Syllabus

HMS 102.001 / HAMG 1321
Introduction to Hospitality Industry
Fall 2020

Prerequisites: None
Credits: 3 Credit Hours
Course Fee: $140 for virtual access to professional or industry related content, events, conferences, etc.

Instructor: Marty Prince
Location: This course is taught entirely online. Click to visit: Zoom Virtual Classroom
Time: MWF 10:00 – 10:50; See calendar for Zoom meeting dates
Phone: 409-333-0184
Preferred Email: Instructor requests course related emails be sent using Brightspace/D2L
Alternate Email: princem@sfasu.edu (use if Brightspace is unavailable)
Virtual Office Hours: MW 11-12 or by appointment. Request special arrangements 24-hrs in advance.

To visit with the instructor “face-to-face” via Zoom, click here or use the “virtual office” link posted in D2L. After logging-in, students will be placed in a “waiting room.” Each student will be seen individually, by the instructor, in the order they were received.

Course Communications-Announcements, E-mail, Discussion Forums, and the Calendar
• All student email communication with the instructor should be sent via D2L email. The instructors’ regular @sfasu.edu address should only be used when experiencing problems with D2L.
• Students should check their D2L email regularly for messages, course changes, or problems with their assignment submissions.
• The instructor will make every effort to reply to your emails or other communication within 24 hours.
• Students are responsible for checking the D2L homepage for day-to-day listings of course schedule, deadlines, assignments, testing and general information.

Syllabus Changes and Student Responsibility: Content and dates contained in this syllabus may be modified at the discretion of the instructor. Notification of changes will be made through Zoom and/or D2L. Students enrolled in this course are responsible for knowing and observing any ongoing changes to course content, expectations, deadlines, and requirements.
HMS 102.001/HAMG 1321

I. Course Description and Credit Hour Justification

Brief Description: HMS 102/HAMG 1321 is designed to provide students an overview of the vast scope of the hospitality industry, historical perspective, analysis of the industry as a profession, professional opportunities and future outlook.

HMS 102/HAMG 1321 is offered as a required course for all students pursuing a Bachelor of Science degree with a major in Hospitality Administration from the School of Human Sciences within the James I. Perkins College of Education. It serves as an introduction to the Hospitality Administration Program which is poised to attract students, to enhance university visibility and to prepare students to compete in the 21st century.

Hospitality Administration Program Objectives:
- Deliver an academic program that attracts non-traditional students as well as traditional students seeking an education at Stephen F. Austin.
- Prepare individuals for entry-level employment in the vast hospitality industry.
- Meet needs of students desiring an academic area that prepares for multiple types of employment, flexible scheduling, and mobility.
- Provide industry with well-prepared, qualified personnel.

Course Justification:
HMS 102/HAMG 1321 is a 3-hour credit course offered in the fall and spring semesters. This course will typically be taught three days a week for 150 minutes for 15 weeks culminating with a final exam week 16. According to the SFA policy 5.4, one-semester hour of credit is granted for 750 minutes of classroom instruction and 1500 minutes of outside of class student work.

For Fall 2020, HMS 102/HAMG 1321 will be taught entirely online, utilizing face-to-face livestream instruction, online module lectures, integrated audio/video, real-time discussion tools, and other interactive virtual applications. Student assignments include: industry research, power point presentations, group projects, textbook readings, online chapter quizzes and exams. These activities average at a minimum of 6 hours of work each week to prepare outside of class student work.

*COVID NOTICE: Out of caution for student safety, field trips and service learning are not required for Fall 2020. Students have the opportunity to earn bonus points for completing up to 6-hours of voluntary service learning activities.

