Master of Science - Hotel Administration

2 Graduate Program Change 2021-22

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 (s) (if Dual or Interdisciplinary please add all departments)*	Hotel Administration Programs (GRAD USE ONLY)

Degree/ Certificate Name*	Master of Science - Hotel Administration

Plan Code	

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. <u>Do not make proposed changes</u> 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	⦿ Yes ○ No

requirements? *

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

Are you changing the culminating experience? * ⦿ Yes ◯ No

If not a Dual itself, is this program also available as part of a Dual-Degree offering? * ⦿ Yes ◯ No

Other (e.g. subplan titles,...) * ⦿ Yes ◯ No

If yes, describe changes to learning objectives: We are wanting to update the name of the Professional Paper track to be just "Professional" track and remove the "Paper" from it. The helps students better understand that this is the "Industry Track".

Provide a Brief Summary of Proposed Changes	The revised curriculum allows students in the "Professional Track" to complete the degree in one year. As we launch the revised curriculum, we plan to have a fall start only to the HOA program. The core builds on itself, so students need to complete each semester of core courses at the same time. In addition, students will decide on their culminating project in the first semester and work in this throughout the entire year instead of just in their final semester.

The revised curriculum allows students in the "Professional Track" to complete the degree in one year. As we launch the revised curriculum, we plan to have a fall start only to the HOA program. The core builds on itself, so students need to complete each semester of core courses at the same time. In addition, students will decide on their culminating project in the first semester and work in this throughout the entire year instead of just in their final semester.

Students will still complete elective courses in the fall and spring terms that fits their interests in the field of hospitality to develop expertise in a particular area outside of the core.

Students in the thesis track will complete the HOA 789R course in addition to the other requirements, which will be completed the following fall term. The thesis track will also have one less elective course as they will also be required to complete HOA 735, Research Methods, since these students typically continue on for a PhD degree.

At this time, this revised curriculum will apply to only students who apply to the Hotel Administration program. We want to run through the new curriculum with our non-dual students first and then we plan to work with MIS and MBA to update the core coursework requirements of these two dual program to be the same as the revised HOA curriculum. All current coursework required for the two dual programs will be offered on a regular basis to allow students to successfully complete the degree.

We are requesting to have the revised curriculum effective for new students who enter the HOA program in Fall 2022. It is important that we are able to advertise the revised curriculum by this summer as we will start recruitment for Fall 2022 term in August of 2021. We will submit the new course proposals for the new core courses by early Fall 2021 term.

Provide a rationale for each proposed change

When evaluating the core curriculum of our peer institutions and evaluating feedback from our industry partners, the college formed a working faculty committee to design a revised core curriculum to allow us to be competitive with peer institutions and to better prepare the students for their industry careers. The majority of our students in this program complete the Professional Paper track (85%).

The plan is to have a fall start only with this revised curriculum and have students complete the program as a cohort, which allows more interactions and collaboration with among the students. Part of a master's program is for students to build relationships with peers and faculty. This revised core will better facilitate this interaction. In addition, the new core will allow faculty to partners with industry and use key individuals as guest lecturers. This will also allow students additional networking opportunities with our industry partners.

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 Curriculog 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.

Plan Description

The 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 will select at the time of admission if they plan to complete the "Professional" or "Thesis" Track. The "Professional" track is for students interested in securing an industry position upon completion of the program. The "Thesis Track" is for students interested in research and/or want to complete a PhD degree. Students in the "Thesis Track" will secure a thesis chair by the start of their second semester and work with the chair to finalize a research topic. Copies of the completed thesis must meet the guidelines of the UNLV Graduate College and be completed according to published deadlines. For more information about your program including your graduate program handbook and learning outcomes please visit the Degree Directory.

Plan Admission Requirements

Application deadlines Applications available on the UNLV Graduate College website. The student must satisfy the minimum admission requirements of the UNLV Graduate College and the William F. Harrah College of Hospitality. Applicants need to meet the following requirement below to be considered for the program. 1. A baccalaureate degree from a regionally 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. Note: It is preferred (not required) that applicants have 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. 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 of 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), is a score around 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), is a score around 550 with at least 25% on the verbal portion. Applicants are required to submit exams

scores that have been completed within the last 5-years by the application deadline. 4. International applicants must complete the requirements listed in

the UNLV English Proficiency page (LINk). 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 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 Subplan Requirements below. Subplan 1: Thesis Track Subplan 2: Professional Track

Subplan 1 Requirements: Thesis Track

Total Credits Required: 31

Course Requirements

Required Courses – Credits: 16

Complete 16 credits by completing all of the following courses:

[placeholder field implementation]
[After] HOA 701 Hospitality Industry Overview   2

[After] HOA 734 Research Methods for Industry & Academia	2
[After] HOA 742 Marketing Practices: Leading During Times of Change	2
[After] HOA 752 Advanced Hospitality Management I: Legal & Ethical Human Resources Management	2
[After] HOA 753 Advanced Hospitality Management II: Financial Literacy and Revenue Optimization	2
[After] HOA 768 Hospitality Leadership I: Change Management and Ethics	2
[After] HOA 769 Hospitality Leadership II: Emotional Intelligence and Leadership Competencies	2
[After] HOA 776 Current Issues in Hospitality and Tourism	2

Research Methods Requirement - Credits: 3

HOA 735 Research Methodology	3

Statistics Requirement - Credits: 3

Students must complete a 3-credit Statistics course. It is recommended for students to complete HOA 730 or an equivalent course per advisor's approval.

