

Academic Senate
Agenda for the Meeting of
March 3, 2015, 10:00 a.m.
University Center 202C

1. Call to Order and Roll Call
2. Approval of Minutes
 - A. February 3, 2015 minutes
3. Open Forum
4. Reports
 - A. Senate President – Khagendra Thapa
 - B. Senate Vice President – Charles Bacon
 - C. Senate Secretary – Amy Dinardo
5. Committee Reports
 - A. University Curriculum Committee – Kemi Fadayomi
 - B. Student Government – Andrew Kalinowski
 - C. Senate Elections – Chuck Drake
6. Conversation with the Senate
 - A. Gen Ed – Why Change? – Dr. Cliff Franklund
7. New Business
 - A. New BS Degree – Hospitality Management – Fadayomi
8. Announcements
 - A. FSU President - David Eisler
 - B. Interim Provost – Paul Blake
 - C. Senate President – Khagendra Thapa
9. Open Forum
10. Adjournment

**Minutes
 Ferris State University
 Academic Senate Meeting
 February 3, 2015, 10:00 A.M.
 University Center 202C**

Members in Attendance: ALSPACH, BACON, C., BACON, M. BAJOR, BALANDA, BARAN, BRANDLY, BRECKEN, DAKKURI, DAUBERT, DINARDO, DRAKE, FADAYOMI, FAGERMAN, FOX, HANNA, HARLAN, ING, ISLER, JENEROU, KLATT, MARION, MOORE, RICHMOND, RUMPF, THAPA, TODD, TOWER, WAGENHEIM, WANCOUR, YOWITZ
 Members absent with cause: BARNETT, BERGHOEF, GRIFFIN, GROVES
 Members absent: RICHMOND, SAIHPUSH
 Ex Officio and Guests: ADEYANJU, BLAKE, DAMARI, DURST, KALINOWSKI, KURTZ, NICOL, REIFERT, SCHULT, TEAHEN, WELLER, BERSANO, WOOTEN, LOPEZ, QUIGLEY, ESCHMACH, COTTONBEEDELE, URBANICK, WAKEEL, STEENSTRA

1.	President Khagendra Thapa opened the meeting at 10:07 a.m.
2.	Approval of Minutes. Senator Alspach moved to approve the January 2015 minutes. Ing seconded. Motion passed.
3.	Open Forum A. Urbanick reviewed the two IT strategic planning surveys online. Paula Hadley had shared the link with all Senators prior to this meeting. 91 people on campus have started the Assessment of the Current University Plan Survey and 66 have completed it. It takes 7 minutes to complete on average. 7 people participated from Academic Senate; he would like to see more engagement from the senators. 60 people have started Next University Plan for IT survey and 52 have completed. 6 have been completed by Senators. Survey takers can complete the second survey more than once It takes approximately 2 minutes. B. Sandy Alspach- Sports Vision Leadership Program is hosting the Women’s Heart Health Fundraiser on Thursday, February 12 th . On Wed, February 18 th , the Sports Speakers Series will be hosting a lecture, “What are They Thinking? The Motivations of Athletes, the good bad, and ugly. C. Crissy Cottonbeetle from the Order Omega leadership society for Greek life announced that the organization donated money to several different charities and volunteered hundreds to service hours. 2 representatives of the Order Omega took first place in a case study about hazing at a local conference. D. Senator Harlan announced a Children’s Dental Health Fair by sponsored by a Dental Hygiene RSO. It will include oral health and dental screening, food, fun, etc. It will be on Sat, Feb 21st, 2015.
4.	Officer Reports A. President Khagendra Thapa encouraged Senators to maintain professionalism during the meetings. B. Vice-President Bacon announced that the International Education Committee’s “Educator of the Year” award is due on the 20 th of Feb. He encouraged nominations. This Thurs at 1pm, a forum on students needs and professional responsibilities will be hosted by Student Life. C. Secretary Dinardo had nothing to report.

5.	<p>Committee Reports</p> <p>A. UCC Chair Kemi Fadayomi: She sent her report to Senators this AM because they meet on Mondays and she wanted us to have the most recent update. 6 proposals were recently approved. Two of those proposals will be discussed today. Graduate programs were approved without input from the UGPC, but the programs met all of the UCC requirements. The UCC needed to approve the proposal within the given 10 day period but the committee would have liked to consult UGPC had there been more time. Multiple members supported with concern due to this. Dr. Fadayomi applauded the efforts of the College of Business regarding their work on their well-written proposal. A few other proposals held for feedback. The UCC would like to find a better way to incorporate the UGPC into the approval process. The committee has suggestions. She suggested a change in the bylaws for the UGPC perhaps so that they meet more frequently. She also suggested possibly changing the 10 business day response policy for UCC so there is more time to consult others. The UCC has held workshops to help simplify proposal development. The next workshop is in the Fall of 2015. Until then, the UCC is more than happy to help. Another concern is the lack of clearly defined and measurable outcomes. The committee is working with the FCTL for workshops to that end. There will be one in February and another one later. Be on the lookout for announcements in the University Wide Notices.</p> <p>B. Student Government Representative Andrew Kalinowski and Wayne Brosono (VP) passed around a revised elections policy for Student Government. Chantel, a Student Government representative, explained the election guidelines. These new policies address the Student Government's initiatives to increase voting and community activity as well as maintain transparency. There was a change in the dates for 'active campaigning'. Senator election guidelines are made available on website. All students have the opportunity to run. Andrew announced that he will be working as an auditor for the Ernstein offices in Grand Rapids. The main reason he was accepted was because of his leadership experiences. He believes that many student leaders have gotten jobs because of their experiences. So he encouraged Senators to encourage their students to be involved in leadership for resume purposes. Next Tues is "Meet and Greet" the Deans. Students will have a change to ask questions and get input from fellow Deans. Sen. Wancour asked about elections, "Does it matter what class there are in?" The answer was No. Sen. Piercey asked if we can photocopy the new guidelines and give to our students. The answer was Yes. There was a suggestion to get testimonials from student leaders and provide a YouTube link to videos about their positive experiences. Sen Rumpf asked if a student could be full time or part time? The answer was either. Sen. Drake asked if a student could be on Disciplinary or Academic probation to run? The answer was No.</p>
6.	<p>A. Senator Fadayomi motioned to approve the new minor in Public Health, Wancour seconded. Motion carried</p> <p>B. Senator Fadayomi motioned to approve the MBA revision. Marion seconded. Sen. Isler stated that, as a member of the UGPC, one version of the MBA proposal was voted on last spring and sent back to UCC. She thought that is was only sent back again to the UGPC last week. That would only have given them 4 days to vote after substantial changes. Marion disagreed and said it was sent to the UGPC in October. Isler said it was missing information and something should have been sent back. Kemi said that Paula usually sends another request if there is no response. Senator Baran stated that it was not clear what happens to the students in the "old" program. Marion responded that they will be offered to switch if they want or stay with their original program. Sen. Wagenheim asked if there was a formal transition plan? Lisa Eschbach said that there will be a formal individual plan for each student – one student at a time. Sen. Alspach asked if the new proposal would include offering the program online? Lisa Eschbach answered that there will be three formats: face to face, mixed delivery and online. Sen. Moore asked if the program would still have 7 week sessions and does the college still expect the growth to occur in the MBA program. Lisa Eschbach responded that, based on other programs, the need is strong and they want to compete with similar programs. The seven week program will not continue. Sen. Wagenheim asked if Eschbach could explain lack of input from faculty and other stakeholders. She stated that, after the first proposal did not work, they invited all stakeholders to meetings starting last April. Content experts were invited along with full-time faculty. Therefore, it was considered a faculty driven process- not just one person's input. Sen. Todd questioned what will happen to the College's accreditation with such a drastic change. Eschbach answered that the College's "accreditation expert" (Jim W) sees no problems with the changes and accreditation even though the course cap limit was changed from 30 to 20 and the College's accrediting body was not directly contacted. Senator Todd: Asked if an advisory board was contacted? The Dean of the College of Business answered that the MBA program is not accredited by itself, but the entire COB is accredited. Sen. Bacon asked, "Do you have enough faculty and support if there are 400 students?" Eschbach stated that they will be adding faculty members. Voting ensued and the motion passed.</p>

Commented [PLH1]:

	<p>C. Motion to modify the APR material submission date. Sen Wagenheim said that he does not have a problem with the 30 day proposal if the deadline to submit to Administration is pushed back to the Spring Semester. Sen. Bacon asked if the Senate would agree to a “middle ground” of 14 days. Senator Hanna supported 30 days. Sen. Piercey suggested that the Senate vote to push back the entire timeline, not just 30 days for APR material submission date to the Senators. Sen. Hanna agreed to the friendly amendment to change the APR meetings and time line as needed by APR. Senator Todd suggested a change for the Senate/APR meeting date in December. Sens. Piercey and Hanna believe that many Senators will not be unavailable, too busy or disinclined. Senator Alspach asked if the Senate-APR meeting would still be a separate meeting. President Thapa answered, Yes. Piercey made a friendly amendment have the Senate-APR meeting in February. The motion passed.</p>
7-8.	<p>Announcements and Open Forum</p> <p>A. President Eisler was absent from the meeting.</p> <p>B. Interim Provost Paul Blake had no comments.</p> <p>C. Open Forum:</p> <ul style="list-style-type: none"> • Sen Drake announced that there will be a Math Council on the February 20th • Paula Hadley related that the Arts & Lectures Committee has an event, Thirza Defoc, this Friday night. The group will also be performing at the half time show of the Basketball games. <p>Meeting adjourned at 10:56 a.m.</p>

Respectfully submitted,
 Amy Dinardo
 Secretary

Academic Senate Report

University Curriculum Committee
Chair Kemi Fadayomi

March 3, 2015

A. Approved Proposals

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
15-022 New Certificate EHS	Advanced Graduate Certificate in Career & Technical Education (CTE) Administration	Approved 8 Support 1 Abstain No other votes	
15-023 New Certificate EHS	Advanced Graduate Certificate in Highly Effective CTE Instructional Leadership	Approved 9 Support No other votes	
15-036 Modify Course CET	Changing Contact Hours for SURE 115	Approved 7 Support No other votes	
15-038 New Degree 15-039 MCC 15-040 New Degree 15-041 New Certificate BUS	Bachelor of Science in Hospitality Management Multiple Hospitality Management Certificate Modifications Associate of Applied Science – Restaurant & Food Industry Management New Certificate – Hospitality Management	Approved 6 Support 1 Abstain No other votes	
15-044 MCC RSS	Update the locations where courses are offered. CARE 102, UNIV 101, DIST 100, READ 176 and READ 106		WITHDRAWN BY PROPOSER
15-046 NC CET	Creating (2) New PDET Courses	Approved 9 Support No other votes	
15-049 Modify AS	Communication Program Modification	Approved 7 Support No other votes	
15-050 NC CET	Modification of ITM Curriculum	Approved 4 Support 3 Support with Concerns	Pending submission of Form B from Marketing Department

		No other votes	
15-051 MCC BUS	Update Checksheet for Associate in Applied Science – Accountancy	Approved 9 Support No other votes	
15-052 MCC BUS	Minor Curriculum Cleanup – BS Accountancy/Finance Major	Approved 9 Support No other votes	
15-053 MCC RSS	Course Cleanup for Developmental Curriculum (CARE 102, READ 106, READ 176 & UNIV 101)	Approved 7 Support No other votes	
15-054 MCC HP	Modifying Prerequisites for NURS 711	Approved 7 Support No other votes	Pending Administrative clean-up.

B. Discussion

Approved Proposals

Eleven new proposals were approved and one was withdrawn by the initiator.

Concerns

Proposal 15-050, Modification of ITM Curriculum was approved with 4 votes of support, 3 votes of support with concerns over the lack of full time tenure track faculty in the program. The committee feels that a program of 60-70 students should have one tenure track faculty.

