


# Master of Science - Hotel Administration

## 2 Graduate Program Change 2020-21

### I. General Information

The faculty member originating this proposal is to complete sections I and II.

TURN ON help text before starting this proposal by clicking  in the top right corner of the heading. You will need to turn on help text again after any actions that refresh the page including after saving proposals, importing information, or running impact reports.

IMPORT curriculum data from the Catalog by clicking  in the top left corner.

**Do not make any changes to any information until the proposal has been launched in Step 4.**

Department\*

Hotel Administration Programs (GRAD USE ONLY)

Degree/ Certificate Name\* Master of Science - Hotel Administration

Plan Code\* HOAMS

Degree Type\*

Master of Science

Program Type\*

Master's

### II. Program Changes

FILL IN ONLY fields required marked with an \* after importing data. You will not be able to launch the proposal without completing required fields. **Do not make proposed changes** to the information that was imported until after the proposal has been launched in Step 4. Changes will only be tracked after the proposal is launched

Are you changing admission requirements?\*  Yes  No

Are you changing course requirements?  Yes  No

Are you changing degree completion requirements?  Yes  No

Are you changing the primary instructional mode?  Yes  No

Are you changing program learning objectives?  Yes  No

If yes, describe changes to learning objectives:

**Provide a Brief Summary of Proposed Changes**

We are adjusting one of our admission requirements, work experience, to make this a preferred requirement.




In addition, we are updating our language for our admission requirements to make it clearer to applicants as well as tweaking the Degree Requirement language to be clearer to students. Again, no changes to the degree requirements.

**Provide a rationale for each proposed change**

After doing a market analysis of our peer institutions, this adjustment to the work experience requirement will keep us competitive with our peers and be able to attract top applicants to the program.

## **Do not make any changes to any information until the proposal has been launched in Step 4.**

Follow these steps to change the program curriculum:

1. Click on  "View Curriculum Schema." Edit existing cores or click 'Add Core' and name your core (please use a comparable degree program in the current graduate catalog as a template). Edit or add any descriptive text (do not add courses until Step 2). Descriptive text is generally used in the following cores: Plan Description, Plan Admission Requirements, Plan Requirements, Plan Graduation Requirements.
2. There are two options for adding courses (see Step 3 to remove courses): "Add Course" and "Import Course." For courses already in the catalog, click on "Import Course" and find the courses needed. For new classes going through a Curriculum Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.
3. Click on  "View Curriculum Schema." Click on the area/header of the program where you would like to add courses. When you click on "Add Courses" it will bring up the list of courses available from Step 2. Select the courses you wish to add. For removing courses click on the  and proceed.

After you have launched proposal, update prospective curriculum here\*

## Plan Description

The 36-credit hour Master of Science degree in Hotel Administration will prepare you for a successful career as an upper-level executive in the hospitality industry or as an instructor/researcher in a hospitality education program. Students have the opportunity to conduct research on a subject that interests them by writing a thesis. This decision will be based upon the student's goals and consultation with an academic advisor. Copies of the completed thesis must meet the guidelines of the UNLV Graduate College and be completed according to published deadlines. For students who are interested in a non-thesis track, they will complete the professional paper track, which requires them to write a professional paper that focuses on a real-world industry problem. For more information about your program including your graduate program handbook and learning outcomes please visit the Degree Directory.

## Plan Admission Requirements

**Application Deadlines** (<https://www.unlv.edu/graduatecollege/application-deadlines>) **Application Requirements:** The student must satisfy the minimum admission requirements of the UNLV Graduate College and the William F. Harrah College of Hospitality. Applications available on the UNLV Graduate College website. Applicants need to meet the following requirements below to be considered for the program. 1. A baccalaureate degree from an accredited institution with a minimum overall GPA of 2.75 on a 4.00 scale, or 3.00 or higher in the last two years of study. 2. A minimum of one-year of full-time work experience in a management/supervisory capacity in the hospitality industry, or three years of full-time, front-line experience is preferred. To apply, applicants must submit the following materials by the application deadline to be considered for admission into the program. 1. Complete and submit the online UNLV Graduate College admission application and pay the required admission application fee. 2. Submit all post-secondary transcripts from all institutions attended. Unofficial copies of these transcripts must be uploaded into the online application system. Note: it is a requirement of the UNLV Graduate College that students with class credits and/or degrees from educational institutions outside the United States must provide a course-by-course evaluation of those credentials by a Graduate College approved NACES Evaluation Agency. This is to obtain an evaluation of the courses, verification of degrees, and establish accreditation of the schools and/or universities. A copy of this evaluation must be uploaded into the online application system by the application deadline. 3. Submit either GRE or GMAT scores. A satisfactory composite score on the Graduate Record Examination (GRE) (UNLV institution code 4861), with a preferred score of 155 on the quantitative portion and 148 on the verbal portion of the exam. Or, the Graduate Management Admissions Test (GMAT) (UNLV institution code 71T, Harrah College of Hospitality College code 71T-TD-68), preferred score of 550 with at least 25% on the verbal portion. Applicants are required to submit exam scores that have been completed

