Our vision is to be the most personalized school of its kind in developing hospitality leaders

The Payne School Office is located in the Adams Humanities Bldg., Room 4158.
Office Hours: Monday - Thursday 9am - 5pm Friday 10am - 2pm

www.sdsu.edu/htm  • (619) 594-4964 •  htmasst@sdsu.edu

@HTMAdvising  @sdsupayneschool  @HTM_Jobs
Connect with us!

@HTM_Advising
@sdsupayneschool
@HTM_Jobs

Payne School Email Sign-up

[QR Code Image]
[Text: SCAN ME]
HTM Index

HTM Introduction ................................................................. Pages 4-8
  Welcome Letter from HTM Director, Mr. Carl Winston
  Contacts
  Who's Who at the Payne School
  HTM and RTM

Academics ................................................................. Pages 9-19
  Requirements of the HTM Major
  Work Experience and Internships
  Pre-HTM Preparation and Lower Division Roadmap
  Course Selection Notes
  HTM Upper Division: Emphasis Areas & General Major Requirements
    Major Requirements by Emphasis
  Suggested Minors
  Study Abroad
  Scholarships

Payne School Benchmarks ........................................ Pages 20-21
  Freshman Benchmarks
  Transfer Student Benchmarks

Standards of Excellence ........................................ Pages 22-24
  Professional Development (Pathways to Excellence)
  HTM Etiquette and Advice
  HTM Dress Code

Get Involved ................................................................. Pages 25-28
  Student Associations
  Frequently Asked Questions
  HTM Advising
Welcome Letter

Life becomes an adventure with a degree in Hospitality and Tourism Management (HTM) from San Diego State University. With a program that includes a four-year interdisciplinary degree, a research institute, continuing professional development, and the endowed The J. Willard and Alice S. Marriott Foundation Student Center for Professional Development, it’s almost guaranteed you’re going places.

The School of Hospitality and Tourism Management (HTM) is tailored to meet both industry needs and student expectations. Our robust curriculum, both practical and visionary, ensures students graduate with a strong business foundation and a real understanding of industry complexities and demands.

But a degree from the School of Hospitality and Tourism Management is only one aspect of a student’s education. A strong leadership and business foundation is essential, but of equal importance is the extra-curricular and experiential learning that goes with it. Our program includes four emphases:

- Hotel Operations & Management
- Meeting & Events Operations Management
- Restaurant Operations & Management
- Tribal Gaming Operations & Management

During a student’s four years in HTM, they must complete two internships to earn a degree. With assistance from the Student Center for Professional Development, HTM students obtain part-time and summer positions as well as full-time employment after graduation. Our typical student will work and volunteer over 2,000 hours while in school.

These professional development opportunities—combined with academically rigorous and challenging classes—set our program apart. Our strong focus on internship placements, mentoring, and volunteer involvement build critical professional competencies, positioning HTM graduates for long-term success. How do we measure that success? The HTM program boasts a 99% placement rate for our graduates, bolstered in large part by our 67% correlation between internship and job placement. Many of our students start working with companies while still in our program; others gain employment after leaving our classrooms, equipped with the skill-set to thrive in the hospitality industry.

The vision of the School of Hospitality & Tourism Management is to be “The most personalized school of its kind in developing hospitality leaders.” Both HTM Director Carl Winston and Christina Jeffries, Director of the endowed J. Willard and Alice S. Marriott Student Center for Professional Development, make it their personal mission to meet individually with students and customize their learning experiences. HTM’s dedicated faculty reflects that goal; they bring high-caliber credentials and industry savvy to the classroom, along with a strong commitment to empowering students for success. No other hospitality degree offers such a personalized level of professional development and career advising.
HTM Contacts

L. Robert Payne School of Hospitality & Tourism Management
www.sdsu.edu/htm

HTM Office AH 4158
Hours:
Monday—Thursday 9am-5pm
Friday email htmasst@sdsu.edu for assistance

Hospitality and Tourism Management
Director Carl Winston cwinston@sdsu.edu
Program Coordinator Renata Pawluk rpawluk@sdsu.edu

HTM Student Center for Professional Development
Director Christina Jeffries cjeffries@sdsu.edu
Administrative Assistant Savannah Mondragon htmasst@sdsu.edu

HTM Student Advisors htadvising@gmail.com

For inquiries regarding admission requirements, please visit the SDSU website:
www.sdsu.edu (click under the “future students” tab).

International Students – please contact the
International Student Center via email: isc.reception@sdsu.edu

Payne School Canvas Homeroom: https://sdsu.instructure.com/enroll/4TNHHT

HTM/SDSU * 5500 Campanile Dr., Mail Code 4514 * San Diego, CA 92182-4514
Who's Who at...

