

Table 2

3.2. Course description

General information		
Course holder	Marko Perić, Ph. D.	
Nomenclature	Practical Work Experience	
Study programme	Undergraduate university study "Business Economics in Tourism and Hospitality"	
Case Status	Mandatory	
Year	4.	
Point value and method of conducting classes	ECTS student load coefficient	14 ECTS
	Number of hours (P+V+S)	420 (0+420+0)

1. COURSE DESCRIPTION
<p><i>1.1. Objectives of the course</i></p> <p>Provide students with the acquisition of practical knowledge and skills in specific jobs in catering facilities for the provision of accommodation, food and beverages services, in the system of tourist boards, in various types of intermediaries in organizing tourist trips (travel agencies and tour operators), banks and other economic entities in the field of tourism and hospitality.</p>
<p><i>1.2. Requirements for enrollment of courses</i></p> <p>There are no special conditions.</p>
<p><i>1.3. Expected learning outcomes for the subject</i></p> <p>After completing a 420-hour internship, students will be able to:</p> <ol style="list-style-type: none"> 1. Identify and describe the processes for managing the human, financial, material, and information resources of business units in the tourism and hospitality industry 2. Determination of the elements of business systems and evaluation of different organizational solutions in business units of tourism and hospitality industry 3. Analyze macro- and micro-economic environment, models and policies with the aim of making optimal business decisions for tourism and hospitality business units 4. Description and analysis of the management functions of business units in the tourism and hospitality industry 5. Application of information and communication technologies in the activities of tourism and hospitality business entities 6. Interpret and apply quality and safety standards of tourism and hospitality businesses 7. Assume personal and team responsibility based on the principles of ethics and social responsibility in business 8. Apply social, communication and interpersonal skills in personal and professional development
<p><i>1.4. Subject contents</i></p> <p>Management and management of the catering facility. Management and performance information system of the catering facility. Organization and management process functions of preparing and providing accommodation services (marketing, sales, reservations, front Office, back Office operations). Organization and management of the process functions of preparing and providing food and pouring services (procurement, preparation and serving of food and beverages, calculation, analysis). Organization and</p>

management of other supportive process functions (animation, recreation, sport, culture, wellness, etc.). Intermediaries in tourism (travel agencies, tour operators). Commercial banks (departments for placement in tourism and hospitality). Tourist boards of places, municipalities and counties.													
1.5.	<i>Types of teaching</i>		<input type="checkbox"/> lectures	<input type="checkbox"/> seminars and workshops	<input type="checkbox"/> exercises	<input type="checkbox"/> Education at a distance.	<input type="checkbox"/> field classes	<input type="checkbox"/> standalone tasks	<input type="checkbox"/> multimedia and network	<input type="checkbox"/> laboratory	<input type="checkbox"/> mentoring work	<input checked="" type="checkbox"/> PRACTICAL WORK	
1.6.	<i>Comments</i>		The internship is led by the CENTER FOR PROFESSIONAL PRACTICE OF STUDENTS (appointed by the FTHM Council) in cooperation with licensed mentors from the tourism and hospitality industry). Professional practice is carried out according to the provisions of the "Ordinance on the organization and monitoring of the execution of professional practice of full-time students of the Faculty of Tourism and Hospitality Management Opatija".										
1.7.	<i>Obligations of students</i>		Based on the prescribed documentation and according to predetermined deadlines and schedules for the execution of professional practice, the student is obliged to leave and complete a total of 420 hours of professional practice. The student is obliged to perform professional practice in accordance with the regulations that apply to the place of professional practice.										
1.8.	<i>Monitoring student work¹</i>												
	Attendance of classes		Activity in teaching		Seminar paper		Experimental work						
	Written exam		Viva voce		Assay		Research						
	Project		Continuous knowledge test		Report		Practical work					14	
	Portfolio												
1.9.	<i>Procedure and examples of evaluation of learning outcomes during classes and in the final exam</i>		Assessment and evaluation of students' work during classes and in the final exam is carried out on the basis of the Ordinance on assessment of STUDENTS OF FMTu. For each course, a detailed detailed curriculum is developed that harmonizes activities, student load, learning outcomes and assessment methods.										
1.10.	<i>Compulsory literature (at the time of application of the study programme proposal)</i>												
1.11.	<i>Supplement literature (at the time of application of the study programme proposal)</i>												
1.12.	<i>Number of copies of compulsory literature in relation to the number of students currently attending classes in the subject</i>												
	<i>Title</i>						<i>Number of copies</i>	<i>Number of students</i>					

¹ **IMPORTANT:** With each of the ways of monitoring the work of students enter an appropriate share in the ECTS credits of individual activities so that the total number of ECTS credits corresponds to the credit value of the course. Use blank fields for additional activities.

1.13. *Ways of quality monitoring that ensure the acquisition of output knowledge, skills and competences*

The quality of the program, teaching process, teaching skills and the level of acquisition of the material will be established by conducting a written evaluation of comprehensive questionnaires and in other ways provided for by the accepted standards, in accordance with the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka and the Ordinance on the Quality Assurance and Quality Improvement System of the Faculty of Tourism and Hospitality Management.