I. Course Description:

Overview of elements of design, building systems, construction techniques and space utilization in relation to safety and efficiency of service. Site location, energy conservation, fire protection, maintenance and upkeep as factors influencing retail, dining service and lodging accommodations. Prerequisite: junior standing.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

This course supports the mission of the College of Education “to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development.”

THE COLLEGE OF EDUCATION VALUES AND GOALS ARE:

1. Academic excellence through critical, reflective, and creative thinking
2. Life-long learning
3. Collaboration and shared decision-making
4. Openness to new ideas, to cultural diverse people, and to innovation and change
5. Integrity, responsibility, diligence, and ethical behavior
6. Service that enriches the community

Program Learning Outcomes (Hospitality Administration):

1. The student will demonstrate the use of appropriate technology and sustainability in the hospitality industry.
2. The student will exhibit the professional behavior (strong communication skills, a professional image, a good work ethic and adequate preparation for employment in his/her specific discipline) expected in the field of Human Sciences.
3. The student will calculate, interpret and understand key ratios, financial statements and budgets, related to the hospitality industry.
4. The student will demonstrate a positive service attitude.

Student Learning Outcomes:
The course objectives provide an opportunity for learning to:

- Explain the role and cost of facilities within the hospitality industry.
- Describe how facility design, layout, construction materials, equipment, and systems affect management.
- Describe how budgets and capital expenditures affect facility management.
- Explain what sustainability is and what motivates hospitality industry attention to it.
- Describe how environmental sustainability can influence facility design.
- Explain how building design and maintenance affect safety.
- Identify critical elements of fire prevention, fire detection, and fire notification.
- Explain various ways in which facilities design and management can enhance security efforts on property.
- Identify various water system maintenance concerns.
- Describe water conservation issues within the hospitality industry.
- Describe various aspects of electrical systems and considerations that affect design and operating standards.
- Explain system types and maintenance needs of HVAC systems.
Describe design elements of the lighting system.
Explain how to service and maintain the lighting system
List energy conservation opportunities within the lighting system.
Explain factors that affect laundry design.
List several trends that affect laundry operations.
Describe several types of food prep, cooking, holding, and refrigeration equipment used in food service.
Research and prepare a food service equipment cost analysis.
Describe construction, maintenance, and inspection aspects of building foundations, structural frame, walls, roof, interior elements, elevator systems, and exterior elements (parking, storm drainage, utilities, and landscaping).
Describe the hotel development process and site planning.
Explain the design process for guestrooms, food and beverage outlets, recreational facilities, offices, and lobby space.
Identify regulations that affect food service facility construction and operation.
Explain how blueprints are evaluated.
Summarize design issues for receiving, storage, kitchen, dining room, offices, and employee facilities.
Explain the life-cycle of a hotel and list reasons for renovations.
Describe how the renovation plan is created and implemented.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:
EXAMS - 4 exams will be given covering material from the textbook AND course content pages. Each exam will be worth 100 points. Exams will be available in D2L on the scheduled day between 8:00am-11:00pm. Make-up exams will only be given for an excused absence and rescheduling is at the discretion of the instructor.
ASSIGNMENTS – You will have 15 assignments posted in the Course Tools link (Discussions AND Dropbox) in Desire2Learn. These assignments will be related to the chapters as we move though the textbook and online modules, as well as research article reviews found in professional publications, research journals, or professional industry blog sites. The article reviews must include a summary of the article, your opinion of the article content, and the link to the actual article (2-3 paragraph format where necessary). Once the due date has passed, LATE WORK WILL NOT BE ACCEPTED!
INSTRUCTIONAL STRATEGIES – This class will utilize an online delivery format. All course content, lecture notes, assignments, exams, and grading will be done through D2L.
TECHNOLOGY – Desire 2 Learn (D2L) will be used to post announcements, course grades, online assignments, and support information.

