Welcome to the course!

Hi there, Jacks! I am excited to be your instructor and can’t wait to get to know you. Throughout the semester, we will be talking about your goals and career plans and strategies that will help you be successful. I hope that you will be view me as part of your support team. In addition to teaching you research based success strategies, I am here to help you plan for success, problem solve as needed, and celebrate successful experiences. My official office hours are listed below, but I’m more than happy to find a different day and time to meet if these do not work well for your schedule. I believe that it’s really important for us to talk outside of class so please connect with me before or after class, stop by during office hours, email me (or make a virtual appointment). Please come and visit me!

What is this course all about?

Overview: 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.

Prerequisites: None. HAMG 1321 welcomes all students. It serves as an introduction to the Hospitality Administration Program.

Modality: This course meets in-person. Students will access supplemental instruction online.

Schedule: Class will meet Monday & Wednesday in person. Fridays’ class is tentatively reserved for online course activities. All schedule changes will be announced in advance.

Asynchronous Content: This course includes instructional time that is delivered asynchronously. Examples of asynchronous instruction may include: online engagement activities, written content, video content, discussions, reflection activities, peer review, career exploration and skills practice. See course calendar for details.

Did you know?

Fun Facts about HAMG 1321 & the Hospitality Administration Program

- While some take HAMG 1321 as an elective, it’s actually a required course for Hospitality majors
- Hospitality Administration is offered through the School of Human Sciences within the College of Education*
- Graduates earn a Bachelor of Science (or Master of Science) degree in Hospitality Administration
- Students can select a concentration in: Culinary, Lodging, Restaurant, Meeting Planning or Travel & Tourism
What we will study in HAMG 1321!!

Course Content Areas:
- Hospitality & Customer Service
- Travel, Tourism & Transportation
- Lodging, Accommodations, Vacation Rentals
- Recreation & Attractions, Entertainment
- Meetings & Event Planning
- Food Service, Culinary Traditions, Food Culture
- Globalization, Technology, Sustainability, Diversity
- Travel & Trade Partners & Tourism Services
- Leadership, Management, and Communication

Additional Topics
- Real-life challenges, frustrations, and failures
- Grit, resilience, motivation, self-awareness and empathy
- Career exploration, Goal setting, educational opportunities
- Research, observation, critical thinking, and reflection
- Soft skills problem solving, improvisation, and flexibility
- Real-life challenges, frustrations, and failures

What you will learn!

Student Learning Outcomes related to the field of Human Science and the hospitality.

In HAMG 1321 you will be given opportunities 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.
- Identify and utilize resources that promote academic success, personal growth, and resilience.
- Demonstrate critical thinking, information literacy, and technological skills.
- Practice interpersonal and leadership skills essential in a diverse, global society.
- Reflect on values, goals, decisions, and actions in relation to their impact on self and others.
- Create academic, career plans and future learning opportunities.

What you can accomplish!

Program Learning Outcomes related to the field of Human Science and the hospitality.

Through your coursework you will be given opportunities to demonstrate:
- Display professional dispositions - academic excellence, life-long learning, collaboration, openness, integrity and service
- Exhibit professional image & behaviors - strong communication skills, adequate preparedness, good work ethic
- Demonstrate competency using technologies & written & oral communication tools
- Apply relevant skills & concepts to understand, calculate or interpret industry data, ratios, budgets & financial statements
What book and other materials do I need?

Textbook & Readings
- Additional readings and materials hosted on D2l

Technology & Tools
- Access to a working computer, reliable internet and access to Mysfa
- Course content: presentations, articles, assignments, etc are located in Brightspace/D2l
- Microsoft Word or compatible word processing program
- Knowledge Matters: online career simulation software.
- Check your SFASU email for registration info. Course Key will be provided by me.

Let’s chat!
Have a question or need some support - I’m here for you.

Drop by Office Hours: MW 11-noon. The adjunct office is in HMS N in the computer lab
*Need another time? We can Zoom! Use this form pick a time that is convenient for you.

