



# INFORMATIONAL PACKET HOSPITALITY HIGH PROGRAM



# HOSPITALITY HIGH PROGRAM

The purpose of this packet is to provide information and suggested guidelines for students, parents, teachers, guidance counselors, and resource personnel concerning the process and procedures involved in nominating and selecting students for the Hall County Hospitality High Program. This is a joint venture between The Hall County School System and Lake Lanier Islands.

The Hall County Hospitality High Program is a semester-long instructional program designed to provide high school students interested in the Hospitality and Tourism industry a challenging and enriching career-oriented opportunity not available within the regular classroom. Selected participants understand that this course counts as elective credit toward graduation but may fulfill courses within their chosen career pathway. This program is open to high school juniors and seniors only and expands the elective curriculum beyond the school site.

Students that wish to be part of this program must be recommended, fill out an application, write a resume, and be interviewed. Only the top 30 students (15 each semester) will be accepted into the program. All six county high schools will be eligible for the program.

Selected students understand that they will need to report to the Hospitality High site Monday-Thursday from 12:30 p.m. – 4:00 p.m. and will be responsible for their transportation to the site daily. Students **MUST** be punctual on a daily basis. Two units for credit will be earned for the experience – one unit of credit for Travel & Tourism II and one unit of credit for a Hospitality & Tourism Internship.

**Objective:** To give the best students in Hall County High Schools the opportunity to get real life experience in the Hospitality and Tourism industry and to expose the students to advanced educational opportunities within all aspects of the industry.

**Application Process:** Students should complete the application process during their sophomore or junior year to be considered for the program the following school year. ***Since this is a new program for Hall County, students may apply during Fall Semester 2008 for enrollment in Spring Semester 2009.*** Students should submit all requirements as outlined in the application packet. Students must demonstrate a strong desire to experience a program in this career pathway. The Selection Committee will use written documentation and information gathered during the student interview to rank nominees and select participants in the spring for the following year.

## **Eligibility Criteria:**

- Have an identified career goal in the Hospitality & Tourism industry
- 16 years or older
- Have a valid picture ID card
- A junior or a senior in good standing with the school system; no major discipline record
- Be willing to take high school and technical/college courses related to future employment within the identified career area

**NON-DISCRIMINATION POLICY:** It is the policy of the School Boards participating in the Youth Apprenticeship Program to offer the opportunity to students to participate in appropriate programs and activities without regard to color, creed, national origin (Title VI of the 1972 Educational Amendments), handicap (Section 504 of the Rehabilitation Act of 1973 and PL94-142) or sex (Title II of the Educational Amendments of 1976 and PL194-482).

- Provide own dependable transportation
- Have three acceptable teacher/counselor recommendations
- Be on track for graduation and have available two blocks of release time for the program
- Willing to submit to any health related screenings required by the sponsoring employer
- Have parental support and consent

**Application Form Directions:** The application form must be completed and submitted by November 30, 2008 for Spring Semester 2009. All information should be neat, accurate and readable. Incomplete applications will **not** be processed.

**Recommendation Forms:**

- Complete the top portion of the form.
- Deliver the form to the appropriate teachers.
- Teachers should return the form to the counselor or Work-based Learning Coordinator.
- Three recommendations should be completed.

**Other Required Information:**

- A copy of your high school transcript
- Resume
- Reference Page
- Discipline record

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## **Guidelines for Creating a Specific Resume**

### **Personal Information**

List your name, address, telephone and cell phone number and your e-mail address. The prospective employer may need to know some additional facts about you, but this information must stay within the bounds of the fair employment laws. This information will be used to contact you.

### **Job Objective**

The job objective states which position you are seeking and should be clearly and concisely written. It can include a career goal or the ultimate job position you would like to achieve. Example: to work for a large corporation as a computer programmer, which could lead to a position as a systems analyst or operations manager.