Larry Beck
RTM Professor

Mandy Brown
HTM Lecturer

Jeff Campbell
Director of HTM Masters

Frank Carson
RTM Lecturer

Alana Dillette
HTM Assistant Professor

Candy Flynn
Masters Student Experience Manager

Ed Fuller
HTM Lecturer

Sue Greenberg
HTM/RTM Lecturer

Jason Hemmens
RTM Lecturer RTSA Advisor

Tyler Martin
HTM Lecturer

Brandon Mastromartino
HTM Associate Professor

Peter Maretz
HTM Lecturer

Peter Nerothin
HTM/RTM Lecturer

Renata Pawluk
Program Coordinator

Lori Sipe
HTM Associate Professor SCREAM Advisor

Katherine Spilde
HTM Professor TGSA Advisor

Kim Stull
Masters Program Coordinator

Mark Testa
HTM Professor Foodies Advisor
The L. Robert Payne School of Hospitality and Tourism Management encompasses two fields of study: Hospitality and Tourism Management (HTM) and Recreation Tourism Management (RTM). Although we are under one school and have similarities, each program has its own specifications. This packet is specifically for HTM.

**HTM – Hospitality and Tourism Management**

Business orientated Degree

Offers 4 emphasis:
- Hotel Operations and Management
- Meetings and Events Operations and Management
- Restaurant Operations and Management
- Tribal Gaming Operations and Management

SDSU also offers a Master’s in Hospitality and Tourism Management. For more information on the Master’s visit: [http://mastershtmsdsu.org/](http://mastershtmsdsu.org/)

**RTM – Recreation Tourism Management**

Social Science orientated Degree

Offers 3 emphasis:
- Outdoor Resource Management
- Recreation Systems Management
- Sustainable Tourism Management

SDSU also offers a RTM minor. For more details about RTM visit: [http://htm.sdsu.edu/web/index.php/academics](http://htm.sdsu.edu/web/index.php/academics)

*“The Couches”*

We encourage ALL HTM students to come “hang out” on the couches.

It is a great opportunity to:
- get to know other HTM students
- meet faculty and staff
- find out about current HTM activities
- meet industry professionals
1. GPA

2.9 overall GPA is required to get into upper division. Use the online GPA calculator to figure out grades needed to achieve your desired GPA - [http://arweb.sdsu.edu/es/advising/gpa_calculator.htm](http://arweb.sdsu.edu/es/advising/gpa_calculator.htm). If you do not meet this requirement you MUST meet with Ms. Christina Jeffries to inquire about our formal exception policy.

### 2.7 GPA or Higher

2. Work Experience

400 hours of paid hospitality experience is required before upper division. You can:

- Complete hours any time before starting upper division classes
- Work part time during school or full time during summer and breaks
- Work in any hospitality job, but we encourage you to work in your area of emphasis that you will be studying.
- Examples are: SDSU catering
  - SDSU Viejas Arena
  - SDSU Student Union
  - Hotel: Front Desk
  - Food and Beverage
  - Restaurant: Host
  - Server

Please note: retail is NOT considered hospitality experience. If you are unsure that your job fulfills this requirement or need help finding a job, please set up a meeting with a Lower Division Advisor. Please regularly check our Instagram page @HTM_Jobs for job postings.

3. Pre-Internship Meeting

In your 2nd semester of your sophomore year, you must attend a Pre-Internship Meeting. This is an important part of understanding the required internships and your attendance ensures your placement on the “Internship Search Database” where you will receive frequent postings that qualify for the 398 internship. Ms. Christina Jeffries will announce dates via email each semester.
The L. Robert Payne School of Hospitality & Tourism Management requires that all students complete the following hospitality work experience:

- 400 hours of hospitality experience prior to being admitted into their third year
- 300 hours of hotel or restaurant work experience in the junior year (for HTM 398)
- 300 hours of work experience in the senior year (for HTM 498)

Most students will actually work part time for 3 years or more and many students graduate with over 2,000 hours of real world hospitality experience! Our student could be an excellent, highly motivated addition to your team!

During the junior year of the HTM curriculum, students will enroll in the Hotel Work Experience Internship (HTM 398). Students will receive an overview of the internship requirements which includes a checklist of many tasks to complete during their time at the hotel. There are several structures to choose from and these may also be customized according to property and student needs. Some companies will rotate students around the key departments. Others will base them in one area and the student is assigned time to shadow or work in other departments as business allows. The students complete all the required forms and have several tasks assigned. This is deliberately kept the responsibility of the student so as not to put a burden on the employer.

The minimum time the student should be employed is for 300 hours, typically 20 hours per week over the course of a fifteen week semester. However, many students chose to work for a lot longer than the 300 hours. Most are employed during their entire junior year benefiting the hotel with a motivated employee and providing the student with a true work experience. During summer, students may be able to work full-time and they may also complete their internship anywhere in the world as long as the experience is relevant to the curriculum.

All internships are paid; the student is hired as a regular employee.