Culminating Experience Requirement – Credits: 3

HOA 786 Culminating Experience	

Thesis – Credits: 6

HOA 789R Thesis	3 – 6

Degree Requirements

1. Successfully complete a minimum of 31 graduate-level credits, 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 prior to graduation. It is preferred that any conditional coursework is completed in the first semester. 4. In consultation with their 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.

Graduation Requirements

The student must submit all required forms to the Graduate College as well as apply for graduation up to two semesters prior to completing their degree requirements. The student must submit and successfully defend their thesis by the posted deadline. The defense must be advertised and is open to the public. 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.

Subplan 2 Requirements: Professional Track

Total Credits Required: 31

Course Requirements

Required Courses – Credits: 16

Complete 16 credits by completing all of the following courses:

[placeholder field implementation]

[After]	HOA 701 Hospitality Industry Overview	2
[After]	HOA 734 Research Methods for Industry & Academia	2

[After]	HOA 742 Marketing Practices: Leading During Times of Change	2
[After] HOA 752 Advanced Hospitality Management I: Legal & Ethical Human Resources Management		2
[After]	HOA 753 Advanced Hospitality Management II: Financial Literacy and Revenue Optimization	2
[After]	HOA 768 Hospitality Leadership I: Change Management and Ethics	2
[After]	HOA 769 Hospitality Leadership II: Emotional Intelligence and Leadership Competencies	2
[After]	HOA 776 Current Issues in Hospitality and Tourism	2

Statistics Requirement - Credits: 3

Students must complete a 3-credit Statistics course. It is recommended for students to complete HOA 730 or an equivalent course per advisor's approval.

Elective Courses – Credits: 9

Complete nine credits of advisor-approved elective coursework.

Culminating Experience - Credits: 3

HOA 786 Culminating Experience

Degree Requirements

1. Successfully complete a minimum of 31 graduate-level credits, 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 culminating project is required of all students completing this track. 3. Successfully complete any conditional coursework outlined at the time of admission prior to graduation. It is preferred that any conditional coursework is completed in the first semester.

Graduation Requirements

The student must submit all required forms to the Graduate College as well as apply for graduation up to two semesters prior to completing their degree requirements. The student must successfully complete the culminating experience course.

Plan Graduation Requirements

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

If new courses are added as placeholders within this proposal, new courses must be created using a Course Create form simultaneously to the process of this proposal.

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 2022

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.

If Dual or Interdisciplinary: add votes from all departments/colleges involved

(e.g. "Dpt A: .... / Dpt. B ....)

Date faculty voted on proposal	2/12/2021 and 3/31/2021

Result of vote	15 voted "Yes" and 11 voted "No" - second round of votes (total credits change approval): 18 yes, 8 no

Manner of vote	Electronic vote through Qualtrics

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.

If Dual or Interdisciplinary: add votes from all departments/colleges involved

(e.g. "College A: .... / College B ....)

Date faculty voted on proposal	2/12/2021	**Result of vote**	15 voted "Yes" and 11 voted "No"

Manner of vote	Electronic vote through Qualtrics

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

Program Alerts (E.g. This program is no longer accepting applications)	

PS Processing Notes	

PS Processing Date		**Initials**

Acalog Processing Notes	

Acalog Processing Date		**Initials**

Comments for Master of Science - Hotel Administration

Curriculog	4/7/2021 5:20 pm **Reply**

Emily Lin has approved this proposal on Graduate College Dean.

Gregory Moody	4/7/2021 11:52 am **Reply**

Vote in approval, WebEx meeting. 16-0

Curriculog	4/7/2021 11:52 am **Reply**

Gregory Moody has approved this proposal on Graduate Programs Committee.

Curriculog	4/7/2021 10:20 am **Reply**

Graduate Curriculum has approved this proposal on Graduate Programs Committee.

Curriculog	3/31/2021 12:35 pm **Reply**

Tony Henthorne has approved this proposal on School/College Associate Dean/ Dean.

Curriculog	3/31/2021 11:14 am **Reply**

Ozgur Ozdemir has approved this proposal on School/College Committee.

Curriculog	3/31/2021 9:19 am **Reply**

Hospitality Dean has approved this proposal on Department Chair.

Curriculog	3/30/2021 12:43 pm **Reply**

Rhonda McElroy has approved this proposal on Graduate Coordinator.

Curriculog	3/29/2021 4:12 pm **Reply**

Graduate Curriculum has approved this proposal on Technical Review.

Curriculog	2/22/2021 4:43 pm **Reply**

Rhonda McElroy has approved this proposal on Originator.

Curriculog	2/22/2021 10:20 am **Reply**

Rhonda McElroy has launched this proposal.

Curriculog

Rhonda McElroy imported from the map 2021-2022 Working Graduate Catalog into the following proposal fields: I. General Information: Degree/ Certificate Name, I. General Information: Degree Type, I. General Information: Program Type, II. Program Changes: After you have launched proposal, update prospective curriculum here.