Instructor: Dr. Gina Fe G. Causin
Office: 106A HMSN
Office Phone: 936-468-1411
Other Contact Information: Email via D2L

Course Time & Location: ONLINE via D2L
Office Hours: TR: 1-3:30 pm & W: 1-2pm via Zoom in 106A HMSN OR By Appointment (Zoom link is posted under Virtual Office/Student Hours below)

Credits: 3
Email: causin gf@sfasu.edu (Brightspace by D2L email preferred)

Prerequisites: None.

I. Course Description:

Overview of elements of design, building systems, construction techniques and space utilization in relation to safety and efficiency of service. Site location, energy conservation, fire protection, maintenance and upkeep as factors influencing retail, dining service and lodging accommodations.

Course Justification (as submitted May 1st)
HAMG 2337 "Facility Planning/Management" (3 credits). This course will be taught 100% online for 8 weeks utilizing the Brightspace by D2L delivery platform and a 2-hour cumulative final exam in week 8. Students will have 12 hours extensive assignments and chapter tests in the delivery platform each week for 8 weeks. The Brightspace by D2L module lectures, textbook chapter readings, discussion boards, article review assignments, and test preparation will average 12 hours per week.

PCOE 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.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):
The complete listing of the standards associated with the PLOs, SLOs, assignments, and assessments are located on the PCOE website.

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. The goals of this course support the goals of the COE by:

- Preparing leaders in the hospitality and tourism field. As one of the largest industries in Texas, the hospitality industry needs competent and skilled leaders. The students will become familiar with the different aspects of the hospitality and tourism industry in the course.

- Provide a variety of teaching venues incorporating the latest technologies to a range of diverse student interests, backgrounds, and aspirations. Students will be exposed to online resources such NBC Learn, webinars and others that are relevant to the course.

- 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 utilized to enhance the curriculum of this course through the utilization of guest speakers.
Engage in outreach services. Each student will have an opportunity to contribute to the hospitality field through service learning component activities. Activities can be events around town and/or university where students are to work three 2-hour shifts to fulfill the requirements.

Conduct research to advance knowledge and to contribute to the common good. This will be done through case studies, research and reflection papers.

**Hospitality Administration Program Learning Outcomes**

**PLO 1 – Resource Development:** The students will identify appropriate technology use and sustainability practices in the hospitality industry.

**PLO 2 – Career Readiness:** 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 focus area in the field of Human Sciences and Hospitality.

**PLO 3 – Financial Metrics:** The student will calculate, interpret, and demonstrate key ratios, financial statements, and budgets related to the hospitality industry.

**PLO 4 – Service Aptitude:** The students will demonstrate positive service aptitude through transformational experiences.

**Student Learning Outcomes**

The course objectives provide an opportunity for learning to:

- Explain the role and cost of facilities within the hospitality industry.
- Describe how facility design, layout, construction materials, equipment, and systems affect management.
- Describe how budgets and capital expenditures affect facility management.
- Explain what sustainability is and what motivates hospitality industry attention to it.
- Describe how environmental sustainability can influence facility design.
- Explain how building design and maintenance affect safety.
- Identify critical elements of fire prevention, fire detection, and fire notification.
- Explain various ways in which facilities design and management can enhance security efforts on property.
- Identify various water system maintenance concerns.
- Describe water conservation issues within the hospitality industry.
- Describe various aspects of electrical systems and considerations that affect design and operating standards.
- Explain system types and maintenance needs of HVAC systems.
- Describe design elements of the lighting system.
- Explain how to service and maintain the lighting system.
- List energy conservation opportunities within the lighting system.
- Explain factors that affect laundry design.
- List several trends that affect laundry operations.
- Describe several types of food prep, cooking, holding, and refrigeration equipment used in food service.
- Describe construction, maintenance, and inspection aspects of building foundations, structural frame, walls, roof, interior elements, elevator systems, and exterior elements (parking, storm drainage, utilities, and landscaping).
- Describe the hotel development process and site planning.
- Explain the design process for guestrooms, food and beverage outlets, recreational facilities, offices, and lobby space.
- Identify regulations that affect food service facility construction and operation.
III. Course Assignments, Activities, Instructional Strategies, use of Technology:

EXAMS - 4 exams will be given covering material from the textbook AND course content pages. Each exam will be worth 100 points. Exams will be available in D2L on the scheduled day between 8:00am-11:00pm. Make-up exams will only be given for an excused absence and rescheduling is at the discretion of the professor.

ASSIGNMENTS – You will have 14 assignments posted in the Weekly Modules (Discussions AND Dropbox) in Desire2Learn. These assignments will be related to the chapters as we move through the textbook and online modules, as well as research article reviews found in professional publications, research journals, or professional industry blog sites. The article reviews must include a summary of the article, your opinion of the article content, and the link to the actual article (2-3 paragraph format where necessary). Once the due date has passed, LATE WORK WILL NOT BE ACCEPTED!