During the senior year, students will also enroll an internship (HTM 498). Students will be employed by a hospitality organization relevant to their emphasis:

- Hotel Operations
- Restaurant Operations
- Meeting & Events
- Tribal Gaming

Students will be tasked with completing a special project while employed in a relevant position. This should have a “real-world” benefit to the employer as well as to the student. Perhaps a sales or service improvement plan or research project?

All HTM internships must be paid in order for students to receive credit. Unpaid internships will on occasion be allowed however we caution employers to follow unpaid internship guidelines. Details are at: http://www.dol.gov/whd/regs/compliance/whdfs71.pdf

SDSU will provide liability insurance for all students enrolled in the internship class and a Student Learning Agreement will be signed by both the employer and SDSU. The form is available at: http://bfa.sdsu.edu/prosrvcs/servlearning.htm

For more information or questions, please contact Ms. Christina Jeffries.
Pre-HTM Preparation

SDSU Bachelor of Science in Hospitality and Tourism Management Curriculum
Effective for Incoming Students in the 2021/2022 Catalog Year

Students choosing the undergraduate major in Hospitality and Tourism Management are first admitted to the pre-HTM major for their first two years of university work. During these two years, students should complete general education courses and the 30-unit lower division preparation for the major courses. These prerequisite/preparation for the major courses may not be taken CR/NC; the minimum grade in each class is C. In addition, students must have completed a minimum of 60 transferable semester units. To complete the major, students must fulfill the degree requirements for the major described in the catalog in effect at the time they are accepted into SDSU (assuming continuous enrollment.) Supplemental admissions criteria must be met before students may declare an upper division major and be eligible for upper division courses. For current information concerning admissions criteria and procedures, contact the School of Hospitality and Tourism Management Office (Adam’s Humanities building, room 4158).

PREPARATION FOR THE MAJOR
⇒ ECON 101 Principles of Economics (3) OR ECON 102 Principles of Economics (3)
⇒ HTM 201 Introduction to Hospitality & Tourism Management (3)
⇒ HTM 219 Hospitality, Recreation, and Tourism Professions (3)
⇒ HTM 223 Hospitality Managerial Accounting and Controls (3)
⇒ HTM 250 Hospitality Law (3)
⇒ RTM 200 Recreation, Travel, and Self-Awareness (3)
⇒ RTM 290 Quantitative and Qualitative Literacy in Tourism (3)
⇒ RWS 290 Business Communication (3)

CHOICE OF EITHER:
⇒ STAT 119 Elementary Statistics in Business (3)
⇒ ECON 201 Statistical Methods (3)

First Year

<table>
<thead>
<tr>
<th>Description</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GE Written Communication*</td>
<td>ECON 101</td>
<td>3</td>
</tr>
<tr>
<td>GE Oral Communication*</td>
<td>ECON 102</td>
<td>3</td>
</tr>
<tr>
<td>GE Social and Behavioral Science/ Major Prep</td>
<td>ECON 101</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ECON 102</td>
<td>3</td>
</tr>
<tr>
<td>GE Arts and Humanities</td>
<td>HTM 201</td>
<td>3</td>
</tr>
<tr>
<td>Major Prep</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Units:</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Cumulative Total:</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Spring Semester

<table>
<thead>
<tr>
<th>Description</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GE Physical Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GE Social and Behavioral Science/ American I Institutions</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GE Lifelong Learning and Self-Development/ Major Prep</td>
<td>RTM 200</td>
<td>3</td>
</tr>
<tr>
<td>Major Prep</td>
<td>HTM 219</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MATH 120</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Total Units:</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Cumulative Total:</td>
<td></td>
<td>46</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GE Critical Thinking*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GE Math/Major Prep</td>
<td>STAT 119</td>
<td>3</td>
</tr>
<tr>
<td>GE Life Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GE Lab</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>GE Arts and Humanities</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Major Prep</td>
<td>HTM 250</td>
<td>3</td>
</tr>
<tr>
<td>Total Units:</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Cumulative Total:</td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>Description</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GE Arts and Humanities</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GE Ethnic Studies/Social &amp; Behavioral Science/ Ethnic Studies</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Major Prep</td>
<td>HTM 223</td>
<td>3</td>
</tr>
<tr>
<td>Major Prep</td>
<td>RTM 290</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MIS 180</td>
<td>3</td>
</tr>
<tr>
<td>Major Prep</td>
<td>RWS 290</td>
<td>3</td>
</tr>
<tr>
<td>Total Units:</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Cumulative Total:</td>
<td></td>
<td>61</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Emphasis Areas

⇒ Hotel Operations and Management
⇒ Meetings & Events Operations and Management
⇒ Restaurant Operations and Management
⇒ Tribal Gaming Operations and Management

Internships

A significant portion of the student’s educational program is dedicated to enrolling in community-based learning components termed internships. Hence, *we require 400 hours of hospitality related work experience prior to their first internship*. Then, each student must complete (2) 300+ hour internships in hospitality and tourism businesses. These experiential learning components enable students to apply their classroom education to real world experiences in actual businesses. The School of HTM has purposely entered into partnerships with San Diego’s finest hospitality and tourism enterprises to provide students with specialized facilities and experiences that complete a well-rounded and comprehensive educational experience for graduation and entry into this rewarding profession. Please contact Ms. Christina Jeffries to make arrangements for your internship.

