

llaHMGT 4250 – Restaurant Operations II
Course Outline / Syllabus – Spring 2015

Lab Instructor:

- Chef Luwis Mhlanga, M.S. – Chef lab Instructor
- E-mail: Luwis.Mhlanga@unt.edu
- Office: Gateway Center Office #077 Phone: 940-369-7212 (office)
- Office Hours: M, T, W, & T - 2:00 – 2:30 pm, or by appointment

Online Instructor:

- Dr. Joe O'Donnell, Ed.D.
- E-mail: Joseph.O'Donnell@unt.edu
- Office: Gateway Center # 066 Phone: 940-369-7290
- Office Hours: M, T, W, & T -1:50 - 2:30 pm, or by appointment

A Warm Welcome from Chef Mhlanga and Dr. O'Donnell

Greetings and welcome to Restaurant Operations II. We are both looking forward to working with you for the Spring 2015 semester. This course is designed to provide you with both a hands-on and theoretical perspective of what it takes to successfully operate a restaurant / Food & Beverage operation which is knowledge you will professionally benefit greatly from regardless of your hospitality career track.

Mission Statement:

The Club at Gateway Center's Mission is to expose students to all FOH & HOH aspects of successful restaurant management while successfully operating a full-service restaurant that serves all UNT constituencies!

Vision of Success:

Success will be realized when we can say with conviction "that all students who complete these two courses not only possess the skills, but also the confidence required to manage managers"

Course Overview:

- HMGT 4250 – Restaurant Operations II, (3 credit hours) is a laboratory-based course designed to provide students with an understanding of quantity food production principles and techniques. Students in this class apply organizational and management skills in the actual operation of a restaurant facility. In addition to an online lecture, students participate in a laboratory session on Monday, Tuesday, Wednesday, Thursday or Friday.

Course Prerequisites:

The following courses are prerequisites for HMGT 4250 and are strongly enforced:

- 1420 - Food Sanitation
- 1470 - Introduction to Professional Food Preparation
- 2280 - Hospitality Industry Financial Accounting
- 2480 - Hospitality Industry Managerial Accounting
- 2860 - Management Foundations
- 3250 - Restaurant Operations I
- 4210 - Hospitality Cost Controls

Class Meetings:

- Lecture: Online (Course opens at 12:01 a.m. each Monday morning and closes at 11:59 pm each

- Sunday evening.) There is an online quiz due every Sunday over the on-line course content.
- Labs: M, T, W, T or F, 8:00 am – 1:50 pm Gateway Center 076

Required Materials:

- Restaurant Management: Customers, Operations, and Employees, 3rd Edition, Robert Christie Mill, Pearson/Prentice Hall, Upper Saddle River, New Jersey, 2007.
- Uniforms – See “Uniforms and Personal Appearance” section of the syllabus for details.

Student Learning Objectives for HMGT 4250:

- Learn and demonstrate appropriate image and behavioral standards for leadership positions in the hospitality industry.
- Develop overall knowledge of contemporary food production and service systems.
- Develop and practice management skills.
- Understand and apply the goals, procedures, specific tasks, and responsibilities pertaining to the "back of the house" job descriptions.
- Formulate strategies for effective and efficient workgroup operations.
- Demonstrate the ability to apply principles of foodservice management, including food science and technology, personnel management (staffing, training and supervision), fiscal management (budget and cost controls), marketing, sanitation and food safety.
- Convert recipes, write standardized recipes, prepare food, create production schedules and allocate manpower resources.
- Demonstrate food preparation methods related to quantity food production and plate design.
- Demonstrate appropriate safety and sanitation techniques during food production (applicable to food products as well as employee behavior).
- Develop and use correct work schedules for employee scheduling and production assignments.
- Identify appropriate names for common commercial food service equipment and small wares, and demonstrate proper usage and operation of each item.
- Demonstrate the ability to deal with diversity in cultural and ethnic backgrounds, language and personalities while creating an effective work team.
- Demonstrate crisis management skills.
- Evaluate work performance on both an individual and group basis.