Diversity Statement: The James I. Perkins College of Education is committed to proactively recruiting and retaining a diverse faculty, staff, and student population. Through open dialogue, mutual respect, and shared responsibility, faculty, staff, and students will demonstrate an understanding and sensitivity to ethnicity, race, gender, exceptionalities, culture, language/dialect, age, social class, family structure, sexual orientation, religion, and spiritual values in order to enhance the quality of life in a diverse, global community. http://coe.sfasu.edu/about-us
II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes)
HMS 102 /HAMG 1321 supports the vision, mission, and core values of the James I. Perkins College of Education and the School of Human Sciences. It is one of the foundation courses for the Bachelor of Science in Hospitality Administration degree and aligns with the standards of AAFCS, the accrediting body of the School of Human Sciences.

The mission of the College of Education is to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development. This course supports the goals of the PCOE by:

- Preparing leaders in the Texas hospitality field. As one of the largest industries in Texas, the hospitality industry needs competent and skilled leaders. Students will become familiar with the Texas hospitality industry in this course as it serves as a foundation for future courses within the Hospitality Administration major.
- Provide a variety of teaching venues incorporating the latest technologies to a range of diverse student interests, backgrounds, and aspirations. During this course, each student will be exposed to a wide variety of guest speakers in the hospitality field. I will strive to help each student understand his or her role in the hospitality industry, regardless of major or career goals.
- Collaborate with external partners to enhance students’ knowledge, skills, and dispositions, and to influence the ongoing exchange of ideas for mutual benefit. Outside resources will be employed to enhance the curriculum of this course with guest speakers, video and worldwide web.
- Engage in outreach services. Each student will have an opportunity to contribute to the hospitality field through optional extra credit outreach projects.
- Conduct research to advance knowledge and to contribute to the common good. The final paper/presentation should be the student’s original work. Students will be encouraged to choose topics that are relevant to their own interests and relate to current trends in the field of hospitality.
- Professional Organization Standards related to this course include: https://www.ahlei.org, cmaa.org, clubcorp.com

Program Learning Outcomes:
1. The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Human Sciences.
2. The student will exhibit the professional behavior (strong communication skills, a professional image, a good work ethic and adequate preparation for employment in his/her specific discipline) expected in the field of Human Sciences.
3. The student will demonstrate competence in his/her specific discipline using oral and written forms.
4. The student will calculate, interpret and understand key ratios, financial statements and budgets, related to the hospitality industry.

Student Learning Outcomes:
To develop a basic knowledge of the hospitality industry including historical, current and future perspectives; an analysis of the industry as a profession; and career opportunities. In this course, the students will be provided a learning opportunity to:

- Trace and explain the growth and development of the hospitality industry.
- Identify the industry leaders in hospitality.
- Recognize associations and organizations in the hospitality industry.
- Describe the functions of human resource management and leadership development in the hospitality industry.
- Develop an understanding and identify the various career opportunities available in hospitality.
- Explore areas of the hospitality industry and discuss all operational aspects of travel and tourism, restaurant, hotel, club management, meetings and conventions, cruise lines, and gaming and casinos.
III. Course Assignments, Activities, Instructional Strategies, use of Technology

Instructional Strategies: HMS 102 will be delivered in a livestream/online hybrid format. Required livestream sessions are indicated Course Timeline as “Zoom”. Asynchronous online content, assignments, and activities will be delivered through the university’s Learning Management System (LMS), Brightspace D2l.

Use of Technology:
This course is completed entirely online. All class activities are conducted utilizing Brightspace D2l (LMS), Zoom, Learning Matters simulations, and LiveText data management system. There are no face to face meetings. All communication between instructor and students, delivery class materials and submission of assignments will be done online.

Student Tech Responsibility: The HMS 102 homepage in D2l will serve as a virtual classroom. It is the student’s responsibility to check D2l regularly (every day is recommended) for announcements, assignments, and updates/changes to coursework. Each student is required to have access to: a computer with internet capabilities, a digital camera for zoom, and a working, university (jacks.sfasu.edu) email account. Neglecting to check D2l is not a valid excuse for missing an assignment due date.

Technical Support: If at any point during the course you experience technical difficulties please let your instructor know immediately.