Applicants are required to submit exams scores that have been completed within the last 5-years by the application deadline. 4. International applicants must submit the results of the TOEFL or IELTS as evidence of English proficiency. Test scores must be less than two years old at the time of application in order to be valid. For more information, visit UNLV English Proficiency ([link to unlv.edu/graduatecollege/English-proficiency](http://unlv.edu/graduatecollege/English-proficiency)). 5. Submit a Statement of Purpose (approximately 500 words) that outlines your career goals and how your hospitality employment background has prepared you for graduate study. 6. Submit two letters of recommendation. It is highly recommended that one letter is from a supervisor of an internship experience and one from a college faculty member. If the applicant has been out of school for a while and is no longer in touch with faculty members, letters from two employers will suffice. 7. Submit a resume that outlines internships, full-time jobs, and leadership experiences (i.e. officer in a club/organization, undergraduate research, mentoring programs, and volunteer/community service). Resumes should be one to two pages. 8. All domestic and international applicants must review and follow the Graduate College Admission and Registration Requirements. All application documents must be submitted through the online application system by the application deadline. If an applicant has questions about the application process, please email [mygradfuture@unlv.edu](mailto:mygradfuture@unlv.edu) for assistance from one of the staff members in the Hospitality Office of Graduate Programs. If admission is offered to an international applicant who is requesting F-1 or J-1 visa eligibility documents is required to submit Proof of Funding documentation. Students are accepted into a degree program as described in the Graduate Catalog. The faculty and corresponding sub-disciplines and sub-plans within the described programs are subject to change at any time.

## **Plan Requirements**

See Sub-plan Requirements below. Sub-plan 1: Thesis Track Sub-plan 2: Professional Paper Track

## **Sub-plan 1: Thesis Track Requirements**

Total Credits Required: 36

## **Course Requirements**

## **Required Courses – Credits: 15**

<b>HOA 705 Financial Analysis for the Service Industries</b>	<b>3</b>
<b>HOA 711 Laws of Innkeeping and Food Service</b>	<b>3</b>
<b>HOA 731 Operational Analysis in Hospitality Management</b>	<b>3</b>
<b>HOA 735 Research Methodology</b>	<b>3</b>
<b>HOA 740 Marketing Systems</b>	<b>3</b>

### **Supporting Elective Course – Credits: 15**

Complete fifteen credits of advisor-approved elective coursework.

### **Thesis – Credits: 6**

<b>HOA 789R Thesis</b>	<b>3 – 6</b>
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### **Degree Requirements**

1. Successfully complete a minimum of 36 graduate-level credit hours, of which no less than 24 are in Hotel Administration. This allows for a variety of supplemental tracks including business and education. At least 27 credits must be at the 700-level. 2. An oral examination is required of all students completing this track. 3. Successfully complete any conditional coursework outlined at the time of admission within the first academic year. 4. In consultation with his/her advisor, a student will organize a thesis committee of at least three departmental members and a fourth member from outside the department, known as the Graduate College Representative. An additional committee member may be added at the student and department's discretion. Please see Graduate College policy for committee appointment guidelines. 5. Students are encouraged to complete an internship during the summer term between their first year and second year in the program. International students must receive approval to be on CPT before starting an internship experience. All internships must be secure directly by the student and carries no academic credit. Some students who did not complete any internships during their undergraduate studies or have no prior work experience in the hospitality industry may have a conditional requirement to complete an internship, which was documented at the time of admission into the program.

### **Graduation Requirements**

1. The student must submit all required forms to the Graduate College and then apply for graduation up to two semesters prior to completing his/her degree

requirements. 2. The student must submit and successfully defend his/her thesis by the posted deadline. The defense must be advertised and is open to the public. 3. After the thesis defense, the student must electronically submit a properly formatted pdf copy of their thesis to the Graduate College for format check. Once the thesis format has been approved by the Graduate College, the student will submit the approved electronic version to ProQuest. Deadlines for thesis defenses, format check submissions, and the final ProQuest submission can be found here.

## **Sub-plan 2: Professional Paper Track Requirements**

Total Credits Required: 36

### **Course Requirements**

#### **Required Courses – Credits: 15**

<b>HOA 705 Financial Analysis for the Service Industries</b>	<b>3</b>
<b>HOA 711 Laws of Innkeeping and Food Service</b>	<b>3</b>
<b>HOA 731 Operational Analysis in Hospitality Management</b>	<b>3</b>
<b>HOA 735 Research Methodology</b>	<b>3</b>
<b>HOA 740 Marketing Systems</b>	<b>3</b>

#### **Supporting Elective Courses – Credits: 18**

Complete eighteen credits of advisor-approved elective coursework.

