



Culinary Arts Department

HAMG 1321

Introduction to Hospitality Industry in Person

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

Instructor:

Chef Kevin M. Booker, CCC

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Phone: (806) 716-4315

Office Hours: LBC146, by appointment (email to schedule)

Tuesday/Thursday: 8:00am-9:30am

Friday 9:00am-2:00pm

Class Hour and Room:

Culinary Lab D

M/W 8:00am-9:30am

Exam Schedule: The Final date and time is TBD.

Required Text: ManageFirst: Hospitality and Restaurant Management w/ Online Exam Voucher + ManageFirst Exam Prep: Marketing, Management and Human Resource Management, 2nd Edition

Edition: ISBN-13: 978-0-13-272447-0

Required Materials: One inch, 3 ring binder

Online quizzes and assignments can be found under "Course Content" on the Blackboard Homepage.

Access codes must be purchased and registered to access quizzes. Chapter notes are also available on Blackboard. Students MUST print out the chapter notes prior to class lecture.

NOTES: LOG INTO Pearson-Assignments THROUGH BLACKBOARD. DO NOT GO DIRECTLY TO THE MYLAB HOSPITALITY WEBSITE.

- Your first Online quiz will open on Monday, August 29th and be due on Thursday, September, 8th. ALL OTHER WEEKS THROUGHOUT THE SEMESTER, QUIZZES will be available starting on Friday's at 8am and be due by the following Thursday at 11:59pm.
- There might be a possibility for extra credit or a bonus sometime during the semester. These extra points CANNOT raise your grade for a particular segment of your grade beyond 100%. For example, your maximum quiz average can only be 100% or test average can only be 100%.
- The Final for this course will be over all chapters. Date and time TBD.
- If you need special accommodations, you will still have to take the test on the scheduled date of the exam. If there is a conflict, you will have to prove it to your instructor in order to take an exam at a different time.

Grading Policy:

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

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

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

In Class Assignments:	30%
Quizzes:	30%
Field Project:	10%
Final:	30%
	100%

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

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

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

Student Services:

As a student of South Plains College, there are multiple services available to you at no extra charge. To access these services or find out more about them; from the SPC home page click on "Student Services" tab, then click on "Health and Wellness", then on the drop-down menu click "- Health and Wellness" again. These services include **Mental Health Resources, Counseling @ SPC, Student Health, Disability Services, Drug & Alcohol Prevention, Title IX Pregnancy, Emergency Resources** (The South Plains College Emergency Resources Listing is where you can find community food assistance, help paying bills, and other free or reduced cost programs available to students and the community.), and **Texan Food Pantry** (The Texan Food Pantry provides non-perishable food and toiletries to any currently enrolled South Plains College student or employee who need a little extra help.).

South Plains College's Notices

ATTENDANCE: (along with your Instructor's Policy)

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

Students who enroll in a course but have "Never Attended" by the official census date (the 12th class day), as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor.

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

For Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, click here:
[Syllabus Statements \(southplainscollege.edu\)](http://southplainscollege.edu)

Course Outline
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Introduction to Hospitality Industry

Week	Quiz Open/Due Date	Topic	Lecture/In Class Assignments	Reading Assignment
1	8/28 – 8/31	Culinary Orientation	Sign in for Pearson with Access Code	Chapter 1
2	9/4 – 9/7	Dynamics of Leadership	Day 1: Lecture, Case Study, Day 2: RYL, Application Exercise Ch. 1 Quiz	Chapter 1
3	9/11 – 9/14	Leaders Facilitate the Planning Process	Day 1: Lecture, Case Study, Day 2: RYL, Application Exercise Ch. 2 Quiz	Chapter 2
4	9/18 – 9/21	Leaders are Effective Communicators	Day 1: Lecture, Case Study, Day 2: RYL, Application Exercise Ch. 3 Quiz	Chapter 3
5	9/25 – 9/28	Leaders Facilitate Employee Performance	Day 1: Lecture, Case Study, Day 2: RYL, Application Exercise Ch. 4 Quiz	Chapter 4
6	10/2 – 10/5	Leaders Facilitate Teamwork	Day 1: Lecture, Case Study, Day 2: RYL, Application Exercise Ch. 5 Quiz	Chapter 5
7	10/9 – 10/12	Leaders Manage Employee Work Schedules	Day 1: Lecture, Case Study, Day 2: RYL, Application Exercise Ch. 6 Quiz	Chapter 6

8	10/16 – 10/19	Leaders Manage Daily Operations	Day 1: Lecture, Case Study, Day 2: RYL, Application Exercise Ch. 7 Quiz	Chapter 7
9	10/23 – 10/26	Leaders Manage Meetings	Day 1: Lecture, Case Study, Day 2: RYL, Application Exercise Ch. 8 Quiz	Chapter 8
10	10/30 – 11/2	Leaders Manage Compensation Programs	Day 1: Lecture, Case Study, Day 2: RYL, Application Exercise Ch. 9 Quiz	Chapter 9
11	11/6 – 11/9	Employee Retention and Terminations	Day 1: Lecture, Case Study, Day 2: RYL, Application Exercise Ch. 10 Quiz	Chapter 10
12	11/13 – 11/16	Field Projects	Field Projects	Field Projects
13	11/20 – 11/23	Review/Practice Tests	Review/Practice Tests	Review all Chapters
14	11/27 – 11/30	Finals	Finals	Finals
15	12/4 – 12/7	Finals-Lab Classes	Finals-Lab Classes	Finals-Lab Classes
16	12/11 – 12/14	Clean Up	Clean Up	Clean Up

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