Shoot me an Email: In this class we use D2l for all correspondence.
- I generally reply to emails within 24-hrs.
- If you haven’t heard from me, it is best to assume that your email did not reach me
- Never assume that I am ignoring you – that is not like me at all.
- If you accidentally send an email to my sfasu.edu address – I might not see it for several days.

Email Tips:
- Please practice your hospitality skills – in all correspondence.
- Your goals should be clarity, brevity, and friendliness (gratitude never hurts either).
- Use complete sentences and include a subject line, greeting, closure, and email signature.

What can you expect to happen during class?
Technology & Instructional Strategies:

In class and in D2l, I will depend on you to help me keep things lively. Your participation in group discussions and class activities will contribute to the over-all “educational experience” – for you, for me, and for your classmates.

Use of Technology:
Nearly all, of your assignments will be completed using technology. Specifically, you will need regular access to a computer with dependable sound and internet capabilities, access to mysfa, and your jacks.sfasu.edu email. Brightspace D2l, will serve as our virtual classroom. You should check D2l, regularly. If you forget to check D2l – you will miss something. It should be your go-to source for up-to-date news and assignment info. It’s also the tool you will use to email me any questions or concerns you have about our class.

Seriously, even if you despise D2l....
Do yourself the biggest favor - check it anyway. And, I’ll try to throw some Easter-eggs in to make it worth your while.

Need Tech Support?
Contact the wizzes at the Helpdesk. 936-468-4357 | helpdesk@sfasu.edu | website
Questions specific to D2l or Zoom Support? Hit-up the amazing folks in the CTL. 936.468.1919 | d2l@sfasu.edu I website
What can expect from me?

From the moment you walk through that door – I believe that you are mine…

My responsibility - to treat with kindness, compassion & respect (and the occasional kick in the pants).

You can count on me to care about you and your success.
- I will show-up for you – even when - you aren't at your best.
- I will always route for you to win – in this class and in life.
- I will have high standards for you and will hold you accountable to your potential.
- I will not be perfect, but I am experienced, resilient, and tirelessly optimistic. 😊
- I will make mistakes, silly jokes, and bad puns, but I will do my best to make your time with me worthwhile.

PS. If I make a mistake, for goodness sakes - let me know. Everyone needs someone in their life – who will tell them, when they have spinach in their teeth. Take this responsibility seriously – If I’m aware, I will always take responsibility for my errors.

My expectations for you…

This class is an exercise in trust and teamwork.
To make this grand experiment work, I need your attendance and engagement.

Your presence and participation is the secret sauce - that makes the difference between - a ho-hum class and a hum-dinger class.

Why? Because we are a team. You, me & your classmates. The lessons that I teach will be tailored for your ears, based on your thoughts from the last class or input on an activity. If you do the assignment, but aren't in-class to add context – the lesson falls flat.

Attendance: (50 pts per semester)
- We will meet in-person on Monday & Wednesday. Friday’s will tentatively be reserved for online instruction.
- Attendance will be taken – through various methods.
- Each Friday, you will have a special - Focus Friday – online assignment.
- Yes, that means - you are getting 15-pajama Fridays, so you have to come to class every M&W.
- That said, if FF is a failure – I reserve the right to reinstate in-person class on Friday
- There are no gotcha days – any changes to the schedule will be announces multiple times in D2l & in class.

Absence:
- You get two free absences.
- Each additional absence will subtract 10-points from your participation grade
- Late arrivals and departures will also be deducted
- Absences do not excuse you from turning-in assignments.
- Missed exams cannot be made-up. But, if you contact me in-advance we can make alternative arrangements.

Excused Absences: (see SFA Policy 6.7)
- If you or an immediate family member are injured or ill – Submit documentation to the Office of Students Rights.
- Approved: Religious holidays, professional activities, planned academic events
- COVID cases or testing should be reported using this form.
- Late work: One-week is allowed for make-up work
Work & Engagement Expectations
Be prepared, be positive & participate.

You are expected to be an active participant in class discussions and other learning opportunities. To do this, you must be prepared so be sure to complete all reading and other assignments according to the schedule. If you get behind, hit some road-blocks or need assistance – let me know – and we will figure something out.

