



Vaal University of Technology

Your world to a better future

Student Report/ Log Book

Faculty : Human Sciences

Department : Hospitality, Tourism and PR Management

Course : National Diploma Tourism Management

Subject : Work Integrated Learning (WIL)

Subject code : HTTCE0A

WIL Co-ordinators : Dr D Venter and Dr E Burger

Year : 2019/2020

Note to student

Ensure that you have completed all your theory subjects, paid your WIL fees and completed the registration process. If you have not, then you are not registered for WIL

INSTRUCTION

Complete each section of this Student Report/ Log Book in as much detail as possible. Refer the marking rubric on page 8 as a guideline of what is expected. **Your signature as well as your mentor & supervisors signature is required under each month’s responsibilities and comments.** If not signed by all required parties, it will not be marked. **It is also your responsibility to ensure that your supervisor/mentor has completed your evaluation book completely.** This **Student Report/ Log Book**, the **Mentors Evaluation Book** and **Final assignment** must to be handed in at the Co-operative Education Department of the VUT not later than: 28 January (for the March Graduation) / 30 June (for the September Graduation) in order to qualify for the graduation ceremony. **After submission you must report to the Exam office and apply for graduation.**

STUDENT’S REPORT / LOG BOOK: TOURISM MANAGEMENT

Surname and Name																																					
Student Number																				ID Number																	
Company / Organisation																																					
Supervisor / Mentor																																					
Postal address of Company																																					
Telephone Number													Email																								
Month and Year																																					

<i>Responsibilities and Activities of Student</i>

<i>Comments by Student</i>

Signature Student _____

Signature Supervisor / Mentor _____

Month and Year

<i>Responsibilities and Activities of Student</i>

<i>Comments by Student</i>

Signature Student _____

Signature Supervisor / Mentor _____

Month and Year

<i>Responsibilities and Activities of Student</i>

<i>Comments by Student</i>

Signature Student _____

Signature Supervisor / Mentor _____

Month and Year

<i>Responsibilities and Activities of Student</i>

<i>Comments by Student</i>

Signature Student _____

Signature Supervisor / Mentor _____

Month and Year

<i>Responsibilities and Activities of Student</i>

<i>Comments by Student</i>

Signature Student _____

Signature Supervisor / Mentor _____

Month and Year

<i>Responsibilities and Activities of Student</i>

<i>Comments by Student</i>

Signature Student _____

Signature Supervisor / Mentor _____

Month and Year

STUDENT REPORT/ LOG BOOK MARKING RUBRIC FOR WIL CO-ORDINATOR USE ONLY

	Good (8 - 10)	Fair (5-7)	Poor (0 - 4)	Mark
Detail	Student completed the report with great detail.	Student completed the report with a successful level of detail.	Student completed the report with few or no detail.	(÷ 2) /5
Relevance	Student's work is very relevant to the course	Student's work is moderately relevant to the course	Student's work is vaguely or not relevant to the course	 /10
Contribution	Student went out of his/her way to do extra work and contributed greatly to the company.	Student did what was expected and contributed to the company.	Student did less than what was expected and did not contribute to the company.	 /10
Overall training	Student was truly trained in all the areas/departments of the company	Student was exposed to some training but mostly just worked at the company.	Little if any training was involved.	(x 2) /20
Grammar	Very few errors. Highly accurate. Precise meaning in sentences are conveyed. Good and varied topic-specific vocabulary used appropriately and accurately.	Some errors. Fairly accurate. Precise meaning isn't always conveyed in sentences. Fair usage of topic-specific vocabulary used appropriately sometimes although not always accurate.	Many errors. Not accurate. Precise meaning isn't conveyed in sentences. Poor usage of topic-specific vocabulary inappropriate usage.	(÷ 2) /5
			Total	 /50

Weight = 40%

ASSIGNMENT GUIDELINES

The assignment should be typed using Times New Roman or Arial and paragraphs must be justified. As a guideline the assignment must be about 20 pages long dependent on your subject, the organisation you are working for, and your own judgment. Take note of the following:

- Make use of the marking rubric at the back of this booklet to guide you in how marks will be allocated and in what is expected.
- The assignment must be 15 – 20 typed pages.
- Each typed page must have a minimum of 300 words on it, no less.
- Table of contents, introduction, conclusion, recommendations, bibliography, adequate number of sources, figures, tables, creativity, attractiveness, language (sentence structure, grammar, spelling), layout, format, page numbers, correct numbering of table of contents, etc. will all contribute to good marks.
- It is important to make use of theory in your assignment and not just practical work. Remember to refer to sources in your text (after every paragraph for example) when referring to your theory.

The subject of your assignment should be **relevant to the organisation where you are doing your experiential learning**. Possible titles for assignments are provided, but you may also phone the Coordinator with a proposal of your own on which we might decide through mutual consultation. Your assignment must be a contribution to the company you are working for and they must also receive a copy.

