Instruction: Asynchronous  Instructor: Jay R. Schrock, Ph.D. Professor

Classroom: N/A (online course)  Office: N/A (online course)

Office Hours: email only  Phone #: there is no phone

E-Mail: jschrock@sar.usf.edu  (start the subject line with HFT4323)

TEXT:


COURSE DESCRIPTION & PURPOSE:

This course examines the technical and managerial aspects involved in facilities management for hospitality establishments. We will review the role of the engineering department in assisting in the accomplishment of management’s goal of effective and efficient control of facilities. The course will also cover preventive maintenance, energy conservation,
waste management, pollution control, life safety systems, and facilities design and layout.

The successful student in this course will acquire an extensive knowledge of the practical aspects of the daily management of hospitality facilities. This knowledge will be of great importance for the future employment of the student. Active online and/or class participation in activities designed to explore situations/problems commonly arising in daily management will enable the student to prepare for similar matters that will almost certainly present themselves in the work environment.

COURSE OBJECTIVES:

1. Explain the importance of facility maintenance in lodging and foodservice.
2. Describe responsibilities of a chief engineer.
3. Describe the areas of facility maintenance responsibilities in the hospitality industry.
4. Explain the basic functioning of equipment and systems commonly used in facility maintenance.
5. Analyze written specifications and blueprints.
6. Describe the staffing patterns commonly used in maintenance department.
7. Plan a staffing pattern for various types of maintenance departments.

COURSE APPROACH:
1. This course cultivates the following skills: critical and creative thinking, problem solving, analysis, synthesis, and evaluation.
2. Problems, questions, issues, experiences, and opportunities serve as the source of motivation for learners in this class.
3. Learning is strengthened when students formulate and justify their ideas in writing.
4. Learning is strengthened when students reflect on observations made in various hospitality environments and relate these observations to course content and themes.
5. The goals, methods, and evaluative components of this course emphasize applying course content rather than simply acquiring it.

**ASSESSMENT OF STUDENT LEARNING OUTCOMES:**

All assignment instructions, quizzes, and the final are found in the Modules on the Canvas Course. Exam and quiz questions are based on information presented in the chapter readings (chapters 1-13) and PowerPoint presentations (chapters 1-9). **PowerPoint presentations Chapters 1-9 only**, which also explain the quantitative formulas and methods used in this course. You need to complete everything by 11:00 PM on May 1st. Follow the schedule below:

**Step 1:** Read Chapter 1 and Chapter 1 PowerPoint presentation and take Quiz 1 (10 points). **Due Date:** week 1

**Step 2:** Read Chapter 2 and Chapter 2 PowerPoint presentation and take Quiz 2 (10 points). **Due Date:** week 2

**Step 3:** Read Chapter 3 and Chapter 3 PowerPoint presentation and take Quiz 3 (10 points). **Due Date:** week 3
**Step 4:** Read Chapter 4 and Chapter 4 PowerPoint presentation and take Quiz 4 (10 points). **Due Date:** week 4

**Step 5:** Read Chapter 5 and Chapter 5 PowerPoint presentation and take Quiz 5 (10 points). **Due Date:** week 5

**Step 6:** Read Chapter 6 and Chapter 6 PowerPoint presentation and take Quiz 6 (10 points). **Due Date:** week 6

**Step 7:** Read Chapter 7 and Chapter 7 PowerPoint presentation and take Quiz 7 (10 points). **Due Date:** week 7

**Step 8:** Read Chapter 8 and Chapter 8 PowerPoint presentation and take Quiz 8 (10 points). **Due Date:** week 8

**Step 9:** Read Chapter 9 and Chapter 9 PowerPoint presentation and take Quiz 9 (10 points). **Due Date:** week 9

**Step 10:** Read Chapter 10 and take Quiz 10 (10 points). There no PowerPoint presentation. **Due Date:** week 10

**Step 11:** Read Chapter 11 and take Quiz 11 (10 points). There no PowerPoint presentation. **Due Date:** week 11

**Step 12:** Read Chapter 12 and take Quiz 12 (10 points). There no PowerPoint presentation. **Due Date:** week 12

**Step 13:** Read Chapter 13 and take Quiz 13 (10 points). There no PowerPoint presentation. **Due Date:** week 13
Step 14: Review the text chapters then in week 14. Take the final exam (160 points), which covers the entire book, chapters 1-13.

THE EXAMS WILL BE AVAILABLE STARTING THURSDAY AT NOON AND WILL CLOSE SATURDAY EVENING AT 11:59pm. YOU MUST TAKE THE CHAPTER QUIZZES DURING THOSE TIMES. THERE ARE NO MAKE UPS. IF YOU MISS IT YOU MISS IT THE GRADE IS A ZERO.

Taking Quizzes and Final Exam:

The Final exam is 160 multiple questions choice It will be available from Saturday April 26 at noon and will remain open until Thursday May 1st at 11:59 pm

All quizzes and the final exam are timed. You may refer to notes and the book, although this may preclude you from completing the entire quiz or exam. Be prepared before you take a test to minimize referencing notes and the book. **The chapter quizzes are set at 15 minutes the final is set at 240 minutes.** Be prepared means making sure your are focused on the task at hand, the cell phone and radio are off, you don’t need to use the restroom, you have a 15 minute quiet time, longer for the final. Then log onto Canvas and take the quizzes and the final.

GRADING SYSTEM:

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<thead>
<tr>
<th>Assessment/Assignment</th>
<th>Points</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Quizzes (13)</td>
<td>130</td>
<td>45</td>
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<tr>
<td>Final</td>
<td>160</td>
<td>55</td>
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<td><strong>Total</strong></td>
<td><strong>290</strong></td>
<td><strong>100</strong></td>
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<table>
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<th>Grade</th>
<th>Points Earned</th>
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<tr>
<td>A</td>
<td>261-290</td>
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Grade book:

1. After you complete a quiz, it will be automatically posted to the grade book.

2. The final exam will be posted to the grade book. Review the Chapter 1-9 PowerPoint presentations and chapters 10 to 13 below before taking the final exam. These are helpful study guides

OTHER:

Please do not hesitate to contact me if you need assistance with the course. I usually respond to Blackboard e-mails within 24 hours. If you need a quicker response, e-mail me at jschrock@sar.usf.edu or 1jschrock@gmail.com BE SURE TO PLACE HFT 4323-your name IN THE SUBJECT LINE.

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 or USFSM Graduate Catalog and the USF Student Code of Conduct.
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 or USFSM Graduate Catalog and the USF Student Code of Conduct.

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: Blackboard, Elluminate, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor Blackboard site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Safety Preparedness Website 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: Pat Lakey, Coordinator, 941-359-4714, plakey@sar.usf.edu, www.sarasota.usf.edu/Students/Disability/

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.
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.