



Culinary Arts Department

## **HAMG 1321**

## **Introduction to Hospitality Industry in Person**

**Course Description:** An exploration of the elements and career opportunities within the multiple segments of the hospitality industry.

### **Instructor:**

Chef Sarah Reid

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Phone: (806) 716-4613

Office Hours: By Appointment, Office 125B- Monday: 2:15pm-3:15pm, Wednesday: 2:15pm-3:15pm,  
Friday 9:00am 2:00pm

**\*\*\*To make certain that I am in my office, please email me before hand in order to secure an appointment time. This allows me to give you my undivided attention.**

**Class Hour and Room:** T/Th 8:00am-9:30am

**Exam Schedule:** The Final date and time is TBD.

**Required Text:** ManageFirst: Hospitality and Restaurant Management w/ Online Exam Voucher + ManageFirst Exam Prep: Marketing, Management and Human Resource Management, 2nd Edition  
**Edition: ISBN-13: 978-0-13-472050-0**

**Required Materials:** One inch, 3 ring binder

Online QUIZZES can be found under the MyPEARSONLab Tab on the Blackboard Homepage. Access codes must be purchased. Chapter notes are also available on Blackboard. Students MUST print out the chapter notes prior to class lecture.

**NOTE:** LOG INTO MYLAB HOSPITALITY THROUGH BLACKBOARD. DO NOT GO DIRECTLY TO THE MYLAB HOSPITALITY WEBSITE.

**ADA STATEMENT:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at the Lubbock Center, the Levelland Student Health & Wellness Center 806-716-2577, Reese Center Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

### Grading Policy:

1. There will be **no** Make-up on Homework Assignments or Exams.
2. Assignments will be assigned in class and must be completed before leaving class. Only Quizzes will be outside of class homework through MyPearsonLab. You must register through Blackboard using your access key so you can access quizzes. If you've already bought an access code, you may register with the access code without payment. If you do not have an access code, you will be asked to pay before you can access to the online assignments.
3. Individual effort must be demonstrated on all exams. Also considered inappropriate is the use of, in any fashion, a solution manual of any kind. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. **Academic Dishonesty:** "At minimum, the first instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive a zero for the assignment. The second instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive an F in the course and be expelled from the program".
4. Class attendance and attention will be crucial to the student's successful completion of this course however, attendance will NOT be taken. Should you be absent, you are still expected to complete all assignments by the due date.

5. The grading scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

6. The grading will be based on the following assignment:

Homework:	30%
Quizzes:	30%
Final:	30%
Field Project	10%
	<hr/>
	100%

7. If there is a problem or a dispute with a grade, it must be brought to your instructor's attention and resolved within 5 days of the grades return. After that, it will not be considered under any circumstances.
8. If you feel you need out of class help, please visit with your professor during office hours.

### Notes:

- Your first Online quiz will open on Monday, August 26<sup>th</sup> and be due on Thursday, September, 5<sup>th</sup>. ALL OTHER WEEKS THROUGHOUT THE SEMESTER, QUIZZES will be available starting on Friday's at 8am and be due by the following Thursday at 11:59pm.

- There might be a possibility for extra credit or a bonus sometime during the semester. These extra points CANNOT raise your grade for a particular segment of your grade beyond 100%. For example, your maximum quiz average can only be 100% or test average can only be 100%.
- The **Final** for this course will be over all chapters. Date and time TBD.
- If you need special accommodations, you will still have to take the test on the scheduled date of the exam. If there is a conflict, you will have to prove it to your instructor in order to take an exam at a different time.

**Classroom Etiquette:** Students should arrive on time for class and be in full, required uniform. All cellphones, laptops, and bags are not allowed in the lab space. Only required materials such as textbooks, binders, knife kits, and pens are allowed to be in class. Lockers will be assigned for student use, students must bring their own lock if desired. No outside food or drink is allowed in class except for a closable water bottle. All students are responsible for cleaning up after themselves. No one will leave class until the lab is clean and approved by the instructor.