<table>
<thead>
<tr>
<th>General:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTM Major Requirements (20 units):</td>
</tr>
<tr>
<td>HTM 301</td>
</tr>
<tr>
<td>HTM 398</td>
</tr>
<tr>
<td>RTM 404</td>
</tr>
<tr>
<td>RTM 470</td>
</tr>
<tr>
<td>HTM 480</td>
</tr>
<tr>
<td>HTM 490</td>
</tr>
<tr>
<td>HTM 491</td>
</tr>
</tbody>
</table>

Key Tips:

Take RTM 404: it double counts for the GE Exploration requirement. It fulfills the Social and Behavior Sciences requirement along with the Cultural Diversity requirement.

Leadership Course Succession: HTM 301 -> HTM 480 -> HTM 491 (Must be taken IN ORDER).

HTM 480 is a prerequisite for HTM 490.
HTM 490 & HTM 491 can be taken concurrently.
### HTM Upper Division BY Emphasis

#### Hotel Operations and Management

**Emphasis Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Co-requisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTM 320</td>
<td>Introduction to Hotel Management</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HTM 355</td>
<td>Hospitality Financial Management</td>
<td>BA 323</td>
<td>3</td>
</tr>
<tr>
<td>HTM 498</td>
<td>Internship: Hotel</td>
<td>HTM 398; BA 350; MGMT 352</td>
<td>3</td>
</tr>
</tbody>
</table>

**International Experience Required:**

#### Meetings & Events

**Emphasis Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Co-requisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTM 330</td>
<td>Introduction to Meetings and Events Industry</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HTM 432</td>
<td>Convention Services for Hotels</td>
<td>HTM 301</td>
<td>2</td>
</tr>
<tr>
<td>HTM 498</td>
<td>Internship: Meetings &amp; Events</td>
<td>HTM 398; BA 350; MGMT 352</td>
<td>3</td>
</tr>
</tbody>
</table>

**International Experience Required:**

#### Restaurant Operations and Management

**Emphasis Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Co-requisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTM 340</td>
<td>Introduction to Restaurant Management</td>
<td>HTM 301</td>
<td>3</td>
</tr>
<tr>
<td>HTM 455</td>
<td>Hospitality Financial Management</td>
<td>BA 323</td>
<td>3</td>
</tr>
<tr>
<td>HTM 498</td>
<td>Internship: Restaurant</td>
<td>HTM 398; BA 350; MGMT 352</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Tribal Gaming Operations and Management

**Emphasis Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Co-requisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTM 370</td>
<td>Tribal Gaming: Cultural and Political Context</td>
<td>HTM 201 or Amer Indian Studies 110</td>
<td>3</td>
</tr>
<tr>
<td>HTM 371</td>
<td>Tribal Gaming: Casino Operations</td>
<td>HTM 201</td>
<td>3</td>
</tr>
<tr>
<td>HTM 372</td>
<td>Tribal Gaming: Legal and Regulatory Issues</td>
<td>HTM 201; HTM 371</td>
<td>3</td>
</tr>
<tr>
<td>HTM 373</td>
<td>Tribal Gaming: Marketing and Public Relations</td>
<td>HTM 371; BA 370</td>
<td>3</td>
</tr>
<tr>
<td>HTM 498</td>
<td>Internship: Tribal Gaming</td>
<td>HTM 398; BA 350; MGMT 352</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Other

**Other Courses:**

- GE Explorations: A. NUTR 313, B. RTM 404, C. Any class
- BA 323; BA 350; MGMT 352; BA 360; BA 370
- RTM 396W or RWS 305W If you do not get a 10 on WPA

**Recommendations:**

- ENS 116A or 116B Golf (1 Unit)
- International Experience (Required for emphasis in Hotels and Events) Travel Grants available
Suggested Minors

Minors in the College of Business Administration

The minors in the College of Business Administration are intended to give students a structured introduction to a specific area of Business Administration. Students who wish to minor in Business Administration may choose from the following available minors:

- Accounting
- Entrepreneurship (Student must attend a mandatory workshop to get information about this minor. Dates available at the Lavin Entrepreneurship Center http://lavincenter.sdsu.edu/).
- Finance
- Information Systems
- Management
- Marketing
- Real Estate

Students who are majoring in any area of Business Administration, International Business, or Hospitality and Tourism Management may minor in Business with some adjusted requirements. See the requirements of the minor (docx) https://tinyurl.com/yts9sddv or meet with a business advisor for more information.

