

DEPARTMENT OF HOSPITALITY AND TOURISM MANAGEMENT
UNIVERSITY OF NORTH TEXAS

HMG 4820.001 & 4820.002 – Facilities Planning, Equipment, Layout and Design
Fall 2020

ADMINISTRATIVE DETAILS

COURSE SCHEDULE

August 24 – December 11, 2020 (online)

COURSE DESCRIPTION

Principles of hotel and restaurant property management and facilities layout and design, emphasizing equipment selection, space allocation, and guest and production/service traffic flow patterns and facility operations management.

FACULTY

Dr. Han Wen

Department of Hospitality & Tourism Management

Office: Chilton Hall 359F

Online office hours: Monday & Wednesday 9:00am – 10:00am (or by appointment)

E-Mail: han.wen@unt.edu

COURSE OBJECTIVES

Upon completion of the course, the student will be able to:

1. Demonstrate the correct planning process in hospitality facilities planning and design
2. Identify, analyze and apply the principles of hospitality facilities design
3. Select appropriate hospitality equipment for hotels, restaurants, and lounges
4. Identify production equipment needs for specific food service facilities
5. Discuss and identify layout (foodservice and lodging) specifically in regard to the Americans with Disabilities Act (ADA)
6. Identify and access effective principles of hospitality sustainable applications
7. Apply energy management principles to hospitality properties

EVALUATION CRITERIA

Course work will be evaluated on the following basis:

<i>Individual Assignments</i>	
1. Green Hotel Assignment	75 points

2. SmartDraw Introduction Assignment	25 points
3. ADA Assignment	25 points
4. Crisis Management Assignment	25 points
<i>Restaurant Layout Design Project (individual project)</i>	
Step #1 – “What is my restaurant all about?”	25 points
Step #2 – “What does my restaurant’s concept tell me?”	25 points
Step #3 – “What furniture, fixtures, and equipment do I need?”	25 points
Step #4 – “What will my restaurant look like?”	50 points
Step #5 – “The great unveiling!!”	25 points
<i>Quizzes</i>	
(10 @ 20 points each)	200 points
Total: 500 points	

The final grade for the course will be calculated on the following basis:

GRADE	POINTS
A=	450 - 500 points
B=	400 - 449 points
C=	350 - 399 points
D=	300 - 349 points
F=	299 and below

COMMUNICATIONS:

For remote classes, communications should be conducted through the email or messages on Canvas. You may also contact me for a Zoom meeting during my office hours, but an appointment is strongly suggested to ensure that you will not have to wait.

REVISIONS

The instructor reserves the right to revise this syllabus, class schedule, and/or list of course requirements when he/she deems such revisions will benefit the achievement of course goals and objectives. Changes will be announced on Canvas.

CLASS POLICIES

- **Quizzes:** You are expected to read and study the module contents regularly; and complete the quizzes assigned on each Module before the due date. **All excused absence documents must be obtained from UNT Dean of Student.** Located at UNT Student Union Suite 409 (940-565-2648; deanofstudents@unt.edu). Students are expected to do all quizzes independently. **In order to approve your absence is excused, you have to provide the instructor the documentation from Dean of Student no later than one week after excused absence. The instructor will not accept any other documentations as prove of excused**

absence. Failure to provide a valid documentation within the time frame will deem it unexcused.

- **SmartDraw Software** is available to all students enrolled in HMG 4820/5820. A SmartDraw cloud account will be set up for you during the semester with assistance from CMHT IT staff.

CLASS RESPONSIBILITIES

- Students are expected to read and study all module contents posted on Canvas. Lecture notes, lecture videos, reading materials, and other course contents will be covered in quizzes.
- Any assignment submitted to the instructor is to be typed and should follow the guidelines on the assignment sheet. All assignments and projects are to be turned in using a standard 12-point font. Write the report according to the prescribed outline and instructions.
- **Late submission of assignments:** 10% late submission penalty of an assignment/project will apply per calendar day (e.g. 20% off for 2 calendar days, 100% off for 10 calendar days).

STUDENT PERCEPTIONS OF TEACHING

An opportunity will be provided for students to evaluate their faculty. This short survey (SPOT) will be made available near the end of the semester to provide students a chance to comment on how this class is taught. Student feedback is important and an essential part of participation in this course.

College of Merchandising, Hospitality & Tourism Syllabus Statements Fall, 2020

COVID-19 Precautions

The College of Merchandising, Hospitality and Tourism abides by university policy regarding COVID-19 precautions. All rules and guidelines established by the university apply to CMHT courses. You can find regularly updated information on the UNT Return to Learn website: <https://vpaa.unt.edu/return>.

