

**Valencia College - West Campus Division of Business and Hospitality**  
**Syllabus**  
**Summer 2024 Hospitality Law HFT 2600**  
**CRN 30247-D01**

**DISCLAIMER: Changes in this syllabus may be made at anytime at the instructor's discretion.**

**Professor: Christy L. Glass**

**Email:** cglass7@valenciacollege.edu

**Phone:** 407-360-4415 (cell) text or call

**Class Duration:** May 6, 2024 through July 30, 2024 – but this class ends July 27  
Finals week July 21 thru July 27 for this class

**Class Location:** Online conducted in Canvas Students shall need reliable internet access.

**Office hours:**

During the semester, I am available for online office hours by appointment.

You may call and leave a message to set up an appointment or text me. I will respond within 1 day. Or, you can send me a Canvas Message or email, and I will respond within 1 to 3 days.

Please do not hesitate to reach out to me for any reason...seriously! I am teaching this class for you!

**COURSE DESCRIPTION**

No prior legal background is required. This ONLINE course will provide awareness of rights and responsibilities that law grants to or imposes upon a business owner such as a hotelkeeper, and illustrates possible consequences of failure to satisfy legal obligations. Specific attention will be paid to innkeeper-guest relationship, contracts, torts, civil and property rights and insurable risks. The emphasis is on prevention of legal violations. By taking this course, managers can appreciate and identify what actions and precautions are necessary to avoid, or at least minimize, the number of lawsuits and legal issues. *This course is 3 credits.*

**BOOK AND READING MATERIALS**

**REQUIRED TEXT BOOK:**

**Hospitality Law, A Business Orientated Overview, by C. L. Glass.**

**This book is available on Canvas as a Pdf or .doc document through the course instructor at no cost.**

**ALL MANDATORY READING ASSIGNMENTS ARE FROM the Hospitality Law – Special Edition ONLINE BOOK and posted supplemental readings. This online book is free to you to use for this course.**

Each chapter is provided in a link at each chapter folder. If you cannot locate them, please call/text me so I can walk you through finding them.

Also, the course supplemental reading is provided in pdf and/or .doc format on Canvas.

Students may download a free pdf reader from ADOBE <https://get.adobe.com/reader/>

When installing Adobe Reader, students *may* want to **uncheck** the “Optional Offers” which would install Google Chrome and Google Toolbar.

### **STUDENT LEARNING OUTCOMES**

Upon successful completion of the course, students should be able to:

- Principles of Business and Hospitality law
- Overview of US legal system, civil procedure, legal business structures,
- Concepts and Elements of property law, contract law, agency law, tort law
- Legal civil duties and rights, illegal civil acts
- Strategies to avoid liability (Tort law)
- Overview of hospitality regulating Federal, State, and local governmental agencies
- Factors to consider when dealing with employment, regulations, and licensing

### **VALENCIA STUDENT CORE COMPETENCIES**

This course seeks to reinforce the following Valencia Student Competencies:

- Think: Think clearly, critically, and creatively, analyze, synthesize, integrate and evaluate in many domains of human inquiry
- Value: Make reasoned judgments and responsible commitments
- Act: Act purposefully, effectively, and responsibly
- Communicate: Communicate with different audiences using varied means

### **STUDENT CODE OF CONDUCT**

The **online** classroom setting should foster participation and the sharing of opinions. However, please respect your peers and the instructor when participating and sharing your opinion.

All Valencia College policies apply to this class. Please see Student Code of Conduct in Policies and Procedures Manual on the Valencia College Website for further information or visit the online site at <http://valenciacollege.edu/students/conduct/>

### **ACADEMIC HONESTY**

Each student is expected to be in complete compliance with the college policy on academic honesty. All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

This professor will take appropriate action against any and all students violating this policy and may include failing students in the course and reporting to the infraction to the college administration for further disciplinary action. Questions regarding these actions should immediately be discussed with the professor.

