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

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

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

@HTMAAdvising  •  @HTM_Jobs
Connect with us!

@HTM_Advising

@HTM_Jobs
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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
Office: AH 4158
Hours: Monday—Thursday 9am-5pm Friday 10am—2pm
Email: htmasst@sdsu.edu

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 Desiree Warren dwarren@sdsu.edu

HTM Student Advisors htmadvising@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

Renata Pawluk  
Program Coordinator

Erin Scholes  
HTM Lecturer

Lori Sipe  
HTM Associate Professor SCREAM Advisor

Jess Ponting  
RTM Associate Professor

Mark Testa  
HTM Professor Foodies Advisor

Desiree Warren  
Administrative Assistant

Carl Winston  
Director NSMH and MESA Advisor

Corinne Youngholm  
Student Experience Manager
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
REQUIREMENTS of the HTM Major

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.

2.9 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.
Work Experience and Internships

J. Willard & Alice S. Marriott Foundation Student Center for Professional Development

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.
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-credit 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**
- ACCTG 201 Financial Accounting Fundamentals (3)
- ECON 101 Principles of Economics (3)
- 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)

### Pre-HTM Preparation

#### Fall Semester

<table>
<thead>
<tr>
<th>Description</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE Written Communication*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GE Oral Communication*</td>
<td></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>GE Arts and Humanities</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Major Prep</td>
<td>HTM 201</td>
<td>3</td>
</tr>
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<td><strong>Total Units:</strong></td>
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<td><strong>Cumulative Total:</strong></td>
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*RWS 100 recommended for Written Communication and COMM 103 recommended for Oral Communication.

#### Spring Semester

<table>
<thead>
<tr>
<th>Description</th>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>GE Critical Thinking*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GE Math/Major Prep or</td>
<td>STAT 119</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECON 201</td>
<td></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>
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<tr>
<td><strong>Total Units:</strong></td>
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<td><strong>Cumulative Total:</strong></td>
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<td><strong>31</strong></td>
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</table>

*RWS 200 recommended for Critical Thinking.

#### Summer Semester

<table>
<thead>
<tr>
<th>Description</th>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>American Institutions</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units:</strong></td>
<td></td>
<td><strong>3</strong></td>
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<td><strong>Cumulative Total:</strong></td>
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<td><strong>34</strong></td>
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#### Second Year

##### Fall Semester

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<th>Description</th>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>GE Physical Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GE Social and Behavioral Science/ Major Prep</td>
<td>ECON 102</td>
<td>3</td>
</tr>
<tr>
<td>GE Arts and Humanities</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Major Prep</td>
<td>HTM 219</td>
<td>3</td>
</tr>
<tr>
<td>Major Prep</td>
<td>ACCTG 201</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units:</strong></td>
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<td><strong>15</strong></td>
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<tr>
<td><strong>Cumulative Total:</strong></td>
<td></td>
<td><strong>49</strong></td>
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##### Spring Semester

<table>
<thead>
<tr>
<th>Description</th>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Take the Writing Placement Assessment aka WPA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GE Social &amp; Behavioral Science/ American Institutions</td>
<td>RTM 200</td>
<td>3</td>
</tr>
<tr>
<td>GE Lifelong Learning and Self-Development</td>
<td>HTM 223</td>
<td>3</td>
</tr>
<tr>
<td>Major Prep</td>
<td>RTM 290</td>
<td>3</td>
</tr>
<tr>
<td>Major Prep</td>
<td>RWS 290</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units:</strong></td>
<td></td>
<td><strong>15</strong></td>
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<tr>
<td><strong>Cumulative Total:</strong></td>
<td></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>
**HTM Upper Division**

**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.

### General:

**HTM Major Requirements (20 units):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Pre-Requisites</th>
<th>CR</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTM 301</td>
<td>Service leadership Development (Kaleidoscope)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HTM 398</td>
<td>Internship</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RTM 404</td>
<td>Cross Cultural Perspectives of Tourism</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RTM 470</td>
<td>Global Travel and Tourism Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HTM 480</td>
<td>Leadership and Coaching in Hospitality</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HTM 490</td>
<td>Strategic Management in Hospitality &amp; Tourism</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HTM 491</td>
<td>Leadership and Self Development in Hospitality</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Major Electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Pre-Requisites</th>
<th>CR</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTM 425</td>
<td>Property Management in Hospitality and Tourism</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HTM 450</td>
<td>Venture and Entrepreneurial Management in Hospitality &amp; Tourism</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HTM 453</td>
<td>Hospitality Sales &amp; Marketing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PSFA 381</td>
<td>Cross Cultural Interpretations of Gambling Addictions</td>
<td>3</td>
<td></td>
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</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-requisite</th>
<th>Units</th>
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<tbody>
<tr>
<td>HTM 320</td>
<td>Introduction to Hotel Management</td>
<td></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: Hotel</td>
<td>HTM 398; BA 350; MGMT 352</td>
<td>3</td>
</tr>
<tr>
<td>**</td>
<td>International Experience Required</td>
<td></td>
<td>N/A</td>
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### Emphasis Electives: (3 Units)