Course Requirements / Student Responsibilities:

- Students are responsible for all materials presented in the online lecture and labs including guest speakers, discussions, reading assignments, information in the course content section in Blackboard and all other announcements, assignments and projects.
- Students are responsible for completing all exams, quizzes, and assignments as scheduled or as announced by the instructor.
- Students are responsible for all announcements, schedule changes, assignment changes, and other information, which may be covered during the online lecture or lab period. Details concerning specific weekly assignments will be on the calendar and/or announced in the online course or in lab. If you miss a lab, you are responsible for finding out what was discussed or assigned during that class, and for obtaining notes and handouts from a fellow classmate. If you have any questions about this class, please ask for assistance. Contact one of your instructors if you are having difficulties in this class. We are here to help you whenever the need arises. You are required to meet all the requirements outlined in this syllabus, the course manual, and on the HMGT 4250 Blackboard website

Marketing Assignment & Procedures:

Detailed instructions will be presented in class week one and available on Black Board

- The purpose of marketing the restaurant is to enhance the student’s learning experience in Restaurant Operations I & II, as all food and beverage operations must employ strong marketing techniques for the facility to be successful.
- The marketing requirement for this course is to market and sell a minimum of **2 books** of season tickets or the equivalent number of individual tickets. **No partial credit given for selling less than 2 complete booklets.** These tickets are to be sold outside of the Club at Gateway Center; any exceptions must be approved by the instructors.
- Students are expected to turn in money, IDOs and the completed ticket information page from the back of each ticket book from ticket sales on a weekly basis as tickets are sold. **This must be placed in a sealed envelope with the student’s name, course number, amount enclosed, and lab day written clearly on the outside of the envelope.**
- **Students are accountable for the dollar value of the tickets in their possession** and students are expected to secure these tickets and funds in a safe location. In the event a ticket book or collected funds are lost while in the possession of the student, the student will be expected to replace the entire value of the missing item.
- Marketing Assignment Deadline: Students are able to sell tickets until the final deadline shown on the syllabus in which all money, documentation and unsold tickets are officially accounted for by the Instructor for the student’s grade. It is the responsibility of the student to turn in all this material on or before the deadline. If money, documentation and/or unused tickets are unaccounted for by the deadline, a 10 point penalty will be assessed for each additional day late thereafter including weekends until each component has been accounted for.
- Feel free to ask the instructors for help in marketing tickets. They have lots of ideas.

HMGT 4250 – Restaurant Operations II
Tentative Online Lecture & Lab Schedule – Spring 2015

<i>WEEK</i>	DATES	ONLINE LECTURE	WEEKLY LAB TOPIC / ACTIVITY
1	1/19 – 1/23 No Class 1/19 MLK Holiday	<ul style="list-style-type: none">• Expectations review• Welcome to HMGT 4250• Quiz over Syllabus and Welcome	<ul style="list-style-type: none">• Introductions• Review syllabus & set expectations• Kitchen tour
2	1/26 – 1/30	Module 1: <ul style="list-style-type: none">• Measurements & costing	<ul style="list-style-type: none">• Wear kitchen uniform to Lab• Ticket Marketing Plan due (100 pts)• Distribution of tickets
3	2/2 – 2/6	Module 2: <ul style="list-style-type: none">• Pricing and Designing the Menu - Ch. 5	<ul style="list-style-type: none">• Menu Planning & Plate cost analysis due• Dry run
4	2/9 – 2/13	Module 3: <ul style="list-style-type: none">• Sanitation and Food Safety - Ch. 10	<ul style="list-style-type: none">• Manual # 1 due• Practice Meal I – Students

5	2/16 – 2/20	Module 4 • Food Prep Equipment	<ul style="list-style-type: none"> • Practice Meal II - VIPS • Marketing \$ due for full points (200) • Marketing Follow Up Plan due (100)
6	2/23 – 2/27	Module 5: • Food Prep Terms	<ul style="list-style-type: none"> • Grand Opening Week • Manual # 2 due • GRP 1 – Manual #1
7	3/2 – 3/6	Module 6: • Controlling Costs - Ch. 11	<ul style="list-style-type: none"> • GRP 2 – Manual #1
8	3/9 – 3/13 Note Spring Break 3/16- 3/20	<ul style="list-style-type: none"> • Midterm Exam – Wednesday 3/11/15 	<ul style="list-style-type: none"> • GRP 3 – Manual #1 •
9	3/23 – 3/27	Module 7: • F& B Supplier to Customer - Ch. 8	<ul style="list-style-type: none"> • GRP 1 – Manual #2
10	3/30 – 4/3	Module 8: • The Physical Facility • (pages 193- 211)	<ul style="list-style-type: none"> • GRP 2 – Manual #2 • Manual # 3 due
11	4/6 – 4/10	Module 9: • Kitchen Equip and Interiors: Ch.	<ul style="list-style-type: none"> • GRP 3 – Manual # 2
12	4/13 – 4/17	Module 10: • Restaurant Manager 2011 - Ch. 15	<ul style="list-style-type: none"> • GRP 1 – Manual # 3
13	4/20 – 4/24	Module 11:	<ul style="list-style-type: none"> • GRP 2 – Manual # 3
14	4/27 – 5/1	No Module!	<ul style="list-style-type: none"> • GRP 3 – Manual # 3
15	5/4 – 5/8	Dead Week	<ul style="list-style-type: none"> • Clean-up week
16	5/11– 5/15	Final Exam Wednesday 5/12/2015	

