's Office.

We are here to help you, but it is ultimately your responsibility as a student to know your own graduation requirements. To graduate with a B.S. in Hotel, Resort and Tourism Management students are required to:

1. Satisfactorily (pass) at least 120 credit hours which must include:
 - a. 60 hours of Liberal Arts and Science (LAS) courses and,
 - b. 45 hours of Upper Division (UD) credits (300/400 level). No more than half of the upper level courses required may be transferred in for credit;
 - c. completion of all general education requirements (IGE)
2. Have a cumulative GPA of at least 2.00;
3. Have fulfilled the residency requirements;
4. 800 Industry Work Experience Hours
5. Satisfactorily (pass) the program required courses (MAJ). The official list of courses can only be found in the college catalog in place when you entered the program and on the plan sheet maintained by the Office of the Registrar. The following list has been provided by the faculty in your program to assist you in your planning process. Please be advised not every course is offered every semester or even every year.

Program Required Courses

Name of course	Credits	Semester course will be taken	If a substitution is made identify the course used ¹
<input type="checkbox"/> HOS 101 Hotel Resort & Tourism Orientation			
<input type="checkbox"/> ENG 101 English Composition			
<input type="checkbox"/> ACC 101 - Financial Accounting			
<input type="checkbox"/> Customer Relations Cluster Choose 3 of the following courses: <input type="checkbox"/> HOS 2XX – Technology in Hospitality <input type="checkbox"/> RES 132 - Dining Room & Kitchen Operations <input type="checkbox"/> MGT 200 - Principles of Management <input type="checkbox"/> MKT 200 – Principles of Marketing <input type="checkbox"/> RES 140 – Intro to Food & Beverage Service Techniques			
<input type="checkbox"/> HOS 210 Hotel Accounting			
<input type="checkbox"/> Language Sequence 1 <i>Suggested: LAN 101 Spanish I</i>			
<input type="checkbox"/> Language Sequence 2 <i>Suggested: LAN 102 Spanish II</i>			
<input type="checkbox"/> HOS 331 - Hospitality Futures			
<input type="checkbox"/> HOS 350 Field Studies in Hospitality			
<input type="checkbox"/> Diversity Cluster Choose 1 of the following courses: <input type="checkbox"/> SOC 305 Gerontology <input type="checkbox"/> SOC 320 Shattering Gender Stereotypes <input type="checkbox"/> HOS 310 History of the World in 6 Glasses			
<input type="checkbox"/> MAT 335 Financial Decision Making			
<input type="checkbox"/> RES 431 Cultural Enology			
<input type="checkbox"/> Management Cluster Choose 5 of the following courses: <input type="checkbox"/> HOS 400 Recreation & Resort Marketing and Management <input type="checkbox"/> HOS 325 Destination Dynamics <input type="checkbox"/> COM 320 Creating and Communicating Value			

¹ The student will still be responsible for other expectations (such as LAS, IGE, or UD requirements) that the original course may meet.

<input type="checkbox"/> HOS 320 Major Event & Festival Planning			
<input type="checkbox"/> MGT 330 Project Management			
<input type="checkbox"/> MGT 320 The Family Enterprise			
<input type="checkbox"/> MGT 306 Business Ethics & Decision Making			
<input type="checkbox"/> RES 330 Facilities Planning/& Environmental. Management			
<input type="checkbox"/> MGT 400 Strategy Planning & Policy			
<input type="checkbox"/> HOS 3XX The Business of Beer			
<input type="checkbox"/> HOS 462 Hospitality Business Simulation			

Course Clusters - Discipline-specific learning objectives are fulfilled through course offerings within three “Course Clusters” in lieu of presenting students with prescribed courses. The courses listed within these clusters are subject to change as new opportunities present themselves.