Note: Your instructor is not qualified to provide tech support. Contacting your instructor of tech difficulties does not exempt you from assignments or activities that are due. Notifying your instructor is a courtesy. For tech assistance contact help services listed below.

Required Software Tools and Tech Support Info:

- MYSFA & @jacks.sfasu.edu Email - help: helpdesk@sfasu.edu; 936.468.4357
- Brightspace D2L – https://d2l.sfasu.edu; help: d2l@sfasu.edu 936.468.1919
- Zoom - https://sfasu.zoom.us; help: helpdesk@sfasu.edu; our Zoom Virtual Classroom
- Knowledge Matters - https://vb.knowledgematters.com; help: helpdesk@sfasu.edu; 936.468.4357
- Live Text - https://www.livetext.com; help: livetext@sfasu.edu*

*Each student must purchase/activate their own LiveText FEM subscription.
Work Assignments & Expectations:
Written Assignments: Submitted assignments must be typed and include rubric when applicable. Points will be deducted not following instructions and late assignments. Not all assignments have a “make-up assignment” if missed, i.e. field trip and/or in class discussions. Unless otherwise noted written assignments must be in PDF or Word format and submitted through dropbox in D2L.

Attendance: This course takes place regularly in a virtual classroom via D2L and Zoom. Regular class attendance is critical to student success, and frequent absences, late arrivals, and/or leaving early may impact your final grade. Likewise, there are firm deadlines for the course outlined. It is strongly recommended that students login to the HMS 102 homepage every day to check the news feed for reminders, deadlines, and announcements.

All Quizzes and Exams should be taken on a computer with a reliable internet connection. Problems have been reported when taking exams on other devices, i.e. tablets and phones.

Chapter Quizzes: HMS 102 requires students to read the assigned text and work through the end of chapter quizzes on their own. Quizzes will be posted online, at 11 AM, after each chapter is covered in class. Once the quiz is “open,” it will remain open until 9:30 AM on the day of the section exam. While the quiz is open, students may retake to improve their grade. Quiz questions change each time it is taken. Retaking tests is also a great tool to prepare for the section exam.

Exams: Exams will be administered through D2l and may be taken once. When you begin the exam, a timer on the screen lets you know how much time is remaining. Save your answers as you go. Don’t forget to hit submit. These assessments are designed to be completed individually; assistance with quizzes, human, text, or technological, is unacceptable. (Students with approved accommodations will be given additional time according to SFASU Policy 6.1 and 6.6).

Online Discussions: Discussions are ways to explore your thoughts on specific topics. Discussions will occur in Zoom as well as on the D2l discussion board. The discussion board is an academic environment and should be treated as such; proper grammar, spelling, and syntax are expected. Though your postings should be of sufficient length to properly answer each question, your grade will be based on your ability to participate substantively and reflect critical thought and engagement with the course material.

Netiquette: “Network Etiquette” is the way one should behave when sending emails, posting to discussions, or chatting online. Here are some basic Netiquette rules for online learning:

- **ALL CAPS** IMPLIES THAT YOU ARE SHOUTING – unless you are making an emphatically NICE! Statement – do not do this.
- Watch your “tone” - it’s written, not verbal communication. It can be very easy to misinterpret someone’s meaning online.
- Check your spelling - Always!
- Make your messages easier to read by making your paragraphs short and to the point.
- Behave as you would in a face-to-face classroom. - Never “say” anything that you would not want posted on the wall of a face to face classroom, because it could be!
- Remember there is a real live person at the other end reading your posts and email. Treat them with respect.
- Foul language, insults and harassment are not tolerated (just as it would not be tolerated in a face to face classroom).
- Think about what you have written before you submit it.
IV. Evaluation and Assessments (Grading)
Grades are calculated by dividing the points a student has accrued by the total points available to determine a grade percentage. Currently, students can earn 980 points from a variety of assignments.