HMGT 4250 Grade Scale –Spring 2015

10 Online Quizzes at 30 points each	300 points
Chef's Quiz	100 points
Menu Planning Worksheet	40 points
Plate Cost Analysis Form Assignment	60 points
Midterm Exam	100 points
Production Manuals: 3 at 100 points each	300 points
Final Exam	100 points
	Quiz/Test/Assignment Points: 1,000
Lab Participation	
Pre- Open and Daily Operating Staff: Week 2 thru 14	400 points (10 weeks of non-managerial at 40 points each)
Management Week 6 thru 14	210 points (3 weeks of team management at 70 points each)
Closing Week	35 points
	Total participation points: 645 points
Career Expo	15
Marketing Assignment	400 points
	Total Possible Points: 2,060

Uniform Policy Point Deductions (lab) - refer to syllabus		
Tardy Policy Point Deductions (lab) - refer to syllabus		
Final Point Allocation		
Grading Scale – Based on the total of 2060 points		
A = 90.0%		
B = 80.0%		
C = 70.0%		
D = 60.0%		
F = < 60.0%		

Uniforms & Personal Appearance Requirements:

- **In general, students who fail to meet uniform and personal appearance requirements below will**

lose points and will be sent home. Numerous violations may result in a failing grade for this course and/or further disciplinary action.

- All students must wear the required uniform and comply with all personal appearance guidelines anytime the student is working in the restaurant laboratory, to include prep night.
- Uniforms and personal appearance requirements are checked before every lab session at 8:00 am lineup and throughout the day.
Uniform components are available for purchase at the University Book Store, www.chefuniformsofDallas.com\UNT or <http://www.barefootathletics.com/categories/Custom-Order-Form/UNT-Gateway-Club/COF46345/>
- The required uniform consists of a double-breasted white chef jacket with white buttons with UNT logo, name tag or student's first name embroidered on front pocket area; black and white checkered chef pants with full-length legs, a white chef's hat, a green UNT embroidered apron and black colored comfortable closed toe shoes w/ slip-resistant soles (No athletic, crocs, or "tennis" type shoes allowed).
- Uniforms must be washed before each lab session. Uniforms must remain in presentable condition or you may be required to purchase new uniform components during the semester.
- Personal appearance guidelines must be followed that conform to sanitation regulations, safety standards, and the expectations of the faculty and clientele of the restaurant.
- Hands and fingernails must be scrupulously clean. Nail polish of any kind must not be worn. Students will be required to remove polish or the student will be sent home with an unexcused absence.
- Fake nails are not allowed in a food service kitchen due to safety and sanitation requirements! Beginning the 2nd week of lab for the duration of the semester, a student wearing fake nails of any kind will be sent home with an unexcused absence. No exceptions!
- Hair must be clean and restrained under the hat in such a way that hair strands do not fall out of the hat. Points will be deducted for violations and students may be asked to wear a hair net.
- The only acceptable piece of jewelry that may be worn during this lab is one smooth ring (a wedding band w/o any stones or loose parts). No other visible jewelry or accessory is permitted.
- Men must be clean-shaven. Neatly trimmed moustaches and beards may be permitted, subject to instructor's approval.
- Students will be required to use foodservice gloves during labs when appropriate.
- Students must bring a food service instant read thermometer for their use each lab session.