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Co-requisite</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTM 321</td>
<td>Hotel &amp; Travel Marketing</td>
<td>BA 370</td>
<td>3</td>
</tr>
<tr>
<td>HTM 322</td>
<td>Rooms Division Management</td>
<td>HTM 320</td>
<td>1</td>
</tr>
<tr>
<td>HTM 428</td>
<td>Hotel Feasibility Analysis</td>
<td>HTM 320</td>
<td>2</td>
</tr>
<tr>
<td>HTM 429</td>
<td>Hotel Asset Management</td>
<td>HTM 320</td>
<td>1</td>
</tr>
<tr>
<td>HTM 456</td>
<td>Hotel Revenue Management</td>
<td>HTM 320</td>
<td>2</td>
</tr>
<tr>
<td>HTM 465</td>
<td>Hospitality Technology</td>
<td>HTM 490</td>
<td>1</td>
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</table>

## Meetings & Events

### Emphasis Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Co-requisite</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>
<tr>
<td>**</td>
<td>International Experience Required</td>
<td></td>
<td>N/A</td>
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### Emphasis Electives: (3 Units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Co-requisite</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTM 333</td>
<td>Weddings and Social Events</td>
<td>HTM 330</td>
<td>1</td>
</tr>
<tr>
<td>HTM 334</td>
<td>Trade Shows and Exhibitions</td>
<td>HTM 330</td>
<td>1</td>
</tr>
<tr>
<td>HTM 335</td>
<td>Convention and Visitor Bureaus</td>
<td>HTM 330</td>
<td>1</td>
</tr>
<tr>
<td>HTM 336</td>
<td>Site Selection and Negotiation</td>
<td>HTM 330</td>
<td>1</td>
</tr>
<tr>
<td>HTM 430</td>
<td>Special Event Management</td>
<td>HTM 330</td>
<td>2</td>
</tr>
<tr>
<td>HTM 433</td>
<td>Destination Management Services</td>
<td>HTM 431</td>
<td>2</td>
</tr>
<tr>
<td>HTM 435</td>
<td>Sporting Events and Festival Management</td>
<td>HTM 431</td>
<td>3</td>
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<tr>
<td>RTM 475</td>
<td>Commercial Recreation &amp; Attractions</td>
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<td>3</td>
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## Restaurant Operations and Management

### Emphasis Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Co-requisite</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>
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</table>

### Emphasis Electives: (3 Units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Co-requisite</th>
<th>Units</th>
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<tbody>
<tr>
<td>HTM 342</td>
<td>Restaurant Marketing and Menu Management</td>
<td>HTM 340; BA 370</td>
<td>3</td>
</tr>
<tr>
<td>HTM 444</td>
<td>Restaurant Multi-Unit Operations</td>
<td>HTM 340</td>
<td>3</td>
</tr>
<tr>
<td>HTM 465</td>
<td>Hospitality Technology</td>
<td>HTM 490</td>
<td>1</td>
</tr>
<tr>
<td>NUTR 303</td>
<td>Quantity Food Production (2) + NUTR 303L Lab (1)</td>
<td>NUTR 205 or BA 360</td>
<td>4</td>
</tr>
</tbody>
</table>

## Tribal Gaming Operations and Management

### Emphasis Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Co-requisite</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

- **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
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?

- World Campus https://www.sdsu.edu/internationalaffairs
- 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. 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. 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).
Study Abroad

"I was fully immersed in another country's 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 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."

"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."

"Do not let fear stop you from experiencing the best things in life like taking a selfie in the crater of a volcano!"

"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."

"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."

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

Florence, Italy

Edinburgh, Scotland

Shanghai, China

Barcelona, Spain

Portugal, Spain

Bangkok, Thailand

Sydney, Australia

Prague, Czech Republic

Paris, France

Bangkok, Thailand

Edinburgh, Scotland

Florence, Italy
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 THE SDSU SCHOLARSHIP OFFICE
Check out their website: http://www.sa.sdsu.edu/scholarship/index.html

Location on Campus: Student Services West, Room SSW-3615

Due to the COVID-19 global pandemic all staff are working remotely.
Visit the virtual Help Desk at: https://sdsu.zoom.us/j/87293575613

The virtual help desk can help with questions related to financial aid, scholarships and student accounts.
- Students: please have your Red ID ready.
- Parents: make sure your student is with you or has authorized you to speak with us. FERPA regulations prevent us from speaking with you about personal financial aid information unless your student is with you, or has released authorization to you. Release of authorization is done in the "Privacy Settings" in a student's WebPortal account. This could take 24 hours to reflect on our end, so please be aware.
Academics