INSTRUCTIONAL STRATEGIES – This class will utilize an online delivery format. All course content, lecture notes, assignments, exams, and grading will be done through D2L.

TECHNOLOGY – Desire 2 Learn (D2L) will be used to post announcements, course grades, online assignments, and support information.

NOTE: Tutors are available for assistance through academic Assistance and Resource Center (AARC) located in the Steen Library.

Netiquette: All work, including emails, assignments, and discussion boards must abide by "netiquette" rules. Professional and appropriate language, grammar, spelling and syntax must be used in all communications. Be respectful to your classmates and professor. Do not use "IM-style" writing at ANYTIME. Grades will reflect your level of professionalism.

ALL e-mails must contain grammar, spelling, and sentence structure. No ALL CAPS, run-on sentences, texting-type or IM-type of writing will be accepted. Improper e-mails will be returned, unanswered. This is a university-level course and students must use professional emails in preparation for future management positions.

Students should expect a response to emails and phone calls within 24-48 hours from your contact efforts. Allow 5 business days (Monday-Friday) to expect a response to your inquiries.

Virtual Office/Student Hours
Virtual Office/Student Hours: I conduct my office hours (as much as I can) as if we were still in person! I want to see your face and get to visit with you. :) If you came to my physical office for office hours and another student was there, you would wait in the hall until I finished with the person who was already there, and then you would come in and have your time with me. What that means for you now that we are on Zoom is that when you follow the link below and log on to the office hours, you will be put into a "waiting room." You’ll see a message that I will let you in shortly. If there is no student there already, I will immediately let you in. If you have to wait for a few minutes, that means I’m with someone. Don’t worry, I WILL get to you in the order that you entered the waiting room. Even if it is past the time for my office hours to end, I’ll get to everyone who logs on! So if you have to wait, please be patient and know that I haven’t forgotten you are there.

To join Dr. Causin’s office hours, log-in to this link, https://sfasu.zoom.us/j/97623413899?pwd=QzJxdDkyeFRUUTBNeHlya2ZuSG9vQT09
IV. Evaluation and Assessments (Grading):

<table>
<thead>
<tr>
<th>Grading Requirements</th>
<th>Grade Distribution</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>100</td>
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<tr>
<td>Exam 2</td>
<td>100</td>
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<tr>
<td>Exam 3</td>
<td>100</td>
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<tr>
<td>Exam 4</td>
<td>100</td>
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<tr>
<td>D2L Assignments</td>
<td>165</td>
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<td>TOTAL</td>
<td>565</td>
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There are enough assignment and quiz points to GREATLY impact your grade. The grade you receive is the grade you will have earned. This is a university course and will be graded as such.

Guidelines for Evaluating Students in the Hospitality Administration Program

What is an “A” Student?
- Consistently goes above and beyond what is required in the experience
- Displays initiative
- Looks up information on own before asking questions of staff
- Contributes meaningfully to the faculty
- ACTS enthusiastic, even if he/she does not feel that way at the time
- Is open to criticism without getting defensive
- Does not like a “know it all”
- Displays maturity
- Is proactive – does not wait to be told to do everything; takes care of things before they become problems.
- Has good verbal and written communication skills
- Is willing to risk failure in order to learn something new
- Displays common sense
- Has strong “people skills”
- Is flexible
- Stays until the job is done – is NOT a “clock watcher”

Every student should not expect an “A”! It is the people who display the above characteristics, AS WELL AS HAVING SOUND TECHNICAL ABILITY AND THE THEORETICAL KNOWLEDGE who receives the “excellent” grade.

A grade of “B” or “C” should not be perceived as failure. A grade of “B” means “good” and a grade of “C” means “average”. Not everyone is an “outstanding” student. A grade of “D” or “F” is appropriate when a student does not perform, does not know basic information or display basic skills, or if a student has a “real” attitude problem.
V. Tentative Course Outline/Calendar: Note: Changes in the course outline are possible with the discretion of the professor.

