



*Culinary Arts Department*

**HAMG 1321**

**FALL 2024**

**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 Sarah Reid

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Phone: (806) 716-4613

Office Hours: By Appointment: Monday/Wednesday: 2:15pm-3:15pm, Friday 7:30am-1:30pm

**\*\*\*To make certain that I am in my office, please email me before hand in order to secure an appointment time. This allows me to give you my undivided attention.**

**Room and Class Hour:** Culinary Lab B, T/Th 8:00am-9:30am

**Exam Schedule:** The Final date and time is TBD.

**Communications:**

The best way to contact me is via email. I will respond to emails as quickly as possible during regular hours (M-F 8am-5pm). In the evening and on weekends, please allow up to 48 hours for a response. As I make every effort to be current and prompt with my emails, I ask that you do the same. **You should check your official SPC email at least once per day.** I will send all pertinent messages through SPC email.

**Required Text:** ManageFirst: Hospitality and Restaurant Management w/ Online Exam Voucher, 2nd Edition: ISBN- 9780866128360

**Required Materials:** One inch, 3 ring binder, Basic function Calculator

**ADA STATEMENT:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at the Lubbock Center, the Levelland Student Health & Wellness Center 806-716-2577, Reese Center Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

## 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.
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 however, attendance will NOT be taken. Should you be absent, you are still expected to complete all assignments by the due date.
5. Grades will be evaluated as follows: A(90-100), B(80-89), C(70-79), D(60-69), F(59 and below).
6. The grading will be based on the following assignment:

Case Study:	10%
Application Exercise:	10%
Review for Learning:	20%
Pearson Quizzes:	30%
Field Project:	15%
Final:	<u>15%</u>
	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.

## Notes:

- **Extra Credit Opportunities-** You may choose to assist with the community classes being offered during this semester. These opportunities will be on select Fridays and Saturdays from 9am-1pm. You will receive an extra 25 point towards your lowest grade for each day that you attend. Should you arrive late, you will not be given the full 25 points. 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.

**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.

**Required Uniform:** Students should ALWAYS be in full uniform for ALL classes. Clean/wrinkle free chef coats, pants, caps, and non-slip 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.

**Cell Phones:** No cell phones are permitted in my classroom and must be kept in lockers. If there is a sound reason to keep your cellphone, please get permission prior to class. Cellphones with permission will be kept in a zip lock bag under the instructor's desk on SILENT MODE.

**Assignments:** All of the assignments are located on blackboard. I will have these printed out for you all to complete them in class. Should you be absent, you will still turn in the work on the **due date**. All work must have complete sentences and should be checked for proper grammar, punctuation and spelling. If your work is illegible, I will return it and ask you rewrite it.

**South Plains College Syllabus Statements and Notices:**

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)

**South Plains College Culinary Arts Alcohol Use Policy:** South Plains College Culinary Arts program uses various liquors, liqueurs, wines and beers as recipe ingredients within the culinary curriculum. Alcohol is secured in the culinary facility and only accessible by culinary faculty. Alcohol may only be used if a recipe requires liquor/liqueur/wine/beer as an ingredient. Consumption of alcohol by students is strictly prohibited. Alcohol is only to be handled by instructors; no exceptions. Violations will be considered a "Student Code of Conduct" violation and will result in strict disciplinary action, including referrals to the Executive Director of Lubbock Center, Dean of Students, and Campus Police.

**Topics:** The list of selected topics may be modified during the course of the semester. The instructor will notify the class of any changes to the topic list.

**Course Outline**  
**HAMG 1321: Introduction to Hospitality Industry**

Week	Dates	Topic	Lecture/In Class Assignments	Reading Assignment
1	8/26-8/29	<b>Culinary Orientation</b>	Day 1: Review Syllabus and go over expectations Day 2:	Chapter 1
2	9/2- 9/5	<b>Dynamics of Leadership</b>	Day 1: Ch. 1 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 1 Quiz	Chapter 1
3	9/9-9/12	<b>Leaders Facilitate the Planning Process</b>	Day 1: Ch. 2 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 2 Quiz	Chapter 2
4	9/16-9/19	<b>Leaders are Effective Communicators</b>	Day 1: Ch. 3 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 3 Quiz	Chapter 3
5	9/23-9/26	<b>Leaders Facilitate Employee Performance</b>	Day 1: Ch. 4 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 4 Quiz	Chapter 4
6	09/30-10/3	<b>Leaders Facilitate Teamwork</b>	Day 1: Ch. 5 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 5 Quiz	Chapter 5
7	10/7-10/10	<b>Leaders Manage Employee Work Schedules</b>	Day 1: Ch. 6 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 6 Quiz	Chapter 6
8	10/14-10/17	<b>Leaders Manage Daily Operations</b>	Day 1: Ch. 7 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 7 Quiz	Chapter 7
9	10/21-10/24	<b>Leaders Manage Meetings</b>	Day 1: Ch. 8 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 8 Quiz	Chapter 8
10	10/28-10/31	<b>Leaders Manage Compensation Programs</b>	Day 1: Ch. 9 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 9 Quiz	Chapter 9
11	11/4-11/7	<b>Employee Retention and Terminations</b>	Day 1: Ch. 10 PP, Case Study, Application Exercise Day 2: Review for Learning, Ch. 10 Quiz Due, Field Project Assigned	Chapter 10
12	11/11-11/14	<b>Field Projects</b>	Field Projects- You will not have class this week. Time should be used to complete your field projects.	Field Projects
13	11/18-11/21	<b>Review/Practice Tests Field Project due 11/19</b>	Day 1: Cumulative Practice Exam ( <b>Field Project Due</b> ) Day 2: Personal Study Day	Review all Chapters
14	11/25-11/28	<b>Managed First Exams Week</b>	Intro to Hospitality Final will happen this week-Date and time to be determined	Review all Chapters
15	12/2-12/5	<b>Practical Finals Week</b>	<b>Practical Finals Week</b>	Finals
16	12/9-12/12	<b>Clean Up</b>	Clean Up-Mandatory Attendance	<b>Clean Up</b>