IV. Evaluation and Assessments (Grading):

<table>
<thead>
<tr>
<th>Exam</th>
<th>Points</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>100</td>
<td>A – 508-565</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100</td>
<td>B – 452-507</td>
</tr>
<tr>
<td>Exam 3</td>
<td>100</td>
<td>C – 395-451</td>
</tr>
<tr>
<td>Exam 4</td>
<td>100</td>
<td>D – 339-394</td>
</tr>
<tr>
<td>D2L Assignments</td>
<td>165</td>
<td>F – 0-338</td>
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<tr>
<td>TOTAL</td>
<td>565</td>
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V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 19</td>
<td>Welcome and Student Introductions in D2L, Intro/ Discussion due Jan. 20</td>
</tr>
<tr>
<td>Module 1</td>
<td>Chapter 1 – The Role, Cost, and Management of Hospitality Facilities</td>
</tr>
<tr>
<td>Jan 25</td>
<td>D2L Assignment on Management Responsibility/ Discussion</td>
</tr>
<tr>
<td>Jan 25</td>
<td>Chapter 2 – Hospitality Facilities Management Tools, Techniques, and Trends</td>
</tr>
<tr>
<td>Jan 29</td>
<td>D2L Assignment on Chapter 2 Case Study/ Dropbox</td>
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<tr>
<td>Feb 1</td>
<td>Chapter 3 – Environmental and Sustainability Management</td>
</tr>
<tr>
<td>Feb 5</td>
<td>Article Review on Sustainability/ Dropbox</td>
</tr>
<tr>
<td>Feb 9</td>
<td>EXAM 1 – Chapters 1-3</td>
</tr>
<tr>
<td>Module 2</td>
<td>Chapter 4 – Safety and Security Systems</td>
</tr>
<tr>
<td>Feb 10</td>
<td>Article Review on Safety and Security/ Dropbox</td>
</tr>
<tr>
<td>Feb 19</td>
<td>Chapter 5 – Water and Wastewater Systems</td>
</tr>
<tr>
<td>Feb 22</td>
<td>D2L Assignment on Chapter 5 Review Questions/Discussion</td>
</tr>
<tr>
<td>Feb. 26</td>
<td>Chapter 6 – Electrical Systems</td>
</tr>
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</table>
March 4 – D2L Assignment on Chapter 6 Case Study / Dropbox
March 4 – Chapter 7 – Heating, Ventilation, and Air Conditioning
March 9 – Article Review on HVAC and Environment / Dropbox
March 10 – EXAM 2 – Chapters 4-7
March 13-20 – Spring Break

Module 3
March 21 – Chapter 8 – Lighting Systems
March 24 – D2L Assignment on Case Study Scenario on Lighting / Discussion
March 28 – Chapter 9 – Laundry Systems
April 1 – D2L Assignment on Laundry Thoughts… / Discussion
April 4 – Chapter 10 – Food Service Equipment
April 8 – D2L Assignment on Equipment Cost Analysis / Dropbox
April 11 – Chapter 11 – Building Structure, Finishes, and Site
April 15 – Article Review on Structural Issues / Dropbox
April 18 – EXAM 3 – Chapters 8-11

Module 4
April 18 – Chapter 12 – Lodging Planning and Design
April 22 – D2L Assignment on Lodging Influence / Discussion
April 25 – Chapter 13 – Food Service Planning and Design
April 29 – D2L Assignment on Menu Influence on Design / Dropbox
May 2 – Chapter 14 – Renovation and Capital Projects
May 6 – Article Review on Building Renovations / Dropbox
May 10 – FINAL EXAM – Chapters 12-14

VI. Readings (Required and recommended—including texts, websites, articles, etc.):

This course uses the LiveText data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

If you have questions about obtaining or registering your LiveText account, call ext. 1267 or e-mail SFALiveText@sfasu.edu. Once LiveText is activated, if you have technical questions, call ext. 7050 or e-mail livetext@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText system may result in course failure.

Required Textbook

VII. Course Evaluations:

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information:

Attendance: Due to collaborative and reflective nature of the course and the sequence of activities, students are required to actively participate in a professional manner in classes. This is not a self-paced class. There are deadlines that must be met. NO LATE WORK will be accepted.
In the case of emergencies, the student is responsible for contacting his/her professor in a timely fashion and apprising the professor of the situation. E-mail contact is typically the most efficient and reliable method of contact, however, when an emergency occurs in route, then a phone call is appropriate.

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Academic Integrity
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Penalties for Academic Dishonesty
Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university

Student Appeals
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades Semester Grades Policy (A-54)
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on
class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at [https://www.sfasu.edu/judicial/earlyalert.asp](https://www.sfasu.edu/judicial/earlyalert.asp) or call the office at 936-468-2703.

To complete Certification/Licensing Requirements in Texas related to public education, you will be required to:

1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check; the completed information form is due ___________________. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.

2. Provide one of the following primary ID documents: passport, drivers license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at [www.texas.ets.org/registrationBulletin/](http://www.texas.ets.org/registrationBulletin/)). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

IX. Other Relevant Course Information:

**PROFESSIONAL STANDARDS**

1. Students should prepare themselves adequately for each semester. Professors are not able to provide effective student critique when student work is unavailable for review or student effort is lacking.

2. Students should exhibit professional courtesy and conduct. Examples include a positive work attitude, sensitivity to others, attentiveness, and cooperation.

3. Faculty are committed to provide information and prompt response to students on the web, return student work in a timely fashion, honored posted office hours, provide feedback on student progress, and work with field supervisors.

4. If student dissatisfaction arises, the student's request for a private conference/phone call with the professor serves as the first step toward resolution.