ACADEMIC SENATORS 2014-2015

	College/Unit	Last Name	First Name	Office	Ext.	Committee Assignment
1.	Allied Health	Moore	Gary (1)	VFS 210	3187	
2.		Harlan	Kathleen (1)	VFS 210	2287	Arts and Lectures Committee
3.		Wancour	Susan (2)	VFS 312	2398	Senate E-board, Policy & Standards
4.	Arts & Sciences	Alspach	Sandra (1)	JOH 127	2779	UCC/Athletic Advisory Committee
5.		Berghoef	Michael (1)	ASC 2108	2765	Past President Gen Ed Task Force
6.		Griffin	Richard (1)	ASC 2094	2761	International Education
7.		Piercey	Victor (1)	ASC 2021	2823	University Curriculum Committee, E-board Member
8.		Bacon	Charles (1)	ASC 3019	2586	Student Life Committee, Senate Vice President
9.		Groves	Randy (1)	JOH 119	2771	Senate Diversity Committee
10.		Klatt	Paul (2)	ASC 2004	2671	Faculty Research Committee
11.		Balanda	Peter (2)	ASC 3012	5870	
12.		Daubert	Daisy (2)	ASC 2012	2554	Professional Development Committee
13.		Fadayomi	Kemi (2)	ASC 2009	5628	University Curriculum Committee
14.	Business	Marion	David (1)	IRC 212R	3164	Senate Vice President
15.		Fagerman	Anita (2)	IRC 212K	3162	Graduate and Professional Council
16.		Bajor	Larry (1)	IRC 212B	3153	
17.		Tower	Spence (1)	IRC 212L	3163	EMAT
18.		Brandly	Mark (1)	BUS 200	2433	Athletic Advisory Committee
19.	Counselors/	Richmond	Christopher (2)	BHC 210	5968	Faculty Research Committee
20.	Librarians	Isler	Melinda (1)	FLT 358	3731	Senate E-board, University Grad & Professional Council
21.	Education	Ing	Liza (1)	BIS 410	5362	University Graduate and Professional Council
22.		Wagenheim	Matt (2)	BIS 612	2670	Academic Program Review Council
23.	Optometry	Jenerou	Alison (1)	MCO 231	2179	Athletic Advisory Committee
24.		Dinardo	Amy (2)	MCO 231	2202	Senate E-board
25.	Non-tenure Track Inst. Faculty (Fall Election)	Fox	Bernadette (1)	ASC 3025	2522	Arts and Lectures Committee
26.		Bacon	Mary (1)	ASC 3019	2586	
27.	Pharmacy	Baran	Rose (2)	PHR G	616-643-1134	Student Life Committee
28.		Dakkuri	Adnan (1)	PHR 105	2240	Senate Executive Committee
29.		Potter	Gregg (1)	PHR 105	2241	Professional Development Committee
30.	Engineering Technology	Drake	Chuck (2)	SWN 405	2788	
31.		Hanna	David (2)	GRN 227	2680	Distinguished Teacher Committee
32.		Rumpf	Jim (1)	SWN 108	3591	Arts and Lectures Committee
33.		Thapa	Khagendra (1)	SWN 314	2672	Senate President
34.		Todd	Gareth (2)	JOH 309	5041	Academic Program Review Council
35.		Siahpush	Ali (2)	JOH 418	2062	Professional Development Committee
36.	University College	Yowitz	Marie (1)	STR 321	3640	Senate Health Promotion Committee
37.		Barnett	Gloria (2)	ASC 1032	2842	Arts and Lectures Committee
38.	EIO	Brecken	Don (2)	FSU-GR	616-451-4777	University Curriculum Committee
39.		Baker	David (1)	FSU-GR	616 643-5722	

ACADEMIC SENATE
Nomination Petition

I, the undersigned member of the College of _____ of Ferris State University, nominate _____ for the office of Senator to the Academic Senate and hereby certify that the nominee has consented to having (his) (her) name placed in nomination for the office and possesses all the necessary qualifications for membership on the Senate as indicated in Article IV of the Academic Senate Charter.-

Date

Name

I, the undersigned, have consented to become a nominee for Senator to the Academic Senate.

Date

Name

This nomination form must be returned to the Academic Senate Office by March 6, 2015

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General Education – Why Change?

<http://weebeasties.github.io/Senate>

Clifton Franklund
General Education Coordinator

Impetus for this report

- General Education revision requires revising General Education.
- Change involves risk taking - it is difficult and can be expensive.
- What is the rationale behind the proposed changes?

- Dissatisfaction with the current A&S-centric model
- Incomplete alignment with employer expectations
- **Demographic challenges to the current model**
- **Relative performance issues**
- Need for systematic assessment

The demographic challenge

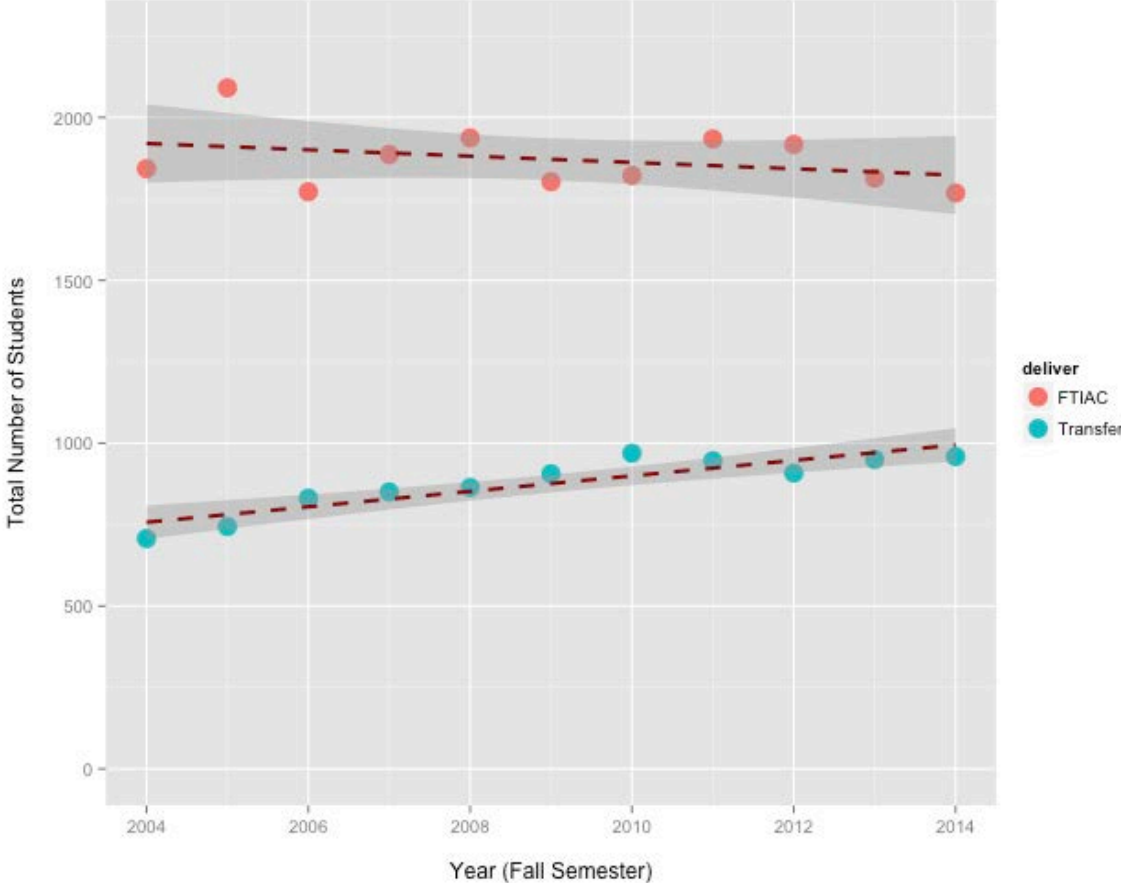
- The total headcount for the University is up by 143 to 14,146.
- The total SCH count for the University up by 331.5 to 157,633.5.
- CAS headcount is up but SCH is down by 1100.

- The numbers numbers are difficult to interpret due to:
 - Dual-enrollment students (828 students)
 - Kendall College of Art and Design
 - Ferris Online (At least 999 students)
 - Conflicting program trends

Data used in this report

- **FSU SCH** = Four-day headcounts for active courses
 - **Transfer SCH** = Banner WebFocus reports
 - **Headcounts** = Retention and Graduation reports
 - **Grades** = Banner WebFocus reports
-
- Online, KCAD, GR campus, and dual-enrollment students were removed from the analyses.

Freshman headcount trends



Courses with most transfer SCH

	COURSE	TOTAL	PERCENT
1	ENGL150	34147.29	3.35
2	ENGL250	27793.07	2.73
3	PSYC150	25159.67	2.47
4	MATH115	20859.94	2.05
5	MATH110	17394.46	1.71
6	SOCY121	15631.27	1.54
7	COMM121	15532.91	1.53
8	PLSC121	15199.37	1.49
9	BIOL103	8465.97	0.83
10	COMM105	8271.72	0.81

- The top twenty courses accounted for 35% of all transferred SCH.
- Ten of these are "core" Gen. Ed. courses.
- Includes Social, Science, Communication, and Quantitative outcomes.

Transfer Credit Analysis

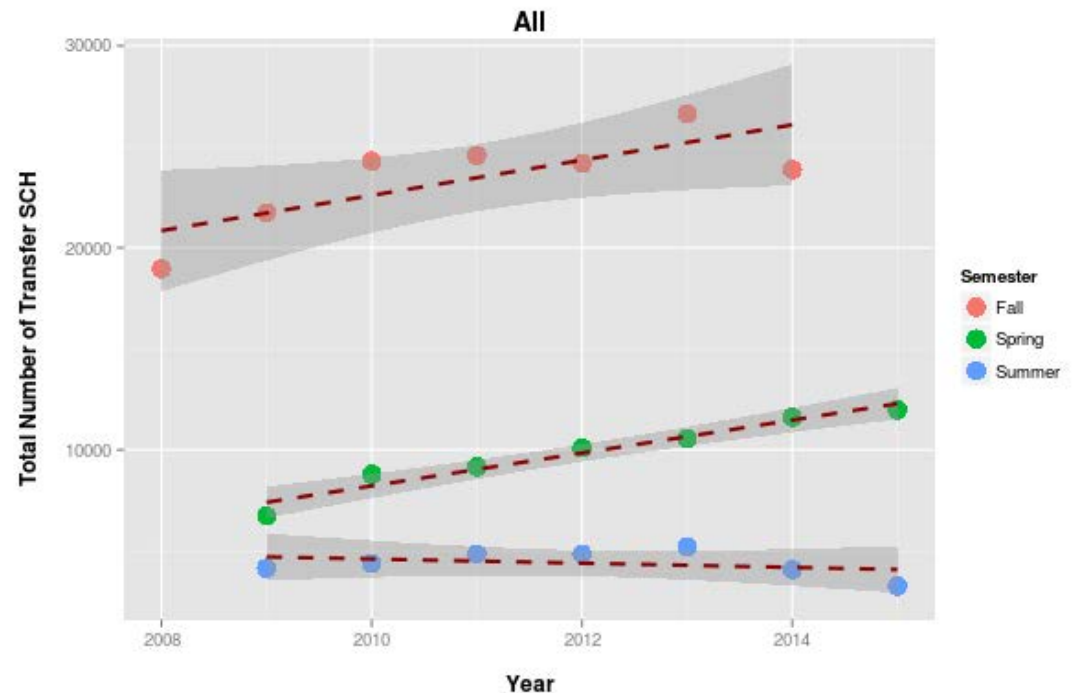
Introduction

Choose a program:

General Education ▼

This application will plot the number of credit hours transferred to Ferris State University from other programs for the past six years. You may plot the data for all ten courses or just specific programs by making the appropriate selection above. These data have been fitted with a simple linear model. The 95% confidence interval of the model is indicated by the shaded area.

