

Valencia College

Food & Beverage Management ~ FSS 2251~CRN 31274

Summer Term 2014

Instructor: Professor Alanna B. Olah

Email: abeatty1@valenciacollege.edu. Please email questions or concerns. Professor will check email regularly.

Class Time: West Campus Thursday 11:00am-1:50pm, Room 9-128.

Credit hours: 3

Required Text & Supplies

Text: *Management of Food & Beverage Operations: Fifth Edition*; Jack Ninemeier, 2010, American Hotel & Lodging Educational Institute, MI

Scantrons: You will need one pack of green scantrons for this course. You can purchase them in the book store.

Supplies: You should also have pencils, pens and a highlighter. Please also bring a basic calculator-not on your phone.

Course Description

An application of principles in commercial and institutional food and beverage facilities including marketing, menu development, effective cost control in purchasing, pricing, labor and service techniques. Procedures, approaches and techniques of management are explored and developed as they relate to commercial and institutional food and beverage facilities.

Core Competencies

Valencia faculty has defined four interrelated competencies (Value, Think, Communicate, and Act) that prepare students to succeed in the world community. These competencies are outlined in the course catalog. In this course, through lecture and discussion, group work and other learning activities, you will further develop your mastery of those competencies.

Course Organization

This course will be divided into four categories that will comprise the final grade.

- Chapter Progress Tests-(3 each, worth 100 points each) 30%
- Final Exam-(worth 200 points) 20%
- Project- (worth 200 points) Due June 26, 2014 20%
- Classroom Attendance & Participation (27.27 points per class) 30%
- Extra Credit- See Below

Class attendance and participation- worth total of 300 points (27.27 points per class). The first day of class attendance does not count due to add/drop. We have 11 meetings. $11 \times 27.27 = 300$.

- Extra Credit: Each student may use recent (within past 2 years) current event and do a one page typed (12 point font, double spaced, Times New Roman, 1-inch margins on all sides) summary of what happened and how it relates to the issues we have covered in class. Each student will deliver this information in a 3-5 minute presentation to the class. The student must ask for the professors approval of presentation before that day of class begins. Each student may choose to do 2 of these per semester. Each presentation will be worth 10 points each. Once a student has covered a

particular current event, no one else may do the same event. Please edit this as well as you would for an English comp course. You must have APA style reference page. Information on this is available online, or through on campus writing center. Do not plagiarize.

A note about the project:

This project requires dedication and hard work. It will help enable you to learn and prepare for your success in the food & beverage business.

No late project will be accepted, No grade for partial project.

If you don't turn in a project or receive a failing grade for it, you will fail the class by receiving an F grade for the entire class.

The total amount of points available in this class is 1000.

General Grading Scale

A: 900-1000

B: 800-899

C: 700-799

D: 600-699

F: 600-below

Grading Rubric- Keep track of your progress throughout the semester! ☺

_____ +	_____ +	_____ +	_____ +	_____ +	_____ +	_____ +	= _____
Test 1 (100)	Test 2 (100)	Test 3 (100)	Final (200)	Project (200)	Extra Credit (20)	Attendance (300)	Total/1000

You can figure out your grade going into the final by averaging all scores except final out of 800 points.

CLASSROOM POLICIES

Make-up Exams

Make-up exams will be given only for emergency situations provided the instructor is notified in advance of the class starting in which the test is scheduled. Upon your absence and its approval, the exam will be placed in the testing center. **Exams must be made up before the next class meeting.** Any test missed will have an adverse effect on your grade, and **make-up test will not be given unless approved by the professor prior to the date of the scheduled test. If a make-up exam is granted and placed in the testing center, it is YOUR responsibility to find out their hours and go before the agreed upon deadline. If you do not do this and miss your deadline, you will not be allowed to make-up the exam. You must be present at the date and time of the final exam. No make-up finals will be given.**

Academic Honesty

Each student is expected to do his and her own work, unless otherwise specified. Cheating will not be tolerated, and will result in an automatic “F” in this course. Plagiarism is cheating. If you plagiarize, you will receive an “F” in this course. The instructor may choose to recommend expulsion of student for either cheating or plagiarism. This is at the sole discretion of the instructor and Dean of Business and Hospitality. By staying enrolled in this course you agree that you will not cheat or plagiarize.

Expected Student Conduct

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility of managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a classroom or Valencia’s rules may result in disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion or other appropriate and authorized actions. You will find the student code of conduct in the current Valencia student handbook.

You will be given a warning at the beginning of class to put your phones away. At this point, all phones should be placed out of sight and not retrieved until break time or after class. If they ring, beep, or make any other noise the violator may have 50 points taken off of their final grade.

