



HMGT 3251: Restaurant Operations Spring 2025

Course Prerequisite

- Food Handler Card or Service Manager
- HMGT 1470 – Introduction to Professional Food Preparation

What Book You Need

- There is no textbook required.
- For the online section, we will use Knowledge Matters Simulation, which costs \$69.95.

Instructor Information

Mark R. Schneider
CEC, CCE, AAC, EWMCS

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Phone: ###-###-####

Office: Club at Gateway Center, room 067

Office Hours: Thursday from 9:00 a.m. – 2:00 p.m. by appointment at office

E-Mail Policy

E-Mail Messaging to the Professor will follow the following rules:

Email Time Preference: E-mail should be sent in a professional time frame between the hours of 8:00am – 6:00pm unless it is an emergency communication.

Subject Line: The Subject Line must follow the below format to be properly and received and reviewed by the Professor.

Course Identification and Section (dash) Student Name (dash) Subject Title

Example: HMGT 3251 – (Your Name) – Test #3 Wouldn't Upload

Time of Review: Properly formatted and received E-mails will normally be reviewed and answered as quickly as possible or by end of day: Monday – Friday 8:00am – 6:00pm.

After Hours, Late Night, Early Morning, Professor's Professional or Personal Leave, and Weekends is at the Professors discretion and is based on a suitable variable time frame correlated with the professors' personal activities.

If an e-mail has not been returned by the professor within 36 hours. Resend e-mail or contact Department Administration to advance message

TA Information

Unassigned

- [Email:](#)
- Phone:
- Office:

What You'll Be Learning

Welcome to the Restaurant Operations class. I look forward to working with you at the Club at Gateway Center this semester. This course is designed to give you a hands-on and theoretical perspective on successfully managing and operating a food and beverage operation. We are not training you to be chefs or wait staff, but rather familiarize you with how food service operations work. You are the future global leaders of our industry. This class will benefit you professionally for any hospitality career track in the United States or abroad.

How We'll Learn Together

The course structure of this class is divided into two: face-to-face lab classes at the Club at Gateway and assignments to be completed online. Therefore, most interaction with me and your fellow students will occur at the Club at Gateway Center, room 034. There are 14 weeks of content that you will move through: Knowledge Matters Simulations and other Assignments. I will open up a new module each week. *F1 Visa holders, please be aware of the regulations and policies found [here](#) regarding online courses.

How to Demonstrate Your Learning

Upon successful completion of this course, learners will be able to :

1. Learn and demonstrate management skills required to direct both Front of the House and Back of the House employees. (PLO5)
2. Learn and demonstrate the importance of (PLO5)
3. Analyze various marketing targets and apply marketing tools and methods to sell the meals. (PLO4)
4. Identify and assess leadership qualities in self and others, as well as analyze the strengths and weaknesses of their own character. (PLO4)
5. Plan, write, and execute a diverse 3+ course (PLO3)
6. Explain the impact of France, Italy, Mexico, and Russia in developing classical cooking in the United States. (PLO3)
7. Prepare various classical European and World cuisine dishes through different cooking methods. (PLO3)
8. Identify and use proper safety and sanitation procedures when handling (PLO4)
9. Discuss specific customer service skills such as serving, cleaning, service recovery, smiling, and operations. (PLO5)
10. Learn how to convert recipes, prepare food, create production schedules, and allocate resources. (PLO2)
11. Gain an understanding of menu design, costing principles, procurement, sustainability, staffing, marketing, and financial skills related to the restaurant industry using Knowledge Matters Simulation. (PLO2)
12. Identify the challenges of operating in a global (PLO3)
13. Develop the leadership and interpersonal skills required in a global multicultural workplace. (PLO5)
14. Gain insightful and practical skills to aid in meeting future goals for career work. (PLO1)
15. Show and recognize professionalism concerning personal hygiene, work ethics, and expected industry dress standards. (PLO5)

Tips for Success

As your instructor, I am here to provide a supportive environment to help you learn, grow and have an appreciation for the Restaurant Operations for Front of the House and Back of the House. I am committed to helping you be successful as a student.

Here is how to succeed at UNT:

- Showcase Professionalism
 - Professionally be on time which is 10 minutes early.
 - Be prepared to stay late. Restaurant operations will always have a variable of guest service and may exceed course scheduled time frame.
 - Show respect, be empathetic, and show support for each team member.
 - Only use professional language. No Cursing and use of derogatory terms
- Communicate & Find Support. Don't be afraid to ask questions and find help.
- Be Prepared & Take Control. Review and learn your assignment prior to the day of service and execute that assignment with excellence.
- Get Involved. Look beyond your individual assignment and engage with assistance and help where needed.
- Be persistent. Work to a high standard and steady work rhythm from the beginning of service to the end.

