

SAMPLE LETTER OF JUSTIFICATION

TO: Dr. Mark Rieger
Executive Vice President and Provost

FROM: _____ (Chair or Dean of the Department)
Title: _____

DATE: _____

RE: Letter of Justification for **XXXXXXXXXXXX**

XXXXXX is qualified to teach the following courses in the College of **XXXXXXXXXX**, based on academic coursework and professional experience.

Course Number and Title	Course Learning Outcomes	-Coursework (list specific courses from transcripts) -Certification -Other [Supplement by Documentation]	Work experience (within the last 5 years) that meets the course learning outcomes [Reflected on the CV]
HFT3221 – Management of Resort & Hospitality Human Resources	Students will have: <ol style="list-style-type: none"> 1. Discussed the changing and strategic nature of Human Resource Management. 2. Discussed organization/individual relations and employee retention. 3. Identified legal issues related to HR 4. Demonstrated an understanding of the importance of hiring talented human resources that fit resort and hospitality businesses. 5. Produced a training program for a hospitality related business. 6. Developed components of a performance appraisal. 7. Discussed compensation strategies and practices. 	*MBA, University of Central Florida, 2000 <18 “management” credit hours. List the specific courses from the transcripts. HFTXXXX – Intro to Hospitality (3 hrs) HFTXXX – _____ (3 hrs) HFTXXX- _____ (3 hrs) HFTXXX – _____ (3 hrs) HFTXXX- _____ (3 hrs) HFTXXX- _____ (3 hrs) HFTXXX- _____ (3 hrs)	Experience as both an HR Specialist and Generalist. Worked as HR trainer at UCF developing and implementing training programs for departments and the university community. As a manager at Wet ‘n Wild responsible for all departmental hiring, training, coaching performance appraisals, developing compensation guidelines, departmental

			<p>culture and communications, lay-offs, leaves, promotions and firings for multiple operational areas.</p> <p>Experience at Universal Studios including training, coaching, performance appraisals.</p> <p>MBA included a specialization in HR.</p>
HFT3757 – Principles of Event Management	<p>At the completion of this course, students will have:</p> <ol style="list-style-type: none"> 1. Utilized common special event terminology. 2. Described responsibilities of an event manager or planner. 3. Identified the 5 W's (Who, What, When, Where, Why) of an event. 4. Developed goals and objectives for a special event. 5. Identified 3 local event suppliers/vendors, at least one caterer providing food and beverage. 6. Developed a timeline for event planning and a schedule of events. 	<p>HFTXXXX – Intro to Hospitality (3 hrs)</p> <p>HFTXXX – _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p> <p>HFTXXX – _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p>	<p>As an operations manager at both Wet n' Wild and Universal Studios responsible for the execution of certain elements and events that were scheduled in the parks, as well as communication with the guests regarding their event details.</p>
HFT3770 – Cruise Line Operations & Management	<p>At the completion of this course, students will have:</p> <ol style="list-style-type: none"> 1. Experienced the contemporary cruise experience. 2. Compared the different cruise categories in the industry. 3. Examined the laws, regulations and regulatory bodies impacting the cruise line industry. 4. Defined the different operational areas of the 	<p>HFTXXXX – Intro to Hospitality (3 hrs)</p> <p>HFTXXX – _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p> <p>HFTXXX – _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p>	<p>Developed course with the executive team at Disney Cruise Line.</p> <p>Published academic research in Tourism Management and Tourism Analysis.</p>

	<p>cruise industry and described their different functions onboard and shore side.</p> <p>5. Defined the difference career options within the cruise industry.</p>		
HFT4791 – Event Management Senior Project	<p>At the completion of this course, students will have:</p> <ol style="list-style-type: none"> 1. Analyzed the essential components of producing an event. 2. Implemented the planning process for essential functions of an event. 3. Developed and implemented creative décor solutions to enhance an event. 4. Developed and implemented creative food and beverage options to service an event. 5. Planning and produced a live event. 	<p>HFTXXXX – Intro to Hospitality (3 hrs)</p> <p>HFTXXX – _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p> <p>HFTXXX – _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p>	<p>As an operations manager at both Wet n’ Wild and Universal responsible for the executive of certain elements of events that were scheduled in the park, as well as communication with the guest regarding their events details.</p>
HFT3930 – Special Topics or HFT4755 – Theme Park and Attractions Management	<p>At the completion of this course, students will have:</p> <ol style="list-style-type: none"> 1. Identified important historical events to the theme park and attractions industry. 2. Analyzed theme park management leadership strategies. 3. Experience a theme park operation as a guest. 4. Applied the leadership strategies analyzed to another Resort or Hospitality operation. 5. Described the different operational areas of a theme park. 	<p>HFTXXXX – Intro to Hospitality (3 hrs)</p> <p>HFTXXX – _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p> <p>HFTXXX – _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p> <p>HFTXXX- _____ (3 hrs)</p>	<p>Over 5 years’ experience as an operations supervisor/manager/department head at Wet n’ Wild and Universal Studios. Responsible for leading and managing multiple operational areas and teams of up to 200 employees.</p>

XXXXXX has the following advanced degrees, including 18 credit hours in management/hospitality management:

- *MBA, University of Central Florida, 2000 (18 “management” hours)

- *Ed.D, University of Central Florida, 2006 (21 dissertation hours: Topic – “Hospitality Management”)

Although his terminal degree is not in Hospitality Management, his dissertation work (21 graduate hours) did focus on the field of Hospitality Management education, and **XXXXXX** also has 18 graduate hours in the related field of Management. In addition, **XXXXXX** is also professionally qualified to teach these courses. He has worked in the hospitality industry and the field of human resources for over 10 years. In these positions he has been responsible for the planning, implementation and management of operational areas and large numbers (up to 200) of hospitality employees.