You may not record any portion of the class without permission of the instructor.

Computer/ Equipment Use policy

Use of computers in the Business, IT, and Public services classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes but is not limited to:

- Use of computer to send email or access internet sites not specifically assigned in class
- Use of computer for job, internship, homework or other activities not assigned in class
- Modifying any hardware or software system configuration or setting
- Activities not in accordance to the Valencia Student Code of Conduct
- Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above.
- Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action.

Students with Disabilities & Valencia ID Cards

Students with disabilities who qualify for academic accommodations must provide a notification from the office for Students with Disabilities(OSD) and discuss specific needs with instructor preferably during the first 2 weeks of class. The office for students with disabilities determines accommodations based on appropriate documentation of disabilities. The West Campus office is SSB-102.

Valencia ID cards are required for Testing Center and Library usage. No other form of ID at those locations will be accepted. Possession and utilization of Valencia ID is mandatory in order to obtain these services.

I encourage you to discuss needs with me at the beginning of the course. I want to help you be successful in this course. I am available before class, or I can schedule an online meeting with you as well.

Withdrawal Policy

The withdrawal policy date for the semester is June 27, 2014.

Disclaimer

Changes in this syllabus, schedule, and or college policy may be made at any time during the course per instructor discretion. Students are responsible for staying abreast of these changes.

Attendance

Punctual and regular attendance is mandatory in this course. More than 6 hours absent during the semester without permission of the Professor will have an adverse effect on the grade earned in this course.

Students must speak with professor after missing 2 classes. Students are responsible for all material covered in class. If you miss class you must contact another student to find out what was covered. No show withdrawal: Valencia policy is that any student that does not come to class during our first two meetings will be withdrawn.

Valencia's policy is that a student will be present for all class meetings. **A student will be withdrawn after 3 absences.**

Two late arrivals to class equal one absence.

Please Note: You should not leave class early except in the event of an emergency. Professor Olah may take attendance at the beginning and end of any class, and break points down as such. Please do not sign-up for a course that you cannot stay for the period.

Sleeping/ Cell Phone Usage/ Lack of Professionalism/Classroom Disruption during class will remove points off of the days attendance. The amount of points removed depends on the offense and is at the sole discretion of the professor. By staying enrolled in this course you agree to this policy.

A note from the Professor:

Because I have 17+ years of experience in Hospitality, I am used to a certain level of professionalism, of which I am sure you are capable. I expect nothing less than your absolute best at all times. If you exhibit less than your best-cell phones, leaving early, cheating, etc- you can expect me to call you out. The reason for this is because this behavior is NEVER acceptable in the work place and I want to see you be successful not just in Valencia College, but in the career you build. You are responsible for your destiny- be it an A or an F. For this reason you must keep track of your progress. There will be no last-minute begging, pleading, etc for a better grade. You will EARN whatever grade you are awarded.

If I allow the use of laptops, you should not be on any websites other than directed by the professor. You should not be on Face book, My Space, EBay, Pinterest, etc- doing so will result in complete loss of attendance points for the day.

Food & Beverage Management
FSS 2251
Summer 2014 Thursday 11:00am-1:50pm

<u>Week</u>	<u>Date</u>	<u>Assignment Topic</u>	<u>Text Chapters</u>	<u>Test/ Due Dates</u>
1	May 8	Review Syllabus, Project Information 📖 The Food Service Industry	Chapter 1	
2	May 15	📖 Organization of Food & Beverage Operations 📖 Fundamentals of Management	Chapter 2 Chapter 3	
3	May 22	📖 Food & Beverage Marketing Review Exam 1-4 if time allows.	Chapter 4	
4	May 29	📖 Nutrition for Food Service Operations Exam 1-4	Chapter 5	Chapter 1-4 Exam
5	June 5	Go over Exam 1-4. 📖 The Menu	Chapter 6	
6	June 12	📖 Standard Product Cost and Pricing Strategies 📖 Preparing for Production Review for Exam 5-8 if time allows.	Chapter 7 Chapter 8	
7	June 19	📖 Production Exam 5-8.	Chapter 9	Chapter 5-8 Exam
8	June 26	Go over Exam 5-8. 📖 Food & Beverage Service	Chapter 10	Withdrawal "W" Deadline June 27 Project is due in class** No exceptions
9	July 3	📖 Sanitation and Safety 📖 Facility Layout and Design Review for Exam 9-12 if time allows.	Chapter 11 Chapter 12	
10	July 10	📖 Financial Management Exam 9-12	Chapter 13	Chapter 9-12 Exam
11	July 17	Go over Exam 9-12. 📖 Review for Final Exam 1-13.	Review	
12	July 24	Final Exam		Final Exam Chapters 1-13