

CLASS NUMBER AND NAME:	TRN137A –TOUR PLANNING
TOTAL HOURS/ UNITS:	24 HOURS/2 UNITS
PREREQUISITES:	NONE
TEXTS AND MATERIALS:	NONE
CLASS DESCRIPTION:	This course is designed to introduce the students to the different types of tours offered by Tour Operators to clients. How to read a tour itinerary and the booking process will be covered. Custom-designed tours and resources used to plan tours will be discussed. Students interested in becoming a tour guide will have the opportunity to plan and lead a tour of a local attraction.
CLASS OBJECTIVES:	This class provides the student with an understanding of the terminology used in the tour industry as well as tour research, planning and scheduling. By participating in and organizing local site visits, students will also gain experience using their communication skills.
CLASS FORMAT OVERVIEW:	This class is a combination of lecture, on-line interactive activities and student participation.
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:	Each topic will be discussed thoroughly and will be supplemented with written materials. Class work, homework and site inspections 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 given during the sixth week of the module. All assignments, exercises and exam must be satisfactorily completed with an overall passing grade of 60% or better in order to pass the course. There will be no exam retakes allowed.

LATE TESTING:

A late test will result in a 10% penalty (tests start with a B). All retakes and tests must be rescheduled with the instructor in a timely manner.

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:

- | | |
|---------------------------------|-----|
| 1. 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 tour research, planning, and scheduling.
2. Define industry terminology.
3. Demonstrate professional participation during experiential learning.
4. Demonstrate professional, business phone skills while scheduling experiential learning opportunities.
5. Demonstrate an understanding of booking, payment and documentation of tour packages.

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.

Tourism, Hospitality and Wine
Tour Planning I class schedule

Week	Reading	Internet	HTI*	Class discussions	Homework
One	(see internet)	www.inside-sonoma.com www.sonoma.com www.tauck.com www.pleasantholida.com	Theme Parks & Attractions – Simmy’s Splashdown Tour Operators – Badger’s Rainforest Tours	-Schedule tours -Escorted v/s FIT	HTI Terminology Reading
Two	(see internet)	www.visitnapavalley.com	See Week One	- Tours (off campus)	HTI Research sites for Tours prior to visit Reading
Three	(see internet)	www.insightvacations.com www.hmstravel.com	See Week One	- Tours (off campus)	HTI Research sites for Tours prior to visit Reading
Four	(see internet)	www.backroads.com www.intrepidsuntrek.com	See Week One	- Tours (off campus)	HTI Research sites for Tours prior to visit Reading
Five	(see internet)		See Week One	- Tours (off campus)	HTI Research sites for Tours prior to visit Reading
Six	(see internet)		See Week One	- Tours (off campus) Final	HTI Research sites for Tours prior to visit Reading

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.

*HTI – Due to field trips, minimal to no class time is allotted to complete the HTI assignments. HTI assignments include Learning Modules and Test Your Understanding. Students are encouraged to use effective time management to complete all HTI assignments.

Ear buds are required to listen to assignments.