### **ATTENDANCE POLICY**

<http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/>

<http://valenciacollege.edu/generalcounsel/policy/documents/Volume4/4-07-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals.pdf>

**Each student must complete the FIRST WEEK ASSIGNMENTS in the first week of class in order to adhere to Valencia's Class attendance/no-show policy.** A student will be withdrawn from this course due to non-attendance (no-show) if the student does not complete the First Week Assignments as listed in this Syllabus within the first week of this course.

**Regular class participation is a significant factor that promotes success in college.**

*For online courses, **Attendance*** is determined by consistently logging in and accessing the course content and completing assignments in accordance with the syllabus. Attendance grades will be included as part of a student's discussion and comments grade. In other words, completion of the discussions and comments demonstrates course attendance.

**Failure to login and complete 4 or more assignments and/or tests may result in a student's withdrawal from the course, unless the professor is notified unless the professor is notified before the student reaches the missed assignment limit, and the student provides a reasonable excuse to the professor, and the student promptly begins to make up the missed work.**

### **No Show Policy**

A student will be withdrawn from this course due to non-attendance (no-show) if the student does not complete the First Assignment as listed in this Syllabus within the first week of this course.

(For classes that physically meet) Class attendance is required beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a "no show."

**(For online classes)** Students who do not submit the first assignment by the scheduled due date will be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course.

### **WITHDRAWAL POLICY**

If for some reason you must withdraw from this course, ***it will be your responsibility to withdraw yourself.*** However, a student will be withdrawn from this course due to non-attendance if the student does not complete the First Assignment as listed in this Syllabus, or the student fails to adhere to the attendance policy.

**For further information on the course withdrawal policy, please see Valencia's policy.**

<http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattempts/coursewithdrawal/>

### **STUDENT ASSISTANCE PROGRAM**

Students can access confidential, professional assistance to help resolve problems that affect their personal life and/or college performance. Besides being confidential, this voluntary program is designed for all students to seek help on their own. Credit students are able to use this service at no charge as the service is funded through the student activity fee. Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia College should call the toll-free number 1-800-878-5470 to speak to a professional counselor. If needed, the counselor may

refer the student to appropriate resources or to speak face-to-face with a licensed counselor. For more information, call or visit a Counselor in Student Services on any campus. For more information visit <http://catalog.valenciacollege.edu/student-services/> See left side menu choices for links to specific topics/programs.

### **DISABILITY PROGRAMS**

If you believe that you might need assistance with academic, personal and/or vocational counseling, the Office for Students with Disabilities (OSD) is available to help you.

Further, the Office for Students with Disabilities (OSD) can assist you with notes, test-taking accommodations; interpreters for the deaf and hearing impaired, and can offer adapted equipment for campus use.

As per the OSD policy, please contact me within the first week of class to discuss your assistance needs. <http://valenciacollege.edu/office-for-students-with-disabilities/default.cfm>

### **IMPORTANT DATES**

Classes Start: **May 6, 2024** and **Classes End: July 27 (For this class)**

**FINAL EXAM: Due by July 27, 2024 midnight for this class**

**No classes: May 27 & July 4.**

Drop/refund date: **May 13, 2024 11:59 p.m.**

Withdrawal deadline to receive a W: **June 28, 2024, 11:59 pm**

### **GRADING AND ASSIGNMENTS**

**Reading assignments** include the book chapters assigned and the posted online supplements as described under each chapter folder.

Since an online student must rely primarily on a textbook or course guide instead of lectures by a professor in a classroom, the online student must be able to "self-teach" a large portion of the material.

Students must have tremendous self-discipline to succeed in any online course. If you tend to put things off or not work very hard in attempting the material, you won't do very well here. I understand that there is also your "life" that is going on while you are in the course. After examining the course demands in relation to the demands of your "life", please weigh the decision to enroll in this online course very carefully. This is your responsibility. I have attempted to make this difficult course as easy as possible, provided that you put forth the effort.

