**TEXAS CTE LESSON PLAN**

[www.txcte.org](http://www.txcte.org)

|  |  |
| --- | --- |
| **Lesson Identification and TEKS Addressed** | |
| **Cluster** | Hospitality and Tourism |
| **Course** | Hotel Management |
| **Lesson/Unit Title** | Careers in Hotel Management |
| **TEKS Student Expectations** | **130.258. (c) Knowledge and Skills**  (9) The student knows and understands the importance of employability skills and is able to explore and effectively plan for managing travel and tourism careers.  (H) The student is expected to complete required employment forms such as I-9, work visa, W-4, and licensures to meet employment requirements  (I) The student is expected to explore entrepreneurship opportunities within the travel and tourism industry |
| **Basic Direct Teach Lesson** | |
| **Instructional Objectives** | **Students will:**   * Outline education opportunities available after high school graduation * Investigate employment opportunities in hotel management * Assess salaries, duties, work environment, and job outlook for employment * Evaluate personal job skills, aptitude, and interests with a state recognized assessment program * Complete an employment application, an I-9, and W-4 form * Explore entrepreneurship opportunities |
| **Rationale** | What career do you see in your future? What education do you need for this career? How much money will you make? What skills will you need? In this lesson, you will explore the answers to these questions as well as additional information regarding Hotel Management. Let’s get started! |
| **Duration of Lesson** | Seven 45-minute class periods |
| **Word Wall** | **Abilities:** The quality of being able to do something, especially the physical, mental, financial, or legal power to accomplish something  **Apprentice:** One bound by legal agreement to work for another for a specific amount of time in return for instruction in a trade, art, or business  **I-9 form:** The Employment Eligibility Verification is a U.S. Citizenship and Immigration Services form. It is used by an employer to verify an employee’s identity and to establish that the worker is eligible to accept employment in the United States  **Job application:** Is an application for employment used by companies to hire employees  **Job Training:** Training involving both on-the-job experience and informal training with experienced workers  **Organization skills:** Strategies used to organize oneself  **Professional References:** Are references from individuals who can attest to your skills, qualifications, and abilities. Professional references can include managers, colleagues, clients, business contacts, and others who can recommend you for employment  **Program of Study (curriculum framework):** A sequence of instruction (based on recommended standards and knowledge and skills) consisting of coursework, co-curricular activities, work-site learning, service learning and other learning experiences. This sequence of instruction provides preparation for a career  **Related Experiences:** Previous work-related skill, knowledge, or experience is required for occupations  **Skills:** Refer to the talent and expertise a person possesses to perform a certain job or task  **Tasks:** A piece of work assigned or done as part of one’s duties  **Work activities:** Descriptions of activities associated with specific business requirements that end users perform to accomplish their jobs  **W-4 form:** IRS tax forms are used by taxpayers and tax-exempt organizations to report financial information to the Internal Revenue Service (IRS) of the United States. They are used to report income and calculate taxes to be paid to the federal government of the United States |
| **Materials/Specialized Equipment Needed** | **Equipment:**   * Computer with projector for multimedia presentation * Computers with Internet access (be sure to follow district guidelines for Internet access) * Light projector (Elmo) * Presenter/remote   **Materials:**   * Cardstock * Index cards * Markers   **Supplies:**   * Hotel desk bell * Hotel room keys * Linens * Luggage * Play money * Step ladder * Tie (representing manager) * Copies of handouts   **PowerPoint:**   * Careers in Hotel Management   **Technology:**   * Free iPad App   + Career Explorer – 4H Will help connect the dots between the choices you make every day and the opportunities you could have in the future.<https://itunes.apple.com/us/app/career-explorer-4-h/id457621702?mt=8>   + Career Test iPad Edition Find out the career that suits you best!