How Our Time Together Will Be Organized

Below is a list of topics and assignments we will be working on together throughout the course. Date regarding specific university deadlines maybe found by searching the Academic Calendar on the UNT Website.

Be aware that the formulated course schedule is a guideline as course pace and/or unforeseen delays may affect its proposed scheduling.

Course Schedule

Week	Date	Assignment Due	Lab Topic
Week 1	8/18 – 8/24	<u>Quizzes Open Till: 8/25 11:59pm</u> Full Class: Quiz: Syllabus Acknowledgment Quiz: Introduction to the Restaurant Industry Quiz: Safety & Sanitation FOH: Quiz: Intro to Dining Room Quiz: The Art of Service BOH: Quiz: The Cooking Methods	Full Class: Overview of the Course Syllabus Review Menu Schdeule Food Handlers Certificate Ticket Booklets Knowledge Matters Class Division FOH: Facility Tour Intro to Dining Room Service The Art of Service FOH Attire BOH: Kitchen Tour Culinary Equipment The Cooking Methods BOH Attire

Week 2	8/25 – 8/31	Quizzes Open Till: 9/1 11:59pm Full Class: Quiz: Food Allergens Turn In: Food Handler Certificate FOH: Quiz: Setting the Dining Room QUIZ: The Steps of Service Quiz: Taking the Order BOH: Quiz: Mise en Place Quiz: Knives & Knife Skills	Full Class: Food Allergens Distribute Tickets Uniform Due FOH: Setting the Dining Room The Steps of Service Taking the Order BOH: Mise en Place Knives & Knife Skills Kitchen Training: Hamburgers Lunch
Week 3	9/1 – 9/7	Quizzes Open Till: 9/8 11:59pm FOH: POS System	FOH: POS System Mock Service BOH: Kitchen Training: Tex-Mex Lunch
Week 4	9/8 – 9/14	Quizzes Open Till: 9/15 11:59pm FOH: Quiz: Intro to Dining Room Quiz: The Art of Service BOH: Quiz: The Cooking Methods	FOH: Facility Tour Intro to Dining Room Service The Art of Service FOH Attire BOH: Kitchen Tour Culinary Equipment The Cooking Methods BOH Attire
Week 5	9/15 – 9/21	Quizzes Open Till: 9/22 11:59pm FOH: Quiz: Setting the Dining Room QUIZ: The Steps of Service Quiz: Taking the Order BOH: Quiz: Mise en Place Quiz: Knives & Knife Skills	FOH: Setting the Dining Room The Steps of Service Taking the Order BOH: Mise en Place Knives & Knife Skills Kitchen Training: Hamburgers Lunch
Week 6	9/22 – 9/28	Quizzes Open Till: 9/30 11:59pm FOH: POS System	Full Class: Guest Speaker: Dean Hawley FOH: POS System Mock Service BOH: Kitchen Training: Tex-Mex Lunch

Week 7	9/29 – 10/5	Service Week I: 9/30 & 10/1	Southwestern USA
Week 8	10/6 – 10/12	Service Week II: 10/7 & 10/8	Germany
Week 9	10/13 – 10/19	Service Week III: 10/14 & 10/15	Floridian
Week 10	10/20 – 10/26	Service Week IV: 10/21 & 10/22	Italian
Week 11	10/27 – 11/2	Service Week V: 10/28 & 10/29	Southern USA
Week 12	11/3 – 11/9	Service Week VI: 11/4 & 11/5	Chinese
Week 13	11/10 – 11/16	Service Week VII: 11/11 & 11/12	West Coast
Week 14	11/17 – 11/23	Service Week VIII: 11/18 & 11/19	Mexico
Week 15	11/24 – 11/30	No Class	No Class
Week 16	12/1 – 12/7	Service Week IX: 12/3	Full Service: Guest Chef
Week 17	12/8 – 12/12	No Class	No class

Grading, Assignment, and Extra Credit

Online Quizzes: 30%

Student Service Participation: 50%

Student Team Leader Assignment: 20%

Food Handlers certificate*

Marketing: Ticket Booklet Sales*

**Failure to obtain Food Handlers Certificate or sell Ticket Booklets will result in the failure of the class*

Grading Scale

A =	90-100%
B =	80-89%
C =	70-79%
D =	60-69%
F =	59% or lower

Turnaround Time

I aim to return graded work to you within one week of the due date. When this is impossible, I will send an announcement to the class.