**Discussion Postings** are required each week. Each assignment is described under each Chapter folder in Canvas.

**Assignment Tentative Timeline** - It is imperative that you follow the Assignment Tentative Timeline below as your course work is due by the date set as the due date. It is laid out by weekly start dates. You have the freedom to complete the weekly items any time during the week depending on your life's schedule. ***However, you must finish the week's assignments by the due date stated for that week's assignment. No exceptions!***

**Do not be late with postings or exam assignments!**

**Exams:** There are three multiple-choice exams during the term. Each exam is given completely online at the location of your choosing-- home, library, wherever. However, the exams will only be given on the dates listed and you have only ONE attempt for each exam. However, you may save and go back into the exam until as such time that you click the submit button. The time allotted to complete each exam is several days. Make sure that you give yourself time to complete each exam. You need to have a Plan B in case the computer or internet service that you normally use fails.

Under certain circumstances, you may be permitted to take an exam **before its due date**. Some circumstances include work or personal conflicts. A 5-day notice will be required if you need to take an exam early.

A make-up exam after the exam due date may only be given in college-approved circumstances with proper documentation, including, but not limited to, jury duty, official college events, maternity leave, military duty, hospitalizations of the student or immediate family member, and death of an immediate family member. The student must contact the professor within 24 hours of a missed exam. I will be turning in grades to the Dept Grades on **July 28, 2024**. So please make every attempt to avoid issues with your final exam as you will receive a zero for a missed final, which will lower your final grade.

- Tests: 30% total (3 exams -> Each will be worth 10 pts or 30% of your grade)
- **Discussion points substitute for in-class participation. 69% of your grade!**
  - Discussion points include:
    - ✓ Discussion question postings and Responses to classmates (5 pts. per assignment)
      - there are nine assignments -> 45% of your grade
      - 3 points for satisfactory discussion post. Must include at least 3 sentences and reflect that you have read the related chapter and have thought about the assignment.
      - 2 points for responding to another's students post. Must include at least 2 sentences and reflect that you have read the other student's post and have thought about it.
    - ✓ Video comments (3 pts. per chapter for 8 chapters or 24% of your grade)
      - Must be comprised of at least 3 sentences and reflect that you have read the related chapter and have thought about the assignment.
- **Required introduction assignment 1pt or 1% of your grade)**
- Extra Credit - Possibly offered throughout the semester. Look on Canvas for postings & messages. Also, Contact the Professor.

Grading Scale:

90 - 100 ~ A  
80 - 89 ~ B  
70 - 79 ~ C  
60 - 69 ~ D  
0 - 59 ~ F

**ASSIGNMENTS: Tentative Timeline - subject to changes by Professor... *students may work ahead of the syllabus***

**Week 1-** May 6 thru May 11- **students may work ahead of the syllabus**

**Assignments: FIRST - Read Syllabus!**

**LOOK ON CANVAS for the Chapters and corresponding Assignments for that chapter.**

Call me immediately to clear up any questions or if you cannot locate the reading materials of assignments

- **Post an introduction about yourself AND Complete the Syllabus Quiz**
  - – see Canvas for details –**failing to do These two assignment mandates that I drop/withdraw you from the course.**
  - **Failure to complete the BOTH by May 11, will require me to drop you from the course!!! Due May 11**
- **Read Chapter 01 Law, Legal System, Ethics (16 pages)**
- **Complete** all Chapter Folder Canvas assignments as described under the chapter folder.
- **Introduction, Discussion, & Video Comments Postings**
- **All Due by May 11 midnight**

**Week 2 –** May 12 thru May 18

**Assignment: Read Chapter 02 Civil Procedure (9 pages)**

**Complete** all Chapter Folder Canvas assignments as described under the folder

**Due by May 18 midnight**

**Week 3 –** May 19 thru May 25

**Assignment: Read Chapter 03 Business Entities and Insurance (21 pages)**

**Complete** all Chapter Folder Canvas assignments as described under the folder

**Due by May 25 midnight**

**Week 4–** May 26 thru June 1

**Assignment: Read Chapter 04 Property law, Landlord-Tenant, Zoning (36 pages)**

**Complete** all Chapter Folder Canvas assignments as described under the folder

**Due by June 1 midnight**

**Week 5-** June 2 thru June 8 **EXAM 1**

**Complete any late/missing assignments before you start the exam.**

**Exams are open book.** Students may utilize the "find" function to locate information in the pdf or word chapters, as well as search on the internet for answers.