<https://itunes.apple.com/us/app/career-test-ipad-edition/id416983414?mt=8> * Infographics: * Careers in the Hotel Industry  Leisure and hospitality added 75,000 jobs in June 2013. Monthly job growth in this industry has averaged 55,000 thus far in 2013, almost twice the average gain of 30,000 per month in 2012. Within leisure and hospitality, employment in food services and drinking places continued to expand, increasing by 52,000 in June. Source: BLS.gov<http://careerbright.com/career-jobs/careers-in-the-hotel-industry-infographic>   **Graphic Organizer:**   * Education and Training in Hotel Management * Hotels, Motels, and Resorts in Your Area (one copy) * Opportunities for Advancement in Hotel Management * Opportunities for Advancement in Hotel Management (Key)   **Handouts:**   * Are You a Teen Worker? * Employment Application * Form I-9 Updated * Lodging Manager (Excel and PDF) * Hotel Management Careers O\*Net Flashcards * Rubric for Career Poster Visual Display * Rubric for Electronic GlogsterEDU Career Poster * W-4 Form |
| **Anticipatory Set** | **Before class begins:**  Note to teacher – Become familiar with:   * The Texas Work Prep Learning Management System (LMS) designed and hosted by the Texas Workforce Commission. The Job Hunter’s Guide Course – This course will allow the student to gain knowledge and skills to attain employment. The course is approximately an hour and a half long. Students will receive a certificate upon completion of this course. Certificate can be printed and added to their professional portfolio.<https://www.texasworkprep.com/texasworkprep.htm>   Print the Hotel Management Careers O\*Net Flashcards on card stock ready for use in the Independent Practice tab.  Gather as many materials (see Materials or Specialized Equipment Needed tab) as you have available and display them on a table in front of the room.  On index cards, write the following titles:   * Ladder of Success (title at top) * On the Job Training (1st step) * Certifications (2nd step) * Associate’s Degree (3rd step) * Bachelor’s Degree (4th step) * Graduate Degree (5th step)   Tape cards on the steps of the ladder from the bottom up with the title at the very top. Place a small amount of money on the lowest step representing On the Job Training. Place more money on the next step representing Certifications. Continue adding more money until the most money is at the top step, Graduate Degree.  As students enter the classroom, allow them to visualize the more education they acquire, the more money they can make.  When students are seated, have students brainstorm answers to the following questions. Assign a student scribe to record all answers on the board or chart tablet.   * Have you considered a career in Hotel Management? * Which department would you choose? * How much money do you think hotel managers make in a year? * When you think of employment in hotels, what comes to mind? |
| **Direct Instruction with**  **Special Education Modifications/**  **Accommodations** | Introduce lesson objectives, terms, and definitions.  Introduce PowerPoint Careers in Hotel Management. Allow time for questions and class discussion.  Distribute Programs of Study for Lodging Manager so that students may follow along during the slide presentation.  Distribute graphic organizer Opportunities for Advancement in Hotel Management and allow student to list careers at the different levels of education.  Videos from Career One Stop are available for five careers in Hotel Management.   * Baggage, Porters, and Bellhops * Concierges * Hotel – Motel – Resort Desk Clerks * Housekeeping Supervisors * Maids and Housekeeping Cleaners   <http://www.careeronestop.org/Videos/CareerandClusterVideos/career-and-cluster-videos.aspx>  Distribute graphic organizer Education and Training in Hotel Management and allow the students to outline their plans for continued preparation towards their careers.  Stress the need for continued training opportunities throughout one’s career.  *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * checking for understanding * peer assistance with notetaking * providing printed PowerPoint notes * extra time to take notes |
| **Guided Practice with**  **Special Education Modifications/**  **Accommodations** | Introduce the *Texas Work Prep Learning Management System.* Direct students to the Texas Job Hunter’s Guide Course. <https://www.texasworkprep.com/texasworkprep.htm>  Inform students that this is an interactive free assessment that will allow them to identify their job values, interests, aptitudes, and skills assessments as well as assist them in preparing a résumé© and teaching them interview skill tips. Students must complete all six sections and successfully pass a short quiz to receive their printable certificate. Stress the importance of having this type of documentation in their professional portfolio.  Distribute copies of the Employment Application, W-4 and I-9 employment forms to students as they complete their assessment. Inform students of the importance of these three forms before they begin to work. Instruct them in filling in the information.  