Grade Disputes

You are required to wait 24 hours before contacting me to dispute a grade. Within that time, you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to schedule a meeting (I cannot discuss grades over email). You should come to our meeting with specific examples demonstrating that you earned a higher grade than you received. You forfeit your right to a grade dispute if you miss your scheduled meeting. If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute.

Food Handlers Certificate

Students must obtain a Food Handler Certificate by the 2nd week of the course. Failure to have one will result in the student not being able to participate in the training and actual service / culinary components of the course. Culminating in an absent being given to the student.

Extra Credit

Extra Credit may be earned by working in the kitchen on preparation days at a rate of 1 point per 2 hours of service on your final semester grade. Extra Credit is based on the available duties needed and is at the discretion of the instructor.

Project Definitions

Marketing Project

The part of this project is selling your two-season ticket booklets. You are not permitted to “take apart” the booklets and sell each ticket individually. You must sell the entire booklet together, with all nine tickets. The money from selling these ticket booklets is due during week five. The entirety of the money is due during this week, and you will NOT pass this class if you do not submit your ticket money. On your designated lab day, you need to put all of the ticket money and the info sheets from each booklet in a sealed envelope with your name, class day, HMGT 3251, and dollar amount written on the front (\$200) Money that is not in a sealed envelope will not be accepted.. Do not slide it under an office door or trust someone else to turn it in for you.

Knowledge Matters

~~This is a semester-long project designed to get you thinking about what it really means to run a restaurant. Even if you have no desire to go into the restaurant industry, F&B permeates the entirety of the hospitality industry, and you need to know how to manage food. This project will expose you to the different components of managing the financial aspects of a foodservice operation using Knowledge Matters Simulation.~~

~~This individual project has thirteen modules.~~

- ~~● Restaurant Market research~~
- ~~● Location Selection~~
- ~~● Financial Statements~~
- ~~● Menu Design~~
- ~~● Pricing~~
- ~~● Purchasing~~
- ~~● Layout~~
- ~~● Staffing~~
- ~~● Advertisement~~
- ~~● Digital Marketing~~
- ~~● Menu Engineering~~
- ~~● Turnaround~~
- Restaurant Mogul

Additional Course Policies

Attendance

Non- Service Days: Students that inform the professor prior to the pending absence will lose their daily point structure for that day.
Students who do not inform the professor to the pending absence before 8:00am
Will lose 3 points of the student total grade

Service Days: Failure to attend service days will constitute an unexcused absence.

- 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 given an Incomplete (I) grade for the course

Tardiness & Early Departure: It is the responsibility of the student to be in complete uniform and appearance by 8:00am, preferably by 7:50am to sign roll sheet and receive instruction and/or assignments.

Non-Service Days: The tardy student will lose 1 point off the total grade

Service Days: The tardy student will lose 1 points per ten minutes of the tardy off their total day.

Plan your commute so you can arrive 10 minutes early.

The student should be aware that traffic, parking issues, and bad weather are not valid excuses for tardiness.

Leaving lab early must be pre-approved by the instructor, prior to the day the student needs to leave early. Failure to do so will result in a loss of points based on the above Non-Service day and Service Day Tardy Policy

Falsifying your arrival time or departure time for lab will be considered a violation of the University Honesty Policy in this course and may result in further disciplinary action.

Assignments, Quizzes, Exams, Assignments

- All written assignments must be neatly typed in a standard font, size 12, double spaced.
- Assignments are due at the beginning of the class period on the specified due date.
- Online assignments are due by 11:59 pm on the date they are due.
- A copy of your manual must be turned into your instructor no later than 8:00 am on the due dates.

Late Individual Assignments:

- The Instructor will give you a one-week grace period after the due date to turn in your late online assignment(s) with a 20 points penalty assessed. Thereafter, late assignments will not be accepted.
- Exams and quizzes are based on information presented in the online course modules. All exams, quizzes, and assignments must be taken and completed when scheduled or announced. No make-up at all for all online quizzes and final exam

Teamwork

Teamwork and fairness between students in this class is crucial. Cooperation between students is essential for success each day at the Club. Professionalism and empathy is expected by and for each and every student

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

Cell Phone Use

Non-Course related cell phone use will result in a loss of 1 point to the student total grade.

Tobacco, Alcohol, 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.