Students who meet the requirements for the minor should come to the Business Advising Center (EBA 448) to declare the minor. Students who do not meet the GPA requirement may waitlist for the minor. The waitlist is processed each semester during the declaration period. Find important dates listed here: https://registrar.sdsu.edu/students/registration/wait-list

Download the Minor Application (docx) and the requirements of the minor (docx).
https://business.sdsu.edu/undergrad/requirements

PSFA International Studies Minor

About the Program

It is open to any major in the University, and is particularly valuable for any student seeking a career involving global awareness. The minor seeks not only to provide an international experience for students but to deepen the meaning of students’ experience by providing a process and context for critical awareness/comparison, self-reflection, as well as the specific professional skills they will utilize in their future careers.

https://psfa.sdsu.edu/international/international_minor

For more information please contact:

  International Studies Minor Advisor: Giancarlo Taylor
  PSFA Building
  email: gtaylor@sdsu.edu
The L. Robert Payne School of Hospitality & Tourism Management is passionate in providing international experiences for our students. Hotel and Meeting and Events students are required to participate in an international study abroad to graduate. Restaurant and Tribal Gaming students are highly encouraged to study abroad. It’s an AMAZING experience. Study abroad for a year, a semester, or a summer. There are lots of options.

Why should you study abroad?

To **enhance your education**: A study abroad experience adds a new perspective to your studies. You will see things from another point of view, which will help you to develop your analytical and critical thinking skills.

To **build your resume**: Study in another country adds a new dimension to your career planning. In an age of global economies and technology, experience abroad distinguishes your background from the rest.

To **develop your self-awareness**: We sometimes impose limitations on ourselves that hinder our progress toward our goals. By leaving the familiar behind and encountering different people and places you gain a better understanding of yourself, and the world around you.

To **understand another culture**: Living and learning in an unfamiliar environment adds to your understanding of world cultures and contributes to your personal growth and development.

**School of Hospitality International Experience Policy:**

Effective Fall 2016, we are pleased to announce our new International Experience Policy. Our new policy will provide you with a list of pre-approved schools and faculty led trips that will clear the International Experience Requirement for the Sustainable Tourism, Hotels and Meetings/Events emphasis students.

Please review the policy in its entirety: International Experience Policy can be found in the HTM office or on the HTM website.

If you are considering a program that is not on our pre-approved list, please book an appointment with Mr. Winston or Ms. Jeffries as we do require written consent prior to the trip for it to count towards the International Experience requirement.

**Where to find out about study abroad programs?**

- Global Education Office: [https://newscenter.sdsu.edu/student_affairs/isc/studyabroad.aspx](https://newscenter.sdsu.edu/student_affairs/isc/studyabroad.aspx)
- SDSU GE Study Abroad Approvals site which contains all approved courses for general education across a host of institutions in study abroad [https://sunspot.sdsu.edu/gestudyabroad/user/homepage.html](https://sunspot.sdsu.edu/gestudyabroad/user/homepage.html). Students studying abroad must continue the advising center to meet with an adviser and file the study abroad academic approval form as part of the advising process. However, advisers and students will be able to use the site to identify courses pre-approved for the various areas of the General Education requirements. The site is one of the links (under Advising) on the Academic Advising Center homepage at [sdsu.edu/advising](https://sdsu.edu/advising). This list will continue to grow as new courses are approved and added.
- HTM Office - check out the HTM Study Abroad Binder located in the HTM office (just ask for it).
I was fully immersed in another countries culture for 6 weeks and feel like I am so much more in tune with not only the world, but myself as well.

I loved learning about their unique traditions like the “Tea Ceremony” as well as seeing the famous Face Changing Opera.

I loved every moment from meeting other students to the food. Having the opportunity to travel is something that I will cherish forever.

The program helped me become more open minded and taught me so much about hospitality and myself, while also teaching me about the Thai people.

My Spring in Barcelona helped morph me into the individual I am today. From the experience, my problem-solving skills were tested on almost a daily basis.

Wandering the streets of Paris, viewing world-famous art, and eating way too many crepes taught me so much about myself and the world.

The world is filled with tons of unbelievably stunning places. Take the opportunity to experience them yourself. Not to mention that international friendships are probably the coolest thing you could get out of it all!

I had an amazing time studying abroad, I learned so much about many different cultures and saw things that I never thought I would ever see.
WHY SHOULD YOU APPLY FOR A SCHOLARSHIP?
IT’S FREE MONEY!
Companies set aside funds to give out as scholarships and it just sits there until someone applies for it, BUT NO ONE DOES!
If you apply you have a very good chance of getting the scholarship.

IT’S EASY TO APPLY!
Once you write one scholarship essay, it is easy to write the rest. Just tweak it to fit the new scholarship you are applying for.
If it takes you (at the most) 2 hours to finish the application for the scholarship and you win the $4000 scholarship that means you just got paid $2000 an hour!