### **Education**

List the schools you have attended in reverse chronological order (most recent first). Include the following: dates of attendance, name and location of the schools, curriculum studied (college prep, dual seal, tech prep and area of concentration), and courses you have taken that relate to your job objective. Since you are in school, give your expected graduation month and year in next to diploma or degree. Example: High School Diploma, June 2007

### **Work Experience**

List all part-time, summer or volunteer jobs. Begin with your current position first. Include the following: dates of employment, name and location of company, job title, work responsibilities, and name of supervisor. Show how your previous work and skills apply to your job objective and career goal.

### **Memberships & Extracurricular Activities**

Include memberships in professional, career-related and special-interest organizations in your school or community. This shows you are willing to donate valuable time to worthy causes without compensation. Use good judgment when listing any political, religious or other sensitive organizational memberships. Eliminate this section if you do not have any.

### **Honors**

List any honors, special certificates or achievement, competitions, awards you have received. If you have a high class ranking, mention it also.

### **Service & Volunteer Activities**

List any service or volunteer activities you have been involved with. Example: Good News at Noon, Red Cross, Relay for Life. Eliminate this section if you do not have any.

### **Special Skills**

List any special skills that you wish to highlight, even if not job related. Employers should be aware of all special skills. Example: reading, writing, Spanish, CAD drafting, etc.

### **References**

Place the following statement at the bottom of your resume: References available upon request. Provide a separate list of references when you interview. Be sure to ask permission of those you are providing. Examples: former employers, teachers, or friends who are well established in business and know your character and accomplishments over the age of 21.

## **ROBERT T. SANCHEZ**

222 Employment Lane  
Gainesville, GA 30506  
770-555-5555  
Cell: 770-532-9876  
robsanchez@aol.com

### **JOB OBJECTIVE**

To work as a sales representative for an interior design firm

### **EDUCATION**

Ashland High School, Gainesville, GA  
Curriculum: College Prep plus Dual Seal in Visual Arts  
Degree: High School Diploma, May 2007  
Courses: Standard academic courses with a concentration in  
the Visual Arts pathway – Interior Design, CAD Drafting

### **WORK EXPERIENCE**

2006-2007  
Youth Apprentice

Northeast Georgia Medical Center & Health System  
742 Spring Street, Gainesville, GA 30501  
Supervisor: Laquita Dooley  
Internship Experience: Pediatrics, Nursery, New Horizons North,  
Lanier Park Medical, Emergency Room, Radiology,  
Sherwood Rehab and Wound & Ostomy  
Responsibilities: Assisting staff in the departments with various  
tasks and experience in many different situations and  
observations

January–May, 2006

Circuit City  
444 Davis Avenue, Gainesville, GA 30501  
Supervisor: Steven Kim  
Responsibilities: Inventory, cashiering, display design, special orders,  
customer service

### **MEMBERSHIPS**

Interior Design Association

### **VOLUNTEER SERVICE**

Relay for Life  
Good News at Noon

### **HONORS**

Interact Service Award  
Computer Studies Recognition Certificate

### **SPECIAL SKILLS**

Proficient with modeling and design software programs such as  
AutoCAD R14, Form-Z and ArchiCAD 4.5  
Fluent in Spanish

### **REFERENCES**

References available upon request.

## References for Robert T. Sanchez

Robert Sanchez  
222 Employment Lane  
Gainesville, GA 30506  
770-555-5555  
Cell: 770-532-9876  
robsanchez@aol.com

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Mr. John Smith, Manager  
XYZ Company  
1234 Browns Bridge Road  
Gainesville, GA 30506  
770-555-5555  
john.smith@xyz.com

Mrs. Sally Jones, Teacher  
XYZ High School  
555 Thompson Lane  
Gainesville, GA 30506  
770-532-7777  
sally.jones@hallco.org

Mr. Tom Smith, Owner  
Tri Valley Audio  
3333 Dawsonville Highway  
Gainesville, GA 30501  
770-534-9999

Mrs. Juanita Young  
Interact Club Sponsor  
ABC High School  
2223 McEver Road  
Oakwood, GA 30566  
770-534-3333  
juanita.young@hallco.org

(Past employers, teachers, friends, neighbors who are established in business or other people of authority at least 21 years or age or older)