If available, use the light projector (Elmo) to guide students and encourage them to use their best handwriting and to avoid errors. Also, advise the students that the application needs to be completed and signed with their signature to be a legal application. Assist students with any parts of the application that they may have difficulty with.  Many job applications are now available online to apply for employment and students may practice filling in the applications.  *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * allow extra time needed to complete handwritten sample job application * assisting student in gathering information * provide praise and encouragement * grade according to work done |
| **Independent Practice/Laboratory Experience with Special Education Modifications/**  **Accommodations** | Divide students into teams of two. Introduce the scenario:  You and your coworkers have been selected to investigate careers in hotel management. Work together as a team to research information needed to share with the class.  Place Hotel Management Careers O\*Net Flashcards in a basket and ask one member from each group to select a card with a career they will research and present to the class.  Distribute the Rubric for Career Poster Visual Display and Rubric for Electronic Glogster® EDU Career Poster so students understand what is expected.  Introduce and guide students through the website components of the \*O\*Net Online America Job Center Network.<http://www.onetonline.org/>  Students will locate the selected career and gather information for their multimedia presentation. The following information should be included:   * Technology * Knowledge * Skills * Abilities * Work Tasks * Tools and Activities * Job Zone * Education * Interest Code * Work Styles * Work Values * Wages and Employment Trends   *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * check for understanding * allowing extended time for typing resume * extending possible tutoring time before and after school * allowing time at home if a computer is available |
| **Lesson Closure** | Review lesson plan objectives, terms, and definitions.  Display graphic organizer Hotels, Motels, and Resorts in Your Area on a light projector. Assign a scribe to fill in the answers as you discuss the possible places of employment in your city/town. |
| **Summative/End of**  **Lesson Assessment with Special Education Modifications/**  **Accommodations** | Teams will present their visual displays to share with their classmates. Allow time for student questions and class discussion after each presentation.  Student projects/presentations will be assessed with appropriate rubric.  Students will also present their certificates from the *Texas Work Prep Learning Management System.* Texas Job Hunter’s Guide Course and should be saved in their career portfolio.  *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * allowing assistance in typing final resume * allow extra time for turning in resume |
| **References/Resources** | **Images:**   * Microsoft Office Clip Art: Used with permission from Microsoft.   **Textbook:**   * Reynolds, J. (2010). Hospitality services food & lodging. (Second ed.). Tinley Park, Illinois: Glenco, McGraw-Hill.   **Websites:**   * CTE – Learning that works for America Nationwide, Career Technical Education (CTE) programs are changing, evolving, and innovating to better serve the country’s needs.<http://www.careertech.org/> * O\*NET OnLine  Detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more! <http://www.onetonline.org/> Browse by Career Cluster – Hospitality and Tourism <http://www.onetonline.org/find/career?c=9&g=Go> * Texas Work Prep Learning Management System. Texas Job Hunter’s Guide\*Course. <https://www.texasworkprep.com/texasworkprep.htm> |
| **Additional Required Components** | |
| **English Language Proficiency Standards (ELPS) Strategies** | * Word wall * Draw visual representations of terms on word wall * <http://www.learnerdictionary.com> for pronunciation and meaning of terms |
| **College and Career Readiness Connection[[1]](#footnote-1)** |  |
| **Recommended Strategies** | |
| **Reading Strategies** | Distribute a copy of the National Institute for Occupational Safety and Health (NIOSH) Are You a Teen Worker? to students to read about safety in the workplace.  The Word Attack Strategy will be utilized. Advise students prior to reading the article, to skim the article and circle / underline words that are unfamiliar to them. For example, any restaurant acronyms or lingo used in the food industry. The students will be encouraged to use <http://www.dictionary.com> and to check the word wall to help with decoding. This procedure will help them with understanding of the meaning and pronunciation of the words. |