Uniform & Personal Appearance Requirements

Uniform, Personal Hygiene, and Professional Appearance must meet the program standard. This standard is to prepare the student for the upcoming industry they are preparing for.

Uniform can be purchased either from the UNT Bookstore or from

<https://schools.theultimateimage.com/schools/category/University-of-North-Texas.html>

Uniforms MUST be washed and ironed before each lab session, and must remain presentable throughout the semester. Personal appearance guidelines must be followed that conform to safety regulations, standards, and expectations.

Any student who does not follow these sanitary guidelines will lose points (10 points) and may be sent home from class without credit for the day.

Students who fail to meet uniform and personal appearance requirements below be sent at the discretion of the professor.

- All students must wear the specified uniform in the restaurant laboratory.
- You will be required to follow personal appearance guidelines that conform to sanitation regulations, safety standards, and the expectations of the restaurant.
- Uniforms and personal appearance requirements are checked every lab session at 8:00 am lineup and throughout the day.
- If the student has any doubt, ask the instructor prior to lineup to avoid losing points. Uniforms must be clean and ironed for each lab day.
- Shoes must be polished and in good condition every lab day.
- Hair must be clean and pinned up off of collar of your shirt.

Front of the House

Shirt:	A Solid white, long-sleeved, buttoned-down, collard oxford style of cloth material, shirt. Shirt must be clean, stain free, and pressed The shirt must be free of insignias, patterns, and decorations. All buttons must always be buttoned.
Name Badge:	Students must wear a name badge each lab period. You may wear one from your job.
Tie:	A tie will be provided by the instructor. Student is responsible for learning to properly tie a tie.
Apron:	A black apron will be provided and be returned at the end of the lab.
Pants:	Black slacks. No Jeans
Shoes:	Solid black closed toe and slip resistant shoes are necessary for safety reasons. Casual shoes and tennis shoes are not acceptable. Must be non-slip.
Hair:	Long hair must be pulled back and restrained in such a way that hair does not fall Forward around the face or in front of the shoulders. <i>Students who fail to meet this standard will be required to wear a hairnet for the duration of lab and or be reassigned to the dish room.</i>
Hands:	Hands and fingernails must be kept scrupulously clean, kept short, and without excessive fingernail polish which is at the discretion the professor
Jewelry:	Acceptable jewelry includes one watch, one smooth ring per hand
FOH Leadership:	Members of the FOH Leadership Team must wear professional standard attire. The shirt and suit for members of the Leadership Team may be other colors than black and white. Slip resistant shoes are still required. NO sheer clothing will be allowed. All skirts and dresses must be knee-length or longer. NO exceptions.

Back of the House

Chef Coat:	White, double-breasted chef jacket with white buttons, with the UNT logo, and the student's name embroidered on the front pocket. Chef Coat must be clean, pressed, and stain free.
Pants:	Solid black or black and white checkered chef pants with full-length legs. Pants must be clean, stain free, and pressed. Pants must be free from wholes and tears.
Chef Hat:	White chef's skull cap that is capable of containing all hair
Hair:	Clean, restrained hair; either braided or in a bun or tucked completely under the hat No bangs or wispy hair protruding from hat.
Facial Hair:	Only neatly trimmed, well-kept facial hair is accepted. Excessive beards may require beard net.
Apron:	A green UNT embroidered apron;
Shoes:	Closed-toed, non-slip kitchen shoes,
Hands:	Scrupulously cleaned hands and fingernails Fingernails must be kept short No nail polish, No fake fingernails
Jewelry:	No jewelry of any kind is allowed
Digital Thermometer:	Student are responsible for purchasing and equipping their uniform with a digital thermometer

Leadership Team Positions

The Student will experience and execute leadership roles for the management and operational components that make up the successful running of the course service days. It is their responsibility for the coordination of the entire day's service. Depending on class size different roles will be assigned.

Front of the House – FOH

Dining Room, Assistant Dining Room Manager, Reservation Manager

Back of the House –BOH

Kitchen Manager, Assistant Kitchen Manager, & Sanitation Manager

Service Day:	Leadership team is expected to arrive no later than 7:45 AM to begin preparation for the day. Leadership team should be organized and prepared, with relevant check-list and standardized recipes. FOH Tasting Meals will be plated and presented to students 30 minutes before opening. The FOH Leadership team should have the FOH Duties and staff prepared at this time. BOH leadership team should manage the BOH staff to be ready at the proper time with their dishes and be able to share descriptions of the dishes (ingredients, flavor) with the FOH staff and allow for sampling to be done.
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General Course Policies

Personal Items

During lab times, the proper uniform is the only personal item 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

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.