Advising and Degree Progression

Advising

ALL students are encouraged to meet with their Academic Advisor **each semester** to update your degree plan and to stay on track for a timely graduation.

- ***CMHT Advising Contact Information (Chilton Hall 385 – 940.565.4635)***

Prerequisites

- Ultimately, it is a student's responsibility to ensure they have met all prerequisites before enrolling in a class.
- A prerequisite is a course or other preparation that must be successfully completed before enrollment in another course. All prerequisites are included in catalog course descriptions.
- Students that lack prerequisites for a course are not allowed to remain in the course.

Transfer Courses

Any transfer course(s) from another institution must receive *prior approval* from your CMHT Academic Advisor to ensure that the course(s) will be applicable to your degree plan at UNT.

Dropped for Non-payment

- Students will be dropped for nonpayment for enrolled courses, parking fees, schedule change fees, etc. Please check your account daily through the 12th class day to ensure you have not been dropped for non-payment of any amount. It is the student's responsibility to make all payments on time.
- *Students cannot be reinstated for any reason after the 12th class day regardless of situation.*

Dropping a Course

- **A decision to drop a course may affect your current and future financial aid eligibility.** Talk to your academic advisor or Student Financial Services if you are thinking about dropping a course.
- Speak with the course instructor to discuss any possible options to be successful in the course before dropping.
- Meeting deadlines for dropping a course are the student's responsibility.
- **After the 12th class day, students cannot drop a course online** through your my.UNT Student Portal. Please see the instructions for dropping a class here: <https://registrar.unt.edu/registration/dropping-class>

Financial Aid Requirements

- A student must maintain Satisfactory Academic Progress (SAP) to continue receiving financial aid by maintaining a minimum 2.0 cumulative GPA and successfully completing the required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility. Visit <https://financialaid.unt.edu/sap> for more information about financial aid Satisfactory Academic Progress.

What if You Are In Distress?

The University has a number of resources that can be useful if you find yourself in need of help. Faculty and advisors can help direct you to resources; please note that any reports of sexual harassment, sexual assault, dating violence, or stalking must be reported to the UNT Dean of Students, per Texas law. Some resources you might consult are:

UNT Police	940-565-3000
Dean of Students	940-565-2648 or 940-565-2039
Counseling and Testing	940-565-2741
Student Health and Wellness Center	940-565-2333
Office of Disability Access	940-565-2333
Housing and Residence Life	940-565-2610
Substance Use and Resource Education Center	940-565-3177
Veterans Center	940-369-8021
Denton County Friends of the Family	940-387-5131
National Suicide Hotline	1-800-273-TALK
COVID Hotline – COVID@unt.edu	844-366-5892

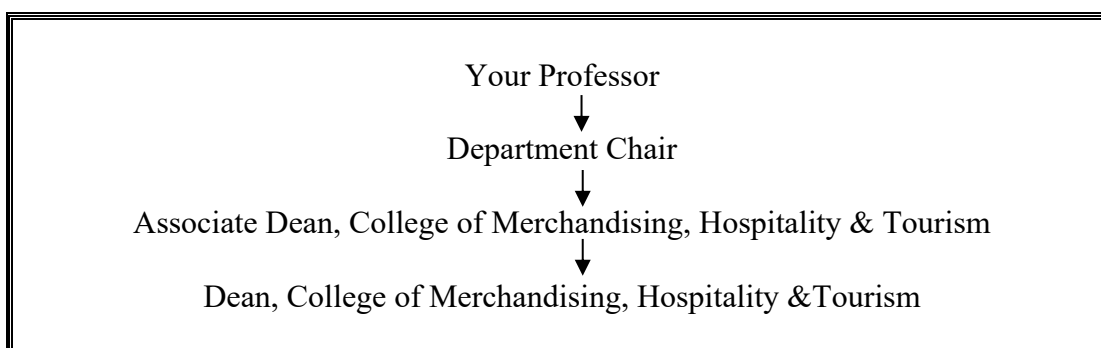
Dates and Deadlines

August 24	First day of class
August 28	Last day for change of schedule other than a drop. (Last day to add a class.)
September 5	Census date –Students cannot be added to a course for any reason after this date.
September 7	Labor Day (no classes, University closed)
November 2	Last day for a student to drop a course and receive a W.
November 20	Last day to withdraw (drop all classes) and receive W's.
November 26-27	Thanksgiving Break (no classes, University closed)
December 2-3	Pre-finals days
December 3	Last class day
December 4	Reading day (no classes)
December 5-11	Final exams (Exams begin on Saturday)

Grade and Class Concerns

Do you know who to contact for a course-related issue?

