Ohio FCCLA Lodging Skill Event

Lodging Career Investigation

DESCRIPTION OF EVENT:
Teams comprised of 1-3 participants will develop a career investigation project in the Lodging and Travel Services pathway.

This skill event supports and integrates the following Hospitality and Tourism/Lodging and Travel Services Career Field Standards.

OHIO DEPARTMENT OF EDUCATION CAREER FIELD STANDARDS

Hospitality and Tourism Core Body of Knowledge

2.4   User verbal skills.
2.6   Prepare technical written reports.
2.7   Communicate with co-workers and supervisors.
9.6   Utilize communications technology.
14.1   Acquire self-development skills.
14.2   Utilize critical-thinking skills for determining the best options and/or outcomes.
14.3   Implement time management skills.
**14.7   Summarize the structure and functions of the hospitality and tourism
           industry.**
14.9   Participate in career-planning.
14.10   Implement job-seeking skills to obtain employment.
14.11   Discover professional development opportunities.

Lodging & Travel Services Pathway

**30.2   Summarize the major duties and qualifications for positions in the
           lodging and travel services industry.**
**30.7   Acquire information from a variety of sources about domestic and
           international locations.**
32.1   Analyze the organization and structures of different types of lodging.

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ELIGIBILITY:
1. Participant is an affiliated member of the state and national FCCLA organizations.
2. Participant is enrolled in Hospitality and Tourism Career Program with a Lodging Pathway

PURPOSES:
1. To conduct a self-assessment to identify student's interests, values, aptitudes, skills, personality traits and learning styles.
2. To research a minimum of three (3) different careers in the lodging industry. (Career Investigation Form included)
3. To further explore a chosen career in lodging by completing one or more of the following (at least 8 hours):
   a. paid work experience
   b. volunteer work experience (in-lab or community experience)
   c. job shadow
   (Documentation of Job Experience form included)
4. To create an organizational chart for one lodging facility showing departments and career positions.

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5. To explore three (3) of the certifications on the American Hotel and Lodging Education Institute Website www.ei-ahla.org. (Certification Research Form included)
6. To construct a one (1) page student resume with personal information, education, work experience, extra-curricular activities and references. (One for each student on team)
7. Explore job opportunities through the American Hotel & Lodging Association website www.ahla.com/careers/index.asp. (Internet Job Search form included)
8. Create a career portfolio with the following:
   a. Self-assessment results
   b. Lodging career research forms
   c. Documentation of lodging work experience (each student should have a form)
   d. Organizational chart for one (1) lodging facility of student's choice.
   e. Certification forms completed using the American Hotel & Lodging Education Institute Website.
   f. Resume (If a team, each student has a resume in portfolio.)
   g. Job search results using American Hotel & Lodging Association website.
   9. Project Display Board with 3 sections (36 " x 48") which may include pictures telling a story about your job experience (ex: your employer and you at your lodging job site, you performing specific job tasks labeling each and/or career information on one final lodging career choice from the three you studied.
   10. Interview by 2-3 judges to answer questions about your portfolio and a display board which will include:
   a.   What are your personal strengths learned through your self-assessments?
   b. Tell us about the three (3) careers you selected and why?
   c. Use your display and tell us about your lodging job experience.
   d. Select one (1) certification that you might like to pursue and why?
   e. Name one of your favorite jobs found online. Tell the location, site, job position and why you selected it? Do you meet the requirements? (It is ok if you do not meet the requirements.)

RULES
1. This is an individual or team event, comprising of one, two or three participants. Teams of different sizes follow the same rules, timing and scoring.
2. If a team of three who qualifies for state conference loses a member, the remaining two members may compete at state conference. They may not replace the teammate.
3. The student will bring the portfolio and the project display board.
4. The time will begin when the student or team tells the judges their names.
5. Participants will be stopped at designated times for evaluation.
6. Participants must be dressed and groomed for a business interview.
7. This activity is closed to observers.