Transfer Credits Over Time



SCH Delivery Analysis

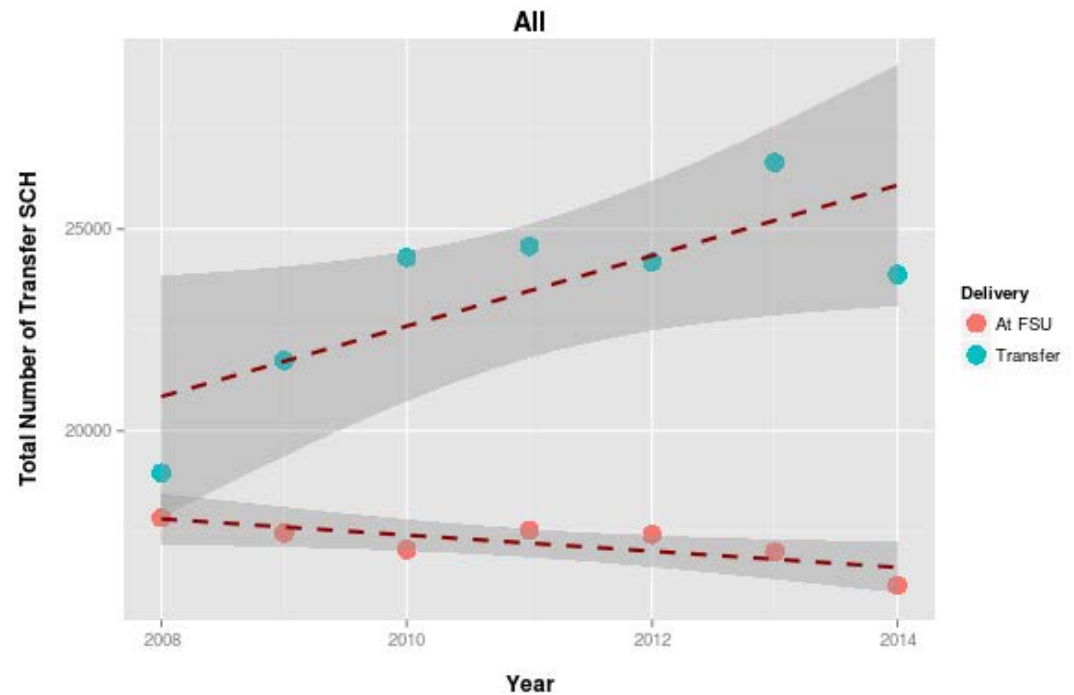
Introduction

Choose a program:

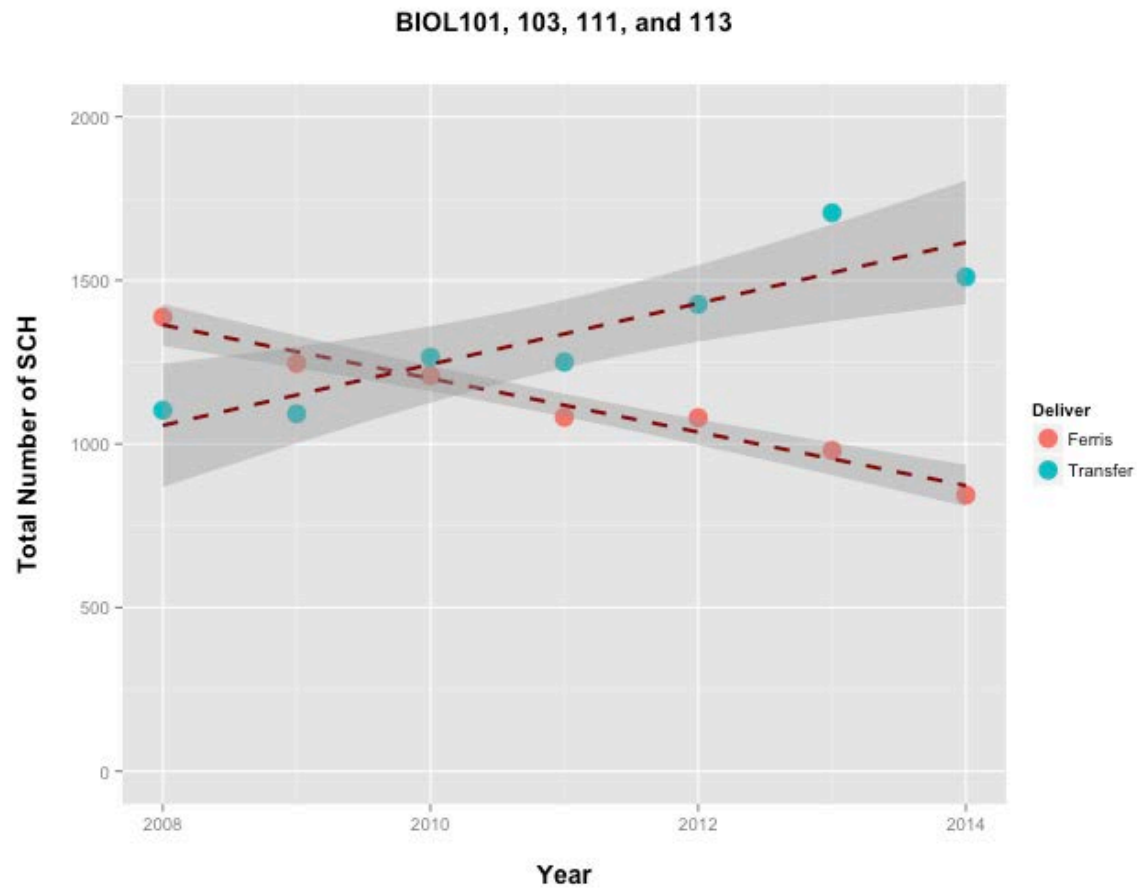
General Education ▼

This application will plot the number of SCH delivered at FSU and transferred from other schools over the past six years. You may plot the data for all ten courses or just specific programs by making the appropriate selection above. These data have been fitted with a simple linear model. The 95% confidence interval of the model is indicated by the shaded area.

SCH Delivery Over Time



SCH trends in Biology Gen Ed courses



How does this affect our definition of Gen Ed?

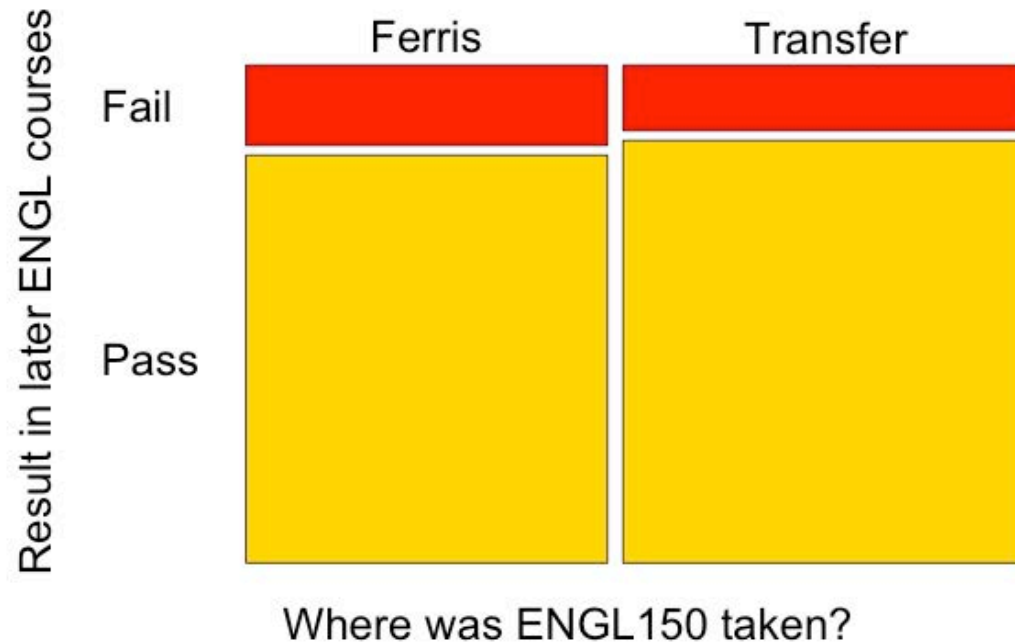
- Most (if not all) of our growth is in transfer and online students.
- These students are not taking our "General Education" core.
- Do these courses continue to demonstrate the value of a Ferris education if many do not actually take them from us?
- What factors are driving this demographic trend?
- Can we (or should we) do anything about it?

The performance challenge

Why should our students take Ferris Gen Ed classes?

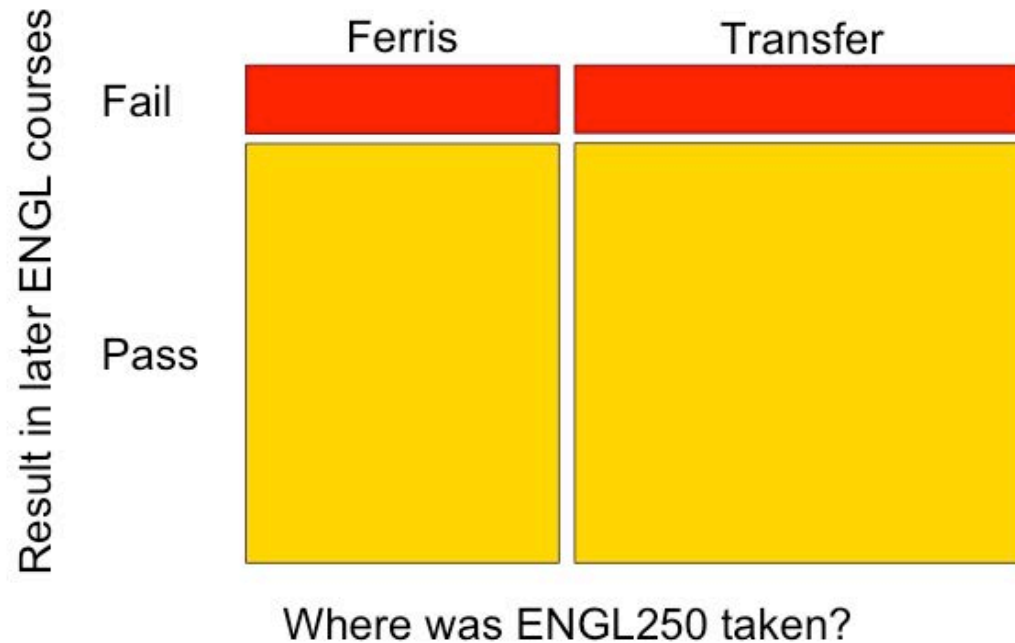
- Cost = (\$373 per credit vs \$100 per credit)
- Convenience = (At home or online vs at Ferris main campus)
- Value = (Do our classes better prepare students for later work?)

The effect of ENGL150 delivery on DFW



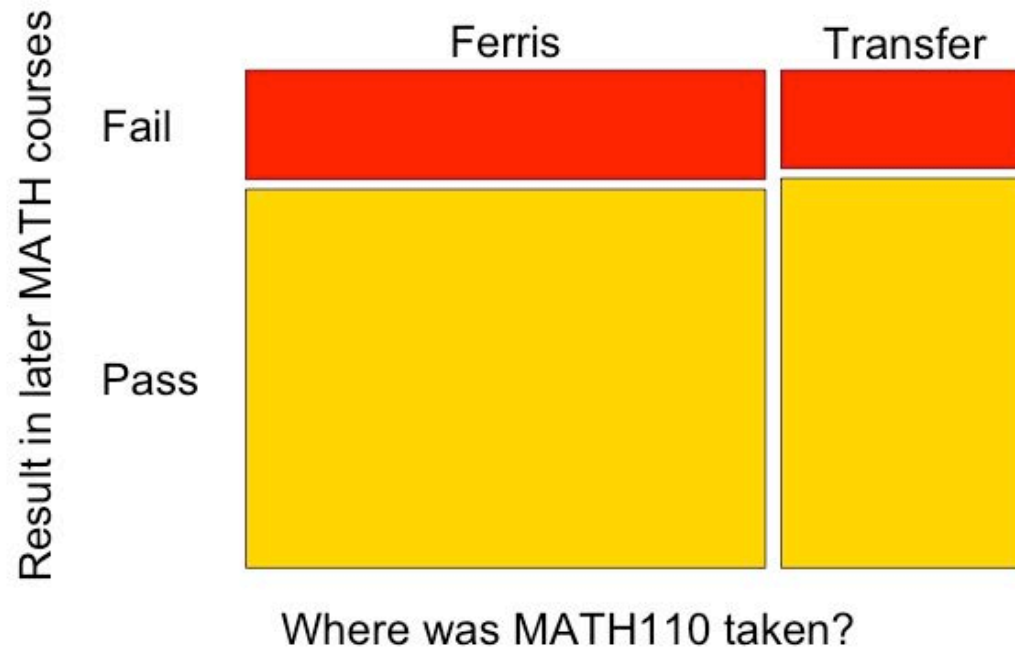
(N = 11822, df = 1, Chi squared = 21.29, p = 3.9406017 × 10⁻⁶)