HTM SCHOLARSHIP INFORMATION
Scholarship Opportunities – check out the list of opportunities either online at https://htm.sdsu.edu/students/scholarships (or on the HTM website under scholarships) or view the Scholarship binder in the HTM office.
Scholarships for International Students – check out the opportunities either online at https://htm.sdsu.edu/students/scholarships (or on the HTM website under scholarships) or view the Scholarship binder in the HTM office.
Scholarship Websites & Essay Tips –

Use http://www.fastweb.com **Highly recommended**
Create a profile about yourself and then they send you an email with updates on scholarships that match your profile. There is a scholarship for everyone! Including left handed skateboarders!
Be sincere
Don’t be afraid to get personal
They like to hear something unique
Check your spelling, grammar, etc!
Contact your school advisors for help

Apply for a Study Abroad Scholarship to help with your airfare, up to $1,200 (or 80%) provided by a generous donor! This scholarship is exclusively for HTM and RTM students. Email Desiree Warren at dwarren@sdsu.edu for the application or ask for a copy at the HTM office.

VISIT AZTEC SCHOLARSHIPS
Check out their website: https://sacd.sdsu.edu/financial-aid/scholarships/sdsu-aztec-scholarships

Have questions? Visit the Student Financial Center: https://sdsu.zoom.us/j/87293575613
Scholarships

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caroline Saldivar</td>
<td>AHLA</td>
<td>$3,000</td>
</tr>
<tr>
<td>Isabella Widmann</td>
<td>HARF</td>
<td>$3,000</td>
</tr>
<tr>
<td>Jonathan Jou</td>
<td>HARF</td>
<td>$3,000</td>
</tr>
<tr>
<td>Brianna Welton</td>
<td>CHLA</td>
<td>$4,000</td>
</tr>
<tr>
<td>Timia Drew</td>
<td>CHLA</td>
<td>$4,000</td>
</tr>
<tr>
<td>Marly Shifflett</td>
<td>AHLEF</td>
<td>$1,000</td>
</tr>
<tr>
<td>Sandra Pesayco</td>
<td>AHLEF</td>
<td>$1,000</td>
</tr>
<tr>
<td>Brooke Geoffrey</td>
<td>AHLA</td>
<td>$2,500</td>
</tr>
<tr>
<td>Benjamin Cabrera</td>
<td>AHLA</td>
<td>$3,000</td>
</tr>
<tr>
<td>Lexi Effron</td>
<td>CHLA</td>
<td>$4,000</td>
</tr>
<tr>
<td>Brylynn Smith</td>
<td>Harvey Goodfriend</td>
<td>$5,000</td>
</tr>
<tr>
<td>Catherine Schmidt</td>
<td>CHLA</td>
<td>$3,000</td>
</tr>
<tr>
<td>Jessica Smith</td>
<td>AHLEF</td>
<td>$5,000</td>
</tr>
<tr>
<td>Zoe Gonzalez</td>
<td>ISEP</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

Over $100,000 awarded to Payne School Students in previous years!
HTM Freshman Benchmarks

- Completed all developmental writing and mathematics courses
- Completed 50% of your lower division General Education requirements
- Connected with HTM Advising on Instagram and TikTok
- Met with a Lower Division Advisor in the Payne Office every semester
- Earned a 2.7 SDSU or higher grade point average
- Began research into Study Abroad
- Volunteered for at least 2 HTM activities
- Become an active member of at least one student association
- Attended at least 3 student organization meetings per semester
- Introduced yourself to a stranger on the HTM office couch
- Connected with a Junior or Senior who has become your mentor
- Completed applications for several scholarships

Freshman Year

- Completed all lower division General Education courses
- Selected an Emphasis area
- Completed 75-100% of preparation for major/impaction requirements
- Continued to earn a 2.7 SDSU or higher grade point average
- Worked at least 400 hours in a hospitality related job
- Upon completion of all Pre-Reqs, see Ms. Christina Jeffries to sign into the major
- Registered for WPA exam
- Selected a minor (if applicable)
- Selected a study abroad location and program
- Attended a Pre-Internship Meeting during 2nd semester
- Volunteered for at least 4 HTM activities
- Attended at least three Employer presentations
- Applied for at least 3 scholarships
- Succeeded in helping Mr. Winston remember your name
- Completed applications for all open scholarships

Sophomore Year

- Completed 50% of upper division major and minor courses
- Met with Christina Jeffries to review your degree evaluation each semester
- Participated in or selected an internship for HTM 398
- Volunteered for at least 6 HTM activities
- Participated in at least one HTM trip
- Be a registered member of at least one professional organization (MPI, CRA, etc)
- Brought someone new to the “Payne School Couch”
- Landed a leadership role in an HTM Student Association or activity on campus
- Studied Abroad Spring Semester of your Junior year (6th semester)
- Adopted a Freshman or Sophomore as your mentee
- Completed applications for all open scholarships

