

Principles of Hospitality and Tourism Syllabus Outline

Mrs. Graham - Lake Dallas High School

Fall 2025

Dear Parents and Guardians,

Welcome to Principles of Hospitality and Tourism at Lake Dallas High School! This syllabus outlines the course plan for your child's class this semester, including key topics, expectations, and how you can support their success. As required by Texas law (Senate Bill 12), this document serves as the instructional plan and is available for your review. I look forward to working with you and your child!

Contact Information

- **Teacher:** Bailey Graham
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 - **Conference Time:** 10:00am – 12:30pm, Monday – Friday
 - **Best Way to Reach Me:** Email – I'll respond within 24 hours Monday – Friday
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Course Overview (Instructional Plan)

This semester, your child will study the following topics in Principles of Human Services, based on Texas state standards (TEKS):

1. Unit 1: Professional Standards and Employability Skills

- Learning Objectives:
 - Write effectively using standard English and correct grammar
 - Use credible resources and recognize professional documents in the industry
 - Calculate accurate measurements, percentages, and estimations
 - Understand scientific principles applied in hospitality and tourism
- Activities:
 - Individual Work, Group Work, Reviews, Exams

2. Unit 2: Communication Skills

- Learning Objectives:
 - Develop and execute formal and informal presentations
 - Practice customer service skills for positive guest and employee experiences
- Activities:
 - Individual Work, Group Work, Reviews, Exams

3. **Unit 3: Personal Success and Work Habits**

- Learning Objectives:
 - Demonstrate self–responsibility and self–management
 - Explain personal values, ethics, and fundamental principles
 - Display positive attitudes and good work habits
 - Develop accuracy strategies and organizational skills
- Activities:
 - Individual Work, Group Work, Reviews, Exams

4. **Unit 4: Time Management and Decision Making**

- Learning Objectives:
 - Identify and apply effective time management practices
 - Analyze balancing career and home life benefits
 - Learn and apply decision–making processes
 - Work independently
- Activities:
 - Individual Work, Group Work, Reviews, Exams

5. **Unit 5: Career and Lifestyle Goals**

- Learning Objectives:
 - Prioritize career goals and methods to achieve them in hospitality and tourism
 - Compare education, training, and certifications needed for careers
 - Examine community service opportunities
 - Describe components and importance of a career portfolio
- Activities:
 - Individual Work, Group Work, Reviews, Exams

6. **Unit 6: Technology in Hospitality and Tourism**

- Learning Objectives:
 - Understand computer applications used in workplace tasks
 - Recognize computerized systems managing operations and guest services
 - Discuss why computerized systems are used
- Activities:
 - Individual Work, Group Work, Reviews, Exams

7. **Unit 7: Leadership, Citizenship, and Teamwork**

- Learning Objectives:
 - Develop team–building, decision–making, and problem–solving skills
 - Conduct and participate in effective meetings
 - Identify leadership and teamwork qualities for a positive work environment
 - Identify related community service activities
- Activities:
 - Individual Work, Group Work, Reviews, Exams

8. **Additional Skills**

- Critical thinking
 - Note-taking
 - Time management
 - Presentation preparation
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Thank you for supporting your child's education! Please feel free to contact me with any questions or concerns.

Sincerely,

Mrs. Graham