The effect of ENGL250 delivery on DFW



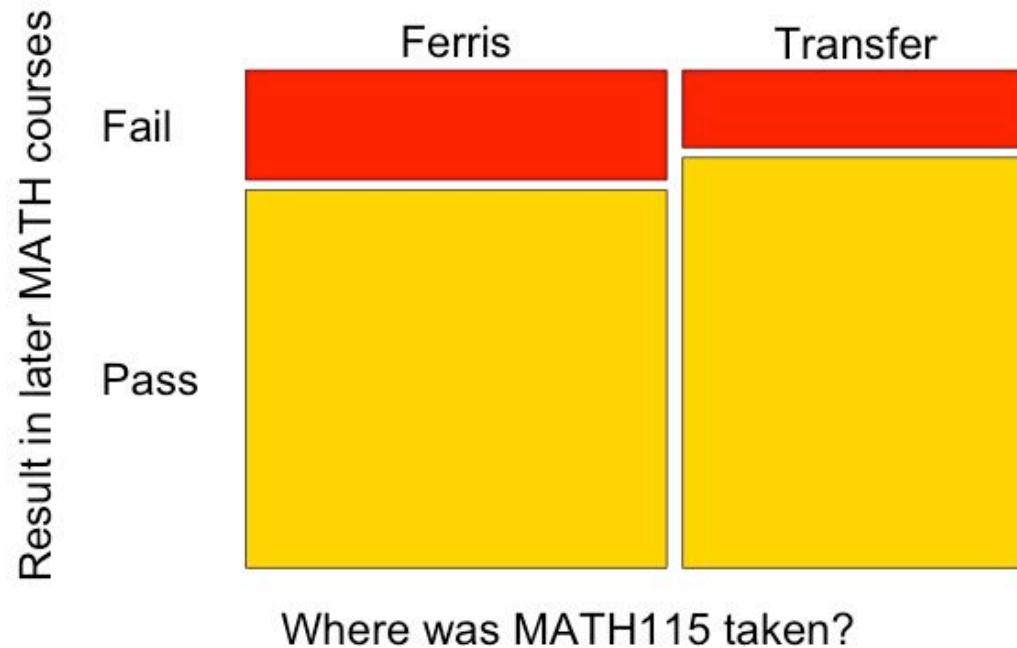
(N = 7070, df = 1, Chi squared = 0.02, p = 0.8904023)

The effect of MATH110 delivery on DFW



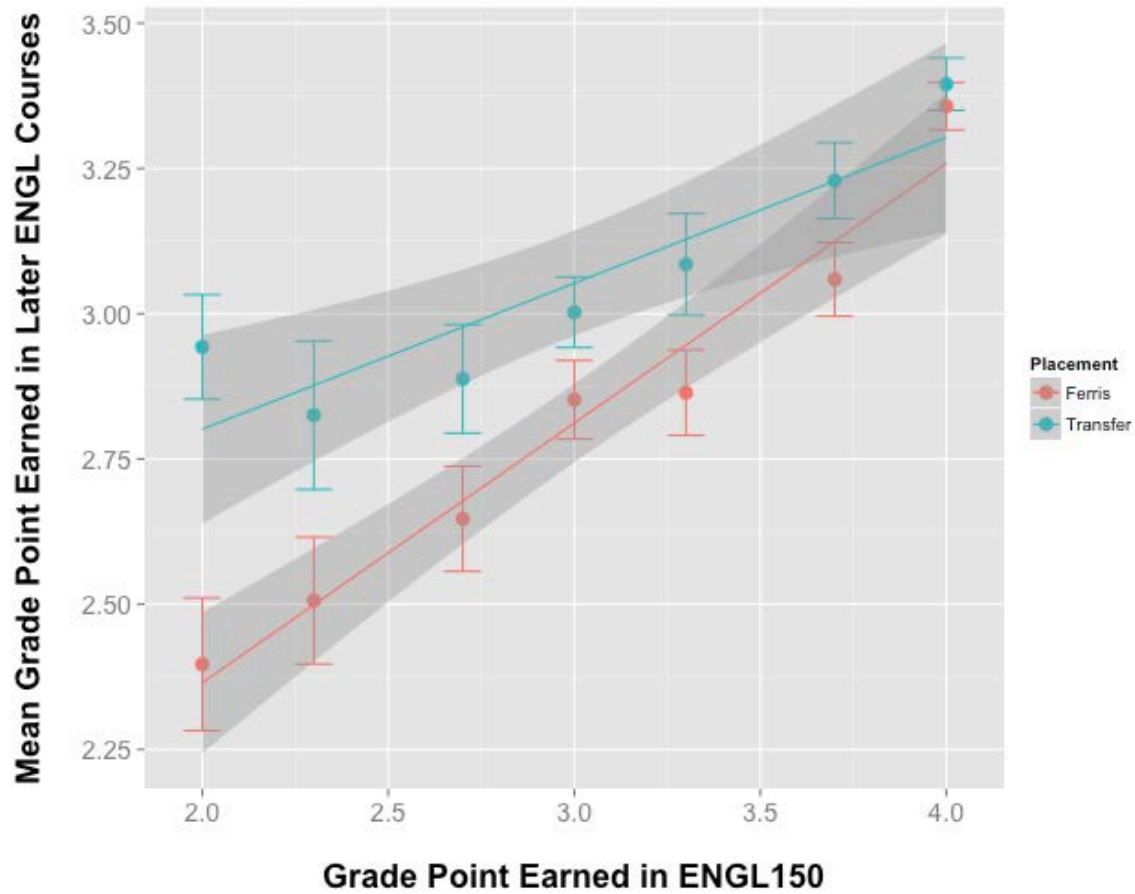
(N = 3323, df = 1, Chi squared = 2.18, p = 0.1400359)

The effect of MATH115 delivery on DFW

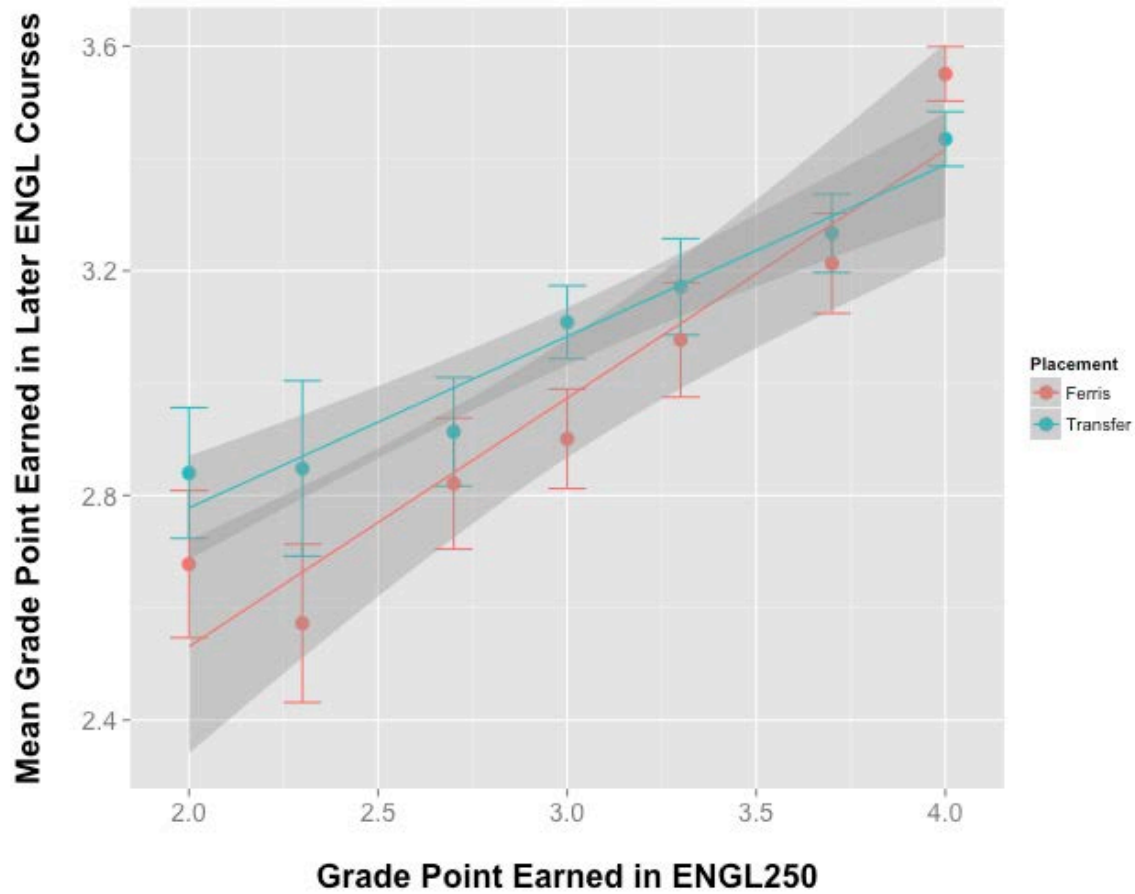


(N = 2668, df = 1, Chi squared = 18.55, p = 1.6538021 × 10⁻⁵)

