

Boone Career and Technical Center Adventure Tourism Program Syllabus

Teacher: Robert Miller

school telephone: 304-369-4585 cell phone 304-688-3060 home phone 304-369-1722

Email: rpmiller@k12.wv.us

Course Description:

Travel West Virginia will introduce students to various types of hospitality and tourism job opportunities within West Virginia's number one industry. Students will gain knowledge in interpersonal leadership skills that will assure advancement within varied hospitality and tourism jobs in West Virginia. Students will gain an appreciation for the West Virginia Hospitality Service Industry. Man and his interaction with his environment will be the focus of many of the lessons. The study of West Virginia's adventure tourism, cultural tourism and eco-tourism will be studied along with varied models of many entrepreneurs' successes within these three types of tourism. Various marketing techniques will be concentrated points of study for success in each of the nine unique tourist regions. The safety of each company member and the importance of assuring safety for each guest will be paramount. The creation of the assurance of the repeat customer will also be a focal point of study.

Certifications will be available throughout the program as modules are completed. Students must complete the certifications for each module in this course to move on to the next.

Throughout this class, students will participate in various trips and outdoor sessions. Participation in these excursions will be important to the overall grade as they represent living laboratory learning stations, attendance on these days is paramount, and it will be the student's responsibility to ask for a make-up assignment if they cannot attend. The make-up work will be completed within five classroom days of the absence of the trip; if it is not made up by that time, the resulting grade will be a zero.

Course Objectives:

1. Demonstrate facilitation skills and improve various communications skills.
2. Organize and plan trips.
3. Evaluate how to manage risk.
4. Create risk assessments for outdoor activities.
5. Complete certifications or training in:
 - a. CPR/AED
 - b. First Aid
 - c. Leave No Trace
 - d. OSHA 10, Safety
 - e. ATV Safety

- f. Welcome West Virginia
 - g. Bicycle Safety
 - h. Boating and Water Safety
 - i. Forklift Certification
 - j. Win Learn Mathematics
6. Demonstrate safety procedures for each outdoor activity.
 7. Manage equipment upkeep and sign-in and sign-out procedures.
 8. Promote entrepreneurship, teamwork and ethical business practices.
 9. Hospitality skillsets and business vernacular that will assist the student in multiple job markets.
 10. Students will improve Math, English and Communication skills to allow quick advancement towards management positions in the hospitality tourism industry.

Major Assignments: Students will plan for trips, complete risk assessments and participate in a variety of outdoor activities, including skiing, snowboarding, rafting, hiking, caving, rock climbing, swimming and biking. Students will also do varied assignments related to the mountain state's flora, fauna, geology and weather. Students will learn to utilize numeracy and communication skills for advancement in career opportunities.

Students will also learn to write resumes and various business letters and fill out technical school college and job applications. Students will learn to job search through the major hiring sites for tourism destinations, travel companies, national parks, state parks and airports as well as requirements and skills for obtaining these jobs and gaining the skills for entrepreneurship opportunities and success in opening a private business.

Assessment:

Student assessment will be based on completing class and homework assignments, module examinations, and completing individual and group projects related to the modules.

Classroom Rules:

1. Each student will bring a pencil to class daily.
2. Practice appropriate behavior at all times.
3. Treat the furniture, textbooks, and computers appropriately.
4. No food or drinks in the classroom.
5. Return books and classroom materials to their designated location.
6. Cell phones are allowed during class for class work only.
7. In these unprecedented times, every effort must be made to remain in contact with the instructor.

Lab Rules:

1. Safety equipment will be worn at all times when designated.
2. Use tools and equipment for the intended purpose.
3. No horseplay.
4. Operate tools and equipment only with the instructor present.
5. Maintain a safe distance from equipment in operation.
6. Operate equipment only if trained and approved or check out on the specific piece of equipment.
7. Leave the classroom or work area only with permission.
8. Return tools and materials to designated locations.
9. Clean the work area.
10. Students will participate in all assigned tasks with an attitude that would produce repeat customers.

Simulated Workplace:

All students in this class will participate in Simulated Workplace, which will allow the students to experience a job site setting. The lab will be a job site, and the instructor will serve as the employer. The following is a list of components in the Simulated Workplace program.

Use of a time clock to document attendance

Random drug testing of all students

An application and interview process

Development of quarterly and annual reports

Establishment of work teams

Development of policies and procedures

A portfolio system for documentation of learning, credentials, and projects completed.

The development of a stewardship attitude toward the community will foster economic enhancement and a sense of community pride.

Attendance Policy:

If a student is absent, he or she must call in before 8:00 a.m. Students will call the main school number, 304-369-4585 and leave a message. Absences must be excused before the student will be allowed to make up the work. Learning labs prioritize attendance importance as attendance is necessary for the scheduled learning lab, which will not be created. We are setting an attendance pattern for employment, dependability and self-discipline demanded by business and industry. Absences beyond eight excused or unexcused in considered excessive, and the student will be called into a conference with the school counselor or principal.

Each student will document daily attendance by time station. Make-up work from absences will be completed in accordance with Boone County Schools and Boone Career Center policy. Due to the nature of this class, regular attendance is necessary for students to keep up with class

concepts, demonstrations, and projects. In the event of absence, it is each student's responsibility to verify and complete the required make-up work. Assignments will be posted on Schoology. Grading Factors: Your final grade will be made up of your class participation, field trip participation, classwork, assessments and homework. All are essential for gaining a passing grade in this course. Teamwork is paramount.

- A 90-100
- B 80-89
- C 70-79
- D 60-69

Any grade below 60 will be an F.

Tardy Policy:

Students must be on time for class. Incidents of being tardy will be enforced in accordance with Boone County Schools and Boone Career and Technical Center policy.

Civil Rights Statement:

In accordance with Federal Law and US Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint alleging discrimination, write: USDA Director, Office of Civil Rights, 1400 Independence Ave SW, Washington DC, 20250-9410 or call toll-free: 866-632-9992. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through Federal Relay at 800-877-8339 or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Title IX ADA 504 Notice

Boone Career and Technical Center (BCTC) does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age or marital status in any of its policies, procedures or practices as required by title IX Section 504 and ADA regulations. For inquiries concerning Title IX, please contact the BCS Safe Schools Director Anthony Tagliente at 304-369-8276 or ataglient@k12.wv.us. For inquiries concerning 504/ADA, please contact the Director of Exceptional Children Mary Knapp, at 304-369-8245 or mknapp@k12.wv.us. Inquiries may also be submitted in writing to the following Director's at Boone County Schools 69 Avenue B Madison, WV 25130

I acknowledge, by my signature, that I have read, understand, and will comply with the stipulations of the course syllabus.

Parent signature: _____ Date: _____

Student signature: _____ Date: _____