Your assignment must contain the following elements:

- Title page
- Table of Contents
- Introduction (or Problem Statement)
- Aim/Purpose of assignment
- Research Method (if any)
- Findings (or Results)
- Conclusion and **Recommendations**
- **References (Harvard method)**

The technical layout, neat presentation, and correctness of language and typing are of the utmost importance. Please edit your assignment properly, and indicate the title, your name and student number clearly.

PROHIBITED CONDUCT / BEHAVIOR (ACADEMIC OFFENCES)

The Co-ordinator reserves the right to request an electronic copy of your assignment to check for plagiarism, making use of **Turnitin**. Plagiarism is a serious offence and might lead to a 0% for your assignment.

The integrity of University academic life and of degrees and diplomas the University confers is dependent upon the honesty and soundness of the teacher-student learning relationship and, as well, that of the evaluation process. Conduct by any member of the University

community that adversely affects this relationship or this process must, therefore, be considered a serious offence.

Plagiarism

- a. No student shall, with intent to deceive, represent the work of another person as his / her own in any academic writing, essay, thesis, research report, project or assignment submitted in a course or program of study or represent as his / her own an entire essay or work of another, whether the material so represented constitutes a part or the entirety of the work submitted.
- b. Upon demonstration that the student has represented and submitted another person's work as his / her own, it shall be presumed that the student intended to deceive; the student shall bear the burden of rebutting this presumption by evidence satisfying the person or body hearing the case that no such intent existed.
- c. No student shall contribute any work to another student with the knowledge that the latter may submit the work in part or whole as his / her own. Receipt of payment for work contributed shall be cause for presumption by evidence satisfying the person or body hearing the case that no such intent existed.

The following declaration must to be included and completed as part of all assignments. All participating members of the group must sign the declaration. Assignments without the declaration will not be marked and late submission penalty will apply in accordance with the Department of Hospitality, Tourism and PR Management guidelines.

<p>I (full name and surname) hereby declare that this assignment, as part of my studies for the National Diploma: Tourism Management is my own, independent work.</p> <p>Signature: _____ Date: _____</p>
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The assignment will not be returned to you, as it has to be available to SAQA for inspection. Oral feedback can be given in March/August if you phone the Co-ordinator.

POSSIBLE TOPICS (choose one)

- A marketing plan including a SWOT analysis of the organisation where you are working, with an identification of priorities, which need immediate attention, the formulation of a mission, and short and long term objectives for the relevant organisation.
- The implications of the White Paper on Tourism for the sector of industry in which you are working now.
- A tourism research project which might be beneficial for the business/organisation you are working for now, including a questionnaire with its results.
- If you identify another topic of relevance that you would like to pursue please contact your WIL coordinator.

ASSIGNMENT MARKING RUBRIC FOR WIL CO-ORDINATOR USE ONLY

	Good (8 - 10)	Fair (5-7)	Poor (0 - 4)	Mark
Cover page <i>(1 page)</i>	Well-designed cover page containing appropriate graphics, the subject name, subject code, course, assignment with student number.	Fairly well-designed cover page containing fairly appropriate graphics, the subject name, subject code, course, assignment with student number.	Poorly-designed cover page containing poor or no graphics, the subject name, subject code, course, assignment with student number.	$(\div 2)$ /5
Basic layout	The basic layout contains headings and a breakdown of each heading which is numbered correctly and presented well.	The basic layout contains the headings and a breakdown of each heading which is misaligned and numbered fairly correctly and presented fairly well.	The basic layout contains the headings and a breakdown of headings which are not aligned or numbered which is presented poorly.	$(\div 2)$ /5
Presentation	The assignment presentation is professional with high quality graphics and is arranged for ease of reading and which draws the eye. Text is justified and easily readable.	The assignment presentation is semi-professional with medium quality graphics and is arranged for ease of reading and which draws the eye. Text is not justified somewhat readable.	The assignment presentation is poor with poor quality graphics and is not arranged for ease of reading and which doesn't draw the eye. Text is not justified and difficult to read.	$(\div 2)$ /5
Assignment itself	A very relevant and accurate assignment that is well written, informative and highlights the fundamental literature and application aspects in detail.	A relevant and somewhat accurate assignment that is fairly well written, includes some informative and highlights fundamental literature and application aspects in detail.	Not relevant and inaccurate assignment that is poorly written, lacks information informative and doesn't highlight fundamental literature and application aspects in detail.	$(x 2)$ /20
Grammar	Very few errors. Highly accurate. Precise meaning in sentences is conveyed. Good and varied topic-specific vocabulary used appropriately and accurately.	Some errors. Fairly accurate. Precise meaning isn't always conveyed in sentences. Fair usage of topic-specific vocabulary used appropriately sometimes although not always accurate.	Many errors. Not accurate. Precise meaning isn't conveyed in sentences. Poor usage of topic-specific vocabulary inappropriate usage.	/10
Bibliography	Well formatted bibliography of at least 5 sources consulted in accordance to VUT reference guidelines.	Fairly well formatted bibliography of less than 5 sources which are somewhat in accordance with VUT reference guidelines.	Poorly formatted bibliography of less than 5 sources which are not in accordance with VUT reference guidelines.	$(\div 2)$ /5
			Total	/50

Weight = 40%