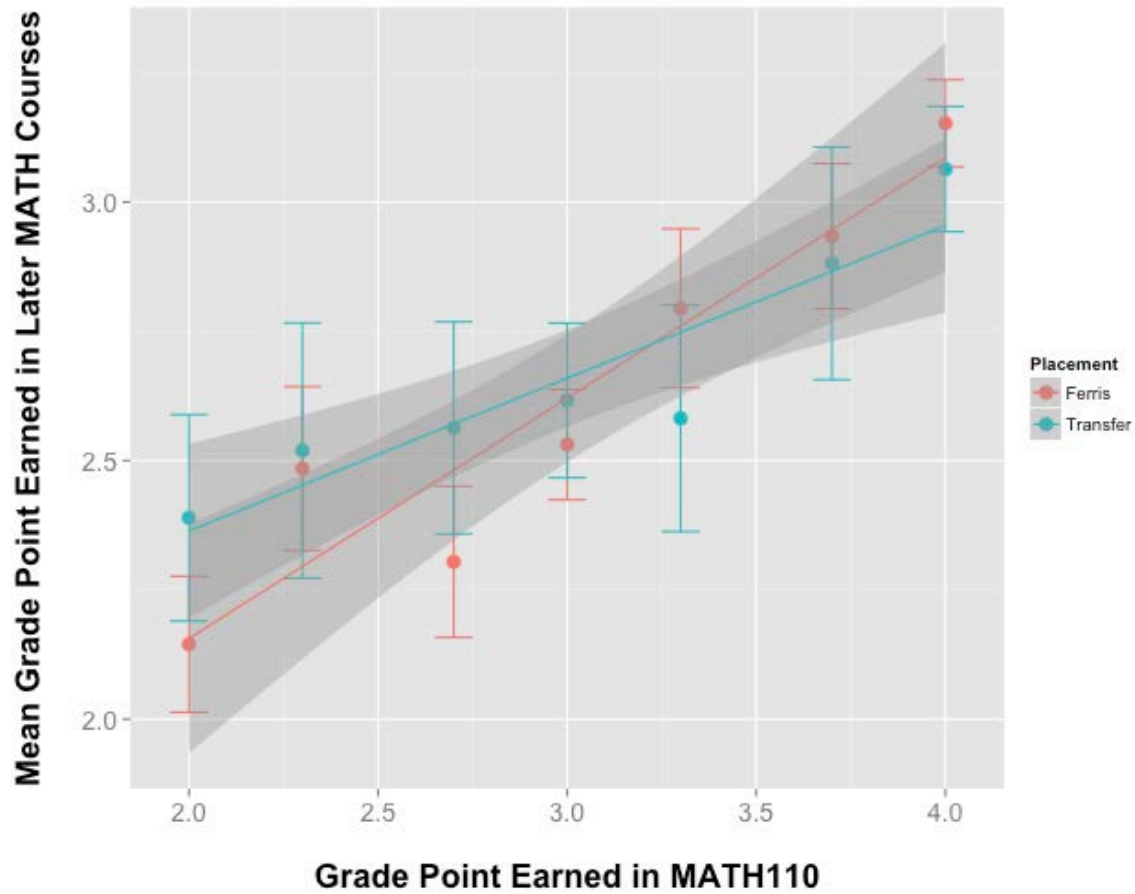
Modeling ENGL150 delivery



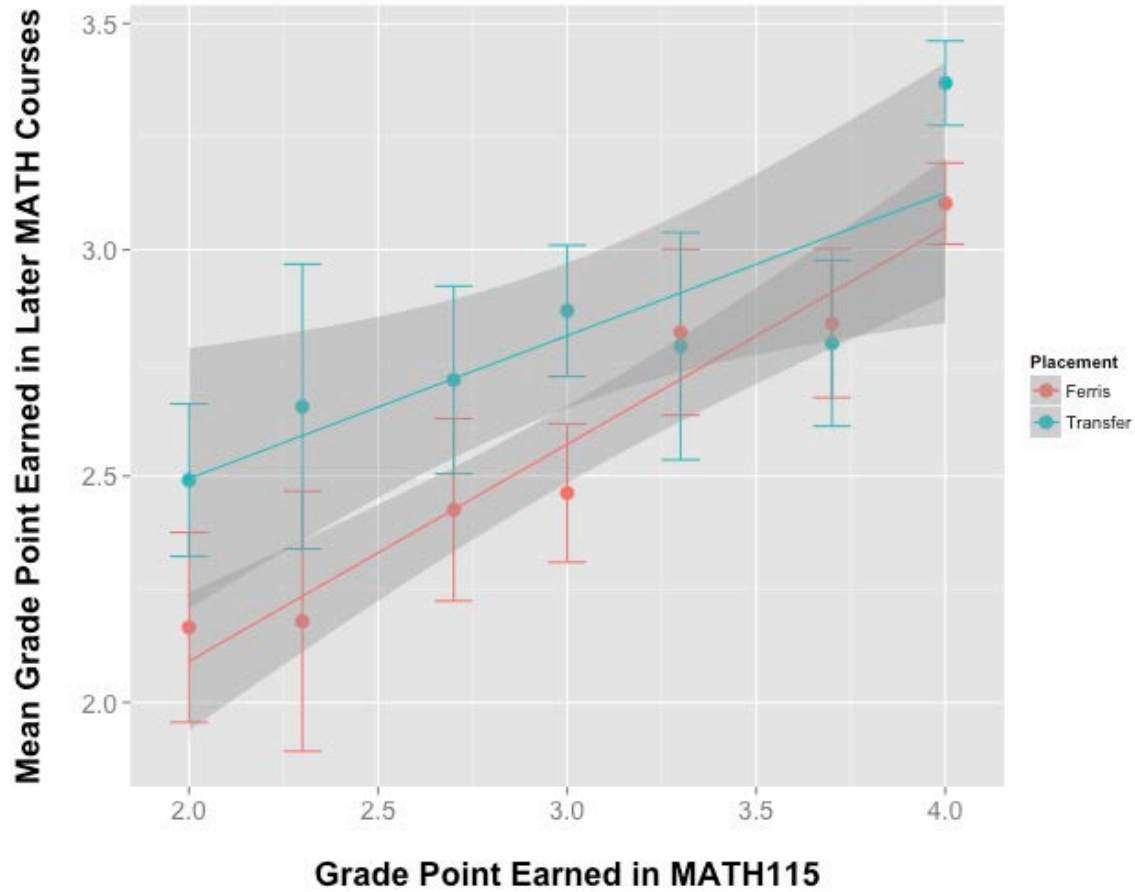
Modeling ENGL250 delivery



Modeling MATH110 delivery



Modeling MATH115 delivery



The take-home message

- General Education does need revision
- The General Education committee will be proposing specific action steps to:
 - Increase the involvement of all divisions, colleges, and programs in GE
 - Address the felt needs of employers hiring our students
 - Increase the accessibility and convenience of our GE offerings
 - Attenuate the erosion in our lower division enrollment
 - Improve the value proposition of our GE core

Your input and assistance are greatly needed!



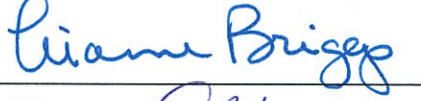
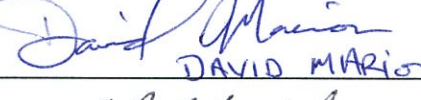
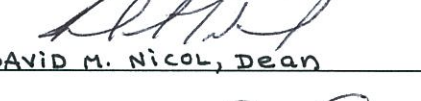
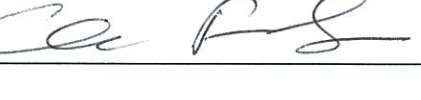
PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Bachelor of Science in Hospitality Management

Initiating Individual: Amy M Dorey Initiating Department or Unit: Sports, Entertainment & Hospitality Management

Contact Person's Name: Amy M Dorey e-mail: doreya@ferris.edu phone: ext. 2383

- Group I - A – New degree, major, concentration, minor, or redirection of a current offering
- Group I - B – Deletion of a degree, major, concentration, or minor
- Group II - A – New Course, modification of a course, deletion of a course
- Group II - B – Minor curriculum clean-up
- Group III – Certificates (College Credit Non-Credit) New Certificate
- Group IV – Other Site Locations (College Credit Non-Credit)

	Signature Print and sign your name.	Date	Vote/Action * Number count **
Program Representative **	 JULIE A. DOYLE	8/21/14	<u>5</u> Support ___ Support with Concerns ___ Not Support ___ Abstain
Department/School/Faculty Representative Vote **	 LIANNE BRIGGS	8/28/14	<u>5</u> Support ___ Support with Concerns ___ Not Support ___ Abstain
Department/School Administrator	 LIANNE BRIGGS	8/28/14	<u>X</u> Support ___ Support with Concerns ___ Not Support
College Curriculum Committee/Faculty	 DAVID MARION	12-1-14	<u>2</u> Support ___ Support with Concerns ___ Not Support ___ Abstain
Dean	 DAVID M. NICOL, DEAN	12/15/14	<u>2</u> Support ___ Support with Concerns ___ Not Support
University Curriculum Committee **		2/9/15	<u>6</u> Support <u>0</u> Support with Concerns <u>0</u> Not Support <u>0</u> Abstain
Senate **			___ Support ___ Support with Concerns ___ Not Support ___ Abstain
Academic Affairs			___ Support ___ Hold ___ Not Support

* Support with Concerns or Not Support must include identification of specific concerns with appropriate rationale.

** Number count must be given for all members present and/or voting.

To be completed by Academic Affairs		Date/Term of Implementation: _____
_____ President (Date Approved)	_____ Board of Trustees (Date Approved)	_____ Academic Officers of MI (Date Approved)

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1. Proposal Summary

The Hospitality Management Program launched the Resort Management degree over a decade ago based on industry demand for specialized curriculum that would prepare graduates for the diversity of knowledge necessary within complex resort operations. The concentrations developed for this degree at that time allowed students to pick an area of resort operations in which to specialize while also providing them with a higher focus on the resort management careers in which they were most interested. ETN Global Travel Industry News on April 10, 2009 presented data on the AIG effect which significantly altered the hospitality industry and their use of the term "resort". Bookings dropped dramatically and a downshift in the industry occurred right on the heels of an industry wide sweep to incorporate the term to attract the lucrative corporate meetings market. This nationwide response is representative of the challenges presented by Chi and Gursoy (2009). Their study is founded on the necessity for hospitality programs to determine clear objectives that can satisfy the rapid changes found within this industry.

To assist in preparing our students for careers in this dynamic field and maintaining cutting edge topics within program coursework, the Hospitality Management Program maintains a diverse advisory board. We first received a recommendation from this advisory board during the fall 2013 annual meeting to consider consolidating our degrees to address the challenges the program faces associated with recruiting students under a complicated curriculum of three degree options as well as the extended time required for advising under the same system. Options for consolidation were discussed and a degree title of Hospitality Management was put forward to serve as a strong foundation to enhance the perception of the value of the degree within the industry.

A detailed review of the nation's leading hospitality schools has revealed the most common curriculum structure to be a single degree built on a common core of industry coursework and the option to select a concentration or area of specialty. Ferris offers a curriculum now that addresses relevant industry experience (internships), provides faculty with industry experience, and maintains high quality courses in hospitality management. These are among the top five most important factors in preparing students for employment as identified by Chi and Gursoy (2009). In addition Lee (2007) recognized that students participating in industry based learning possessed higher levels of leadership skills, accurate career expectations, and ability to adapt to change. By combining the current focus on experiential education found in our program with an enhanced core of hospitality courses available within a single four year degree, we will offer to our students a degree that will provide access to entry level management positions and support their future development into hospitality industry executives.

Course and curriculum changes have been made and approved individually through the past couple of decades, but with guidance from our advisory board and academic best practices, we have decided to examine our degrees and course offerings from a holistic approach. This was done in order to ensure that students are receiving a full and complete education for their chosen path. These revisions focus around clarification and improvement of course descriptions and enhancement of measurable course outcomes. To improve continuity and reflect the comprehensive objectives of the new offerings, our first proposed change is that all Hospitality Management Program course designators will be changed to HSMG (Hospitality Management).

In light of the complexity of this proposal, the program faculty decided it would be an ideal time to review all the outcomes and courses within the curriculum. Two faculty members attended a specialized training workshop in writing program and course outcomes and were able to share the information with the Hospitality Management team so that appropriate and effective outcomes could be written for the new degree as well as existing A.A.S. degrees and all the courses.

The proposed Bachelor of Science in Hospitality Management will replace the following three program degrees. The B.S. in Resort Management, B.S. in Hotel Management, and the B.S. in Hotel Management with A.A.S. in Restaurant and Food Industry Management. Concentrations within the new Hospitality Management degree will include Food and Beverage Management, Lodging Management, Event Management, and Specialized Management.

The A.A.S. in Restaurant & Food Industry Management (RFIM) was one of the first degrees historically offered by this program. As a skill focused associates degree, the RFIM A.A.S. serves students attending the university under the Michigan TIP Program by providing a pertinent and accessible path to Ferris State University. The RFIM A.A.S. is also a transfer friendly degree program, as many students seeking this valuable business based associates degree come to Ferris from culinary colleges throughout the state.

To continue to have an A.A.S. degree that ladders directly into our bachelor degree, we enhanced the curriculum of the A.A.S. degree to match the Food and Beverage Concentration of the Hospitality Management BS degree. This includes removing RFIM 101 from the check sheets for consistency and replacing the RFIM 227 course, Industry Exploration, course with a newly developed capstone, HSMG 399, Food and Beverage Operation Mgt. The students continue to have a list of major elective courses they may select from based on their career goals and expected area of specialty.

We are removing RFIM 214, Design-Layout Food Facilities from the AAS check sheet and all program offerings. This course has been typically offered every other year and has experienced significantly low enrollment during its last two offerings. The shifts in current industry focus on contracting this process due to the extensive nature of regulatory requirements make this an antiquated skill for foodservice managers. We are mothballing the course should future shifts require a revised version to be added to the curriculum.

The three minors and eight certificates have been revised to reflect the course changes and comprehensive education within the curriculum. The following is a summary of the changes made to existing minors in the program.

- The Club Management minor requires 12 credits of HSMG courses. Students have the ability to choose two directed elective courses in order to provide increased education in the specialized area of their choice.
- The Event Management minor has become an external certification (CSEP, CMP, and CPCE) focused program of study and requires students to complete the newly developed HSMG 228 Banquet Management and HSMG 402 Event Management II while removing MKTG 231 and replacing it with a Directed Business Elective. This will allow students to effectively enhance their event knowledge with business courses in areas of expertise including but not limited to public relations, marketing, project management, graphic design, retailing and risk management.
- The Hotel/Restaurant and Food Industry Management Minor has been enhanced with the HSMG 215 Hospitality Cost Controls course. This minor allows students a broader hospitality management focus as they are able to choose two courses specific to the lodging industry and two courses specific to food and beverage operations.

The following is a summary of the major changes made to existing courses in the program.