TIMING FOR EVENT	
Set up	5 min.
Questioning, Scoring	25 min
TOTAL TIME for Event	**30 MIN**

SUPPLIES AND EQUIPMENT
Supplied by the participant
1. Portfolio
2. Project Display Board

Supplied by the rally site
1. Table For Display Board and chairs for participant and evaluators

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PROCEDURES:
1. Suggested Preparation: Read the event and the rating sheets thoroughly. Complete all of the purposes.
2. Present a professional appearance that would be appropriate for an interview for your career choice.
3. Check in at least 30 minutes before scheduled event.
4. Introduce yourself or yourselves to the judges and give them your portfolio and set-up the project display board.
5. Respond to judges' questions. The judges will ask five questions from the provided questions in this contest guide.
6. Thank judges and depart room.
7. Judges have time to complete scoring.
8. Display and portfolio will be returned following scoring. (Each site will decide whether students will wait for display and portfolio or have another method to return displays and portfolio.)

RESOURCES:

Educational Institute of the American Hotel & Lodging Association. Skills Tasks And Results Training (START), 2003
Educational Institute of the American Hotel & Lodging Association. Lodging Management Program, 2005
American Hotel & Lodging Association Website. www.ahla.com/careers/index.asp
Ohio Department of Education. Hotels and Resorts Content Standards. www.ode.state.oh.us

CAREER INVESTIGATION
(#2 UNDER PURPOSES)

Name of Career

Description of Career Including Common Work Activities

Interests, Skills and Abilities, Physical Demands

Education/Training/Preparation

Career Employment Outlook

Career Path(s) Including Advancement Opportunities and Helpful High School and College Courses

Salary/Wages

Licensing/Certification Available

Employer Evaluation

Thank you for your assistance and participation with the Hospitality & Tourism Career Study in Lodging. Please help us evaluate the project by responding to the following items.

Business Name:

Contact Person (Evaluator)

Contact Person's Job Title

Student's Name

School Name

1. Did the student set up the initial visitation with you or at least make contact to confirm the appointment?   Yes ☐ No ☐

2. Did the student arrive on time and stay the set length of time?   Yes ☐ No ☐

3. How did the student show interest while on the job visit?

4. Did the student ask questions during the visit?   Yes ☐ No ☐

5. Did the student behave in a respectful manner during the entire visit?   Yes ☐ No ☐

6. Was the student dressed appropriately for the visit?   Yes ☐ No ☐

7. Any additional comments:

VERIFICATION OF ATTENDANCE

I verify that on __ _____ (Date) from _ _____ (Beginning Time) to__ _____ (Ending Time) _____ (Student Name) was present at _____ (Business Name) as part of the job visitation experience with _ _____ (School Name).

_____Employer Signature

CERTIFICATION RESEARCH FORM
(#5 UNDER PURPOSES)

1. Type in www.ei-ahla.org/content.aspx?id=29346 .
2. Find certification and click on it.
3. Choose three (3) line-level certifications from the list.
4. Look at the application/order form and notice the requirement for certification.
5. Close the window and look at the skills validation form for the same certification and answer the following questions.

Name of Participant:

Certification is for what career:

Work Experience Requirement:

Skills Validation Requirement:

Knowledge of Test Requirement:

Skills Validation

     List Work Habits:

     List of Performance Tasks:

Is a recommendation required? Yes ☐ or No ☐

Cost of Certification:

INTERNET JOB SEARCH
(#7 UNDER PURPOSES)

1. Type the internet address: www.ahla.com/careers/index.asp
2. Click on Career Search on the side bar.
3. Select position categories for entry level only
4. Select Location (May select more than one.)
5. Click on Submit Form
6. Choose job.
7. Complete the information given below for three (3) jobs using a different form for each:

Job Title

Company Name

Location

Position Description

Required Skills and Experience

Must the applicant supply their own work permit? Yes ☐   No ☐

Compensation (if available)

Bonus (if available)

Accommodation Provided