General Course Policies

Policy on Attendance:

- The policy outlined below takes effect the first week of the semester and applies to the entire semester.
- Students are required to attend all labs. Attendance will be taken, and absences will affect the final grade in this course.
- Your presence and participation in these laboratory sessions are critical to your education and to the successful planning and service of the meals.

Excused absences:

- Should a laboratory absence be anticipated and unavoidable, you are required to notify your lab instructor **prior to the anticipated absence** and make arrangements to "make-up" the lab by arranging a date with the instructor.
- When you make up the lab, the normal points eligible are available. Not following these steps will result in an unexcused absence, and you will not be able to make up the lab and lose the points.

Unexcused Absences:

- Failure to show up for lab without notifying the instructor **in advance of the beginning of the lab** will constitute an unexcused absence.
- An unexcused absence will result in the loss of all points for that day and it cannot be made up.
- If **two** unexcused absences in the semester will automatically lower the semester grade by a letter.
- Three unexcused absences in the semester will result in the student being **dropped** from the course.

Policy on Tardiness & Early Departures:

- It is the responsibility of the student to be in complete uniform and to sign the roll sheet by 9:00 am or before, neglecting to do so will result in a tardy or an absence.
- Each lab **tardy** will result in a **loss of 10- 15 points** off the final course grade, and if the student arrives after a quiz or an in-class assignment has been administered, the student will also lose those points.
- Plan your commute so you can arrive 5-10 minutes early.
- Two (**2**) tardies in lab will constitute **1 unexcused** laboratory absence. This absence will count toward the two resulting in the automatic 'WF' as outlined in the policy on attendance.
- Leaving lab early must be pre-approved by the Lab Instructor, failure to do so will result in a **loss of 15 points**.
- Falsifying your arrival time or departure time for lab will be considered a violation of University Honesty Policy in this course and may result in further disciplinary action.

Policy on Written Work, Exams, Quizzes and Assignments:

- All written assignments must be neatly typed in a standard font.
- Assignments are due at the beginning of the class period on the specified due date.
- Two copies of your manual must be turned into your instructor no later than 9:00 am on the due dates. One copy for you to use on your management day and one for your instructor to retain.
- If late work is accepted, a 10 point penalty will be assessed for papers/assignments turned in after the beginning of class on the due date and an additional 10 point penalty will be assessed for each additional day late thereafter.
- All late assignments should be handed directly to an instructor or turned in to the CMHT Main Office, Chilton Hall #331, stamped with the date and time by an office staff person, and put in the instructor's mailbox. Do not place any assignments under the instructor's door or the door of the main office. By doing so, the assignment will be recorded as received on the date the instructor actually receives it.
- Exams and quizzes are based on information presented in lectures and laboratories, guest speaker presentation and assignments.
- All exams, quizzes and assignments must be taken and completed when scheduled or announced. Unannounced quizzes and assignments may also be given. Makeup exams, quizzes or assignments will not be given, except in the case of an excused absence.

Teamwork Policy:

Teamwork and fairness between students in this class are crucial. Students will need to complete a total of 3 group projects called manual and it is very important that each member of the group contributes the same amount of work. Each student will receive a grade for each assignment regardless of how the work was completed. Also, cooperation between students is essential for success day at the Club.

Cell Phones:

- Cell phones should not be brought to class, or must be placed in locked lockers before 8:00 am. **Use of cell phones for any activity during lab hours will result in the loss of 15 points per use.** Contact your instructor if there is an emergency situation that would require you to stay in contact via cell phone.

Extra Credit:

- Extra credit points may be awarded at the discretion of the instructors for such activities as working in the lab on special days, participation in CMHT events and activities, etc.

- Students who work an extra lab session will not receive points for that day unless prior approval to do so has been obtained by the lab instructor.

Policy on Tobacco, Alcohol and Drugs:

- The Club at Gateway Center is a tobacco-free environment (this includes smokeless tobacco). Students are not allowed to smoke any time during the scheduled lab time.
- The use of any type of alcohol or illegal drugs by students at The Club at Gateway Center is absolutely forbidden! (Alcohol may be used in the preparation of recipes only). Disciplinary action will be taken and may include a failing grade in the course and further action taken by the University.
- In the event an instructor suspects that a student is under the influence of alcohol or illegal drugs or is "hung-over" during lecture or lab sessions, the instructor reserves the right to contact the authorities and pursue disciplinary action accordingly.