- To improve continuity and reflect the comprehensive objectives of the new degree to reflect that all courses contribute to the Hospitality Management Program outcomes all designators will be changed to HSMG.
- HSMG 111 Principles of Food Science was improved to reflect a more global approach to the subject matter while still preserving the student's opportunities to explore the science of food and cooking.
- HSMG 113 Sanitation and Safety was shifted from a laboratory course to a lecture course. This class was historically taught with in depth laboratory analysis. Today's industry requires a more comprehensive understanding of contamination sources and protection for food on-site. Food safety management systems are increasingly process driven and regulatory requirements are expanding annually. The course has shifted in response to provide students more time for case analysis and classroom discussion of managerial response. This course will also provide training and certification opportunities in first aid response, CPR, and emergency preparedness. These are increasingly required within the industry for entry level managers. To provide better scheduling alignment and to adhere to course format, we are proposing moving the current format of a 2 hour lecture and a 2 hour lab to a 3 hour lecture format.
- HSMG 215 Hospitality Cost Controls has been enhanced as an Excel based course and will include a software simulation exercise that allows students to manipulate financial control standards to produce the desired economic gains of a restaurant.
- The following courses have received significant improvements to match current industry standards and trends. Changes include titles, outcomes, and course topics time allocations outlined in Form Es attached.
 - HSMG 114 Menu Planning and Nutrition
 - HSMG 302 Ski Recreation Management
 - HSMG 312 Private Club Management
 - HSMG 405 International Travel & Resorts
 - HSMG 499 Hospitality Senior Seminar

The following is a summary of new courses being developed.

- The current Special Event and Meeting Planning concentration is in high demand in the Hospitality Management Program. Industry is increasingly requiring professional certification for event professionals. To maximize the value of the education in event management that FSU provides, the Event Management concentration has been tailored to provide its students with education on the topics covered by the three most widely recognized event industry certification exams including the Certified Special Event Professional (CSEP), Certified Meeting Professional (CMP), and the Certified Professional Catering Executive (CPCE). In response to this, a higher level of specialization in several courses was required. HSMG 229 Dining Room Management has been revised to focus on restaurant and commercial dining room front of house operations.

HSMG 228 Banquet Management was developed to provide focused education on banquet and catering management. HOMET 401 Special Event Planning was divided into two courses to provide increased levels of study dedicated to the skills and knowledge necessary for event managers. These courses are HSMG 401 Event Management I and HSMG 402 Event Management II. HSMG 401 will focus on the planning processes behind event management including client objectives, needs assessments, budgets, staffing, regulatory requirements, and knowledge management. HSMG 402 will provide education on the production of the event. Topics will include producing multisensory environments, program design, promotional strategies, and on-site operations.

- HSMG 300 Guest Service Management was developed in response to direct advisory board guidance. The board voiced strong concern that the current generations are graduating without the ability to provide the exemplary levels of service necessary for success in today's industry. This course will focus on industry strategies and best practices to provide high levels of customer service through effective teambuilding, training, and staff management.
- HSMG 355 NPO Fundraising Experience was developed to provide experiential learning for event management students interested in a career in non-profit fundraising. The course will provide students the opportunity to participate in the Hospitality Management Gala as student managers while earning course credit. This course will focus on event protocol, fundraising standards, and non-profit restrictions.
- HSMG 399 Food and Bev Operation Mgt was developed to provide a holistic understanding of food and beverage operation management as a capstone experience for the A.A.S. in Restaurant and Food Industry Management as well as the Food and Beverage Concentration within the B.S. in Hospitality Management.
- HSMG 406 Revenue Mgt & Hotel Analytics was developed to provide students entering the lodging industry with the financial foundation to properly manage hospitality operations for maximum profitability. This course is also in response to the advisory board's guidance that increasing levels of financial awareness are required, even in entry level positions. This course is designed to provide strong understanding and skills in revenue management for large scale resort operations.

The following is a summary of a newly developed certificate including a new specialized course to be offered.

- The Hospitality Management Program Coordinator, Julie A Doyle, researched and developed a course titled Spa Operations and Management to serve as the foundation of a new certificate, Spa Management. During her research, the emergent industry trends and needs, operational procedures, and management guidelines were analyzed to determine the necessary outcomes for a certificate that could enhance the employability of Hospitality Management students in the resort industry. According to statistics provided by the International Spa Association, during the last decade the spa locations have grown from 4140 facilities to over 19,000. This has created a significant need within the hospitality industry for trained professionals that understand the managerial needs specific to spa operations. Currently over 340,000 employees are employed within spa operations across the country. The growing number of spa services available at worldwide resort operations provides an additional level of opportunity for our graduates to obtain employment domestically as well as internationally.
- The foundation of this new certificate will be the HSMG 350 Spa Operations and Management course. During Julie Doyle's research, she had the opportunity to speak with spa managers from around the world at the International Spa Association's annual conference. Through conference sessions, personal interview and text reviews, it became clear that effective spa managers will also need a strong understanding of retail operations and consumer behavior supported by exemplary guest service. These skills were used to select the courses offered by the Spa Management Certificate.
- This certificate will enhance the opportunities for employment available to our students entering the hotel and resort industry by providing a more diversified knowledge of the revenue producing centers found within these operations.

The comprehensive revisions of the Hospitality Management Curriculum have resulted in the following updates and improvements for existing certificates. One of our program certificates must be deleted due to program closure in RLMS. The following is a summary of these revisions.

- Club Management Certificate: Addition of HSMG 228 as a choice with HSMG 229 to address front of the house operations along with current revisions of prefix and titles.
- Culinary Management Certificate: Current revisions of prefix and titles.
- Dietary and Food Service Management Certificate: Current revisions of prefix and titles.
- Event Management Certificate: Removal of RFIM 204 Food and Beverage Operation in Clubs and RFIM 229 Dining Room Management replaced with RFIM 228 Banquet Management and HSMG 402 Event Management II along with current revisions of prefix and titles.
- Hotel Management Certificate: Addition of HSMG 406 Revenue Mgt & Hotel Analytics as an elective choice along with current revisions of prefix and titles.
- Restaurant & Food Industry Management Certificate: Replacement of RFIM 204 Food and Beverage Operation in Clubs with RFIM 127 Principles of Cooking & Baking along with current revisions of prefix and titles.
- Ski Resort Management Certificate: After review of the nation's leading ski resort management programs, the courses offered for this certificate have been redirected to provide a more comprehensive understanding of operations for ski resort managers.
- The Recreation & Leadership Management courses offered in the Sports, Spa, Entertainment Operations Certificate are no longer available at Ferris State University so our program is unable to offer the Sports, Spa, Entertainment Operations Certificate. We are deleting this certificate.

2. Summary of Curricular Action (check all that apply to this proposal)

Degree Major Minor Concentration Certificate Course

New Modification Deletion

Name of Degree, Major, etc. : Bachelor of Science in Hospitality Management

3. Summary of All Course Action Required Contact Senate Secretary or UCC Chair if additional spaces are required.

a. Newly Created Courses to be Added to FSU Catalog:

Prefix	Number	Title
HSMG	111	Principles of Science
HSMG	113	Sanitation and Safety
HSMG	114	Menu Planning and Nutrition
HSMG	127	Principles of Cooking & Baking
HSMG	207	Bar & Beverage Management
HSMG	211	Purchasing for F&B Operations
HSMG	215 (115)	Hospitality Cost Controls
HSMG	226	International Cuisine & Culture
HSMG	228	Banquet Management
HSMG	229	Dining Room Management
HSMG	292	HSMG Internship I
HSMG	300	Guest Service Management
HSMG	301	Hospitality Facilities Mgt
HSMG	302	Ski Recreation Management
HSMG	305	Convention Sales and Service
HSMG	350	Spa Operations and Management
HSMG	355	NPO Fundraising Experience
HSMG	392	HSMG Internship II
HSMG	399	Food and Bev Operation Mgt
HSMG	401	Event Management I
HSMG	402	Event Management II
HSMG	404	Front Office Operations

HSMG	405	International Travel & Resorts
HSMG	406	Revenue Mgt & Hotel Analytics
HSMG	499	Hospitality Senior Seminar

b. Courses to be Deleted from FSU Catalog:

Prefix	Number	Title
RFIM	101	Orientation to Hospitality Ind
RFIM	111	Principles of Food Science
RFIM	113	Sanitation and Safety
RFIM	114	Menu Planning / Nutrition
RFIM	127	Principles of Cooking & Baking
RFIM	204	Food-Bev Operations in Clubs
RFIM	207	Beverage Management
RFIM	211	Purchasing: Hospitality Industry
RFIM	214	Design-Layout Food Facilities
RFIM	115	Food - Labor Cost Control System
RFIM	226	World Cuisines
RFIM	227	Industry Exploration
RFIM	229	Dining Room Service Management
RFIM	292	Restaurant & Food Industry Internship
HOMT	301	Property - Facilities Management
HOMT	302	Ski Operations Management
HOMT	305	Convention and Meeting Sales
HOMT	312	Club Operations – Mgmt - Govern
HOMT	392	Hotel Management Internship
HOMT	401	Special Event Planning
HOMT	403	Hospitality Law
HOMT	404	Front Office Proc - Accounting
HOMT	405	Resort - Recreation Mgmt/Tourism
HOMT	499	Hospitality Policies - Issues

c. Existing Course(s) to be Modified:

Prefix	Number	Title
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d. Addition of existing FSU courses to program

Prefix	Number	Title
ENGL	211	Industrial & Career Writing
ENGL	311	Advanced Technical Writing
ENGL	321	Advanced Composition
ENGL	323	Proposal Writing
MGMT	357	Risk Management
MKTG	322	Consumer Behavior
PREL	240	Public Relations Principles
PROJ	320	Project Management Fundamentals
RETG	337	Principles of Retailing
RETG	339	Retail Merchandising

e. Removal of existing FSU courses from program

Prefix	Number	Title
--------	--------	-------

4. Summary of All Consultations

Form Sent (B or C)	Date Sent	Responding Dept.	Date Received & by Whom
Form B	Sept 30, 2014	SEHM/PGM Marketing Management Humanities/Communication Languages and Literature/English	
Form C	Sept 30, 2014	FLITE	

5. Will External Accreditation be sought? (For new programs or certificates only)

Yes No

If yes, name the organization involved with accreditation for this program.

The Hospitality Management degree goal is to continue to be included in the ACBSP accreditation through the COB.

6. Is a PCAF required? X Yes _____ No Is the PCAF approved? X Yes _____ No

(If yes, supply link from Academic Affairs website where PCAF is posted.

<http://www.ferris.edu/HTMLS/administration/academicaffairs/vpoffice/ppaf/2015HospitalityMgmt.pdf>

7. Program Checksheets affected by this proposal (check all that apply to this proposal)

Add Course Delete Course Modify Course Change Prerequisite Move from required to elective
 Move from elective to required Change Outcomes and Assessment Plan Change credit hours

8. List all Checksheets affected by this proposal:

College Department Program
Bachelor of Science - Hospitality Management
Bachelor of Science – Hotel Management
Bachelor of Science – Hotel Management w/AAS - Restaurant & Food Industry Management
Bachelor of Science – Resort Management

Associate of Applied Science - Restaurant & Food Industry Management
Associate of Applied Science - Dietary and Food Service Management

Club Management Minor
Event Management Minor
Hotel/Restaurant and Food Industry Management Minor

Club Management Certificate
Culinary Management Certificate
Dietary and Food Service Management Certificate
Event Management Certificate
Hotel Management Certificate
Restaurant & Food Industry Management Certificate
Ski Resort Management Certificate
Spa Management Certificate

Amy M Dorey

From: Amy M Dorey
Sent: Monday, September 29, 2014 11:18 PM
To: Trinity D Williams; Lon C Green
Subject: Form B for Hospitality Management Bachelors Curriculum Proposal
Attachments: Form B Humanities BS.doc; Bachelor of Science Hospitality Management Proposal.pdf

Good Morning,

Please find attached the Form B for the Hospitality Management Bachelor of Science in Business Administration – Hospitality Management Proposal.

Also attached is the entire proposal in pdf format.

Please contact me with any questions your department may have.

Thank you in advance!

