

**HKPolyUx MicroMasters Program in International Hospitality Management**  
**Course Syllabus, Assessment & Grading Policy**  
**of**  
**HTM533x Managing Human Resources in the Hospitality and Tourism Industry**

**Instructor details**

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On this page, we will guide you through the course syllabus and provide important information related to this course.

For those who are interested to earn [The International Hospitality Management Micromasters](#) credentials, you will need to successfully compete and receive verified certificates in all four courses in the HKPolyUx MicroMasters Program. You will then be able to transfer up to 9 credits if you are admitted into the [MSc in International Hospitality Management program](#) at The Hong Kong Polytechnic University.

## IMPORTANT DATES

- **Course Start Date:** 5 September 2017, 02:00 UTC
- **Verification Upgrade Deadline:** 26 September 2017, 01:59 UTC
- **Identity Verification Deadline:** 03 October 2017, 01:59 UTC (for verified learners only)
- **Course End Date:** 18 October 2017, 01:59 UTC (Course content will be archived after this date)
- **Certificate Generation Date:** 28 November 2017

## COURSE TIMES

It's important to remember that edX lists all times in Coordinated Universal Time (UTC), 24-hour format. You can use [this site](#) to convert to your time zone.

In order to coordinate with your peers from around the world, It's important to remember that edX lists all times in Coordinated Universal Time (UTC), 24-hour format. You can change to your preferred time zone for displaying course dates in Account Settings. (Account -> Account Information -> Time Zone). If you do not specify a time zone, course dates, including assignment deadlines, will be displayed in your browser's local time zone.

Time Zone	Select the time zone for displaying course dates. If you do not specify a time zone, course dates, including assignment deadlines, will be displayed in your browser's local time zone.
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## COURSE PREREQUISITES

No prerequisite is needed. Anyone who is interested in learning about the current developments of the global tourism and hospitality industry is welcomed to join this course.

## TIME COMMITMENT FOR THE COURSE

Every learner should expect to spend at least 6-8 hours per week on the course. This includes the time for going through the course materials (videos and reading materials), completing the assessment(s) and participating in the discussion forums.

## RELEASE OF COURSE CONTENT

**The course content will be released week by week on every Tuesday at 02:00 (UTC) from September 5, 2017, for six consecutive weeks.** Any unexpected changes to released course content will be informed clearly to all learners through Course Updates email.

## ACADEMIC CODE OF CONDUCT

Please follow the rules for academic honesty and online conduct for this course by reading [edX Terms of Services](#).

## COURSE SYLLABUS

Lectures of HTM541x Luxury Management are organised into 6 weeks. In each week, a specific topic will be covered.

Week	Topic	Content Release Date (DD/MM/YYYY, UTC Time Zone)	Graded Items
Week 1	Human Resource Staffing	05/09/2017, 02:00	Knowledge Check Further Reading
Week 2	Organizational Culture	12/09/2017, 02:00	Knowledge Check
Week 3	Leadership and Diversity	19/09/2017, 02:00	Knowledge Check
Week 4	Equal Opportunity and Employee Turnover	26/09/2017, 02:00	Knowledge Check Further Reading
	Proctored Exam (Midterm Test)	29/09/2017, 02:00	Midterm Test
	Live Session (60 minutes)	28/09/2017 12/10/2017	By participation
Week 5	International Human Resource Management	3/10/2017, 02:00	Knowledge Check
Week 6	Trends of Human Resources in Hospitality	10/10/2017, 02:00	Knowledge Check Further Reading
	Final Exam	27/10/2017, 02:00	Final Exam

*\*Any unexpected changes to released course content will be announced clearly to all learners through course updates email.*

## ASSESSMENTS

In this course you will encounter a number of different assignments for grading:

Form of Assessment	Weightage in Total Grade	Grading	Due Date (DD/MM/YYYY, UTC Time Zone)
<p><b>Participation at least in ONE Live session (2 items)</b></p> <p>All learners are part of the MOOC learning community and therefore encouraged to interact with and learn from one another. Hence participation is graded.</p> <p>Each learner is required to attend at least ONE of the two live sessions to earn 5% of the total grade.</p>	5%	System & tutor joint grading	Until course ends on 28/11/2017, 01:59
<p><b>Knowledge Check (34 items)</b></p> <p>Participation in knowledge check with immediate feedback can enhance learners' understanding of the course materials for that week.</p> <p>Following each lecture video, learners are proceeded to do a knowledge check in forms of multiple choice/ true or false.</p> <p>Learners are allowed to attempt each question <u>twice</u>.</p>	20%	System grading	Until course ends on 28/11/2017, 01:59
<p><b>Quiz from Further Readings (Weeks 1, 4, &amp; 6)</b></p> <p>This quiz is part of the continuous assessment for this subject.</p> <p>It takes the form of short essay questions following some reading materials. Learners are required to provide a <u>450-500 words</u>' written answer.</p>	30%	Peer grading: <i>Every learner must assess 3 other peers' responses to obtain a grade</i>	<p><b>Submission:</b></p> <p>Week 1: 12/09/2017, 01:59</p> <p>Week 4: 03/10/2017, 01:59</p> <p>Week 6: 17/10/2017, 01:59</p> <p>Peer grading (for all learners):</p> <p>Week 1: 19/09/2017, 01:59</p> <p>Week 4: 10/10/2017, 01:59</p> <p>Week 6: 24/10/2017, 01:59</p>

<p><b>Mid-term Test</b> (1 item)</p> <p>This test takes the form of short essay questions. Learners are required to choose 2 questions out of 3, and provide written answers (<u>300 to 350 words for each</u>).</p> <p>For verified learners, this is a <u>proctored</u> exam. For audit learners, this is a <u>timed</u> exam. All learners are allowed to attempt each question <u>once</u>.</p>	15%	<p>Verified learners (tutor grading)</p> <p>Audit learners (peer grading)</p>	<p>Release: 29/09/2017, 02:00</p> <p>Submission: 01/10/2017, 01:59</p> <p>Peer grading (for audit learners): 08/10/2017, 01:59</p>
<p><b>Final Exam</b> (1 item)</p> <p>This is a comprehensive assessment at the end of the course that will test learners on the course as a whole.</p> <p>The exam questions will be released on 27/10/2017, 02:00</p> <p>All learners are required to choose 1 question out of 2 and submit their answer (between 1,500-2,000 words) on the edX system within 48 hours.</p>	30%	<p>Verified learners (tutor grading)</p> <p>Audit learners (peer grading)</p>	<p>Release: 27/10/2017, 02:00</p> <p>Submission: 29/10/2017, 01:59</p> <p>Peer grading (for audit learners): 05/11/2017, 01:59</p>

## GRADING POLICY

Assessment grades shall be awarded on a criterion-referenced basis.  
A student's overall performance in a subject shall be graded as follows:

<b>Subject Grade (%)</b>	<b>Short Description</b>	<b>Elaboration on subject grading description</b>
<b>A</b> (85 - 100)	Outstanding	The student's work is outstanding. It exceeds the intended subject learning outcomes in nearly all regards.
<b>B</b> (70 - 85)	Good	The student's work is good. It exceeds the intended subject learning outcomes in some regards.
<b>C</b> (60 - 70)	Satisfactory	The student's work is satisfactory. It largely meets the intended subject learning outcomes.
<b>D</b> (50 - 60)	Barely Satisfactory	The student's work is barely adequate. It meets the intended subject learning outcomes only in some regards.
<b>F</b> (0 - 50)	Unsatisfactory	The student's work is inadequate. It fails to meet many of the intended subject learning outcomes.

'F' (less than 50%) is a subject failure grade, whilst all others ('D' to 'A') are subject passing grades. No credit will be earned, and no certificate will be issued if a subject is failed.

If a student wishes to appeal a grading decision, please contact Professor Hanqin Qiu at [alice.hon@polyu.edu.hk](mailto:alice.hon@polyu.edu.hk).