



Teacher's Training  
at the  
Institute of Tourism and Hotel Management  
Salzburg

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## **Content**

The teachers training course is integrated into the Institute of Tourism and Hotel Management. This gives the participants the opportunity to experience the training program from a student's point of view, specialize in their subject of interest (see curriculum below) and at the same time focus on special teaching contents.

## **Theoretical Background**

During the eight-month ITH course additional subjects focussing on didactics as well methodologies are offered. New trends in teaching, the use of eLearning, Problem Based Learning, as well as integrated project work are discussed.

Individual assignments to elaborate these theoretical backgrounds will again give the participants a practical approach and enforce their skills to structure, summarize and present complex context.

## **Practical Experience**

Already during the course students will get hands on practical experience. The first practical classes will be held in ITH. Afterwards participants will give lectures in the University of Applied Sciences as well as in the Salzburg Tourism Schools. In June participants will hold classes in different High Schools in Salzburg, which will give them the chance to experience different types, organisation and management of schools.

During their teaching practice the students will be coached by ITH teachers as well as external pedagogic experts, giving them advice for preparation as well as feed back after completion of the lessons.

## **Certificates**

At the end of each semester an "End of Term" certificate will be awarded. After successful completion of the final examination a diploma will be awarded.

The final examination consists of a theoretical as well as practical exam will be held. The theoretical exam included a compilation of an independent study which focuses on a specific problem within the field of tourism education and elaborates suggestions for improvement which can be implemented after their return.

During the oral part of the final examination the students have conduct a lesson in front of an examination board.

## Curriculum October- May

<b>General Module</b>	
Electronic Data Process	3
Internet Marketing	1
Regional Aspects and Ecology	2
General Management	1
Marketing and Market Research	1
German	4
Visiting Lectures	3
<b>Teachers Training Module<sup>1)</sup></b>	<b>4</b>
<b>Practical Training</b>	<b>2</b>
<b>Electives</b> (equivalent of 9 hrs. from the subj. below)	<b>9</b>
Hotel Marketing	2
Rooms Division (FO, HK)	2
F&B	5
HR Management	1
Visiting Lectures	3
Ticketing and Counter Work	2
Travel Agency Management	3
Incoming	1
DM & Structure and Strategy	4
<b>Total</b>	<b>30</b>

### ad<sup>1)</sup> Teachers Training Module:

The schedule of the Teachers Training Module will be arranged in special seminars. They vary in their duration according to the topic discussed.

### Topics:

- Introduction into pedagogy
- Methodologies of teaching
- Classroom management
- Examination modes and grading systems
- Use of new technology in teaching
- Preparation of teaching materials
- Presentation techniques and communication
- Conflict Management and moderation
- Team Building
- Assessment and Grading
- School Management and Administration

## Curriculum June

The last month of June will focus on three aspects:

### 1. The practical experience

With the support and cooperation of the Salzburg school authorities, participants will hold tutored lessons in Austrian schools and enhance their practical exposure. They will get insight into the Austrian school system and at the same time be able to present their country and contribute to intercultural understanding.

In order to assure maximum outcome they will be coached by an Austrian teacher who assist them in preparation as well as supply feed back afterwards.

### 2. the Independent Study

Part of the final examination is the compilation of an independent study, which discusses a specific tourism education problem of the home country or school, from a scientific point of view and elaborate suggestions for improvement which can be implemented after their return.

This will on the one hand prove the student's ability to apply research methods and structure complex information and can on the other hand be a great contribution to the home country.

### 3. The oral exam

Also the month of June as well as the practical training in Austrian schools should be used to prepare for the oral part of the final exam in which the students will have to hold a lesson in front of the examination board, using different training methods and tools as well as prepare a training manual.

## Admission requirements

- High School Diploma or equivalent, which enables to enroll at a University.
- At least 1 year teaching experience
- All courses are conducted in English language. Excellent command of English is absolutely necessary.

An international recognized certificate proofing the knowledge of English (TOEFL, Cambridge or equivalent) is required.

In case the student's English language skills are not sufficient the Institute may decide whether he/she has to undergo an extra English language course in Austria on his/her expenses.