Amy M Dorey, RS, CHE
Assistant Professor
Hospitality Management
Ferris State University
1319 Cramer Circle WCO 106
Big Rapids, MI 49307
231.591.2383
doreya@ferris.edu

Amy M Dorey

From: Amy M Dorey
Sent: Monday, September 29, 2014 11:19 PM
To: Debra K Courtright-Nash
Subject: Form B for Hospitality Management Bachelors Curriculum Proposal
Attachments: Form B LangLit BS.doc; Bachelor of Science Hospitality Management Proposal.pdf

Good Morning Debra,

Please find attached the Form B for the Hospitality Management Bachelor of Science in Business Administration – Hospitality Management Proposal.

Also attached is the entire proposal in pdf format.

Please contact me with any questions your department may have.

Thank you in advance!

Amy M Dorey, RS, CHE
Assistant Professor
Hospitality Management
Ferris State University
1319 Cramer Circle WCO 106
Big Rapids, MI 49307
231.591.2383
doreya@ferris.edu

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

- 1: This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
- 2: The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

- 3: The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Bachelor of Science in Business Administration – Hospitality Management

Initiator(s): Amy M Dorey
 Proposal Contact: Gayle Lopez Date Sent: Sept 29, 2014
 Department: Management Campus Address: BUS 212
 (Please type)

Responding Department: Management
 Administrator: _____ Date Received: _____ Date Returned: _____

Based upon department faculty review on 10.9.14 (date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

John Smith
10.9.14

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

Support for the proposal from the management Department is conditioned on the removal of "Business Administration" from the program name/title. The management Department has a Bachelor of Science in Business Administration and the same name is inappropriate and would cause confusion.

Management 357 - Risk Management will be going through a curriculum change which will change the course to RM IN 300 Risk Management and Insurance. The course as changed will still be appropriate for Hospitality Management students and will be beneficial to their degree.

CURRICULUM CONSULTATION FORM

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3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Bachelor of Science in Business Administration – Hospitality Management

Initiator(s): Amy M Dorey

Proposal Contact: Jeff Ek

Date Sent: Sept 29, 2014

Department: Marketing Campus Address: BUS 212
(Please type)

Responding Department: Marketing

Administrator: Jeff Ek Date Received: 9-29-14 Date Returned: 10-9-14

Based upon department faculty review on 10-7-14(date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

CURRICULUM CONSULTATION FORM

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RE: Proposal Title Bachelor of Science in Business Administration – Hospitality Management

Initiator(s): Amy M Dorey

Proposal Contact: Lianne Briggs Date Sent: Sept 29, 2014

Department: SEHM Campus Address: WCO 106
(Please type)

Responding Department: SEHM

Administrator: L Briggs Date Received: 9/30/14 Date Returned: 9/31/14

Based upon department faculty review on 8/21/14(date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. FLITE must return the original form to the Academic Senate office to be inserted in the proposal and a copy to the Initiator. FLITE must respond within 10 business days of receipt of this form to insure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

RE: Proposal Title: Bachelor of Science in Business Administration – Hospitality Management

Projected number of students per year affected by proposed change: 180

Initiator(s): Amy M Dorey Proposal Contact: David Scott Date Sent: Sept 29, 2014 Department: FLITE Campus Address: FLT (Please type)
--

Liaison Librarian Signature: <u>Darin A. Scott</u> Dean of FLITE Signature: <u>[Signature]</u>	Date Received: <u>9-30-14</u> Date Returned: <u>10/1/14</u>
---	--

Based upon our review on 9/30/14 (date), FLITE concludes that:

- Library resources to support the proposed curriculum change are currently available.
- Additional Library resources are needed but can be obtained from current funds.
- Support, but significant additional Library funds/resources are required in the amount of \$_____.
- Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, or other FLITE programs. Use additional pages if necessary.

Amy M Dorey

From: Amy M Dorey
Sent: Monday, September 29, 2014 11:39 PM
To: Trinity D Williams; Lon C Green
Subject: Form B for Hospitality Management Associates Curriculum Proposal
Attachments: Form B Humanities AAS.doc; Associate of Applied Science - RFIM.pdf

Good Morning,

Please find attached the Form B for the Hospitality Management Associate of Applied Science – Restaurant & Food Industry Management Proposal.

Also attached is the entire proposal in pdf format.

Please contact me with any questions your department may have.

Thank you in advance!

Amy M Dorey, RS, CHE
Assistant Professor
Hospitality Management
Ferris State University
1319 Cramer Circle WCO 106
Big Rapids, MI 49307
231.591.2383
doreya@ferris.edu

CURRICULUM CONSULTATION FORM

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Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Associate of Applied Science – Restaurant & Food Industry Management

Initiator(s): Amy M Dorey

Proposal Contact: Trinity Williams / Lon Green **Date Sent:** September 29, 2014

Department: Humanities / Communications **Campus Address:** JOH 117/JOH 121
(Please type)

Responding Department: Humanities

Administrator: Trinity Williams **Date Received:** 9/29/14 **Date Returned:** 10/15/14

Based upon department faculty review on 10/13/14 (date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

Amy M Dorey

From: Amy M Dorey
Sent: Monday, September 29, 2014 11:23 PM
To: Debra K Courtright-Nash
Subject: Form B for Hospitality Management Associates Curriculum Proposal
Attachments: Form B LangLit AAS.doc; Associate of Applied Science - RFIM.pdf

Good Morning Debra,

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Also attached is the entire proposal in pdf format.

Please contact me with any questions your department may have.

Thank you in advance!

Amy M Dorey, RS, CHE
Assistant Professor
Hospitality Management
Ferris State University
1319 Cramer Circle WCO 106
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231.591.2383
doreya@ferris.edu

CURRICULUM CONSULTATION FORM

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Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Associate of Applied Science – Restaurant & Food Industry Management

Initiator(s): Amy M Dorey

Proposal Contact: Gayle Lopez Date Sent: September 29, 2014

Department: Management Campus Address: BUS 212
(Please type)

Responding Department: _____

Administrator: _____ Date Received: _____ Date Returned: _____

Based upon department faculty review on 10.9.14 (date), we

- Support the above proposal.
 Support the above proposal with the modifications and concerns listed below.
 Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

Change title "Business Core" in the check sheet for the Associate. The "Business Core" ~~at~~ in the COB means a group of 10 Business courses that all Bachelor Degree Students must take to ~~the~~ graduate. These additional required business courses could be titled - (Related Business Courses)

Gayle Lopez
10.9.14

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

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Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Associate of Applied Science – Restaurant & Food Industry Management

Initiator(s): Amy M Dorey

Proposal Contact: Jeff Ek **Date Sent:** September 29, 2014

Department: Marketing **Campus Address:** BUS 212
(Please type)

Responding Department: Marketing

Administrator: Jeff Ek **Date Received:** 9-29-14 **Date Returned:** 10-9-14

Based upon department faculty review on 9-7-14(date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Associate of Applied Science – Restaurant & Food Industry Management

Initiator(s): Amy M Dorey

Proposal Contact: Lianne Briggs Date Sent: September 29, 2014

Department: SEHM Campus Address: WCO 106
(Please type)

Responding Department: SEHM

Administrator: L Briggs Date Received: 9/30/14 Date Returned: 9/31/14

Based upon department faculty review on 8/21/14(date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. FLITE must return the original form to the Academic Senate office to be inserted in the proposal and a copy to the initiator. FLITE must respond within 10 business days of receipt of this form to insure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

RE: Proposal Title: Associate of Applied Science – Restaurant & Food Industry Management

Projected number of students per year affected by proposed change: 60

Initiator(s): Amy M Dorey
Proposal Contact: David Scott Date Sent: September 29, 2014

Department: FLITE Campus Address: FLT
(Please type)

Liaison Librarian Signature: David A Scott Date Received: 9-30-14
Dean of FLITE Signature: [Signature] Date Returned: 10-7-14

Based upon our review on 9-30-14 (date), FLITE concludes that:

- Library resources to support the proposed curriculum change are currently available.
- Additional Library resources are needed but can be obtained from current funds.
- Support, but significant additional Library funds/resources are required in the amount of \$ _____.
- Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, or other FLITE programs. Use additional pages if necessary.

CURRICULUM CONSULTATION FORM

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1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
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The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Hospitality Management Certificates

Initiator(s): Amy M Dorey

Proposal Contact: Lianne Briggs **Date Sent:** September 29, 2014

Department: SEHM **Campus Address:** WCO 106
(Please type)

Responding Department: SEHM

Administrator: L Briggs **Date Received:** 9/30/14 **Date Returned:** 9/31/14

Based upon department faculty review on 8/21/14(date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
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Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Hospitality Management Certificates

Initiator(s): Amy M. Dorey

Proposal Contact: Gayle Lopez Date Sent: September 29, 2014

Department: Management Campus Address: BUS 212
(Please type)

Responding Department: _____

Administrator: _____ Date Received: _____ Date Returned: _____

Based upon department faculty review on 10.9.14 (date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

Note: Management 357 - Risk Management will be ~~dropped~~ going through a curriculum change which will change the course title to RMFN 300 - Risk Management and Insurance. The course as changed will still be appropriate and beneficial for the Hospitality Management certificate students.

John S. Furr
10.9.14

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Hospitality Management Certificates

Initiator(s): Amy M Dorey

Proposal Contact: Jeff Ek **Date Sent:** September 29, 2014

Department: Marketing **Campus Address:** BUS 212
(Please type)

Responding Department: Marketing

Administrator: Jeff Ek **Date Received:** 9-29-14 **Date Returned:** 10-9-14

Based upon department faculty review on 10-7-14(date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

Amy M Dorey

From: Amy M Dorey
Sent: Monday, September 29, 2014 11:37 PM
To: David A Scott
Subject: Form C for Hospitality Management Associates Curriculum Proposal
Attachments: Form C AAS RFIM.doc; Associate of Applied Science - RFIM.pdf

Good Morning David,

Please find attached the Form c for the Hospitality Management Associate of Applied Science – Restaurant & Food Industry Management Proposal.

Also attached is the entire proposal in pdf format.

Please contact me with any questions your department may have.

Thank you in advance!

Amy M Dorey, RS, CHE
Assistant Professor
Hospitality Management
Ferris State University
1319 Cramer Circle WCO 106
Big Rapids, MI 49307
231.591.2383
doreva@ferris.edu

FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. FLITE must return the original form to the Academic Senate office to be inserted in the proposal and a copy to the initiator. FLITE must respond within 10 business days of receipt of this form to insure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

RE: Proposal Title: Hospitality Management Certificates

Projected number of students per year affected by proposed change: 40

Initiator(s): Amy M Dorey
Proposal Contact: David Scott Date Sent: September 29, 2014

Department: FLITE Campus Address: FLT
(Please type)

Liaison Librarian Signature: David A. Scott
Dean of FLITE Signature: [Signature]

Date Received: 9-30-14
Date Returned: 10/7/14

Based upon our review on 9-30-14 (date), FLITE concludes that:

- Library resources to support the proposed curriculum change are currently available.
- Additional Library resources are needed but can be obtained from current funds.
- Support, but significant additional Library funds/resources are required in the amount of \$ _____.
- Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, or other FLITE programs. Use additional pages if necessary.