<table>
<thead>
<tr>
<th>Grading Criteria</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>A= 90 - 100%</td>
</tr>
<tr>
<td></td>
<td>B= 80 - 89%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>C= 70 - 79%</td>
</tr>
<tr>
<td>Assignments</td>
<td>D= 60 - 69%</td>
</tr>
<tr>
<td>Attendance</td>
<td>&lt; 60%</td>
</tr>
<tr>
<td>Total Points</td>
<td>&lt; 588 pts</td>
</tr>
</tbody>
</table>

Extra Credit: Optional Service Learning Hours –25 points (see last page for requirements)

Student Responsibility - Grades: The instructor will make every effort to post grades within one week. In-depth assignments may take longer. Students should check their grades regularly. Any discrepancies in scores must be reported by email to the instructor within one week. After a grade has been posted for one week, it is considered final and will not be reviewed at a later date. The instructor will respond to emails regarding grades within 72 hours. Grade discrepancies will not be reviewed during dead week or final exam week.

Guidelines for Evaluating Students in Human Sciences degree programs:
Simply completing an assignment does not merit an A. Average work will receive a C. Good work will receive a B. To receive an A, the work must exceed the basic requirements of the assignment.

What is an ‘A’ Student?
- Consistently goes above and beyond what is required in the experience
- Displays initiative, looks up information before asking questions
- Contributes meaningfully to the class and acts engaged and enthusiastic
- Does not act like a “know it all” and is open to criticism without getting defensive
- Is flexible and displays maturity and common sense
- Is proactive – does not wait to be told to do everything; takes care of things before they become problems

Note: A grade of ‘B’ should not be perceived as failure. A grade of ‘B’ means you have done “good” or “above average” work. If you feel your grades are trending below your expectations, contact your instructor immediately for assistance.
V. Tentative Course Outline, Assignments, and Calendar
This is a tentative outline of the course assignments, quizzes, and exams. Your instructor reserves the right to modify this calendar as the course progresses. For changes and updates visit the HMS 102 homepage in D2l.

Assignments

<table>
<thead>
<tr>
<th>Due</th>
<th>Platform</th>
<th>Indv/Team</th>
<th>Description</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 26</td>
<td>D2l Discussion</td>
<td>Individual</td>
<td>Getting to know you Introductions</td>
<td>20</td>
</tr>
<tr>
<td>Sep 2</td>
<td>D2l Activity</td>
<td>Individual</td>
<td>Complete D2L profile</td>
<td>10</td>
</tr>
<tr>
<td>Sep 25</td>
<td>D2l, Zoom</td>
<td>Team</td>
<td>Present responses to Core Value Attitudes Article</td>
<td>20</td>
</tr>
<tr>
<td>Oct 16</td>
<td>Knowledge Matters</td>
<td>Individual</td>
<td>Simulation: Front Office, Concept Overview Quiz</td>
<td>30</td>
</tr>
<tr>
<td>Oct 23</td>
<td>Knowledge Matters</td>
<td>Individual</td>
<td>Simulation: Food &amp; Beverage, Learning Phase</td>
<td>30</td>
</tr>
<tr>
<td>Nov 16</td>
<td>D2l, Zoom</td>
<td>Team</td>
<td>Tourism Research Project</td>
<td>30</td>
</tr>
<tr>
<td>Nov 30</td>
<td>D2l Activity</td>
<td>Individual</td>
<td>SWOT Reflection</td>
<td>20</td>
</tr>
</tbody>
</table>