<table>
<thead>
<tr>
<th>MODULE</th>
<th>TOPICS &amp; COURSE ASSIGNMENTS</th>
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<tbody>
<tr>
<td>Module 1/</td>
<td>Welcome and Student Introductions in Brightspace by D2L Discussion Board Assignment: Student Introductions due 9/03 at 11:30 pm.</td>
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<tr>
<td>Weeks 1&amp;2</td>
<td>Chapter 1 – The Role, Cost, and Management of Hospitality Facilities</td>
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<td>Discussion Board Assignment on Management Responsibility due on 9/03 at 11:30 pm</td>
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<td>Chapter 2 – Hospitality Facilities Management Tools, Techniques, and Trends</td>
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<td>Dropbox Assignment on Chapter 2 Case Study: How Many Calls due on 9/10 at 11:30 pm</td>
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<td>Chapter 3 – Environmental and Sustainability Management</td>
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<td>Dropbox Assignment: Research and Write an Article on Environmental Sustainability Management and create a Poster Presentation based on your paper. Paper is due on 9/24. Poster due 10/12 at 11:30 pm in the Dropbox.</td>
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<td>EXAM 1 – Chapters 1-3</td>
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<td>Available 9/08 at 8 am, closes 9/10 at 11:30 pm in D2L (ONLINE)</td>
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<td>Module 2/</td>
<td>Chapter 4 – Safety and Security Systems</td>
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<tr>
<td>Weeks 3&amp;4</td>
<td>Dropbox Assignment: Article Review on Safety and Security due on 9/17 at 11:30 pm</td>
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<td>Chapter 5 – Water and Wastewater Systems</td>
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<td>Discussion Board Assignment on Chapter 5 Review Questions due on 9/17 at 11:30 pm</td>
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<td>Chapter 6 – Electrical Systems</td>
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<td>Dropbox Assignment on Chapter 6 Case Study: When Darkness Fall due 9/24 at 11:30 pm</td>
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<td>Dropbox Assignment: Article in Environmental Sustainability Management due 9/24 at 11:30 pm in the Dropbox.</td>
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<td>EXAM 2 – Chapters 4-6</td>
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<td>Available 9/22 at 8 am, closes 9/24 at 11:30 pm in D2L (ONLINE)</td>
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<tr>
<td>Module 3/</td>
<td>Chapter 7 – Heating, Ventilation, and Air Conditioning Systems</td>
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<td>Weeks 5&amp;6</td>
<td>Dropbox Assignment: Article Review on HVAC Systems and the Environment due on 10/01 at 11:30 pm</td>
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<td>Chapter 8 – Lighting Systems</td>
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<td>Discussion Board Assignment: Case Study Scenario on Lighting due on 10/01 at 11:30 pm</td>
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<td>Chapter 9 – Laundry Systems</td>
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<td>Discussion Board Assignment on Laundry Thoughts due on 10/08 at 11:30 pm</td>
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| Module 4/Week 7 | EXAM 3 – Chapters 7-9
Available 10/06 at 8 am, closes 10/08 at 11:30 pm in D2L (ONLINE) |
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<td></td>
<td>Chapter 10 – Building Structure, Finishes, and Site</td>
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<td></td>
<td>Dropbox Assignment: Article Review on Structural Issues in Hospitality Buildings due on 10/09 at 11:30 pm</td>
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<td>Chapter 11 – Lodging Planning and Design</td>
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<tr>
<td></td>
<td>Discussion Board Assignment: Lodging Design Experience due on 10/10 at 11:30 pm</td>
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<td></td>
<td>Chapter 12 – Renovation and Capital Projects</td>
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<tr>
<td></td>
<td>Dropbox Assignment: Article Review on Building (Hotel and/or Restaurant) Renovations due on 10/11 at 11:30 pm</td>
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<td>Dropbox Assignment: Environmental Sustainability Management Poster due on 10/12 at 11:30 pm in the Dropbox.</td>
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<td>FINAL EXAM – Chapters 10-12</td>
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<td>Oct. 11-13, 2023; 8:00 am – 11:30 pm in D2L (ONLINE)</td>
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VI. Readings (Required and recommended—including texts, websites, articles, etc.):

**Required Textbook**

**Written Assignments:**
Students must follow APA format for any writing assignments.

**QClassroom Statement:**
This course uses the QClassroom 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. Support emails will come from qclassroom@sfasu.edu.

VII. Course Evaluations:

“Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses (the teaching itself and the content/assignments) taken within the PCOE. 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 (full-time and part-time) annual evaluation processes, tenure, promotion, pay, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!”

In the Perkins 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 summarized data will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Policy. Important course related policies:

Course Grades (Including WH), Policy 5.5
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework 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. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

Final Course Grade Appeals by Students, Policy 6.3

Academic Accommodation for Students with Disabilities, Policy 6.1
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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities, Policy 6.6

Class Attendance, Policy 6.7

Code of Student Conduct and Academic Integrity, Policy 10.4
Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.
***Other SFA Policy Information

Student Wellness and Well-Being
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

IX. On-campus Resources:

The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041

The Health and Wellness Hub "The Hub"
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:

- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741

X. Other Relevant Course Information:

PROFESSIONAL STANDARDS
1. Students should prepare themselves adequately for each semester. Professors are not able to provide effective student critique when student work is unavailable for review or student effort is lacking.

2. Students should exhibit professional courtesy and conduct. Examples include a positive work attitude, sensitivity to others, attentiveness, and cooperation.
3. Faculty are committed to provide information and prompt response to students on the web, return student work in a timely fashion, honored posted office hours, provide feedback on student progress, and work with field supervisors.

If student dissatisfaction arises, the student’s request for a private conference/phone call with the professor serves as the first step toward resolution.