Late Work:
- 48-hour grace period. No questions asked. (This excludes group assignments & exams)
- If you need more time, email me in D2l. Use the subject line “Extension Request”
- In the body of the email, indicate the assignment and your extension request (72 hours, etc)
- Late assignments may be automatically recorded as a “0”
- Once you have completed your assignment – send me an email in D2l – letting me know that it is ready to grade.
- No late Assignments will be accepted after November 28 at 11:59 pm.

Skipped Assignments:
- Don’t skip assignments. Just taste everything. If you need more time, just ask.
- Skipped assignments are automatically recorded as a “0”
- Regardless of points, you must submit all assignments to get an “A”
- Regardless of points, you must submit all career assignments to get a “B”
- Regardless of points, you must submit all career-related assignments to pass this course.

Do-over:
- Bad days are going to happen.
- I am willing to re-grade any assignment.
- Your do-over version should reflect changes based on my feedback.
- To have an assignment regraded – resubmit the assignment in D2l.
- Send me an email in D2l – with the subject “Do over” and the assignment number – letting me know it is ready to regrade.
- No assignments will be regraded after November 28 at 11:59 pm.

Netiquette:
- This is hospitality, y’all!
- We are friendly, helpful and authentic in all our correspondence.
- Feel free to disagree! Just do it tactfully – with some style & grace.
Challenging Times: Safe Spaces & Services

Please know that my office and our classroom are safe spaces. It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups.

Uncomfortable Conversations

Hospitality is born out of a desire to meet the needs and comforts of the diverse people we serve. The world we live in, is full of challenging issues, different perspectives, and cultural values. Talking about these differences is not always easy. Difficult conversations may arise as we deepen our understandings of multiple perspectives—whatever our backgrounds, experiences, or positions. In common discourse, we often make mistakes in our speaking and our listening. Out of respect for ourselves and others, one of the underlying goals in this course, will be for each of us to increase our awareness of how our communication – verbal and nonverbal – impacts others. As we engage with the texts, our classmates, and our own ideas and experiences, we exercise that awareness - practicing patience, courage, empathy, and any number of other hospitality skills.

Campus Resources Available Help and Support:

At times, life can be hard, confusing and overwhelming, but you don’t have to face those struggles alone. The most successful people in the world – ask for help when they need it. SFA has supportive services that can help you overcome life’s challenges and achieve your goals. I encourage you to reach out to me or other professionals on campus. We are here to help you succeed.

Here’s some information about the resources available to you:

<table>
<thead>
<tr>
<th>Your Professors</th>
<th>While some professors may seem intimidating or disinterested – believe me, they care. If you find yourself struggling in class – your first step should be to talk with your professor. We can’t help you – if we don’t know you need help.</th>
</tr>
</thead>
</table>
| Me-Marty Prince | E-mail me via D2L or come visit me in the adjunct office. MW 11-noon | HMS N in the computer lab  
Want to reserve a one-on-one or virtual appointment? Make a Chat Request  
Emergency: marty.prince@sfasu.edu; 409.333.0184 (text if emergency) |
| Librarians | Steen Library offers assistance with finding and evaluating information.  
Contact, The Library Information Network Center (LINC) Help Desk 936.468.4357 | website |
| Personal Counselors | SFA Counseling, offers free - personal, couple, family, or group services. Virtual & phone consultations available, 3rd floor, Rusk Building. 936.468.2401 | SFACounselingClinic@sfasu.edu | website |
| Career Services | Center for Career & Professional Development, helps students and alumni prepare for and find the right career. Student Center, Room 3.302. 936.468.3305 | ccpd@sfasu.edu | website |
| Disability Assistance | Disability Services support students with accommodations & resources to ensure program accessibility. 936.468.3004 | disabilityservices@sfasu.edu | website |
| Tutors & Writing Assistance | The Academic Assistance and Resource Center (AARC), offers free peer tutoring: in-person, online, livestream, individual, group appointments or walk-ins. Online Writing Lab (OWL)- see how it works.  
Steen Library, 1st floor. 936.468.4108 | aarc@sfasu.edu | website |
| Advisors | Student Success Center, provides academic advisors, peer mentors & support programs to ensure your success. Steen Library, 2nd Floor - Room 203. 936.468.5803 | studentsuccess@sfasu.edu | website |
| Food Assistance | All SFA students are eligible for food distribution and baby products through The Pantry.  
Student Center, 3rd Floor in the Commons. 936.468.1378 | lopezs10@jacks.sfasu.edu | website |
| Health Services | SFA Health Clinic offers a variety of health & wellness services, exams, wound care, COVID, UTI & STI testing, immunizations, allergy management, labs, etc. M-F 8AM-5PM.  
Southeast corner of Raguet & East College Streets. 936.468.4008 | healthservices@sfasu.edu | website |
| Wellness Services | Campus Recreation offers Massage, Nutrition services, Red Cross Certifications, and more. 1817 Wilson Drive. 936.468.3507 | campusrec@sfasu.edu | website |
| Tech Services | The Technical Support Center, offers a multitude of services, tutorials and support. Contact the helpdesk for assistance. 936.468.4357 | helpdesk@sfasu.edu | website  
Additionally, the CTL offers Brightspace & Zoom Support. 936.468.1919 | d2l@sfasu.edu | website |
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 1590 points from a variety of assignments.