Personal Items:

- During lab times, the proper uniform is the only personal items that the students may have. All other items should be safely secured either offsite or in a locker in the locker room which is locked by the student with their own lock.

Revisions:

- The instructors reserve the right to revise this syllabus, class schedule, and list of course requirements when such revisions will benefit the achievement of course goals and objectives. Any major revisions will be distributed during the lecture and/or lab period.
- Requirements may be amended during the semester, which could affect the total number of possible points and/or their distribution. Final grade points would then change accordingly.

General College of Merchandising, Hospitality and Tourism Management Information/Policies

Vision of the Hospitality & Tourism Management Program

To be a global leader in advancing education, creating knowledge, and shaping the hospitality and tourism professionals of the future.

Mission of the Hospitality & Tourism Management Program

Educating students for leadership in the global hospitality and tourism industries and advancing the profession through excellence in teaching, research, and service.

Program Learning Outcomes

Upon graduating with a Bachelor of Science in Hospitality and Tourism Management, students will be able to:

1. Demonstrate basic knowledge of theoretical constructs pertaining to the hospitality and industries.
2. Apply the basic principles of critical thinking and problem solving when examining hospitality and tourism management issues.
3. Apply technical aspects of the hospitality and tourism industry.
4. Demonstrate professional demeanor, attitude, and leadership needed for managerial positions in the hospitality industry.

ACADEMIC REQUIREMENTS

Beginning Fall 2013, students entering UNT who wish to pursue the Bachelor of Science with a major in Hospitality and Tourism Management enter as pre-majors. To declare a major in hospitality management, a student must have completed at least 45 hours of college course work, including HMGT 1420, HMGT 1470, HMGT 1500, HMGT 2280, HMGT 2480, HMGT 2790 and HMGT 2860, have a cumulative UNT GPA of at least 2.5, and have completed at least 100 documented work hours in the hospitality industry. A grade of C or above must be earned in each merchandising and hospitality management

course completed in residence or transferred to UNT. This includes all courses with prefixes CMHT, MDSE, HFMD, DRTL and HMG T.

Pre-majors who have completed these requirements and who have a cumulative GPA of at least 2.5 may file a formal application for major status. Approved majors may then enroll in those advanced courses designated “hospitality majors/minors only.”

- Continuing students majoring in Hospitality and Tourism Management are required to have a minimum grade point average of at least 2.35 on all courses completed at UNT.
- A grade of C or above must be earned in each merchandising, digital retailing, hospitality and tourism management course completed in residence or transferred to UNT.

Academic requirements for graduation with a BS from the College of Merchandising, Hospitality and Tourism include:

- A minimum of 2.5 grade point average in the professional field, with minimum grades of C required in all CMHT, MDSE, HFMD, DRTL and HMG T courses.
- A minimum of 2.5 grade point average in all courses completed at UNT.
- A minimum of 2.5 grade point average in all work attempted, including transfer, correspondence, extension and residence work.

For additional information regarding requirements and policies, refer to the 2013-2014 Undergraduate Catalog.

TUTORING SERVICES

UNT offers free tutoring services through the Learning Center <http://learningcenter.unt.edu/tutoring>. Please go to the Learning Center website to sign up. In addition, as their service project, Eta Sigma Delta (ESD) International Hospitality Management Honor Society members have offered their time to tutor Hospitality and Tourism Management students.

Place the following message in the Subject line of the e-mail: URGENT!!! Need Tutoring. In the body of the message, include your cell phone number and the number and name of the class with which you need help. An ESD member will then contact you directly to help you identify a tutor. Please remember that this is a VOLUNTEER service. The ESD students will make every effort to meet your needs, but they may not be unable to accommodate your schedule or the specific topic with which you need help. This service is only available during the Fall and Spring semesters; it is not available during the summer sessions.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) UNDERGRADUATES

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a 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.

If at any point you consider dropping this or any other course, please be advised that the decision to do so has the potential to affect your current and future financial aid eligibility. Please visit <http://financial.aid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with your CMHT academic advisor or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

ACADEMIC ADVISING

- All pre-majors are required to meet with their Academic Advisor and receive an advising code to register for classes *each semester*. ALL students should meet with their Academic Advisor at least one time per semester (Fall & Spring). It is important to update your degree plan on a regular basis to ensure that you are on track for a timely graduation.

