

# Bachelor of Commerce

## Hospitality & Tourism Management



### ABOUT THE PROGRAM

The School of Hospitality & Tourism Management, Bachelor of Commerce degree program, was established in 1969 in order to provide a business program that would meet the needs of the hospitality industry. The Hospitality and Tourism Management (HTM) major allows you to combine business and management courses, being exposed to the latest principles and practices of either hotel operations, foodservice management, or tourism policy, planning and development, along with the flexibility of additional elective courses for students with specific interests. Guelph continues to offer Canada's pre-eminent program in hospitality management.

### WHY CO-OP?

As a co-op student, you will gain relevant work experience, build professional networks and develop essential interpersonal skills needed to succeed in the workplace while getting paid and earning your university degree. Guelph's co-op program is unique due to the exceptional level of support provided, including an in-class preparatory course, a personal connection with a Co-op Co-ordinator to assist you during the employment process, and access to senior student mentors.

### COURSE SEQUENCING

In the Hospitality and Tourism Management co-op program, you will participate in four academic semesters, followed by a twelve month co-op work term, and then you will return to campus to complete your last four academic semesters. This sequencing is viewable below:

YEAR	FALL	WINTER	SUMMER
ONE	Academic	Academic	Off
TWO	Academic	Academic	Work
THREE	Work	Work	Off
FOUR	Academic	Academic	Off
FIVE	Academic	Academic	



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## SAMPLE JOBS

Below are some examples of past Hotel & Food Administration co-op positions.

### Hotel & Resort Operations Trainee

In this position, you will get the exciting opportunity to work in a variety of hotel or resort departments, such as Sales & Marketing, Guest Services, Accounting, Housekeeping, and more. Through this diverse work experience, you will be exposed to many different aspects of operations, such as franchise relationships, marketing initiatives, reservations, account management, information technology and more, to gain valuable insight into the scope of hotel & resort management.

### Food & Beverage Operations Trainee

In this role, you will gain hands on experience in many aspects of food & beverage operations, such as hosting, serving and bartending. Upon rotating through all types of jobs, you may be given the opportunity to lead shifts and supervise, based on performance. Supervisory duties may include assisting with recruitment, performance management, inventory, scheduling, and more. In all roles, you will create positive guest experiences and demonstrate your ability to maintain quality and meet standards in a fast-paced environment.

### Management Trainee

During the course of your co-op work terms, you will evolve from a co-op student into a manager, through an extensive Manager-in-Training program at a well-known restaurant chain. In this program, you will be trained in each area of the restaurant and work side-by-side with experienced team members and managers. The focus will be on developing the restaurant unit in terms of training, accountability and profitability of specific areas, and assisting with restaurant back-end such as payroll, inventory management and shipping/receiving.

## SAMPLE EMPLOYERS\*

- Marriott Hotels & Resorts
- Deerhurst Resort
- Frankie Tomatto's
- Coast Hotels and Resorts

\*This shows a sample of recent co-op employers, and will vary depending on employer recruitment needs. During a job search, students are encouraged to be actively engaged and are supported in establishing and maintaining their own personal contacts.

## SALARY INFORMATION Average Weekly Salary Range: \$500 - \$800\*

\*Salary ranges are shown as rates before deductions. Statistics are based on jobs held by co-op students in 2017/2018. These ranges may fluctuate on an annual basis in response to economic conditions. Accommodation, gratuities, and other allowances may apply, but are not represented here.

## SKILLS & KNOWLEDGE ACQUIRED

- Flexibility developed from experience in a variety of departments
- Excellent grounding in hospitality subject areas such as purchasing, control systems, and lodging operations
- Appreciation of the fundamental importance of customer relations and its relationship to profitability
- Strong verbal and written communication skills, as well as multi-tasking and data analysis abilities
- Leadership experience and the ability to work as a team player