Scholarships

Caroline Saldivar
AHLA
$3,000

Isabella Widmann
HARF
$3,000

Jonathan Jou
HARF
$3,000

Brianna Welton
CHLA
$4,000

Timia Drew
CHLA
$4,000

Marly Shifflett
AHLA
$3,000

Sandra Pesayco
AHLEF
$1,000

Brooke Geoffrey
AHLA
$2,500

Benjamin Cabrera
AHLA
$3,000

Lexi Effron
CHLA
$4,000

Brylynn Smith
Harvey Goodfriend
$5,000

Catherine Schmidt
CHLA
$3,000

Jessica Smith
AHLEF
$5,000

Zoe Gonzalez
ISEP
$3,000

Over $100,000 awarded to Payne School Students in previous years!
<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
<th>Junior Year</th>
<th>Senior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed all developmental writing and mathematics courses</td>
<td>Completed all lower division General Education courses</td>
<td>Completed 50% of upper division major and minor courses</td>
<td>Complete all major/minor requirements</td>
</tr>
<tr>
<td>Completed 50% of your lower division General Education requirements</td>
<td>Selected an Emphasis area</td>
<td>Completed 50% of upper division major and minor courses</td>
<td>Completed all upper division Exploration and GWAR courses</td>
</tr>
<tr>
<td>Connected with HTM Advising on Facebook, Instagram, Twitter and LinkedIn</td>
<td>Completed 75-100% of preparation for major/impaction requirements</td>
<td>Met with Christina Jeffries to review your degree evaluation each semester</td>
<td>Completed all major/minor requirements</td>
</tr>
<tr>
<td>Met with a Lower Division Advisor in the Payne Office every semester</td>
<td>Continued to earn a 2.9 SDSU or higher grade point average</td>
<td>Participated in or selected an internship for HTM 398</td>
<td>Completed all upper division Exploration and GWAR courses</td>
</tr>
<tr>
<td>Earned a 2.9 SDSU or higher grade point average</td>
<td>Worked at least 400 hours in a hospitality related job</td>
<td>Volunteered for at least 6 HTM activities</td>
<td>Met with Ms. Christina Jeffries to review your degree evaluation each semester</td>
</tr>
<tr>
<td>Began research into Study Abroad</td>
<td>Upon completion of all Pre-Reqs, see Ms. Christina Jeffries to sign into the major</td>
<td>Participated in at least one HTM trip</td>
<td>Completed your HTM 498 internship</td>
</tr>
<tr>
<td>Volunteered for at least 2 HTM activities</td>
<td>Registered for WPA exam</td>
<td>Be a registered member of at least one professional organization (MPI, CRA, etc)</td>
<td>Completed an international experience</td>
</tr>
<tr>
<td>Become an active member of at least one student association</td>
<td>Selected a minor (if applicable)</td>
<td>Brought someone new to the “HTM Couch”</td>
<td>Volunteered for at least 8 HTM activities</td>
</tr>
<tr>
<td>Attended at least 3 student organization meetings per semester</td>
<td>Selected a study abroad location and program</td>
<td>Landed a leadership role in an HTM Student Association or activity on campus</td>
<td>Participated in at least 2 HTM trips</td>
</tr>
<tr>
<td>Introduced yourself to a stranger on the HTM office couch</td>
<td>Attended a Pre-Internship Meeting during 2nd semester</td>
<td>Studied Abroad Spring Semester of your Junior year (6th semester)</td>
<td>Be a registered member of at least one professional organization (MPI, CRA, etc)</td>
</tr>
<tr>
<td>Connected with a Junior or Senior who has become your mentor</td>
<td>Volunteered for at least 4 HTM activities</td>
<td>Adopted a Freshman or Sophomore as your mentee</td>
<td>Attended employer presentations each semester</td>
</tr>
<tr>
<td>Completed applications for several scholarships</td>
<td>Attended at least three Employer presentations</td>
<td>Completed applications for all open scholarships</td>
<td>Completed applications for all open scholarships</td>
</tr>
<tr>
<td></td>
<td>Applied for at least 3 scholarships</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 Facebook, Instagram, Twitter and LinkedIn
- 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 2.9 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
Pathways to Excellence

The J. Willard and Alice S. Marriott Student Center for Professional Development

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

**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’

**Behaviors**
- Stay Informed
- Be active in associations
- Study/work
- Seek Scholarships
- Volunteer

We Promise...
- To put you first
- To challenge you
- To make learning fun
- To provide opportunity
- To be honest
Standards

Etiquette and Advice

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 HTM 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
HTM Dress Code

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.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
Get Involved

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

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!

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!

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
HTM Advising

ADVISING TO-DO LIST

☐ Go to advising every semester
☐ Lower division advising – set up appointment at www.calendly.com/htmadvising
☐ Upper division advising – Visit the virtual office to schedule an appointment
☐ 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