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

Sarah Kim, M.S.	Merchandising A-K
Brittany Barrett, MSIS	Merchandising L-Z
Jaymi Wenzel	Hospitality Management A-K
Philip Aguinaga, M.Ed.	Hospitality Management L-Z
Kelly Ayers, M.Ed.	Home Furnishings & Digital Retailing

Important for Timely Graduation

A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions. It is very important that you work with your advisor to be sure you are sequencing courses correctly (rather than taking courses scheduled at a convenient time) to avoid delayed graduation. Ultimately, it is a student’s responsibility to ensure they have met all prerequisites before enrolling in a class. Students who have not met prerequisites will not be allowed to remain in a course. Once classes begin, students often have few, if any, options for adding a different course, which can be an issue for financial aid.

Payment Deadline

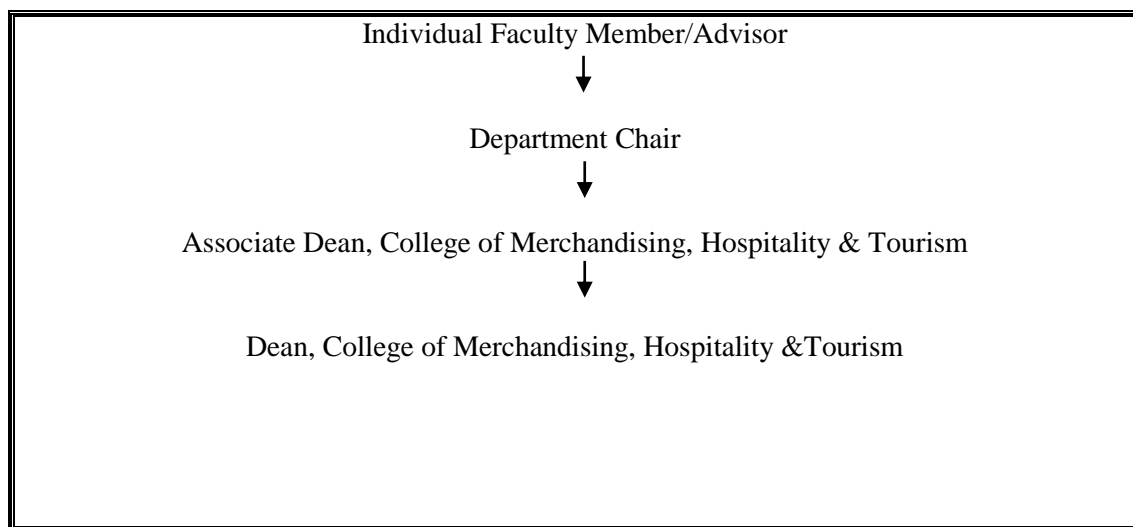
It is imperative that students have paid for all enrolled classes. **Please check your online schedule daily through the 12th class day (Feb. 2nd) to insure you have not been dropped for non-payment of any amount.** Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, parking fees, etc. CMHT will not be able to reinstate students for any reason after the 12th class day regardless of situation. It is the student’s responsibility to ensure all payments have been made.

IMPORTANT SPRING 2015 DATES

January 19	MLK Day (UNT closed)
January 20	First class day
January 23	Last day to change of schedule other than a drop (last day to add a class)
Feb 3	Beginning this date a student who wishes to drop a course must first receive written consent of the instructor.
Feb 4	Kip Tindell, CEO, Container Store, “Conscious Capitalism” – Executive + Scholar Lecture Series (10 am – 12 Noon)
March 3	Beginning this date, instructors may drop students with a grade of WF for nonattendance.
March 4	Career Expo
March 16 – 22	Spring Break (no classes)
April 24	Last day to withdraw from the semester
May 7	Last day of class
May 8	Reading day. No classes.
May 9 - 15	Finals week.
May 16	Commencement – Details to be announced.

CMHT Protocol

Understanding the academic organizational structure and appropriate Chain of Command is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined below:



OFFICE OF DISABILITY 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. You may request accommodations at any time, however, 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.

COURSE SAFETY STATEMENTS

Students in the College of Merchandising, Hospitality and Tourism are urged to use proper safety procedures and guidelines. While working in laboratory 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.

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.

EXPECTED STUDENT BEHAVIOR

Student behavior is expected to be respectful of both other students and faculty. Student 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 the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's 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 will be held 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).