- **Customer Relations Cluster**– Students are required to complete 3 courses which meet the objectives of this cluster. Courses in this cluster provide students with a foundation in delivering quality customer service. These are lower division experiences that provide opportunities to practice skills and discuss issues associated with positive customer relations.
- **Diversity Cluster** - Students are required to complete 1 course which meets the objectives of this cluster. Courses in this cluster challenge students to examine diversity in its many forms. These upper division courses examine a facet or facets of diversity – including but not limited to cultural, social, and/or economic diversity. Coursework is designed to provide students with opportunities to analyze the cultural, social, ethical, economic, or ecological impact of decisions, while also providing students with the opportunity to responsibly collaborate with individuals who have diverse perspectives to develop a potential solution to a given problem or explore multiple perspectives of an issue.
- **Management Cluster** - Students are required to complete 4 courses which meet the objectives of this cluster. Courses in this cluster are upper division experiences that provide students with opportunities to demonstrate advanced management skills and competencies needed to succeed in the hospitality industry.
- **Capstone** - The Paul Smith’s College capstone experience allows students to finalize their Paul Smith’s education by giving students the opportunity to demonstrate mastery of the general education core and programmatic learning objectives. Students apply skills, methodologies and knowledge learned during their courses of study, building on this undergraduate learning experience as they evaluate their readiness for the next stage in their professional development.



Approved Work Experience Requirement (800 hours)

In order to aid in the building of a strong resume, students are required to earn 800 hours of approved work experience within the industry. Students may utilize the resources provided on-campus by Advisors, Faculty, the Career Services Office, the Office of Alumni Relations, Career Central and Fall/Spring Job Fairs or they can seek employment on their own.

For hours of work experience to be approved, they must take place within the parameters of the Hospitality Industry as defined by the categories below and go beyond simple “customer service” that one might obtain in retail or other “service” positions. It is imperative that the student understand how the industry of Hospitality operates separately from other industries:

- Hotel/Lodging
- Resort
- Restaurant
- Foodservice
- Casino
- Catering
- Club
- Tourism
- Attractions
- Cruiseship
- Bar
- Spa
- Conventions
- Event Planning

Students are introduced to Work Experience requirements during first semester of freshman year by Academic Advisor. Students with prior work experience may challenge up to 50% of required work hours. The challenge application is subject to approval by the dean.

HRTM Faculty/Advisors discuss career paths and prospective “Work Experience” opportunities with students during regular advisement sessions. Students will complete an “Intent to Complete Work Hours” Form during the advisement process. A copy of the form will be retained with the students’ academic files held by the advisor. The original copy will be submitted to Cheryl Ploof in the Deans Office for retention in students’ “Work Experience” files. Note: Changes in students’ work experience plans should be updated during advisement sessions and submitted to Cheryl Ploof for record keeping purposes.

Prior to completion of second semester of first year, students will prepare a professional resume and electronically post on Career Central. This assignment will be reinforced by faculty and academic advisors during the second semester advisement process. Students should consult with Career Services Center and are encouraged to participate in Resume Workshops.

Upon completion of work hours, students will present a completed Work Experience Completion Form along with verification (*pay stubs, time sheets, and signed documentation from supervisor on company letterhead*) of hours completed. Advisors will review documentation, sign off, and advise students to deliver documentation to Department Chairs Office for record keeping purposes. Original copies of documentation will be retained by office staff in individual student folders. That office staff will notify the registrar’s office of completed hours.

Note - All documents listed above can be found on the Paul Smith’s College website at: <http://www.paulsmiths.edu/careerservices/work-experience-program/>

Opportunity for Minor in Business Administration

It is highly suggested that all students in HRTM take advantage of the Minor in Business Administration opportunity as it can easily be incorporated into the existing HRTM Bachelor of Science degree without added time requirements.

This minor requires the completion of 18 credit hours, consisting of 12 credits in foundation courses and two business elective. When the minor is complete, the document is to be submitted to the registrar. Upon graduation, the student will receive a notice of completion of the business minor via the official transcripts. There is no notation on the student's diploma or graduation program. All prerequisites to foundation and required courses apply.

ENTREPRENEURIAL BUSINESS MINOR (EBM) - 18 CREDITS REQUIRED FOR MINOR COMPLETION		
NAME:	DOE:	ADV:

CURRENT PROGRAM:

CORE COURSES

COMP#	REQUIREMENTS	HR	SEM	COURSE	GR	ADDITS CRS/REPEATS	GR
ACT 101	FIN ACCOUNTING	3					
MGT 200	PRINC OF MANAGEMENT	3					
MGT 210	ENTRP SYST, RES & POLICIES	3					
MKT 200	PRINC OF MARKETING	3					
	*ELECTIVE	3					
	*ELECTIVE	3					