#### **Professional Paper – Credits: 3**

<b>HOA 788R Professional Paper</b>	<b>3</b>
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### **Degree Requirements**

1. Successfully complete a minimum of 36 graduate-level credit hours, of which no less than 24 are in Hotel Administration. This allows for a variety of supplemental tracks including business and education. At least 27 credits must be at the 700-level. 2. An oral presentation of the professional paper is required of all students completing this track. 3. Successfully complete any conditional coursework outlined at the time of admission within the first academic year. 4. Students are encouraged to complete an internship during the summer term between their first year and second year in the program. International students must receive approval to be on CPT before starting an internship experience. All internships must be secure directly by the student and carries no academic credit. Some students who did not complete any internships during their undergraduate studies or have no prior work experience in the hospitality industry may have a conditional requirement to complete an internship, which was documented at the time of admission into the program.

## Graduation Requirements

1. The student must submit all required forms to the Graduate College and then apply for graduation up to two semesters prior to completing his/her degree requirements. 2. The student must successfully complete a professional paper.

## Plan Graduation Requirements

Refer to your subplan for Graduation Requirements. Subplan 1: Thesis Track  
Subplan 2: Professional Paper Track

The [Degrees Directory](#) provides current and consistent degree information. Submission of this form indicates acknowledgment and understanding that every department is responsible creating and maintaining accurate and updated program information on the UNLV Degrees Directory.

If the changes included on this form impact the program handbook attach the updated handbook before submitting this form. If you need a Word version of the most recent handbook please email [GradCurriculum@unlv.edu](mailto:GradCurriculum@unlv.edu).

**Degrees Directory  
Program Entry\***



Check this box to acknowledge the above statement.

**Changes will be  
applicable to\***



Current Students



New Students



Both Current and New Students

**If applicable to  
current students,  
changes are**



Mandatory




Optional


**Effective Date\***

Fall 2020

4. LAUNCH proposal by clicking  in the top left corner.

5. After launching the proposal, make all changes and fill in all additional fields.

6. Finish the launch of your proposal by clicking the icon  located in the Proposal Toolbox on left side at top. Make your decision, comment is optional, and click on "Make decision".

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

### III. Department Vote Information

Note: This section is to be filled out by the Department Chair on behalf of the committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify GradCurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.

2. Fill in vote information.

3. Then go to the proposal toolbox at the top right side. Click on  and select the corresponding decision for the committee. This will enable the proposal to go to the next person on the workflow.

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

**Date faculty voted on proposal** 2/11/2020

**Result of vote** 29-2


**Manner of vote** person

### IV. Unit Vote Information



Note: This section is to be filled out by the College Committee Chair on behalf of the committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify GradCurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.
2. Fill in vote information.
3. Then go to the proposal toolbox at the top right side. Click on  and select the corresponding decision for the committee. This will enable the proposal to go to the next person on the workflow.

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

<b>Date faculty voted on proposal</b>	<b>Result of vote</b>
<b>Manner of vote</b>	

### V. Processing Notes (Graduate College/Registrar Use Only)

<b>Program Alerts (E.g. This program is no longer accepting applications)</b>	
<b>PS Processing Notes</b>	
<b>PS Processing Date</b>	<b>Initials</b>
<b>Aalog Processing Notes</b>	
<b>Aalog Processing Date</b>	<b>Initials</b>

## Comments for Master of Science - Hotel Administration

<b>Curriculog</b>	3/4/2020 9:54 am <a href="#">Reply</a>
Graduate Curriculum has approved this proposal on Graduate Programs Committee.	
<b>Curriculog</b>	3/3/2020 8:22 pm <a href="#">Reply</a>
Gregory Moody has approved this proposal on behalf of Graduate Programs Committee. See <a href="#">Graduate Programs Committee Agenda - 3 March, 2020</a> for more information.	
<b>Curriculog</b>	2/18/2020 7:27 pm <a href="#">Reply</a>
Tony Henthorne has approved this proposal on School/College Associate Dean for Graduate Studies/ Dean.	
<b>Curriculog</b>	2/18/2020 2:57 pm <a href="#">Reply</a>
Ozgur Ozdemir has approved this proposal on School/College Committee.	
<b>Curriculog</b>	2/18/2020 11:48 am <a href="#">Reply</a>
Hospitality Dean has approved this proposal on Department Chair.	
<b>Curriculog</b>	2/13/2020 2:21 pm <a href="#">Reply</a>
Rhonda McElroy has approved this proposal on Graduate Coordinator.	
<b>Curriculog</b>	2/13/2020 12:55 pm <a href="#">Reply</a>
Graduate Curriculum has approved this proposal on Technical Review.	
<b>Curriculog</b>	2/7/2020 3:09 pm <a href="#">Reply</a>
Rhonda McElroy has approved this proposal on Originator.	
<b>Graduate Curriculum</b>	2/7/2020 12:47 pm <a href="#">Reply</a>
Moving back to originator for adjustments, by request of originator.	
<b>Curriculog</b>	2/7/2020 12:47 pm <a href="#">Reply</a>
Graduate Curriculum has rejected this proposal on Technical Review.	

**Curriculog**

2/3/2020 4:33 pm [Reply](#)

Rhonda McElroy has approved this proposal on Originator.

**Curriculog**

1/29/2020 3:23 pm [Reply](#)

Rhonda McElroy has launched this proposal.