<table>
<thead>
<tr>
<th>Grading Criteria</th>
<th>Points</th>
<th>%</th>
<th>Grading Scale</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance/Participation Activities</td>
<td>550 pts</td>
<td>35%</td>
<td>A= 100-90%</td>
<td>1590 - 1431 pts</td>
</tr>
<tr>
<td>Focus Friday Assignments</td>
<td>500 pts</td>
<td>31%</td>
<td>B= 89-80%</td>
<td>1430 -1272 pts</td>
</tr>
<tr>
<td>Exams (Multiple Choice)</td>
<td>400 pts</td>
<td>25%</td>
<td>C= 79-70%</td>
<td>1271 - 1113 pts</td>
</tr>
<tr>
<td>Fizzes (Freebie Quizzes)</td>
<td>140 pts</td>
<td>9%</td>
<td>D= 69-60%</td>
<td>1112 - 954 pts</td>
</tr>
<tr>
<td>Total Points</td>
<td>1590 pts</td>
<td></td>
<td>F= &lt; 60%</td>
<td>&lt; 954 pts</td>
</tr>
</tbody>
</table>

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

Grading/Return Policy: I’ll be honest, because I am building this class as I go, sometimes I am slow to grade.

- Frizzes, Exams & Simulations: 24-hr turn-around
- Major Assignments: 2-weeks after submission
- Discussion & Participation: As scheduled in calendar
- If after 2-weeks you do not have a grade, please contact me.
- If you ever have concerns about your grade or how you are doing in the class – send me a quick email.
- I can easily clarify most situations, in minutes - so don’t hesitate to contact me with your concerns

Types of Assignments

Frizzes: Freebie-Quiz. Multiple choice, Unlimited attempts
- First attempt: taken blind, within 48-hrs of content in class.
- Once the quiz is “open,” it will remain open until 9:30 AM on the day of the section exam.
- Questions change each time it is taken. Retaking tests is a great tool to prepare for the section exam.
- Frizzes will reopen after the exam – and will remain open for through the semester.

D2l Discussions & Reflections:
- You will have a discussion or reflection activity weekly
- Generally, I will provide you with several options to choose from
- D2l Discussions and private reflections are a great way to explore your knowledge on specific topics.
- Spelling & grammar are important, but your thoughts are more important.
- All posts that properly address the required specs will be given full-credit

Focus Friday Assignments:
- Each Friday you will be provided with a topic for self-guided discovery
- Activities will include recommended strategies, resources and sources.
- Most lessons will be structured as Think, Learn, Share. You will be asked to answer the initial questions with the information you already have or know. Then you will be provided recommended strategies, resources, and sources on how to expand your knowledge. Lastly, you will summarize, interpret, and reflect on your newly acquired knowledge and cite your sources.