**Total Points: 390**

Quiz Schedule: Opens 11 AM; Closes 9:30 AM

<table>
<thead>
<tr>
<th>Opens</th>
<th>Closes</th>
<th>Topic</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 4</td>
<td>Sept 9</td>
<td>Syllabus</td>
<td>10</td>
</tr>
<tr>
<td>Sept 7</td>
<td>Oct 7</td>
<td>Chapter 1 Introducing Hospitality</td>
<td>10</td>
</tr>
<tr>
<td>Sept 9</td>
<td>Oct 7</td>
<td>Chapter 14 Leadership and Management</td>
<td>10</td>
</tr>
<tr>
<td>Sept 21</td>
<td>Oct 7</td>
<td>Chapter 2 The Hotel Business</td>
<td>10</td>
</tr>
<tr>
<td>Sept 23</td>
<td>Oct 7</td>
<td>Chapter 3 Rooms Division Operations</td>
<td>10</td>
</tr>
<tr>
<td>Oct 9</td>
<td>Nov 1</td>
<td>Chapter 4 Food and Beverage Operations</td>
<td>10</td>
</tr>
<tr>
<td>Oct 12</td>
<td>Nov 1</td>
<td>Chapter 6 The Restaurant Business</td>
<td>10</td>
</tr>
<tr>
<td>Oct 14</td>
<td>Nov 1</td>
<td>Chapter 7 Restaurant Operations</td>
<td>10</td>
</tr>
<tr>
<td>Oct 26</td>
<td>Nov 1</td>
<td>Chapter 8 Managed Services</td>
<td>10</td>
</tr>
<tr>
<td>Nov 2</td>
<td>Nov 22</td>
<td>Chapter 9 Tourism</td>
<td>10</td>
</tr>
<tr>
<td>Nov 9</td>
<td>Nov 22</td>
<td>Chapter 10 Recreation, Attractions, and Clubs</td>
<td>10</td>
</tr>
<tr>
<td>Nov 11</td>
<td>Nov 22</td>
<td>Chapter 11 Gaming</td>
<td>10</td>
</tr>
<tr>
<td>Nov 30</td>
<td>Dec 11</td>
<td>Chapter 12 Meetings, Conventions, and Expositions</td>
<td>10</td>
</tr>
<tr>
<td>Nov 30</td>
<td>Dec 11</td>
<td>Chapter 13 Special Events</td>
<td>10</td>
</tr>
</tbody>
</table>

**Total Points: 140**

Exam Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Platform</th>
<th>Description</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 7</td>
<td>D2l Exam</td>
<td>Ch 1, 2, 3, 14</td>
<td>100</td>
</tr>
<tr>
<td>Oct 30</td>
<td>D2l Exam</td>
<td>Ch 4, 6, 7, 8</td>
<td>100</td>
</tr>
<tr>
<td>Nov 20</td>
<td>D2l Exam</td>
<td>Ch 9, 10, 11</td>
<td>100</td>
</tr>
<tr>
<td>Dec 9</td>
<td>D2l Exam</td>
<td>Ch 12, 13</td>
<td>100</td>
</tr>
</tbody>
</table>

**Total Points: 400**
Tentative Class Calendar
This is a tentative schedule. Your instructor reserves the right to modify this calendar as the course progresses. For changes and updates visit the HMS homepage in D2l. *Platform indicates the location of scheduled course activity. For Zoom, students should visit the HMS102 Zoom Virtual Classroom. “Assignment Info” notes which new assignment will be introduced, explained, discussed, or worked on in class that day. Quizzes are not included on this calendar, see page 7 for scheduled dates.

