

CLASS NUMBER AND NAME:	HMN115 – MEETING PLANNING
TOTAL HOURS/ UNITS:	24 HOURS/2 UNITS
PREREQUISITES:	NONE
TEXTS AND MATERIALS:	NONE
CLASS DESCRIPTION:	Meeting Planners handle all aspects of meeting management from preparing a meeting budget to selecting the meeting site, negotiating airline and hotel rates, and developing the actual meeting. This course will introduce the student to the complex meeting industry, as well as the exciting careers available in the meetings industry.
CLASS OBJECTIVES:	Students will demonstrate their understanding of a meeting planners career by creating a meeting planning handbook which includes information meeting planners need to organize and execute a meeting.
CLASS FORMAT OVERVIEW:	This class is a combination of lecture, student participation and on-line research.
REQUIREMENTS:	Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
METHOD OF INSTRUCTION:	Class work, research using the internet and e-library and homework will give the student experiential opportunities.
ATTENDANCE:	It is expected that each student will be in class <u>when class begins</u> . Should the student arrive more than <u>five minutes late</u> they should notify the instructor of their presence, it will be up to the instructor to decide if the student has arrived in time to be counted as present- the instructor's decision is final. <u>80% attendance is mandatory</u> <u>90% or above is mandatory for those who are in a full program and qualify for the internship</u> It will be the student's responsibility to learn of any assignments given in class when absent.

TESTING:

A final exam will be assigned during the sixth week of the module. Students will be allowed to use the Meeting Planning Binder they created in class to complete the final exam. All assignments, exercises and project must be satisfactorily completed with an overall passing grade of 60% or better in order to pass the course.

LATE TESTING:

A late test will result in a 10% penalty (test starts at a B).

GRADING POLICIES:

Complete all assignments with at least 70% accuracy.

The students will participate in a minimum of 90% of in-class group assignments.

The final grade is computed on:

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|---------------------------------|-----|
| 1. Final Exam | 40% |
| 2. Assignments | 40% |
| 3. Attendance and participation | 20% |

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will be able to:

1. Demonstrate an understanding of the meeting planner career.
2. Demonstrate an understanding of the organization and facets of meeting management.
3. Demonstrate an understanding of the terminology of the meetings industry.

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Tourism, Hospitality and Wine
Meeting Planning class schedule

	Reading	Internet	Class discussions	Homework
One	(see internet)	www.mpiweb.org www.MiMegasite.com	Careers in Meeting Planning Organizing Events Personnel	Organize class lecture notes into Meeting Planning Binder
Two	(see internet)	www.corbinball.com www.crowneplaza.com/meetings www.planninghelper.com/spv-195.aspx www.tripsync.com	Budgets Site Selection and Site Visits Transportation	Organize class lecture notes into Meeting Planning Binder Research sites prior to visit
Three	(see internet)	www.meetingsnet.com www.affordablemeetings.com www.maryboone.com	Food & Beverage Designing the Program Site Visits	Organize class lecture notes into Meeting Planning Binder Research sites prior to visit to visit
Four	(see internet)	www.cvent.com www.triphub.com www.mykleenextissue.com	Marketing & Promotion	Organize class lecture notes into Meeting Planning Binder Research sites prior to visit
Five	(see internet)		Evaluations Site Visits Cvent certification	Organize class lecture notes into Meeting Planning Binder Research sites prior to visit
Six			Written Final Exam	Organize class lecture notes into Meeting Planning Binder

Please note, this is just a suggested class schedule. Guest speakers and/or site inspections will be scheduled based on availability and class schedule will be adjusted accordingly.