STUDENT EVALUATION OF TEACHING EFFECTIVENESS (SETE)

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available at 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.

FINAL EXAM POLICY

Final exams will be 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 course calendar early in the semester to avoid any schedule conflicts.

ACCESS TO INFORMATION

As you know, your access point for business and academic services at UNT occurs within the my.unt.edu site www.my.unt.edu. If you do not regularly check Eagle Connect or link it to your favorite e-mail account, please so do, as this is where you learn about job and internship opportunities, CMHT events, scholarships, and other important information. The website that explains Eagle Connect and how to forward your email: <http://eagleconnect.unt.edu/>

COURSES IN A BOX

Any CMHT equivalent course from another university must receive prior approval from the CMHT academic advisor to insure that all CMHT degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence must have prior advisor approval.

IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES

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 (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in multiple on-campus lectures 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.

DROPPING AN ONLINE COURSE

A student needing to drop an online course should send their instructor an email with their name, student ID#, reason for dropping a course, and date you are sending the email. This *must be done prior to the UNT deadline to drop a course.*

If approved, the instructor will contact the Director of CMHT Advising in Chilton 385 where you may obtain a signed drop form. **It is your responsibility to turn in the completed drop slip to the UNT Registrar's office before the deadline to make sure you have been dropped from the course with a "W".** If you are taking only online courses and your instructor approves the drop, please contact the CMHT Director of Advising for instructions.

EMERGENCY NOTIFICATION & PROCEDURES

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

Course safety evaluation form 4250 Restaurant Operations II

Policy on Safety

Students in the CMHT are urged to use proper procedures and safety guidelines while handling equipment (both large and small), machines, tools, food, chemicals, and other potentially hazardous items.

While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions, and handling hot and cold food 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 already should consider obtaining the Student Health Insurance offered through the University of North Texas. Brochures for this insurance program are available in the CMHT office (Chilton Hall #331) or at the Student Health Center on campus.

Students who are injured during class activities may seek medical attention at the University Student Health Center, Chestnut Hall, 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 insurance plan covers treatment at this facility. If you choose not to go to the University Student Health Center, you may be transported to an emergency room at a local hospital. You will be responsible for expenses incurred there.

I have read this Policy on Safety and the Syllabus, and I understand the policies contained therein.

Print Name: _____

Signature: _____

Date: _____

4250 – Restaurant Operations II

I have read and understand the syllabus for HMGT 4250 provided online to me by the course Instructors of the CMHT at the University of North Texas.

I understand that it is my responsibility to read and meet all the requirements outlined in the syllabus and in the course packet provided to me on diskette.

I understand that I am required by CMHT to earn a minimum final course grade of a C (70.0%) to pass and a final course grade of 69.9% or lower requires that I retake the course.

I understand that I am responsible for keeping a record of my grades / points earned in this course during the semester. I understand that it is my responsibility to seek clarification and/or assistance during the semester from my instructors as it relates to the course requirements and/or my performance in this course.

Print Your Full Name

Student ID Number

Signature

Date

HMGT 4250 – Restaurant Operations II

The information provided in this document is strictly confidential. This document will be destroyed at the end of the semester or returned to the student upon request.

Emergency Medical Treatment Release Statement:

I hereby authorize the Instructors of the HMGT restaurant and/or any licensed physician, EMT or other qualified hospital personnel to render medical treatment, which, in their judgment, is necessary in the event of serious and/or incapacitating illness or injury to me. I understand that, in all such cases, at least one person listed as an emergency contact will be notified as quickly as possible.

Print Your Full Name

Student ID Number

Signature

Date

Date of Birth:

Home Phone Number

Your Current Full Address

Please list at least **three people to contact** in the event of an emergency including at least one parent.

Name	Relationship to you	Phone Number(s)

Primary Care Physician: _____ Phone #: _____

Medical Insurance Policy Name: _____

Group Number: _____

Medical Insurance Phone Number: _____

Please use the free space below, as needed, to detail any necessary additional directions or clarifications.

Student Contact Information Sheet

Preferred Name: _____

Legal Name: _____

Preferred Phone # _____ mobile home other

Alternate Phone # _____ mobile home other

Preferred e-mail _____

Alternate e-mail _____

Current Employer _____

“Dream” Job/Employer _____

Hospitality Experience _____

Something unique about you that you want to share with the class:
