



P.R. E. P.

PREP FOR YOUR NEXT STEP



hospitality.ucf.edu/p-r-e-p/



Alan Fyall, Ph.D.

Associate Dean Academic Affairs
Visit Orlando Endowed Chair of Tourism Marketing

- What is **P.R.E.P.**?
- What is in it for me?
- When can I start/how do I get involved?
- Does it contribute to my degree?
- Do I receive a **P.R.E.P.** certificate?
- How is **P.R.E.P.** viewed by employers?



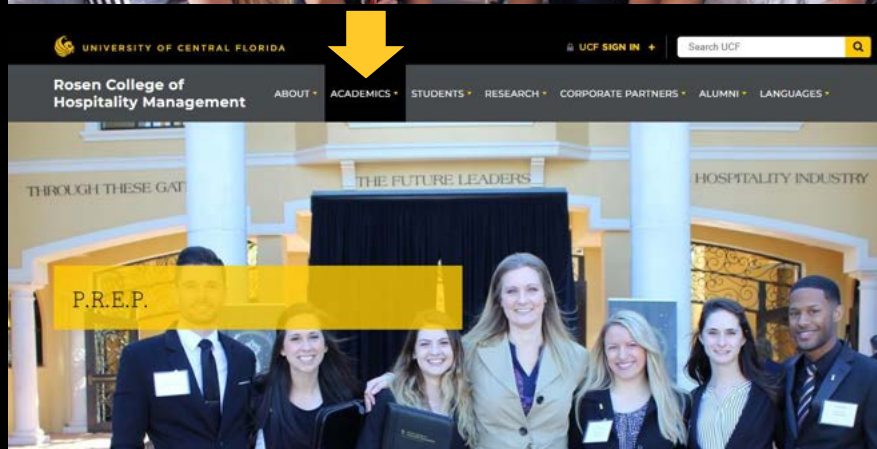
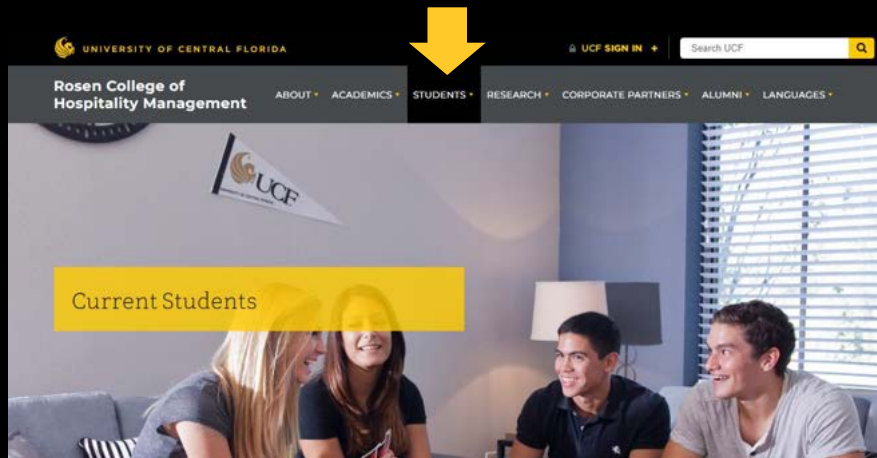
What is **P.R.E.P.**?

Unique to UCF Rosen College of Hospitality Management, the **P**rofessional **R**osen **E**xperiential **P**ortfolio empowers you to take advantage of a unique, wide range of personal and professional development, internship, volunteering and mentoring, undergraduate research, and leadership opportunities designed to enhance your student experience and ensure progressive engagement toward **career readiness** upon graduation.

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P.R.E.P.



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What is in it for me?

Designed to help you showcase your unique skills and experiences and stand out in the crowd, **P.R.E.P.** provides a menu of 1,000 hours of opportunities for each student.

Interwoven with 750 hours of progressive internship opportunities, **P.R.E.P.** provides you with a flexible 250 hours of opportunities for you to select those activities that best fit your needs and ambitions in an integrated and seamless manner.

Students who take full advantage of **P.R.E.P.** will be confident, resourceful and resilient, well networked, industry connected, and most importantly, career ready upon graduation!

Paired with a comprehensive curriculum, the skills and experiences obtained from **P.R.E.P.** will help you shape your career, define your leadership, and direct your future.

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P.R.E.P.

Your P.R.E.P. Journey

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P.R.E.P. Steps



**Professional
Development**
Internship I
250 Hours

No Employment Verification Required

**Exploring Your
Career Path**
Internship II
250 Hours

Launch Your Career
Internship III
250 Hours

Open 250: Start at any time, finish by the end of Internship III



When Can I Start/How Do I Get Involved?

The good news is that you can start as soon as you arrive at the UCF Rosen College of Hospitality Management!

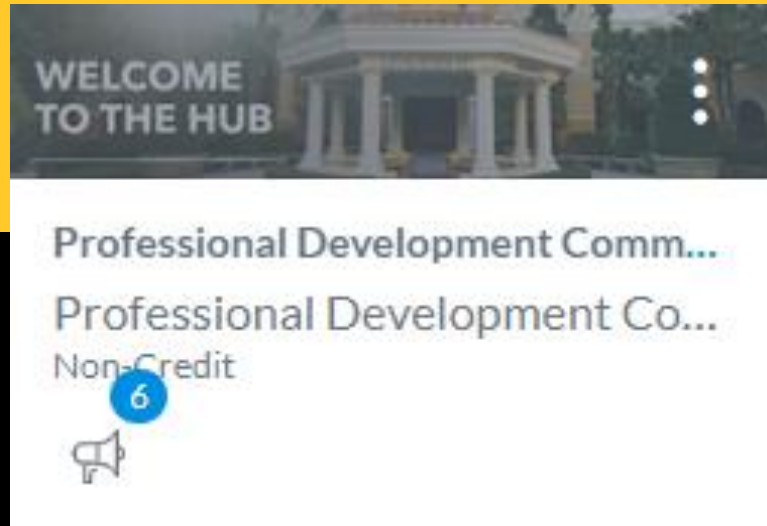
P.R.E.P. is required for all students who commence from Fall 2020 and especially those taking Internship I in Fall 2020.

For all other returning students and students on fully-online programs, **P.R.E.P.** is optional but a great way to enhance your resumes!!

To enroll in **P.R.E.P.** simply join the Professional Development Communication Hub on webcourses, take the **P.R.E.P.** module and you will be good to go!

Professional Development Communication Hub

<https://webcourses.ucf.edu/>



<https://webcourses.ucf.edu/courses/1344758>





What is P.R.E.P?

View



How to P.R.E.P. Yourself

View



Begin Your PREP Journey Here

0 pts | Submit



Open 250 - Guidelines and Submission Instructions

250 pts | Score at least 250.0



Internship I - Professional Development - 250 Steps

250 pts | Score at least 250.0



Internship II - Exploring Your Career Path - 250 Steps

250 pts | Score at least 250.0



Internship III - Launch Your Career - 250 Steps

250 pts | Score at least 250.0



Does It Contribute To My Degree?

Yes ... Internship I, II and III are all graded courses with your Open 250 component a graded assignment within Internship III. Your 1,000 hours of **P.R.E.P.** career preparation will be reflected on your transcript through 3 one-credit internship courses, with the successful completion of Internship III dependent on all elements of **P.R.E.P.**


Each term, you are required to update progress on your Open 250 via your **P.R.E.P.** form (to be found in the **P.R.E.P.** Module within the Professional Development Communication Hub) and submit it via the Hub under the Open 250 Assignment.

Your progress will be recorded each term with your final Open 250 hours serving as an assignment grade in Internship III.

PLEASE REMEMBER that **P.R.E.P.** is required for all students who commence from Fall 2020 and especially those taking Internship I in Fall 2020. It is optional for all other students including those on fully-online programs.



Your P.R.E.P. Form

|  Rosen College of Hospitality Management <small>UNIVERSITY OF CENTRAL FLORIDA</small> | | |
|--|-------|---|
| <i>This form is to be submitted once per semester by week 14, include other attachments in addition to this form if listed</i> | | |
| P.R.E.P. Activity <small>Include the name and/or date of the activity attended (if applicable) for the different of activities listed below</small> | Hours | Verified by <small>Authorized Personnel: Stamp or Name, Title and Signature required</small> |
| Career Fair (Rosen or Main Campus) | | |
| FT/PT or Seasonal Job (Not used for Internship credit, non-hospitality roles accepted, paystubs submission required) | | |
| Industry Mentoring Program | | |
| Mentee - The Rosen College Peer Outreach Mentoring Program | | |
| Mentor - The Rosen College Peer Outreach Mentoring Program | | |
| On-Campus Industry Event (Includes info sessions) | | |
| Off-Campus Industry Event | | |
| On-Campus Professional Development Workshop | | |
| Rosen College Leadership Council | | |
| Self-Learning (Certificate Submission in addition to this form required) | | |
| Student Organizations – Leadership | | |
| Student Organizations – Member | | |
| Study Abroad (Certificate Submission in addition to this form required) | | |
| Volunteer – Events on Campus | | |



Indicative Open 250 Activity Hours

Please note that there is a limit of hours you can claim for each activity as listed below:

| 250 P.R.E.P. Activity | Maximum Number of Hours accepted |
|--|----------------------------------|
| Career Fair (Rosen or Main Campus) | 4 per semester |
| FT/PT or Seasonal Job (Not used for Internship credit, non-hospitality roles accepted, paystubs submission required) | 100 per program |
| Industry Mentoring Program | 30 per semester |
| Mentee - The Rosen College Peer Outreach Mentoring Program | 35 per semester |
| Mentor - The Rosen College Peer Outreach Mentoring Program | 50 per semester |
| On-Campus Industry Event (includes info sessions) | 2 per event |
| Off-Campus Industry Event | 2 per event |
| On-Campus Professional Development Workshop | 2 per event |
| Rosen College Leadership Council | 50 per semester |
| Self-Learning (Certificate Submission in addition to this form required) | 2 per certificate |





Sample of Open
250
Opportunities

Clubs/Student Organizations

ABC - Association of Bridal Consultants
CMAA - Club Managers Association Of America
Happiest Club on Earth
HRDA – Human Resources Development Association
MPI - Meeting Professionals International
NSMH - National Society of Minorities in Hospitality
Pegasus Music Group
Rosen College Culinary Club

...and many more! You are free to join one of the many clubs or student organizations featured at the Rosen College Campus.

Leadership Opportunities

RCLC - The Rosen College Leadership Council

Mentoring Opportunities

POMP - The Rosen College Peer Outreach Mentoring Program
Rosen Alumni Mentorship Program

Volunteer Opportunities

Pineapple Pantry Volunteer Program

Self-Learning

LinkedIn Learning

Do I Receive a **P.R.E.P.** Certificate?

Yes, a UCF Rosen College **P.R.E.P.** Ceremony will take place at the end of each term commencing Summer 2021 where you will receive your **P.R.E.P.** Certificate.



How is **P.R.E.P.** Viewed By Employers?

Employers fully endorse **P.R.E.P.** as they are seeking resourceful and resilient, well networked, industry connected, and most importantly, career-ready students!

Paired with a comprehensive curriculum, the skills and experiences obtained from **P.R.E.P.** will help you shape your career, define your leadership, and direct your future. The more engaged you are with all the opportunities open to you at the UCF Rosen College of Hospitality Management and across the University of Central Florida, the stronger your future upon graduation.

You can find more details about all our highly-active College Advisory Boards at:

<https://hospitality.ucf.edu/college-advisory-boards/>

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P.R.E.P.





So Final Reminder

1. Access the Professional Communication Development Hub
2. Take the **P.R.E.P.** Module
3. Start engaging with all the activities and opportunities open to you at Rosen College and UCF
4. Record your activity on your **P.R.E.P.** Activity Form at the end of each term
5. Ensure you reach Open 250 hours by Internship III
6. Receive your **P.R.E.P.** Certificate from the Dean!
7. Start your dream job!!!



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PREP FOR YOUR NEXT STEP

If you have any further questions, the Academic Advising and Internship teams will be able to assist you:

Academic Advising - <https://hospitality.ucf.edu/students/current-students/academic-advising/>

Internships - <https://hospitality.ucf.edu/students/current-students/internships/>

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THANK YOU AND GOOD LUCK
GETTING **PREP'D** FOR YOUR
FUTURE CAREER