<table>
<thead>
<tr>
<th>CONTENT</th>
<th>DATES</th>
<th>PLATFORM</th>
<th>ASSIGNMENT INFO</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WK 1: Introductions Profile</td>
<td>Aug 24</td>
<td>D2L Discussion D2L Assignment</td>
<td>Intro Discussion D2l Profile</td>
<td>Aug 26 Sep 2</td>
</tr>
<tr>
<td>WK 3: Ch1: Intro to Hospitality Ch14: Leadership &amp; Management Work Day Groups – Attitudes</td>
<td>Sep 07</td>
<td>Zoom Zoom</td>
<td>Zoom, D2l activity Attitudes Discussion</td>
<td>Sept</td>
</tr>
<tr>
<td>WK 4: Attitudes - Group Presentations Assignments Explained Work Day- Organ, SWOT, eportfolio</td>
<td>Sep 14</td>
<td>Zoom Discussion Zoom</td>
<td>Zoom D2l activity</td>
<td>Sept 25</td>
</tr>
<tr>
<td>WK 5: Ch2: Hotel Business Develop Ch3: Rooms Division Operations Work Day- Organ, SWOT, eportfolio</td>
<td>Sep 21</td>
<td>Zoom Zoom</td>
<td>Zoom D2l activity</td>
<td></td>
</tr>
<tr>
<td>WK 6: Ch3 &amp; Front Office Sims Explained Front Office Simulations Quiz Work day- Front Office Sims</td>
<td>Sep 28</td>
<td>Zoom Zoom/ Knowledge Matters Zoom Knowledge Matters</td>
<td>Front Office Sim Quiz Front Office Sim p1</td>
<td>Sept 30 Oct 05</td>
</tr>
<tr>
<td>WK 7: Work day- Front Office Sims Exam 1,2,3, 14 Ch4: Food &amp; Beverage Operations</td>
<td>Oct 05</td>
<td>Knowledge Matters D2L Activity Zoom</td>
<td>Front Office Sim p2 Exam</td>
<td>Oct 5 \nOct 9</td>
</tr>
<tr>
<td>WK 8: Ch6: Restaurant Business Ch7 &amp; F&amp;B Sims Explained Work day-F&amp;B Simulations Quiz</td>
<td>Oct 12</td>
<td>Zoom Zoom</td>
<td>Zoom D2l Knowledge Matters F&amp;B Sim Quiz</td>
<td>Oct 16</td>
</tr>
<tr>
<td>WK 9: Ch7: Restaurant Operations Work day-F&amp;B Simulations Work day-F&amp;B Simulations</td>
<td>Oct 19</td>
<td>Zoom Zoom</td>
<td>Zoom Knowledge Matters Knowledge Matters F&amp;B Sim p1 F&amp;B Sim p2</td>
<td>Oct 23 Oct 23</td>
</tr>
<tr>
<td>WK 10: Ch8: Managed Services Guest Speaker Exam: Ch 4,6,7,8</td>
<td>Oct 26</td>
<td>Zoom Zoom</td>
<td>Zoom D2L Activity Exam</td>
<td>Oct 30</td>
</tr>
<tr>
<td>WK 11: Ch9: Tourism Ch9, Tourism Project Explained Tourism Project (work groups)</td>
<td>Nov 02</td>
<td>Zoom Zoom</td>
<td>Zoom Groups D2l Tourism Project</td>
<td>Nov 16</td>
</tr>
<tr>
<td>WK 12: Ch10: Rec, Attractions, Clubs Ch11: Gaming Tourism Project (work groups)</td>
<td>Nov 09</td>
<td>Zoom Zoom</td>
<td>Zoom Groups D2l</td>
<td></td>
</tr>
<tr>
<td>WK 13: Tourism Presentations Tourism Presentations Exam 9,10,11</td>
<td>Nov 16</td>
<td>Zoom Zoom</td>
<td>Zoom D2l Exam Exam</td>
<td>Nov 20</td>
</tr>
<tr>
<td>WK 14: Thanksgiving Thanksgiving Thanksgiving</td>
<td>Nov 23</td>
<td>Zoom Zoom</td>
<td>Zoom Groups D2l</td>
<td></td>
</tr>
<tr>
<td>WK 15: Ch12: Mtgs, Conventions &amp; Expos Ch13: Special Events Work day-SWOT reflection</td>
<td>Nov 30</td>
<td>Zoom Zoom</td>
<td>Zoom D2l activity SWOT Reflection</td>
<td>Dec 4</td>
</tr>
<tr>
<td>WK 16: Final Exam Ch 12,13,14</td>
<td>Dec 09</td>
<td>D2L Exam Final Exam</td>
<td></td>
<td>Dec 9</td>
</tr>
</tbody>
</table>