Exams: Multiple Choice
- Timed exams will be administered through D2l and may be taken once.
- Save your answers as you go. Don’t forget to hit submit.
- Alternate testing times can be made available to reduce work/care giving conflicts
- 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).
**Tentative Class Calendar**

This is a tentative schedule. As the course progresses these dates may (are likely) to change. As changes are needed, I will update this calendar in D2l. Know this: I want you to be successful, so there will be no gotcha deadlines. If there are any changes to assignments or due dates – I will alert you – numerous times - in class and in D2l.

*All Weekly assignments are due the following Friday by 11:59 pm unless otherwise noted.*

<table>
<thead>
<tr>
<th>WK</th>
<th>PREP</th>
<th>CLASS CONTENT</th>
<th>DATES</th>
<th>ACTIVITIES &amp; ASSIGNMENTS</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Introductions</td>
<td>M Aug 23</td>
<td>A1 D2L Introduction</td>
<td></td>
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<tr>
<td></td>
<td>Read the Syllabus</td>
<td>Expectations</td>
<td>W Aug 25</td>
<td>A2 Check-in Survey</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Focus Friday</td>
<td>F Aug 27</td>
<td>A3 Reflective Writing</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rd Ch1, Take Frizz</td>
<td>Ch1 Intro to Hospitality</td>
<td>M Aug 30</td>
<td>A4 D2L Profile</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Guest Speakers (Faculty)</td>
<td>W Sept 01</td>
<td>A5 Guest Speaker Reflection</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Focus Friday</td>
<td>F Sept 03</td>
<td>A6 Careers &amp; Covid</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Rd Ch14, Take Frizz</td>
<td>Customer Service/Careers, Leadership, Professionalism, Personal Brand</td>
<td>M Sept 06</td>
<td>A7 Challenging Emails</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Focus Friday</td>
<td>W Sept 08</td>
<td>A8 Secret/Customer Service</td>
<td></td>
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<td>F Sept 10</td>
<td></td>
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<tr>
<td>4</td>
<td>Rd Ch17, Take Frizz</td>
<td>Leadership &amp; Management</td>
<td>M Sept 13</td>
<td>A10 Customer Service</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Ch17 Communication &amp; Decision Making</td>
<td>W Sept 15</td>
<td>A11 Skills Assessments</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Focus Friday Communication</td>
<td>F Sept 17</td>
<td>A12 Leadership</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Rd Ch9, Take Frizz</td>
<td>Ch9 Intro to Tourism</td>
<td>M Sept 20</td>
<td>A13 Tourism Fun Facts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>See D2l for videos &amp; readings</td>
<td>Social, Ethical, Economic impacts &amp; Trends</td>
<td>W Sept 22</td>
<td>A14 Dream Trip</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Focus Friday: Globalization, Ethics, Inclusion</td>
<td>F Sept 24</td>
<td>A15 Globalization, Ethics</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Bring Questions for the Test</td>
<td>Hospitality, Relevance, Bringing it all together Exam 1,14, 17,9</td>
<td>M Sept 27</td>
<td>A16 Hospitality &amp; You</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Focus Friday</td>
<td>W Sept 29</td>
<td>A17 State of the Industry</td>
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<td></td>
<td>F Oct 01</td>
<td></td>
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<tr>
<td>7</td>
<td>Rd Ch2, Take Frizz</td>
<td>Lodging Industry</td>
<td>M Oct 04</td>
<td>A18 Dream Trip</td>
<td></td>
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<tr>
<td></td>
<td>Rd Ch3, Take Frizz</td>
<td>AHLA State of the Industry, Simulation Intro</td>
<td>W Oct 06</td>
<td>A19 Travel Blog</td>
<td></td>
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<tr>
<td></td>
<td>See D2l</td>
<td>Focus Friday</td>
<td>F Oct 08</td>
<td></td>
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<tr>
<td>8</td>
<td>Rd Ch4, Take Frizz</td>
<td>Food History &amp; Food Service</td>
<td>M Oct 11</td>
<td>A20 Food Memories</td>
<td></td>
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<tr>
<td></td>
<td>Rd Ch6, Take Frizz</td>
<td>Foodways Asynch Project Explained</td>
<td>W Oct 13</td>
<td>A21 Asynch Foodways Project</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Focus Friday</td>
<td>F Oct 15</td>
<td>A22 F&amp;B Food History</td>
<td>Nov 29</td>
</tr>
<tr>
<td>9</td>
<td>Rd Ch7, Take Frizz</td>
<td>Restaurant Operations, Management &amp; Controls</td>
<td>M Oct 18</td>
<td>A23 Controls</td>
<td></td>
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<tr>
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<td></td>
<td>Focus Friday</td>
<td>W Oct 20</td>
<td>A24 Restaurant Review</td>
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<td>F Oct 22</td>
<td></td>
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<tr>
<td>10</td>
<td>KnowledgeMatters Sims</td>
<td>Work day-Front Office Simulations Exam: Ch 2,3,4,7</td>
<td>M Oct 25</td>
<td>A25 Front Office Simulation</td>
<td>Nov 29</td>
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<td></td>
<td></td>
<td>Focus Friday</td>
<td>W Oct 27</td>
<td></td>
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<tr>
<td>11</td>
<td>KnowledgeMatters Sims</td>
<td>Work day-F&amp;B Simulations</td>
<td>M Nov 01</td>
<td>A26 F&amp;B Sim</td>
<td>Nov 29</td>
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<tr>
<td></td>
<td></td>
<td>Focus Friday</td>
<td>W Nov 03</td>
<td>A27 Sims Review</td>
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<td></td>
<td>F Nov 05</td>
<td>A28 Technology Today</td>
<td></td>
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<tr>
<td>12</td>
<td>Rd Ch10, Take Frizz</td>
<td>Recreation, Attractions, Clubs Gaming History and legacy</td>
<td>M Nov 08</td>
<td>A29 Recreation &amp; Wellness</td>
<td></td>
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<tr>
<td></td>
<td>Rd Ch11, Take Frizz</td>
<td>Focus Friday</td>
<td>W Nov 10</td>
<td>A30 Dealers Choice</td>
<td></td>
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<td>F Nov 12</td>
<td></td>
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<tr>
<td>13</td>
<td>Rd Ch12, Take Frizz</td>
<td>Ch12: Mtgs, Conventions &amp; Expos Ch13: Special Events</td>
<td>M Nov 15</td>
<td>A31 Event it!</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rd Ch13, Take Frizz</td>
<td>Focus Friday</td>
<td>W Nov 17</td>
<td>A32 Meeting Needs</td>
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<td>15</td>
<td>Project Presentations</td>
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<td>A33 Career Outlook</td>
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<td>Focus Friday</td>
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<td>Final Exam Ch 12,13,14</td>
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<td>Final Grades Due by noon</td>
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Service Learning Information Sheet:

Hospitality Administration students in fall 2021 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 point as follows:

- 1-1.99 hrs 5 pts
- 2-2.99 hrs 10 pts
- 3-4.99 hrs 15 pts
- 5-5.99 hrs 20 pts
- Total 6 hrs 25 pts

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.

Teamwork makes the dream work! When you volunteer for a service learning project, you are acting as an extension of SFA and the Hospitality Administration Program. When you show-up and work hard – we all shine! Service Learning experiences (even cleaning-up trash) can lead to bigger and better opportunities for you, so take them seriously.

The Bonus is Big!
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. That's right! These points can simultaneously boost your scores in multiple classes!

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?
- Print a copy of your Service Learning Log and take it with you to each event.
- Record your hours and a description of the services you provide.
- Ask the designated supervisor to print their name, contact info & sign (this must be done by hand).
- Before you turn in your log - tally all of your hours and include a total
- Upload a photo of your log to dropbox on or before Monday, December 6 by 11:30 pm.
- Do this for each class that you are requesting credit.

What happens if something comes-up, my car breaks, or I get sick? Mistakes will occasionally happen, but remember your actions have consequences beyond our department. If you show-up late or “flake,” your fellow students, your professors, our department, as well as, our partner organization, and their guests could all suffer. So, if something comes-up – be responsible. Contact the event supervisor, your instructor, or find another student to take your place.

