Course Syllabus

Syllabus

Sarasota-Manatee

College of Hospitality Technology Leadership

Introduction to Hospitality and Tourism

HFT 3003

Spring 2015

Instructors: Dr. Katerina Annaraud

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Course Objectives:

Describe different types of hospitality establishments

Apply general management concepts to the hospitality management

Analyze various issues that restaurant/hotel managers may face

Suggest ways to improve service

Explain functions of different hotel departments

Criteria for Assigning Grades:
Midterm Exam 20%

Final Exam 20%

Discussion Questions 30%

Article Reflection 10%

Video Assignment 20%

Grading Scale:

90-100% A

80-89% B

70-79% C

60-69% D
USFSM Policies

A. Academic Dishonesty: The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the catalog, USFSM Undergraduate Catalog (Links to an external site.) or USFSM Graduate Catalog (Links to an external site.), the USF System Academic Integrity of Students, and the USF System Student Code of Conduct (Links to an external site.).

B. Academic Disruption: The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog: USFSM Undergraduate Catalog (Links to an external site.) or USFSM Graduate Catalog (Links to an external site.), USF System Academic Integrity of Students, and the USF System Student Code of Conduct (Links to an external site.).
C. Contingency Plans: In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: CANVAS, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor CANVAS site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull (Links to an external site.) messages for important general information. The USF hotline at is updated with pre-recorded information during an emergency. See the Safety Preparedness Website (Links to an external site.) for further information.

D. Disabilities Accommodation: Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, disabilityservices@sar.usf.edu; http://www.usfsm.edu/students/disability (Links to an external site.).

E. Fire Alarm Instructions: At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures (Links to an external site.).
F. Religious Observances: USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

G. Web Portal Information: Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and CANVAS course information via that address.

H. Sexual Misconduct/Sexual Harassment Reporting: USFSM is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (USF System Policy 0-004). The Counseling and Wellness Center is a confidential resource where you can talk about incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to either the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report.

Please be aware that in compliance with Title IX and under the USF System Policy, educators must report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. If you disclose any of these situations in class, in papers, or to me personally, I am required to report it to OSSR or DIEO for investigation. The Deputy Coordinator for
USFSM is Mary Beth Wallace, AVP for Student Enrollment, Engagement and Success, 941-359-4330 or marybeth@sar.usf.edu.

Campus Resources:

Counseling Center and Wellness Center 941-487-4254

Victim Advocate (24/7) 941-504-8599

List of off-campus resources:

Hope of Manatee: 941-755-6805

Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976

First Call for Help- Manatee: 941-708-6488

Sarasota & North Port 941-366-5025

Manatee Glens: 941-782-4800

Timeline: (All weekly assignments are due on Mondays by 9:00 a.m. EST)

***I am not going to grade late weekly assignments.
1st week assignments are due January 12  Chapter 1+article(s) reflection

*** I am not going to penalize you if you submit the 1st week assignments during the 2nd week because I understand that you may need time to buy necessary materials for class. However, your responses/reflections for the 1st week should be submitted to later than January 19.

2nd week assignments are due January 19 Chapter 2+article(s) reflection

3rd week assignments are due January 26 Chapter 3+article(s) reflection

4th week assignments are due February 2 Chapter 4+article(s) reflection

5th week assignments are due February 9 Chapter 5+article(s) reflection
6th week assignments are due February 16 Chapter 6+article(s) reflection

7th week assignments are due February 23 Chapter 7+article(s) reflection

8th week assignments are due March 2 Chapter 8+article(s) reflection

9th week assignments are due March 16 Chapter 9+article(s) reflection

10th week assignments are due March 23 Chapter 10+article(s) reflection

11th week assignments are due March 30 Chapter 11+article(s) reflection

12th week assignments are due April 6 Chapter 12+article(s) reflection
13th week assignments are due April 13 Chapter 13+article(s) reflection

14th week assignments are due April 20 Chapter 14+article(s) reflection

*The video assignment is due January 26th by 9:00 a.m. EST

For each day you are late with a video assignment I will deduct 5 pts. from your grade for the assignment.

Please manage your time responsibly.

* Midterm exam is available on-line from February 15 (6 a.m.) until February 18 (11 p.m.)

* Final exam is available on-line from Apr 24 (6 a.m.) until April 26th (11 p.m.)