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Attendance and Deadlines for Work

Deadlines Policy: In this course you are part of an active community of learners, and as such, meeting the due dates and deadlines is extremely important. You are expected to keep an eye on the Course Timeline and to complete work on time. You cannot wait until the end of the semester to complete assignments; you must complete them as the semester progresses. All assignments are due on the dates indicated on the Course Timeline and will not be accepted late (think of failing to complete an activity as missing an entire week of class.) Improperly submitted assignments, or assignments that are emailed without prior instruction to do so, will fall under the category of late.

Attendance Policy: Learning is reciprocal; your participation in the class is essential to the instructional process and will is worth 50 points of your total grade. As HMS 102 is a virtual classroom attendance will be taken through a variety of methods. You must be present – to be counted present.

Planned Absences: Students must notify the instructor in writing prior an SFA university function. Students are responsible for assignments due unless approved in advance by the instructor.

Excused Absences: For one of the absences below to be considered “excused”, the student must fulfill all requirements and the instructor must receive documentation from the Office of Student Rights & Responsibilities. Other absences may be excused at the discretion of the instructor.

<table>
<thead>
<tr>
<th>Excused Absences</th>
<th>Make-Up Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>University-related event (i.e. athletic event) with letter of proof provided to the instructor, by the student, at least seven (7) days in advance.</td>
<td>All graded content submitted within seven (7) days of approved absence.</td>
</tr>
<tr>
<td>Observance of Religious Holy Day (a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.) with letter provided to the instructor, by the student, at least seven (7) days in advance.</td>
<td>All graded content submitted within seven (7) days of approved absence.</td>
</tr>
</tbody>
</table>

Unexcused Absence: Students are allowed 1 (one) “unexcused” absence for the semester. This absence covers any type of need such as illness, weddings, car problems, family emergencies, and personal travel, etc. (excludes planned absences for SFA extracurricular functions – documentation is required).

Excessive Absences: If additional absences are incurred with no documentation, 10 points will be deducted from your attendance point total for each day you are not in attendance. More than 3 absences without Rights and Responsibilities documentations automatically requires a virtual meeting with the professor, otherwise points will be deducted. If you exhaust your 50 points from unexcused absences, and continue to miss class, you will continue to lose points from your total points accrued in the class. In-class activities cannot be made up; this includes guest speakers, discussions, etc.

Late Work: An absence of any kind does not excuse students from any assigned coursework or deadlines. Late work will not be accepted. Should illness or other circumstances occur which prevents class attendance; the instructor must receive documentation from the Office of Community Standards. Three class days (one week) will be allowed for missed work due to an excused absence. Make-up work will not be accepted after that date. Absolutely no work or documentation of previous absences will be accepted during dead week or final exam week.

Medical Emergency: There may be an instance of medical emergency that arises. Examples of medical emergency include, but may not be limited to, car accident, broken limbs, or extended hospitalization. Please make every effort to contact your instructor immediately in this instance. If you are unable to do so, please have a trusted friend or family member do so. Your instructor will provide further information at that time to assist you in contacting other instructors.
VI. Readings (Required and recommended—including texts, websites, articles, etc.):


- **Required simulation:** Knowledge Matters; [https://vb.knowledgematters.com](https://vb.knowledgematters.com). Instructions for this simulation will be presented in class.

**LiveText Statement:**

This course uses the LiveText/Watermark data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText/Watermark account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText/Watermark account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText/Watermark registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

If you have questions about obtaining or registering your LiveText/Watermark account or any technical questions, call 936-468-7050 or e-mail LiveText@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText/Watermark system may result in course failure.