| **Quotes** | I like to escape to hotels. **- David Boreanaz**  I’ve just always liked hotels. I like the bed and the sheets and everything that comes along with it. **- David Boreanaz**  My mother made me do all the housework as a boy. I still do it, even in hotels. **- Ernest Borgnine**  At hotels, you are an actress. Absolutely. You can do what you want. Go where you want. I love my home too. But I love to arrive in a hotel. They have books, chocolate, food. I put things in the little refrigerator. **- Sonia Rykiel**  The great advantage of a hotel is that it is a refuge from home life. **- George Bernard Shaw**  I’m very intelligent. I’m capable of doing everything put to me. I’ve launched a perfume and want my own hotel chain. I’m living proof blondes are not stupid. **- Paris Hilton**  I need something truly beautiful to look at in hotel rooms. **- Vivien Leigh** |
| **Writing Strategies** | **Journal Entries:**   * I would like to get a hotel job in . . . * The type of hotel I would like to own is. . . * It is important to list your skills on an employment application because. . . * I am interested in \_\_\_\_\_\_\_\_\_\_\_ Program of Study because …. * I would/would not like a career in a hotel because …. * I would like a hotel career in a \_\_\_\_\_\_\_\_\_\_\_ (city) because …. * Hospitality is about service. I like to assist people because ….   **Writing Strategy:**  RAFT writing strategy   * + Role: Guest   + Audience: Hotel Manager   + Format: Online review of hotel   + Topic: Ratings for hotel stay |
| **Communication 90 Second Speech Topics** | * List three advantages and disadvantages to a hotel career in Las Vegas. * Three perks of working in a franchise hotel are…. * Explain how networking works. |
| **Other Essential Lesson Components** | |
| **Enrichment activity** | Students can pick up hotel brochures from their city/town to compare and contrast the number of rooms, amenities available, and possible career opportunities available.  **Infographic:**  Infographics are graphic visual representations of information, data or knowledge intended to present complex information quickly and clearly.  The infographic below is related to this lesson. Allow students to view the image on a projector and lead a discussion concerning the information provided.   * Careers in the Hotel Industry  Leisure and hospitality added 75,000 jobs in June 2013. Monthly job growth in this industry has averaged 55,000 thus far in 2013, almost twice the average gain of 30,000 per month in 2012. Within leisure and hospitality, employment in food services and drinking places continued to expand, increasing by 52,000 in June. Source: BLS.gov<http://careerbright.com/career-jobs/careers-in-the-hotel-industry-infographic> |
| **Family/Community Connection** | **Tours:**  Tour a hotel, motel, and a resort in your area to view the differences, amenities available, and customer service. |
| **CTSO connection** | Family Career and Community Leaders of America (FCCLA) <http://texasfccla.org>  **STAR Events:**   * Career Investigation An individual event – recognizes participants for their ability to perform self-assessments, research and explore a career, set career goals, create a plan for achieving goals, and describe the relationship of Family and Consumer Sciences coursework to the selected career. * Job Interview An individual event – recognizes participants who use Family and Consumer Sciences and / or related occupations skills to develop a portfolio, participate in an interview, and communicate a personal understanding of job requirements.   **Skills USA**<http://www.skillsusatx.org/>  **Championship Contest:**   * Employment Application Process – Test the contestant’s readiness in applying for employment and their understanding of the process. The contest is available to students who are classified under the provision of Public Law 105-17, Individuals with Disabilities Education Act, 1997. The competition includes completing an application and interviewing with the judges. Their resume and portfolio are used during their interviews. |
| **Service Learning Projects** | Successful service learning project ideas originate from student concerns and needs. Allow students to brainstorm about service projects pertaining to lesson. For additional information on service learning see <http://www.servicelearning.org.>  Possible ideas:   * Hold a fundraising event for a local charity and ask a local hotel manager to donate a room for the winning prize. * Volunteer to valet cars for guests and donate tips to charity |

1. Visit the Texas College and Career Readiness Standards at <http://www.thecb.state.tx.us/collegereadiness/CRS.pdf>, Texas Higher Education Coordinating Board (THECB), 2009. [↑](#footnote-ref-1)