

COURSE SYLLABUS



COURSE TITLE: HMG2 286- Integrated Events Management

CLASS SECTION: 001

TERM: W2025

COURSE CREDITS: 4

DELIVERY METHOD(S): In-person

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

INSTRUCTOR DETAILS

NAME: Dave Pritchard

EMAIL: pritchardd@camosun.ca

OFFICE: DH200A

HOURS: Wednesdays 11:30 am – 12:30 pm

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This applied course provides learners with the opportunity to work as part of a team focused on the development, planning and implementation of events. Students will integrate knowledge and skills gained from a range of courses to organize and manage events that ensure client/guest satisfaction.

PREREQUISITE(S): C in HMG2 285 or a bachelor's degree

CO-REQUISITE(S):

EQUIVALENCIES:

COURSE LEARNING OUTCOMES / OBJECTIVES

1. Integrate Knowledge and expertise gained from all courses in the Hospitality Management program to effectively conduct event management functions.
2. Demonstrate the positive Characteristics of teamwork in a hospitality environment.
3. Display Personal leadership-including organization, decision making and time management skills- when developing, planning and implementing events.
4. Demonstrate the ability to adapt to the various roles and functions related to events management.

5. Ensure customer satisfaction through careful communication, planning and meshing of operations with the wishes or expectations of a client.
6. Describe the function and organization of a hotel conference planning department.
7. Explain the relationship between the banquet department and the conference planning services in a hotel.
8. Ensure that sustainable business practices are part of events management.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

While no formal text is required, there is a great deal of material you will be required to access for this course through Desire to Learn (D2L). This requires you to have regular access to a computer, the internet and be able to read/work with current versions of Microsoft Office documents including MSWord and MSeXcel. Electronic versions of many forms are required each week. You must ensure that your security settings in Microsoft Excel will allow you to accept Macros. This is very important.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Class: Tuesday Wilna Thomas 202, 10:30 am – 1:20 pm

Class: Friday – Check-in for groups and testing – Ewing 201, 2:30 pm – 3:20 pm

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 1 – Jan 7 th & 10 th	Course Introduction and review Review of Management Positions Event Details	Team Management position, letter and resume due Jan 10 th by 5 pm
Week 2 – Jan 14 th & 17 th	Introducing Teams Theory: Event Marketing Teams meet – form charter, communication plan Guest speaker from Camosun Foundation	Quiz #1 – Management Positions Opens 8:30 am – 4:30 pm on D2L Fri Jan 17 th
Week 3 – Jan 21 st & 24 th	Teams present to class Theory – Financial Administration Teamwork – design budget Team Meeting – Event site visit	Quiz #2 – Marketing Opens 8:30 am – 4:30 pm on D2L Fri Jan 24 th
Week 4 – Jan 28 th & 31 st	Theory – Professionalism – client and stake holder relations Team check-in	Team meeting and check-in with client Quiz #3 – Finance

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
		Opens 8:30 am – 4:30 pm on D2L Fri Jan 31 st
Week 5 – Feb 4 th & 7 th	Presentation to client both events	
Week 6 – Feb 11 th & 14 th	Team updates Theory – Event Operations – Composing the event plan Teamwork, planning session	
Week 7 - Feb 18 th – 21 st	Reading Week	
Week 8 – Feb 25 th & 28 th	Teams present to class Theory – Risk Management Team work	Quiz #4 – Risk Management Opens 8:30 am – 4:30 pm on D2L Fri Feb 28 th
Week 9 – Mar 4 th & 7 th	Teams present to class Theory – Human Resource Management Team planning	Quiz #5 – HR Opens 8:30 am – 4:30 pm on D2L Fri Mar 7 th
Week 10 – Mar 11 th & 14 th	Teams present to class Theory – Insurance Team work	
Week 11 – Mar 18 th & 21 st	Review of event plans for both events	
Week 12 – Mar 25 th & Mar 28 th	Preparation and execution of Event #1	
Week 13 – Apr 1 st – 4 th	Preparation and execution of Event #2	
Week 14 – April 8 th & 11 th	Event wrap-up presentations and financial analysis	Peer Evaluation and final presentations

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Quizzes (5 * 5% each)	25%
Assignment #1 – Manager Role	25%
Assignment #2 – Event Proposal/Post event Presentations	25%

DESCRIPTION	WEIGHTING
Assignment #3 – Team member peer evaluations	15%
Class Engagement and Team check-ins	10%
TOTAL	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.
<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Assignment formatting. The School of Business uses **APA style** for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2021) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa7>.

- ➔ Where required by your instructor, submit all assignments into the D2L assignments by your last name.
- ➔ In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- ➔ Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- ➔ All submitted work must be properly referenced to sources where required by your instructor.
- ➔ Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) [Academic Integrity Policy](#)

Deadlines and exams. You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

SCHOOL OR DEPARTMENTAL INFORMATION

Hospitality Management – School of Business

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:
<https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what

supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence Policy:

<https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education.

To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at

<https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.