The Fine Print:
Hospitality Administration faculty have determined specific guidelines for service learning opportunities, explained above. Failure of a student to follow the guidelines may lead to nullification of the student's service learning hours.

**Service Learning hours that are written on notebook paper, or anything other than the provided log, will not be accepted.
Important Policies & Information

COVID: While many protocols have been eased, pandemic resources remain available. We continue to monitor the situation in our region, as well as the state as a whole. Students & employees are strongly encouraged to get vaccinated and take personal responsibility to reduce the spread of COVID-19.

Required Activities
- Students & employees who test positive for COVID-19 are required to report their positive test in mySFA.

Voluntary Activities
- Got Symptoms? Stay Home!
- Get Tested: schedule a free, 15-minute test
- Get Vaccinated: Find a vaccination site: vaccine.gov
- Report your Status: SFA Vaccination Survey
- Wear a mask: Reduce the spread of COVID

Course Evaluation
Near the conclusion of the semester, you will have the opportunity to evaluate the course electronically through MySFA. Course evaluations are very important. The data is used to inform course improvement, planning & accreditation, and instructor tenure, promotion & pay.

Please note: While the names of students who complete the survey are visible to instructors, the ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

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

Safety & Campus Alerts
Sign-up for emergency “JackAlerts” in mysfa.

Subscribe to the SFASU Police Communication Channels
- Rave Guardian: https://www.sfasu.edu/upd/emergency-management/rave-guardian.
- Facebook: https://www.facebook.com/SFAPolice
- Twitter: https://twitter.com/sfapolicedept

If you need assistance, you may contact the SFASU Police Department at updemail@sfasu.edu

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.

Student Tech Responsibility: The 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.
Policies & Statements
Ethics & University Policies (online)

Academic Accommodations (Policy 6.1, 6.6)
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students must contact the Office of Disability Services (ODS), before the course begins or early in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or aids to be provided. Failure to request services in a timely manner may delay your accommodations.

Academic Dishonesty (Policy 4.1, 6.3)
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways, including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to: (1) using or attempting to use unauthorized materials on an assignment or exam; (2) falsifying or inventing information, including citations; (3) 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 include, submitting work as one’s own when it is, at least partly, the work of another person; submitting work that has been purchased or obtained from the Internet or another source; incorporating the words or ideas of an author into assignment’s or presentations without giving the author credit. Penalties, may include, but are not limited to, reprimand, no credit, re-submission of work, make-up exam, failure of the course, or expulsion. Student Appeal Procedures are outlined in policy 6.3.

Attendance (Policy 6.7)
Based on university policy, regular, punctual attendance, active participation of class-related activities and, submission of completed assignments is expected of all students (see course attendance policy outlined above). Failure to adhere to University requirements shall influence the course grade, financial assistance, and/or enrollment status. Students may be excused from attendance for reasons such as health, family

Nondiscrimination & Complaints (Policy 2.11, 2.13)
SFASU prohibits unlawful discrimination on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship and veteran status. Additionally, SFASU prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression. Unlawful discrimination based on sex includes discrimination defined as sexual harassment.

To file a complaint visit: https://www.sfasu.edu/vpsa/391.asp

Code of Conduct (Policy 10.4)
Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter’s ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well. Engaging in physical violence of any nature against any person. This includes fighting; assaulting; battering; using a knife, gun, or other weapon; or acting in a manner that threatens or endangers the physical health or safety of any person or causes a reasonable apprehension of such harm.

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 Early Alert Program at SFA.

Evaluation of Instruction (Policy 7.27)
Students will have the opportunity to evaluate instruction for all courses in all semesters through the university’s online evaluation system. Members of the academic unit may determine additional evaluation instruments and procedures. Evaluation data are used for a variety of purposes including improvement of instruction, mentoring faculty, and personnel decisions.

Withheld Grades (Policy 5.5)
At the discretion of the instructor and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work due to unavoidable circumstances. Work must be completed within one calendar year, or the grade automatically becomes an F. Future registration for a WH course will result in an automatic F and will count as a repeated course for GPA calculation.