VII. Course Evaluations:

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. **Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.**

VIII. Student Ethics and Other Policy Information:

**Class Attendance and Excused Absence: Policy 6.7**

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Any student having a planned absence for an SFA university function must notify the instructor in writing prior to the absence. It is the responsibility of the student to make arrangements for missed assignments before the absence occurs.
Class participation:
Class participation promotes a valuable learning environment and is therefore encouraged and expected. Participation includes asking questions (for clarification and better understanding), discussing current or controversial issues related to course content, exploring ideas or concepts, problem solving, and other exchanges of ideas. It is the student’s responsibility to read the material assigned in the class schedule prior to the class period to be able to participate effectively in class discussions and/or activities. Technology for academic purposes is encouraged; otherwise, please refrain from personal use during class time.

Students with Disabilities: Policy 6.1 and 6.6
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Academic Dishonesty: Policy 4.1
Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of include, but are not limited to:
- submitting an assignment as one’s own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one’s paper or presentation without giving the author credit.

Penalties for Academic Dishonesty
Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

Student Appeals
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).
Withheld Grades: Policy 5.5
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e. Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct: Policy 10.4
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

IX. Other Relevant Course Information:
- Please arrive on time for class and stay the entire class period. Do not pack up belongings before the conclusion of class. Read assigned chapters and readings BEFORE coming to class. Be prepared to participate and fully engage in class discussion. Eating, drinking, and use of tobacco products are prohibited in all classrooms and instructional laboratories unless these are part of the instructional process. Please turn off AND put away all cell phones, pagers, beepers, ipods, PDAs, radios, cd-players, etc. It is your responsibility to be prepared for class.
- Read chapters BEFORE class to enhance participation and contribute to the learning environment.
**Service Learning Information Sheet**

Hospitality Administration students in fall 2020 face-to-face and non-traditional, online courses (hybrid, hyflex) have the opportunity to earn bonus points through service learning. Students completing 1-6 hours of service work will earn points as follows:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1.99 hrs</td>
<td>5 pts</td>
</tr>
<tr>
<td>2-2.99 hrs</td>
<td>10 pts</td>
</tr>
<tr>
<td>3-4.99 hrs</td>
<td>15 pts</td>
</tr>
<tr>
<td>5-5.99 hrs</td>
<td>20 pts</td>
</tr>
<tr>
<td><strong>Total 6 hrs</strong></td>
<td><strong>25 pts</strong></td>
</tr>
</tbody>
</table>

If a student is enrolled in multiple hospitality classes offering the service learning bonus, the student may submit their hours for bonus points in each class. Hospitality Administration faculty have determined specific guidelines for service learning opportunities, explained below. Failure of a student to follow the guidelines may lead to nullification of the student’s service learning hours.

**Why Service Learning?**

Service learning links academic study and civic engagement through meaningful service that meets the needs of the community. Service learning allows you to explore careers and, at the same time, helps you to develop skills employers want. This gives you more tools in your toolkit and makes you a marketable employee upon graduation.

**Where can I complete Service Learning?**

Students are responsible for finding service learning opportunities in the communities they live and work in. These opportunities must be tied to the hospitality industry (culinary, lodging, recreation, tourism, or event coordination). Possible opportunities include docent work at CVB’s, Chambers of Commerce, and museums. Local food banks often seek volunteers to help sort and distribute food to clients. Community farms may need assistance with planting, harvesting, or selling product. Some non-profit organizations also seek volunteers to assist with event planning, both in person and virtual, as well as culinary and restaurant functions at in-person events.

If you are unsure if an activity or event qualifies, please reach out to your professor for clarification.

**How do I submit my Service Learning hours for points?**

Service Learning logs must be completed in ink and should be submitted to the appropriate dropbox in each class you are seeking points. The due date and time for ALL classes is on or before Friday, December 4 at 11:30pm. Completed means you have your name on the log, your service is explained in full, your hours are listed (beginning, end, and total), the log includes the clearly printed name of the designated supervisor as well as a signature, contact phone number, and email address for the supervisor are included for verification purposes. Service Learning hours that are written on notebook paper, or anything other than the provided log, will not be accepted.