

DEPARTMENT OF HOSPITALITY AND TOURISM MANAGEMENT
UNIVERSITY OF NORTH TEXAS
HMG 4820.001 – Facilities Planning, Equipment, Layout and Design
Fall 2018

ADMINISTRATIVE DETAILS

COURSE SCHEDULE

Thursday 5:30pm – 8:20pm

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
Office hours: Thursday 4:00pm – 5:00pm (or by appointment)
E-Mail: han.wen@unt.edu

RECOMMENDED TEXT

Hospitality Facilities Planning and Management. Custom Edition for University of North Texas. Pearson, 2013. (ISBN-13: 978-1-269-41072-4)

PREREQUISITES:

HMG 1420 HMG 2860
HMG 1470 HMG 3250
HMG 2280 HMG 4210
HMG 2480 HMG 4250 (May be taken currently)

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 regards 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>Group Projects</i>	
Restaurant Project	250 points
Green Hotel Project	150 points
<i>Individual Assignments</i>	
Restaurant Profile	40 points
Smart Draw Introduction	25 points
ADA	25 points
Crisis Management	25 points
<i>Quizzes</i>	
(8@20 points)	160 points
<i>Attendance/Participation</i>	75 points
Total: 750 points	

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

GRADE	POINTS
A=	675 - 750 points
B=	600 - 674 points
C=	525 - 599 points
D=	450 - 524 points
F=	449 and below

COMMUNICATIONS:

Communications outside of the classroom should be conducted through the email. You may also visit my office during my posted 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 verbally in class.

CLASSROOM POLICIES

- **Attendance:** Class attendance and participation are critical components of your successful completion of this class. You are expected to attend class regularly; attendance will be recorded for credit. You must arrive promptly for each class session and remain for the entire session to be considered present.
- **Participation:** Students are expected to be prepared for each class and to actively participate in class discussions and activities. Behavior that disrupts the class or interferes with the learning process will not be tolerated (e.g., excessive talking with your neighbor, reading or accessing unrelated materials, sleeping, making inappropriate comments, using cell phones in any way).
- **Group Projects:** There are two major projects that are completed by group efforts. It is your responsibility to the members of your group to attend all class sessions and agreed-upon group meeting times. Time will be provided so groups can work together on their assigned projects. When you are absent, you place the rest of your group at a disadvantage in completing the project.
- **SmartDraw Software** is available in Chilton 255 in the group work area. Students are expected to conduct themselves in a professional manner while working in the computer lab (remember that no food or drinks are allowed in the labs). SmartDraw is also available on selected computers on the public computer kiosks in Chilton Hall.
- **Quizzes:** 4 quizzes will be handed out in class and 4 quizzes will be posted on Canvas. In-class quizzes are open-note and students will complete these quizzes at the end of class sessions. Online quizzes will be posted on Blackboard after class and will be timed (10 minutes/each) with due dates. Students are expected to do all quizzes independently.

CLASS RESPONSIBILITIES

- Students are expected to take care of all personal activities **prior** to entering the classroom, and to remain in the classroom for the entire class time. Lectures will contain material not found in the textbook. Therefore, attending class is the best way to assure learning all of the topics discussed. Tardiness is rude and disrupts the class.
- Any assignment submitted to the instructor is to be typed (with the exception of in-class assignments). All papers should be carefully written and proofread prior to being submitted. Papers should follow the guidelines on the assignment sheet. All projects are to be turned in on standard letter-size paper, using a standard 12-point font. Write the report according to the prescribed outline and instructions.

Make a copy of the report and all projects for your records, as **the instructor will retain all major papers and projects.**

- Assignments (individual or group) are due on the stated date at the beginning of class. Submitting assigned work on time is reflective of your soon-to-be status as a graduate of the Hospitality Management program.
- **Late submission of assignments or group project reports:** 10% late submittal 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 2018

Have you met with your advisor?

- **ALL** students are expected to meet with their Academic Advisor each Fall and Spring) to update your degree plan and to stay on track for a timely graduation.

Do you want to graduate on time?

- Advisors help you sequence courses correctly for an “on time” graduation. 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.
- Once classes begin, students often have few, if any, options for adding a different course, which can be an issue for financial aid.

Are You Considering Transferring a Course to Meet UNT Degree Requirements?

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.

Advising Contact Information (Chilton Hall 385 – 940.565.4635)

Could you be dropped?

- 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.*

Are you receiving financial aid?

- 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.

Are you thinking about dropping course?

- **A decision to drop a course may affect your current and future financial aid eligibility.** Talk to your academic advisor or Student Financial Aid 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. Effective Fall 2018, the procedure to drop a course changed. See <https://registrar.unt.edu/registration/dropping-class>

Are you considering transferring a course to meet UNT degree requirements?