Junior Year

- Complete all major/minor requirements
- Completed all upper division Exploration and GWAR courses
- Met with Ms. Christina Jeffries to review your degree evaluation each semester
- Completed your HTM 498 internship
- Completed an international experience
- Volunteered for at least 8 HTM activities
- Participated in at least 2 HTM trips
- Be a registered member of at least one professional organization (MPI, CRA, etc)
- Attend at least one professional organization event per semester
- Attended employer presentations each semester
- Completed applications for all open scholarships
- Applied for graduation

Senior Year
HTM Transfer Benchmarks

First Year at SDSU
- Completed all lower division General Education courses
- Completed 100% of preparation for major/impaction requirements
- Worked at least 400 hours in a hospitality related job
- Registered for WPA exam
- Connected with HTM Advising on Instagram and TikTok
- Met with Ms. Jeffries in the Payne Office every semester
- Upon completion of all Pre-Reqs, see Ms. Christina Jeffries to sign into the major
- Earned a 2.7 SDSU or higher grade point average
- Began research into Study Abroad, select a study abroad location/program, and potentially go abroad.
- Volunteered for at least 4 HTM activities
- Participated in at least one HTM trip
- Become an active member of at least one HTM student association
- Attended at least 3 student organization meetings per semester
- Introduced yourself to a stranger on the HTM office couch
- Completed applications for all open scholarships
- Attended a Pre-Internship Meeting
- Attended at least three Employer presentations
- Succeeded in helping Mr. Winston remember your name

Second Year at SDSU
- Complete all major/minor requirements
- Completed all upper division Exploration and GWAR courses
- Met with Ms. Christina Jeffries to review your degree evaluation each semester
- Completed your HTM 398 and 498 internship
- Completed an international experience
- Volunteered for at least 8 HTM activities
- Participated in at least one HTM trip
- Be a registered member of at least one professional organization (MPI, CRA, etc)
- Attend at least one professional organization event per semester
- Landed a leadership role in an HTM Student Association or activity on campus
- Attended all employer presentations each semester
- Completed applications for all open scholarships
- Brought someone new to the "HTM Couch"
- Applied for graduation
We Expect You...

**Attitudes**
To strive for excellence
To be honest: Live honor and integrity
To practice self-reliance: take responsibility
To have realistic expectations
To seek trust-based relationships

**Behaviors**
Focus
Professional communication
Don’t over commit
Give Credit
Have a plan: Make strategic choices for your future
To be prepared: Demonstrate commitment and interest
To Demonstrate Good Manners: Give respect to earn respect
Punctuality: Being on time is being late
Professional attire: ‘A day’ means ‘A attire’

We Promise...
To put you first
To challenge you
To make learning fun
To provide opportunity
To be honest
We enjoy having your energy and enthusiasm in the HTM office. However, here are some tips and guidelines to demonstrate your respect and professionalism to faculty, staff, industry professionals and your peers.

- Address faculty and staff with a title and last name. (e.g. Mr. Winston, Professor Sipe).
- Please make an appointment at the front desk if you would like to discuss something with one of our directors. Prior to entering offices please knock.
- You may eat in the Payne School office, but clean up after yourself. After you are done, please deposit food trash in the hallway trashcan near the elevator.
- Use appropriate language, volume and behavior. Remember, you are making an impression. We will remember you for your behavior, good or bad.
- Practice common courtesy toward your fellow students and toward the HTM faculty and staff.
- Hang out on the couches. Your access to opportunities is directly related to how well we know you.

Classroom Etiquette and Advice

Proper classroom etiquette should be common sense for most students. Being courteous and set an example for other less-informed students

- Arrive on-time
- Stay for entire class
- Turn phones/electronic devices OFF
- Do not bring food or drink to class
- Contribute to the class discussion when appropriate
- Avoid side conversations
- Addressing the professor properly
- Be attentive in class
- Avoid signaling, sending signs that class time is up
- Contact the professor when you have to miss class
First impressions are Lasting impressions!

The Payne School enjoys a relaxed and comfortable environment. However, every now and then we need to step up our game and make the right impression for industry professionals who visit us on campus. These events are professional affairs where you can potentially meet your future employer.

- Business suit or jacket with knee-length skirt with no dramatic slit.
- Long-sleeve shirt or conservative blouse. If you have a low-cut shirt, a white or black tank-top will help.
- Tie in conservative pattern or color.
- Clean dress shoes with socks or mid-heeled closed toe shoes.