**The exams are difficult as they are concept driven.** Students must understand the definitions of terms and the concepts behind the terms. However, exams are curved to accommodate the difficulty of the exams. **The last question on the exam is always a freebee... any response on last question is okay.**

**This is a multiple-choice format of 50 questions.**

The exam is available to start and stop over the open exam dates above. You can save your progress. However, do not hit submit until ready to submit.

**Start early and do your best! It is a hard test. You will learn a lot by taking the test!**

Exam will be open from **June 2** (Midnight) thru **June 8** (midnight)

**Exam 1 (Chapters 1, 2, 3, 4) DUE BY June 8 MIDNIGHT**

**STUDENTS MAY MESSAGE ME ON CANVAS, OR PHONE/TEXT FOR ASSISTANCE WITH THE EXAM!**

**YOU WILL RECEIVE A FASTER RESPONSE IF YOU TEXT MY PHONE. 407-360-4415**

**Seriously, please text me anytime!**

**Week 6 - June 9 thru June 15**

**Large and important chapter! Don't get behind!**

**Assignment: Read Chapter 05 Contracts (37 pages)**

Chapter Folder Canvas assignments as described under the folder

**Video comments postings are Due by June 15 midnight!**

**Discussion posts are Due by June 15 midnight!**

**Week 7 - June 16 thru June 22**

**Assignment Read Chapter 06 Employment law (37 pages)**

**Complete** all Chapter 6 Folder Canvas assignments as described under the folder

**Assignments video & discussion for Chapt 6 - Due by June 22 midnight**

**Week 8 - Complete any late/missing assignments before you start the exam.**

**June 23 thru June 29 – EXAM 2**

Exam will be open from **June 23** (midnight) **June 29** (midnight)

**Exam 2 (Chapters 5, 6 and a few on Chapt 4) same format as exam one**

**EXAM 2 DUE BY MIDNIGHT ... June 29**

**Week 9 - June 30 thru July 6**

**Assignment Read Chapter 07 Federal Laws (27 pages, plus online supplements)**

**Complete** all Chapter Folder Canvas assignments as described under the folder

**Due by July 6 midnight**

**Week 10 - July 7 thru July 13 Large and important chapter!**

**Assignment Read Chapter 08 Torts - Civil Wrongs (56 pages, plus online supplements)**

**As this is a large and very important chapter!**

- Video postings are due **July 10** midnight
- Discussion postings are due **July 13** midnight! Extra time provided since tis is a large chapter.

**Week 11** - July 14 thru July 20

Assignment Read Chapter 09 Interesting cases

Complete all Chapter Folder Canvas assignments as described under the folder

**Chapter 9 assignment Due by July 20 midnight**

READ THE **ONLINE RECENT CASES**. And, Study for final exams!

**Week 12** July 19 thru July 27

**Complete any late/missing assignments before you start the exam.**

– **EXAM 3** aka **FINAL EXAM** (Chapters 7, 8, 9)

**DO NOT BE LATE COMPLETING THIS EXAM AS I MUST TURN IN GRADES on time! .. No exceptions for exam extension unless documented proof of a week-long emergency, such as death of a loved one, hospital stay, etc.. However, you must contact me ASAP via cell text @ 407-360-4415**

**Exam opens on *July 19* (midnight)**

**and closes *July 27, 2024* (midnight)**

**FINAL EXAM: Due by July 27 midnight for this class!**

GET READY FOR FALL ..... 😊😊😊