Understanding the academic organizational structure is important when resolving class-related or advising issues. When you need problems resolved, please follow the steps outlined below:



Do you require special accommodations?

The University of North Texas and the College of Merchandising, Hospitality and Tourism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

Are you aware of safety regulations?

Students are urged to use proper safety procedures and guidelines. In lab sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

Do you know the penalties of academic dishonesty?

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook.

Class Recordings - COVID

Synchronous (live) sessions may be recorded for students to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Do you meet ALL expectations for being enrolled in a course?

- CMHT students are expected to meet all prerequisites for the courses in which they are registered.
- Student are expected to be respectful of other students, guests, and faculty. Behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT.
- Students engaging in unacceptable behavior will be directed to leave the classroom and may be referred to the Dean of Students for possible violation of the Code of Student Conduct.
- UNTs expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu.

The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students are accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing on tables).

Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

Feedback and Communications

Image Release

The College actively posts images and descriptions of class and student accomplishments. If you do not want your image posted on the CMHT website and/or social media sites, (1) you should avoid being in group photographs or in photographs taken by your teachers or the IT staff and (2) send an email to TKinley@unt.edu and request that your name and image not be shared. Dr. Kinley will share this information with the IT staff and the faculty who post to social media. Faculty and staff are asked to honor your wishes without question.

What is SPOT?

The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey at the end of the semester gives students the opportunity to comment on the course. Student feedback is important and is essential as we strive for excellence. You will be able to access these surveys through your my.unt toward the end of the semester.

Do you know the date/time of the final exam in this course?

Final exams or other appropriate end of semester evaluations are administered at the designated times during the final week of each long semester and during the specified day of each summer term. *Please check the calendar early in the semester to avoid any schedule conflicts.*

Do you know what you may be missing?

Your access point for ALL business and academic services at UNT occurs within the <https://my.unt.edu> site, and EagleConnect is the official method of communication for UNT. If you do not regularly check EagleConnect or forward it to your favorite e-mail account, please do so to learn about job and internship opportunities, CMHT events, scholarships, and other important information. The website that explains EagleConnect and how to forward your email is: <https://it.unt.edu/eagleconnect>.

Do you know what to do in an emergency or UNT closure?

- UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at <https://my.unt.edu>.
- Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly.
- In the event of a university closure, your instructor will communicate with you through Canvas regarding assignments, exams, field trips, and other items that may be impacted by the closure.

Career Resources

Resume Help

For one-on-one help with your resume or other job-search skills, Ms. Janice Lader, from the Career Center and also one of our CMHT 2790 (Career Development) instructors, will be available to you. Contact her at Janice.Lader@unt.edu to set up an appointment.

Career Center

The Career Center is currently located in Sage Hall. They provide ***free*** help with resumes, interview skills, business cards, professional portraits, etc. They also host several recruiters throughout the year and host job fairs.

Internship / Career Industry Contact Opportunities

- In the fall semester, watch for information about the **Executive in Residence (EIR) Lecture**. This is an opportunity to hear about innovative industry and network with

CMHT Board members and speakers. In Fall 2020, if we have an EIR event, it will be virtual.

- Also in fall, look for the **MDR Career Expo**, which provides opportunities to talk with recruiters and maybe interview on the spot! There may also be an opportunity to have lunch with recruiters.
- In the spring semester, watch for information about the **Consumer Experience Symposium**. The format will be similar to the EIR in that it affords you an opportunity to hear directly from industry and network with Board members and speakers.
- Spring semester also brings the **HTM Career Expo**, where our industry recruiters come to campus to visit with you!
- **CMHT Student organizations** bring industry opportunities to campus in their monthly or bi-monthly meetings. Join them and participate!
- We sometimes have an **Industry Partner of the Day** set up in the hallway near the advising offices. For Fall 2020, these will be virtual. These may be publicized in your classes and are posted on the bulletin board in that Chilton hallway.