**A DAY – Business Attire**

**B DAY – Business Casual**

**C DAY – Casual**

**TIPS:**

- Color scheme should stay neutral in the navy blues, black, or dark gray. Try to stay away from bright colors.
- Clothing should be clean and wrinkle-free.
- Clothes should not be too large or small, tight or baggy.
- Keep jewelry and make-up to a minimum.
- Choose a conservative handbag or briefcase.
- If you have multiple piercings, either take out all the earrings or keep one set in.
- If you have tattoos, cover them.
- Practice good hygiene. Shower, groomed hair, teeth brushed.
- Go easy on the fragrances.
Student Associations

Lodging Management Student Association (LMSA)

A platform for hospitality students to bridge the gap between college and the professional lodging industry

- Networking opportunities
- Behind the scenes tours
- Community involvement
- Social Events
- Professional development

LMSA
San Diego State University

lmsa.sdsu@gmail.com
lmsa_sdsu

Meetings and Events Student Association (MESA)

To provide students with opportunities to get involved with the industry on a more personal level

- Network with industry leaders and students
- Attend and volunteer at top hospitality events.
- Build a resume with hands-on planning experience.
- Have fun!

Mesa_sdsu@gmail.com
Mesa_sdsu

Students Creating Rides, Entertainment, Attractions and Memories (SCREAM)

Providing students of all majors opportunities to get more involved within the Attractions and Entertainment Industries.

- Networking Opportunities
- Exposure to both industries
- Venue & attraction tours
- Professional & creative development

sdsuscream@gmail.com
sdsuscream
Student Associations

National Society of Minorities in Hospitality (NSMH)

Promoting and ensuring minority success in the fields of hospitality

- Develop professional skills
- Experience a diverse group of people
- Nationally run student organization
- Network with students and industry professionals

sdsu@nsmh.org  sdsunsmh

Recreation and Tourism Student Association (RTSA)

Provides opportunity for professional growth both on campus and in the local community in the Recreation and Tourism Industry

- Network with industry professionals.
- Develop professional skills.
- Give back to the community.
- Join if you love being in the outdoors!

rtsa.sdsu@gmail.com  RTSA_SDSU  RTSA.SDSU

Foodies

Promotes the universal love for food, restaurants, and the hospitality industry

- Join if you have a passion for food!
- Learn about food and beverage.
- Network with students and restaurant professionals.
- Come hungry!

sdsu.foodies@gmail.com  foodiessdsu

Tribal Gaming Student Association (TGSA)

Provides insight to the world of Tribal Gaming and its many benefits to the Native American and surrounding communities through poverty alleviation, cultural revitalization and nation building

- Raise awareness of tribal government gaming.
- Learn about the American Indian culture

TGSA.sdsu@gmail.com  TGSA.SDSU
When do I need to meet with an advisor and how do I make an appointment?
You should meet with an HTM student advisor every semester to be sure that you are on track. To schedule an appointment, please visit: https://sdsu.campus.eab.com If you have a question that you feel can be answered via email, please contact the student advisors at htmadvising@gmail.com. Please bring a degree evaluation to your appointment!

I am nearing the end of my pre-major coursework and have one lower division class left to take. Can you sign me into upper division HTM status so I can take this class, along with upper coursework?
No - all students must meet all lower division requirements before they are admitted into upper division status...including a letter grade of C or better in preparation for the major classes; completion of 60 units lower division coursework; and an overall/ cumulative GPA of 2.7 or higher. All lower division coursework is to be completed completely before we will sign students into upper division status. See Ms. Jeffries for help with planning classes.

When exactly can I be signed into upper division status?
Please plan to make an appointment with Christina Jeffries at the end of the semester AFTER grades have been posted. When you meet with Ms. Jeffries, she will review your degree evaluation to ensure you have met all program requirements. To make this appointment, book in EAB https://sdsu.campus.eab.com.

I am currently an upper division business major and want to sign into HTM. I’ve completed all of the preparation for the major classes required for the major, with the exception of the HTM 201 (Introduction to Hospitality). My GPA is in alignment with your requirements, etc. Can you sign me into HTM upper division?
We need you to enroll in the HTM 201 course first, then please make an appointment to meet with Christina Jeffries where you can discuss your switch into the upper division HTM major. Appointments can be made by calling the HTM Office at 619-594-4964.

I would like to get started on my HTM 398 internship as soon as I advance into upper division status. Can I enroll in this for the first semester of upper division HTM status?
There are several steps that must be taken to get you prepared for your 398 internship. It is imperative that you meet with our Internship and Placement Director, Christina Jeffries, at least one semester before you intend to pursue your internship so he can add you to the student internship request list. We conduct periodic internship information sessions throughout the semester; please stop by the HTM office (AH building, room 4158) for details on when these are held. We also strongly encourage students to take HTM 301 before starting their internship. Careful, proactive planning on your part will ensure a smooth transition into your first internship.

---

**HTM Advising**

**ADVISING TO-DO LIST**

- Go to advising every semester
- Lower division advising – set up appointment at sdsu.campus.eab.com
- Upper division advising – set up appointment at sdsu.campus.eab.com
- Visit the Canvas Homeroom to view resources available
- Connect with a student association
- Research studying abroad
- Find scholarship page on SDSUs website and apply for at least one
- Find scholarship page on Payne School website and apply for at least one
- Turn in your contact information to the Payne School Office so you are on our email list
- Get Involved
Get Involved Today!