**Required Uniform:** Students should ALWAYS be in full uniform for ALL classes. Clean/wrinkle free chef coats, pants, caps, and non-slip shoes are required. Students SHOULD NOT wear any jewelry except for a snug to the wrist watch, and a wedding band/ring that are permitted. Student's personal hygiene is EXTREMELY important. Clean hair, hands, and fingernails are a part of the uniform as well.

**Topics:** The list of selected topics may be modified during the course of the semester. The instructor will notify the class of any changes to the topic list.

**Course Outline**  
**HAMG 1321**  
**Introduction to Hospitality Industry**

Week	Quiz Open/Due Date	Topic	Lecture/In Class Assignments	Reading Assignment
1	8/24-8/27 *Nothings is due this week.	<b>Culinary Orientation</b>	Sign in for Pearson with Access Code	Chapter 1
2	8/31-9/3	<b>Dynamics of Leadership</b>	Day 1: Ch. 1 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 1 Quiz	Chapter 1
3	9/7-9/12	<b>Leaders Facilitate the Planning Process</b>	Day 1: Ch. 2 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 2 Quiz	Chapter 2
4	9/14-9/18	<b>Leaders are Effective Communicators</b>	Day 1: Ch. 3 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 3 Quiz	Chapter 3

5	9/21-9/24	<b>Leaders Facilitate Employee Performance</b>	Day 1: Ch. 4 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 4 Quiz	Chapter 4
6	9/28-10/1	<b>Leaders Facilitate Teamwork</b>	Day 1: Ch. 5 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 5 Quiz	Chapter 5
7	10/5-10/8	<b>Leaders Manage Employee Work Schedules</b>	Day 1: Ch. 6 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 6 Quiz	Chapter 6
8	10/12-10/15	<b>Leaders Manage Daily Operations</b>	Day 1: Ch. 7 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 7 Quiz	Chapter 7
9	10/19-10/22	<b>Leaders Manage Meetings</b>	Day 1: Ch. 8 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 8 Quiz	Chapter 8
10	10/26-10/29	<b>Leaders Manage Compensation Programs</b>	Day 1: Ch. 9 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 9 Quiz	Chapter 9
11	11/2-11/5	<b>Employee Retention and Terminations</b>	Day 1: Ch. 10 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 10 Quiz	Chapter 10
12	11/9-11/12	<b>Field Projects</b>	Field Projects	Field Projects
13	11/16-11/19	<b>Review/Practice Tests</b>	Review/Practice Tests	Review all Chapters
14	11/23-11/26	<b>Review/Practice Tests</b>	<b>Review/Practice Tests</b>	<b>Review all Chapters</b>
15	11/30-12/3	<b>Finals</b>	Finals	Finals
16	12/7-12/10	<b>Clean Up</b>	<b>Clean Up</b>	<b>Clean Up</b>

\*Print out the chapter notes each week and put in a binder. Binders will be checked at random for participation points.

### South Plains College's Notices

#### **ATTENDANCE:** (along with your Instructor's Policy)

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date (the 12<sup>th</sup> class day), as reported by the faculty member, will be administratively dropped by the Office of Admissions and

Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

**NOTICE TO STUDENTS:** In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**Campus Concealed Carry Statement**-Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at <https://www.southplainscollege.edu/campuscarry.php>

**South Plains College Culinary Arts Alcohol Use Policy:** South Plains College Culinary Arts program uses various liquors, liqueurs, wines and beers as recipe ingredients within the culinary curriculum. Alcohol is secured in the culinary facility and only accessible by culinary faculty. Alcohol may only be used if a recipe requires liquor/liqueur/wine/beer as an ingredient. Consumption of alcohol by students is strictly prohibited. Alcohol is only to be handled by instructors; no exceptions. Violations will be considered a "Student Code of Conduct" violation and will result in strict disciplinary action, including referrals to the Executive Director of Lubbock Center, Dean of Students, and Campus Police.

**Face covering Policy:** It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.