Hospitality & Tourism Management Mission, Vision, and Program Learning Outcomes

HTM Mission:

We educate the next generation of hospitality and tourism leaders who strive for excellence and embrace our diversity in a caring, innovative, and empowering community.

HTM Vision:

To be world-class in advancing innovative education, creating collaborative knowledge, and transforming future hospitality and tourism leaders.

HTM Program Learning Outcomes:

PLO1: Students will develop appropriate strategies for reaching their career goals in the global hospitality and tourism fields.

PLO2: Students will develop analytical and quantitative skills enhanced by information technology to support smart business decisions in the Hospitality and Tourism Industry.

PLO3: Students will integrate hospitality and tourism business principles and current trends to lead in diverse, collaborative, and global environments.

PLO4: Students will apply innovative and imaginative methods to Hospitality and Tourism business utilizing ethical and sustainable practices.

PLO5: Students will demonstrate effective and efficient communication skills in all settings.
Outcomes (SLOs)

For this course, we will focus on:

Critical Thinking (analytical) and measure success with your semester end journal assignment
Communication (professional) and measure success with your short-term paper on non-verbal communication

Teamwork (professional) and measure success with a contribution to project group work through effective communication, trust, and hard work.

Use Your Resources!

We all need additional support from time to time. Don't suffer in silence or feel you have to go at this alone. University life is filled with challenges! UNT has so many great resources to support you.

[Office of Disability Access](#)

The Office of Disability Access (ODA) can work with you on academic accommodations if needed. The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. You must obtain a new letter of reasonable accommodation each semester and must meet with each faculty member prior to implementation in each class. For additional information, refer to the [Office of Disability Access](#) website. You may also contact ODA by phone at (940) 565-4323 or visit their website to begin the registration process for additional support.

Additional Resources I encourage you to take advantage of are:

- [UNT's Counseling and Testing Services](#) can provide psychological counseling and academic testing
- [UNTWell](#) provides FREE individual and group counseling as well as a vocational assessment
- [UNT Food Pantry](#) is a great resource if you or someone you know experiences food insecurity
- [Academic Success Center](#) can support you in your academics

Our Learning Community

It is my goal to create an inclusive learning environment. Every student should feel supported in sharing their unique perspective and be treated with respect. You are an integral part of our learning community and your viewpoint and perspective are valuable to your fellow learners. Through our group discussions, you'll have opportunities for collaboration so your participation is essential to not only your learning but your fellow team members. In order for you and your teammates to get the most out of the course, please do your part by participating fully, sharing your insights and doing so by the deadlines provided.

When connecting with me and your fellow students, please keep an open mind and communicate in a respectful manner. We don't all have to agree, but we can learn from one another's unique perspectives. I encourage you to review UNT's student code of conduct so that we can all start with the same baseline of understanding ([Code of Student Conduct](#)).

Technical Difficulties?

If you have any technical issues submitting your assignments in Canvas, please do the following:

- Check that you are using a compatible browser, like Google Chrome.
- Contact the [Help Desk](#) for technology support.
- Email your instructor your assignment along with a screenshot of your chat with the Help Desk if they are unable to assist you with the submission issue. This will show me that you did complete it on time. Then, resubmit to Canvas once you are able (occasionally, there are temporary glitches).

Additional UNT Policies and Resources

[Student Academic Integrity policy](#) Students who use other people's work without citations will be violating UNT's Academic Integrity Policy. Please read and follow this important set of guidelines for your academic success. An academic integrity violation could result in loss of points, a failing grade for the assignment or course, suspension or even expulsion depending on the severity. It's not worth a chance, so do your own work and ask for an extension if you need more time on an assignment.

[Spring 2023 Registration Deadlines](#). It may helpful to make note of important drop/add deadlines, etc.

[Student Support Services and Policies](#) There are many resources available on this site that may be worth bookmarking

Revision

- 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

Student Acknowledgement

Read the below statement. After you have read the statement and are prepared to agree to the terms and policy of this course, Log in to Canvas and take the Syllabus Acknowledgement Quiz.

Statement:

I have read and understood the syllabus for HMGT 3251 provided to me by the course Instructor 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.

I understand that CMHT requires me to earn a minimum final course grade of a C (70.0%) to pass. A lower course grade below C 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 instructor as it relates to the course requirements and/or my performance in this course.