***ELECTIVES - CHOOSE TWO COURSES - AT LEAST ONE COURSE HAS TO BE UPPER DIVISION:**
ADVERTISING & PROMOTION, BUSINESS ETHICS & DEC MAKING, CHANGE MANAGEMENT, CREATING & COMMUN VALUE, FACILITATION & REPORTING, FAMILY ENTERPRISE, FINANCE, INTERPERSONAL COMMUNICATION, INTRO TO ENTREPRENEURSHIP, ORGANIZATIONAL BEHAVIOR, MANAG ACCOUNTING, PRINC OF ECONOMICS, PROJECT MANAGEMENT, SMALL BUSN ACCOUNTING, SUSTAINABLE PRACTICES IN ENTREPRENEURSHIP

Opportunity for Minor in Craft Beer Studies & Operations

It is also suggested that students in HRTM may take advantage of the Minor in Craft Beer Studies & Operations as it can easily be incorporated into the existing HRTM Bachelor of Science degree without added time requirements.

This minor requires the completion of 18 credit hours, consisting of 12 credits in foundation courses and two business elective. When the minor is complete, the document is to be submitted to the registrar. Upon graduation, the student will receive a notice of completion of the business minor via the official transcripts. There is no notation on the student's diploma or graduation program. All prerequisites to foundation and required courses apply.

CRAFT BEER STUDIES AND MANAGEMENT (CBM) - 18 CREDITS REQUIRED FOR MINOR		
NAME:	DOE:	CURRENT PROG:

COMP#	COURSES	HRS	SEM	COURSE	GR	ADDITS CRS/REPEATS	GR
HOS 315	PRACTICAL BREWING	3					
HOS 318	THE BUSN OF CRAFT BEER	3					
MKT 200	PRINC OF MARKETING	3					
MKT 305	ADVERTISING & PROMO	3					
	SEE BELOW	3					
	SEE BELOW	3					

CHOOSE 6 ADDITIONAL CREDITS (TWO COURSES)

FESTIVAL & MAJOR EVENT MGT, INTRO TO ENTREPRENEURSHIP, SIX GLASSES THAT CHANGED THE WORLD, THE CULTURE OF FOOD

Sample Program Schedule – Lower Division Semesters

The following is a suggested course rotation designed to meet the degree requirements for a Bachelor of Science in Hospitality, Resort & Tourism Management.

MAJ courses are required in your Major. Courses defined as “open” indicate places in the curriculum where the student may choose alternate courses. Please note that alternative courses should meet any Liberal Arts and Science (LAS), Integrated General Education (IGE), or Upper Division (UD) requirements designated by the suggested course. This will ensure that all graduation requirements are met.

Integrated General Education (IGE) courses can be found through the Self Service Catalog by searching the codes indicated under the IGE column:

Analytical Reasoning & Scientific Inquiry (AR) Quantitative Problem Solving (QP) Written Communication (WC) Social & Cultural Engagement (SC) Responsibility & Expression (RE)

Term: Semester 1							Term: Semester 2						
Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)	Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)
ENG 101 English Composition I		3			WC-F		ACC 101 Fin. Accounting			3		QP-S	
FYS 101 First Year Seminar		3			RE-F		Written Communication <i>Suggested: ENG 105 Food Writing</i>		3			WC-S	
HOS 101 Hotel Resort & Tourism Orientation			3				Customer Relations Cluster			3			
Quantitative Problem Solving		3			QP-F		Analytical Reasoning & Sci. In <i>Suggested: RES 170 Food Service Sanitation</i>					AR-F	
Open Elective <i>Suggested: RES 140 Food & Beverage Service Techniques</i>	3						Open Elective <i>Suggested: RES 250 Intro to Food Production</i>	3					
Term: Semester 3							Term: Semester 4						
Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)	Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)
Analytical Reasoning & Sci. In <i>Suggested: CUL 280 Nutrition Food Science</i>		3			AR-S		HOS 210 Hotel Accounting			3			ACC 101
Customer Relations Cluster <i>Suggested: MKT 200 Principles of Marketing</i>			3				Customer Relations Cluster <i>Suggested: MGT 200 Principles of Management</i>			3			
LAS Elective <i>Suggested: PSY 101 Psychology</i>		3					Social & Cultural Engagement <i>Suggested: BUS 210 Business Law</i>		3			SC-R	
Social & Cultural Engagement					SC-F		LAS Elective <i>Suggested: ECN 101 or 102 Macro/Micro Economics</i>		3				
LAS Elective <i>Suggested: COM 101 Speech</i>		3					Open Elective						

Sample Program Schedule – Upper Division Semesters

The following is a suggested course rotation designed to meet the degree requirements for a {insert degree} in {insert program}.

MAJ courses are required in your Major. Courses defined as “open” indicate places in the curriculum where the student may choose alternate courses.

Please note that alternative courses should meet any Liberal Arts and Science (LAS), Integrated General Education (IGE), or Upper Division (UD) requirements designated by the suggested course. This will ensure that all graduation requirements are met.

Term: Semester 5							Term: Semester 6						
Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)	Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)
HOS 331 Hospitality Futures			3	3	AR-I	1 SC-F & 1 SC-R	Management Cluster			3	3		
HOS 350 Field Study in Hospitality			6	6	RE,SC,AR I	HOS 101	Management Cluster			3	3		See course
Diversity Cluster Suggested: HOS 310 6 Glasses		3					Language Sequence II <i>Suggested: LAN 102 Spanish II</i>		3			SC,RE, S	Lan Seq I
Language Sequence I <i>Suggested: LAN 101 Spanish I</i>		3				SC, RE, - S	LAS Elective		3				See course
							LAS UD Elective <i>Suggested: HOS 300 Service Economy</i>		3		3		See course
Term: Semester 7							Term: Semester 8						
Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)	Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)
Management Cluster			3	3		See course	RES 431 Cultural Enology		3		3	WC,SC I	
Management Cluster			3	3		See course	LAS Elective		3				
MAT 335 Financial Dec. Making		3		3	QP, WC I		Management Cluster			3	3		See course
LAS UD Elective		3		3			LAS Elective		3				
LAS UD Elective		3		3		See course	HOS 462 Business Simulation			3			See course

Identify how you will achieve additional 400 Industry Work Experience Hours before end of Senior Year

Create Your Own Schedule:

Working with your advisor, use the blank schedule provided to fill in the courses you want to take throughout your Paul Smith's College experience. Use this plan to register for your courses each semester. This is your working document to help you take responsibility for your curriculum. Please be advised that not all courses are offered every semesters or even every year. Students should consult with their advisor and the Dean to become familiar with the course schedule rotation to make sure that appropriate courses are taken at the appropriate time.

Here are a few questions to guide you through this process:

1. Have you included all required courses (MAJ)? (See pages 6 and 7 of this guide).
2. Review upper division courses (UD) you are interested in or required to take. Do these courses have any prerequisites? If so, have you included those the prerequisites in your overall plan?
3. Identify places in your curriculum where you have an elective choice to make. (OPEN) These choices may facilitate your ability to include a minor, an additional certificate, or to explore a new topic area. How do you want to make use of these choices in your curriculum?
4. Are you transferring in any courses from another institution? Remember, you must have an official transcript from a regionally accredited institution sent directly to the registrar's office and have a grade of C- better for the course to be applicable. Will you require any course substitutions to meet your program requirements? Have those courses been approved by the Dean of your school?
5. Liberal Arts and Science (LAS) courses are a requirement in all programs to ensure that you have a broad knowledge of the wider world (e.g. science, culture, and society). This will help you interact problem solve in a complex and diverse world. You are encouraged to choose courses that meet this expectation but also appeal to your interests. Once you have put together your program schedule, make sure that you have included {60} credits of Liberal Arts and Science (LAS) courses. Do you have enough LAS courses in your plan?
6. Upper Division courses are included in the curriculum to ensure that your Baccalaureate degree meets expectations of integrity and academic rigor expected in your chosen field. These courses build on foundational knowledge gained in your first few semesters of study. No more than half of these courses can be transferred in from another college. Once you have put together your program schedule, make sure that you have included {40} credits of Upper Division (UD) courses. Do you have enough UD courses in your plan?
7. For non-required courses, if you choose, or are inserting, a different course than the one suggested in the sample program schedule, make sure that your selection meets the same overall requirements in the curriculum. (LAS, UD, IGE). If your selection does not meet all of the same designations, does your program plan make up for these requirements elsewhere? Does your plan meet all of your LAS, UD, and IGE requirements?

Term: Semester 1							Term: Semester 2						
Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)	Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)
Term: Semester 3							Term: Semester 4						
Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)	Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)

Identify Location for 400 Industry Work Experience Hours:

Term: Semester 5							Term: Semester 6						
Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)	Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)
Term: Semester 7							Term: Semester 8						
Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)	Course Number & Title	Open	LAS	MAJ	UD	IGE	Prerequisite(s)

**Identify Location for additional 400 Industry Work Experience
Hours:**

Credit total:

	60		45	120	