Online Job Board and Social Media Sites

- <https://cmht.unt.edu/jobs>
- Facebook CMHT Careers Group - <https://www.facebook.com/groups/CMHTCareers/>
- LinkedIn - <https://www.linkedin.com/in/unt-cmht-2023b8173/>
- Twitter - @UNTCMHT
- Facebook Social Site - @UNTCMHT and @UNTHTM
- Instagram - @untcmht

IT Resources

CMHT-IT Services Student Laptop Checkout Information

The CMHT-IT Services desk located on the 3rd floor of Chilton Hall outside room **386** will have Dell laptops available for checkout for all UNT students. These laptops and the CMHT-IT Services desk will be available during the following hours:

Monday:	8:00AM – 9:00PM
Tuesday:	8:00AM – 9:00PM
Wednesday:	8:00AM – 9:00PM
Thursday:	8:00AM – 9:00PM
Friday:	8:00AM – 5:00PM

These Dell laptops can be checked out at any point during the above hours and must be returned on the same business day to the CMHT-IT Services personnel. These laptops must remain on campus and will **not** save your data. So be sure to use a USB or email yourself to save your work!

For more information, please stop by the CMHT-IT Services desk or visit us at <https://cmht.unt.edu/cmht-it-services> or give us a call at (940) 565-4227.

CMHT Virtual Lab

UNT Students currently enrolled in a CMHT course have access to the CMHT Virtual Lab provided by VMware Horizon View virtual desktop system. This is useful if your course requires specific software and you need access to the software on your personal machine. You can find more information and installation steps here: <https://cmht.unt.edu/vmware-virtual-lab>. The CMHT-IT Services desk can assist you with installing the VMware client on your personal machine. Please see above hours of operation for our IT services desk.

Additional Information

Are You An F-1 Visa Holder?

- To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component must be approved in advance by the instructor and can include activities such as taking an on-campus exam, participating in multiple on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.
- If such an on-campus activity is required, it is the student's responsibility to do the following:
 - (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
 - (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.
- Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

DEPARTMENT OF HOSPITALITY AND TOURISM MANAGEMENT
UNIVERSITY OF NORTH TEXAS
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Fall 2020

Class Schedule*

Week/ Module	Date	Lecture Topic	Assignments	Quizzes
1	Aug 24 – Aug 28	<ul style="list-style-type: none"> • Introduction to HMG 4820 • The Studies of Facilities Management 	Self-Introduction (Due date: Aug 31)	
2	Aug 31 – Sep 4	<ul style="list-style-type: none"> • Sustainability for Facilities in the Lodging Industry 	Green Hotel Assignment (Due date: Sep 21)	Quiz 1
3	Sep 7 – Sep 11	<ul style="list-style-type: none"> • Sustainability for Facilities in the Foodservice Industry • Laying the Groundwork • Smart Draw Introduction 	SmartDraw Intro Assignment (Due date: Sep 28)	Quiz 2
4	Sep 14 – Sep 18	<ul style="list-style-type: none"> • ADA and Hospitality Facilities 	ADA Assignment (Due date: Oct 5)	
5	Sep 21 – Sep 25	<ul style="list-style-type: none"> • Green Hotel Assignment peer evaluation 		Quiz 3
6	Sep 28 – Oct 2	<ul style="list-style-type: none"> • Guest Speaker – Dr. Lynn Brandon (Restaurant Design) 	Restaurant Design Project Step 1 (Due date: Oct 5)	Quiz 4
7	Oct 5 – Oct 9	<ul style="list-style-type: none"> • Overview – Restaurant Design Project • Analyses of Layout Characteristics • Space Allocation 	Restaurant Design Project Step 2 (Due date: Oct 12)	Quiz 5
8	Oct 12 – Oct 16	<ul style="list-style-type: none"> • General Principles for Equipment Selection • Receiving and Storage • Food Processing • Cooking Equipment • Refrigeration Equipment • Auxiliary /Housekeeping Equipment 	Restaurant Design Project Step 3 (Due date: Oct 19)	Quiz 6
9	Oct 19 – Oct 23	<ul style="list-style-type: none"> • Dining Room/ Service 	Restaurant Design Project Step 4 (Due date: Nov 2)	Quiz 7
10	Oct 26 – Oct 30	<ul style="list-style-type: none"> • Maintenance Considerations 		Quiz 8
11	Nov 2 –	<ul style="list-style-type: none"> • Review Drawings of 	Restaurant Design	

	Nov 6	Restaurant Project Step 4	Project Step 5 (Due date: Nov 16)	
12	Nov 9 – Nov 13	• Crisis Management	Crisis Management Assignment (Due date: Nov 23)	Quiz 9
13	Nov 16 – Nov 20	• Safety and Security		
14	Nov 23 – Nov 27	<i>Thanksgiving Holiday</i>		
15	Nov 30 – Dec 4	• Restaurant Design Project Peer Evaluation		
16	Dec 7 – Dec 10	• Quiz 10		

* The instructor reserves the right to revise this class schedule when she deems such revisions will benefit the achievement of course goals and objectives.