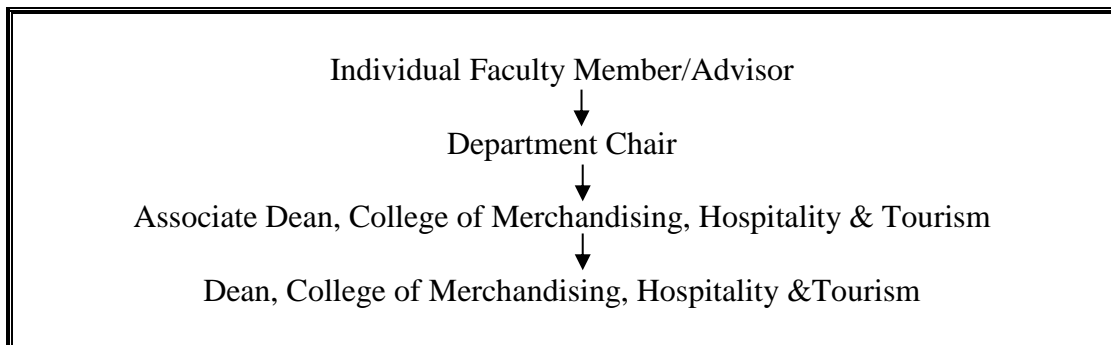
Any course from another university must receive prior approval from the CMHT academic advisor to ensure all CMHT degree plan requirements are met.

Do you know these important dates in Fall 2018

August 27	First day of class
August 31	Last day for change of schedule other than a drop. (Last day to add a class.)
September 3	Labor Day – UNT closed
September 10	Census date –Students cannot be added to a course for any reason after this date.
September 11	Beginning this date, students must follow university procedures to drop a class. See https://registrar.unt.edu/registration/dropping-class
November 5	Last day for a student to drop a course and receive a W.
November 22-25	Thanksgiving holiday – UNT closed
December 5-6	Pre-final days
December 6	Last class day
December 7	Reading day (no classes)
December 8-14	Final exams (Exams begin on Saturday)
December 15-16	Graduation ceremonies

Do you know who to contact for a course-related or advising 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.

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

- 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).

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.

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 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: <http://eagleconnect.unt.edu>.

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.

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 www.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 Blackboard/Canvas regarding assignments, exams, field trips, and other items that may be impacted by the closure.

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 UNIVERSITY OF NORTH TEXAS
HMG 4820.001 – Facilities Planning, Equipment, Layout and Design
 Fall 2018

Class Schedule*

Week	Date	Lecture Topic	Assignment	Due
1	Aug 30	<ul style="list-style-type: none"> • Introduction • The Studies of Facilities Management 	Restaurant Profile Assignment (Ind)	
2	Sep 6	<ul style="list-style-type: none"> • Group Assignments • Sustainability for Facilities in the Hospitality Industry 	Green Hotel Project	
3	Sep 13	<ul style="list-style-type: none"> • Sustainability for Facilities in the Foodservice Industry • Laying the Groundwork • Smart Draw Introduction 	SmartDraw Intro Assignment (Ind)	Restaurant Profile Assignment (Ind)
4	Sep 20	<ul style="list-style-type: none"> • ADA and Hospitality Facilities • Group Work 	ADA Assignment (Ind)	ADA Assignment (Ind)
5	Sep 27	<ul style="list-style-type: none"> • Analyses of Layout Characteristics • Space Allocation 		Smart Draw Intro Assignment (Ind)
6	Oct 4	<ul style="list-style-type: none"> • Green Hotel Project Presentation • Overview – Restaurant Design Project • General Principles for Equipment Selection • Group Work 	Restaurant Project Step 1	Green Hotel Project
7	Oct 11	<ul style="list-style-type: none"> • Receiving and Storage • Food Processing • Cooking Equipment • Refrigeration Equipment • Auxiliary /Housekeeping Equipment • Group Work 	Restaurant Project Step 2	Restaurant Project Step 1
8	Oct 18	<ul style="list-style-type: none"> • Dining Room/ Service • Group Work 	Restaurant Project Step 3	Restaurant Project Step 2
9	Oct 25	<ul style="list-style-type: none"> • Maintenance Considerations 	Restaurant Project Step 4	Restaurant Project Step 3

		<ul style="list-style-type: none"> • Group Work 		
10	Nov 1	<ul style="list-style-type: none"> • Review Drawings of Restaurant Project Step 4 • Group Work 	Project Step 5	Restaurant Project Step 4
11	Nov 8	<ul style="list-style-type: none"> • Crisis Management • Safety and Security • Group Work 	Crisis Management Assignment (Ind)	Restaurant Project Step 5
12	Nov 15	<ul style="list-style-type: none"> • The Engineering Department • Group Work 	Restaurant Project Step 6	
13	Nov 22	<i>Thanksgiving Holiday</i>		
14	Nov 29	<ul style="list-style-type: none"> • Facilities Recap • Group Work 		Crisis Management Assignment (Ind)
15	Dec 6	<ul style="list-style-type: none"> • Restaurant Project Group Presentation 		Restaurant Project Step 6
16	Dec 13	<ul style="list-style-type: none"> • Restaurant Project Group Presentation 		

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