Ferris State University - College of Business
 Bachelor of Science Degree -Hotel Management - 121 Credits

Name: _____

ID: _____

Required	Course Title - Prerequisites Shown in Parentheses []	Crs	Gr
COMMUNICATION COMPETENCE - 12 Credits Required			
COMM	Select one of the following COMM 121 or COMM 105	3	
ENGL	English I [ENGL 074 or a min. score of 14 on ACT or 370 on SAT]	3	
ENGL	English II [ENGL 150 with grade of C- or better]	3	
ENGL	Advanced Business Writing [ENGL 250 or 211 w/ C or better]	3	
SCIENTIFIC UNDERSTANDING - 7/8 Credits			
For courses, consult: www.ferris.edu/html/academics/gened/scicourses.html			
	Science Course w/Lab	4	
	Science Course	3/4	
QUANTITATIVE SKILLS - 3 Credits Required			
MATH	Intermediate Algebra [MATH 110 w/ C- or better]	3	
NOTE: If Math ACT 24+, substitute gen. ed. elective			
CULTURAL ENRICHMENT - 9 Credits Required *			
For courses, consult: www.ferris.edu/html/academics/gened/cultcourses.html			
	Cultural Enrichment Elective	3	
	Cultural Enrichment Elective	3	
	Cultural Enrichment Elective [200-level or above]	3	
SOCIAL AWARENESS - 9 Credits Required*			
For courses, consult: www.ferris.edu/html/academics/gened/soccourses.html			
	Social Awareness Elective	3	
ECON	Principles of Macroeconomics [MATH 110 w/ C- or better]	3	
ECON	Principles of Microeconomics [ECON 221]	3	
GENERAL EDUCATION ELECTIVES - 6 Credits Required *			
For courses, consult: www.ferris.edu/html/academics/gened/gened.html			
	General Education Elective	3	
	General Education Elective	3	

Required	Course Title - Prerequisites Shown in Brackets []	Crs	Gr
BUSINESS CORE - 30 Credits Required			
ACCT	201 Principles of Accounting I [MATH 110 w/ C- or better]	3	
ACCT	202 Principles of Accounting II [ACCT 201 w/ C- or better]	3	
STQM	260 Introduction to Statistics [MATH 115 w/ C- of better]	3	
MGMT	301 Applied Management	3	
BLAW	321 Contracts and Sales	3	
ISYS	321 Business Information Systems [ACCT 202, MKTG 321, MGMT 301]	3	
MKTG	321 Principles of Marketing [SO Status]	3	
FINC	322 Financial Management [ACCT 202, MATH 115 or higher]	3	
MGMT	370 Quality/Operations Management [SO Status]	3	
BUSN	499 Integr. Experience [FINC 322, MGMT 370, MKTG 321, SR Status]	3	
HOTEL MANAGEMENT MAJOR - 27 Credits Required			
HOMT	301 Property and Facilities Management	3	
HOMT	305 Convention and Meeting Sales	3	
MGMT	373 Human Resource Management [JR Status or Instructor Approval]	3	
HOMT	392 Hotel Management Internship [Departmental Approval]	3	
HOMT	403 Hospitality Law [Select Majors Only]	3	
HOMT	404 Front Office Procedures/Accounting	3	
HOMT	405 Resort and Recreation Management/ Tourism	3	
HOMT	499 Hospitality Policies and Issues [JR Status]	3	
	Directed Business Elective [Advisor Approval]	3	
ADDITIONAL COURSES - 17 Credits Required			
ISYS	105 Microcomputer Applications	3	
	Directed Elective - COMM 221,251,332,or 338 [COMM 121]	3	
	Directed Elective [Advisor Approval]	3	
	Directed Elective [Advisor Approval]	3	
	Directed Elective [Advisor Approval]	3	
	Free Elective	2	

* Global Consciousness and Race/Ethnicity/Gender requirements must be met through Cultural Enrichment, Social Awareness or General Education courses.
 NOTE: A 2.00 GPA in the major, business core and overall is required for graduation.
NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES
 Students who return to the university after interrupted enrollment (not including Summer) must normally meet the requirements of the curriculum effect at the time of their return, not the requirements which were in effect when they were originally admitted.

FSUS 100 requirement satisfied by RFIM 101
 Global Consciousness requirement satisfied by: _____
 Race/Ethnicity/Gender requirement satisfied by: _____

SUGGESTED SCHEDULE FOR Bachelor Degree in Hotel Management - 121/122 Credits

FIRST YEAR

Fall Semester	Crs
COMM 121	3
ENGL 150	3
RFIM 101	1
Scientific Understanding	4
Gen Ed Elective	3
TOTAL	14

Spring Semester	Crs
ISYS 105	3
MATH 115	3
Social Awareness	3
Cultural Enrichment	3
Directed Elective	3
TOTAL	15

SECOND YEAR

Fall Semester	Crs
ACCT 201	3
COMM 221, 251, 332, or 336	3
ECON 221	3
Scientific Understanding	3/4
Free Elective	2
TOTAL	14/15

Spring Semester	Crs
ACCT 202	3
ENGL 250	3
ECON 222	3
Cultural Enrich.(200 level)	3
Directed Elective	3
TOTAL	15

Summer Semester	Crs
HOMT 392 Internship	3
TOTAL	3

THIRD YEAR

Fall Semester	Crs
MGMT 301	3
MKTG 321	3
HOMT 301	3
Cultural Enrichment	3
Directed Elective	3
TOTAL	15

Spring Semester	Crs
MGMT 370	3
FINC 322	3
MGMT 373	3
HOMT 305	3
Gen Ed Elective	3
TOTAL	15

FOURTH YEAR

Fall Semester	Crs
STOM 260	3
BLAW 321	3
ENGL 325	3
ISYS 321	3
Directed Elective	3
TOTAL	15

Spring Semester	Crs
HOMT 403	3
HOMT 404	3
HOMT 405	3
HOMT 499	3
BUSN 499	3
TOTAL	15

Updated Spring 2011

Ferris State University - College of Business
Bachelor of Science Degree - Hotel Management w/AAS in Restaurant & Food Industry Management - 120/121 Credits

Name: _____ ID: _____

Required	Course Title - Prerequisites Shown in Brackets []	Crs	Gr
COMMUNICATION COMPETENCE - 12 Credits Required			
COMM	Select one of the following: COMM 105 or COMM 121	3	
ENGL	150 English I [ENGL 074 or a min. score of 14 on ACT or 370 on SAT]	3	
ENGL	250 English II [ENGL 150 with grade of C- or better]	3	
ENGL	325 Advanced Business Writing [ENGL 250 or 211 w C or better]	3	
SCIENTIFIC UNDERSTANDING - 7/8 Credits			
For courses, consult: www.ferris.edu/htmls/academics/gened/scicourses.html			
	Science Course w/Lab	4	
	Science Course	3/4	
QUANTITATIVE SKILLS - 3 Credits Required			
MATH	115 Intermediate Algebra [MATH 110 w/ C- or better]	3	
NOTE: If Math ACT 24+, substitute gen ed elective			
CULTURAL ENRICHMENT - 9 Credits Required *			
For courses, consult: www.ferris.edu/htmls/academics/gened/cultcourses.html			
	Cultural Enrichment Elective	3	
	Cultural Enrichment Elective	3	
	Cultural Enrichment Elective [200-level or above]	3	
SOCIAL AWARENESS - 9 Credits Required *			
For course, consult: www.ferris.edu/htmls/academics/gened/soccourses.html			
	Social Awareness Elective	3	
ECON	221 Principles of Macroeconomics [MATH 110 w/ C- or better]	3	
ECON	222 Principles of Microeconomics [ECON 221]	3	
GENERAL EDUCATION ELECTIVES - 6 Credits Required *			
For courses, consult: www.ferris.edu/htmls/academics/gened/gened.html			
	General Education Elective	3	
	General Education Elective	3	
* Global Consciousness and Race/Ethnicity/Gender requirements must be met through Gen Ed Courses			
FSUS 100 requirement satisfied by RFIM 101			
Global Consciousness requirement satisfied by: _____			
Race/Ethnicity/Gender requirement satisfied by: _____			
NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES			
Returning students after interrupted enrollment (not including Summer) must normally meet requirements of the curriculum effective at return, not those in effect when they were originally admitted.			
NOTE: A 2.00 GPA in the major, business core and overall is required for graduation.			

Required	Course Title - Prerequisites Shown in Brackets []	Crs	Gr
BUSINESS CORE - 30 Credits Required			
ACCT	201 Principles of Accounting I [MATH 110 w/ C- or better]	3	
ACCT	202 Principles of Accounting II [ACCT 201 w/ C- or better]	3	
BLAW	321 Contracts and Sales	3	
BUSN	499 Integr. Experience [INIC 322, MGMT 370, MKTG 321, SR Status]	3	
FINC	322 Financial Management [ACCT 202, MATH 115 or higher]	3	
ISYS	321 Business Information Systems [ACCT 202, MKTG 321, MGMT 301]	3	
MGMT	301 Applied Management	3	
MGMT	370 Quality/Operations Management [SO Status]	3	
MKTG	321 Principles of Marketing [SO Status]	3	
STQM	280 Introduction to Statistics [MATH 115 w/ C- or better]	3	
HOTEL MANAGEMENT MAJOR - 27 Credits Required			
RFIM	113 Sanitation and Safety	3	
RFIM	115 Food and Labor Cost Control System	3	
RFIM	207 Beverage Management [Select Majors Only]	3	
RFIM	211 Purchasing: Hospitality Industry	3	
RFIM	227 Industry Management	3	
RFIM	292 Restaurant & Food Industry Internship [Departmental Approval]	3	
MGMT	373 Human Resource Management [JR Status or Instructor Approval]	3	
HOMT	392 Hotel Management Internship [Departmental Approval]	3	
HOMT	499 Hospitality Policies and Issues [JR Status]	3	
MAJOR ELECTIVE COURSES - 18 Credits Required			
RESTAURANT & FOOD INDUSTRY ELECTIVE COURSES - Choose Three Below			
RFIM	111 Principles of Food Science	3	
RFIM	114 Menu Planning/Nutrition	3	
RFIM	127 Principles of Cooking and Baking	3	
RFIM	226 World Cuisines	3	
RFIM	229 Dining Room Service Management	3	
HOTEL MANAGEMENT ELECTIVE COURSES - Choose Three Below			
HOMT	301 Property and Facilities Management	3	
HOMT	305 Convention and Meeting Sales	3	
HOMT	403 Hospitality Law [Select Majors Only]	3	
HOMT	404 Front Office Procedures/Accounting	3	
HOMT	405 Resort and Recreation Management/Tourism	3	

SUGGESTED SCHEDULE FOR Bachelor Degree in Hotel Management - 121/122 Credits

FIRST YEAR

Fall Semester	Crs
COMM	3
ENGL 150	3
RFIM 101	1
RFIM 113	3
RFIM 115	3
TOTAL	13

Spring Semester	Crs
MATH 115	3
Scientific Understanding w/ La	4
Social Awareness	3
Cultural Enrichment Elective	3
Concentration Elective	3
TOTAL	16

SECOND YEAR

Fall Semester	Crs
ACCT 201	3
ECON 221	3
RFIM 207	3
RFIM 211	3
Scientific Understanding	3/4
TOTAL	14/15

Spring Semester	Crs
ACCT 202	3
ENGL 250	3
ECON 222	3
Cultural Enrichment Elective	3
Concentration Elective	3
TOTAL	15

THIRD YEAR

Fall Semester	Crs
MGMT 301	3
MKTG 321	3
RFIM 227	3
STQM 260	3
Concentration Elective	3
TOTAL	15

Spring Semester	Crs
MGMT 370	3
FINC 322	3
MGMT 373	3
Concentration Requirement	3
Gen Ed Elective	3
TOTAL	15

FOURTH YEAR

Fall Semester	Crs
BLAW 321	3
ENGL 325	3
ISYS 321	3
Concentration Requirement	3
Directed Elective	3
TOTAL	15

Spring Semester	Crs
HOMT 499	3
BUSN 499	3
Gen Ed Elective	3
Cultural Enrichment (200 level)	3
Concentration Requirement	3
TOTAL	15

Summer Semester	Crs
RFIM 292 Internship	3
TOTAL	3

Summer Semester	Crs
HOMT 392 Internship	3
TOTAL	3

Updated Spring 2011

Name: _____ ID: _____

Required	Course Title - Prerequisites Shown in Brackets []	Crs	Gr
COMMUNICATION COMPETENCE - 12 Credits Required			
COMM	Select one of the following: COMM 105 or COMM 121	3	3
ENGL	English I [ENGL 074 or a min. score of 14 on ACT or 370 on SAT]	3	3
ENGL	English II [ENGL 150 with grade of C- or better]	3	3
ENGL	Advanced Business Writing [ENGL 250 or 211 w/ C or better]	3	3
SCIENTIFIC UNDERSTANDING - 7/8 Credits			
For courses, consult: www.ferris.edu/htmls/academics/gened/scourses.html			
	Science Course w/Lab	4	4
	Science Course	3/4	3/4
QUANTITATIVE SKILLS - 3 Credits Required			
MATH	Intermediate Algebra [MATH 110 w/ C- or better]	3	3
NOTE: If Math ACT 24+, substitute gen ed elective			
CULTURAL ENRICHMENT - 9 Credits Required *			
For courses, consult: www.ferris.edu/htmls/academics/gened/cultcourses.html			
	Cultural Enrichment Elective	3	3
	Cultural Enrichment Elective	3	3
	Cultural Enrichment Elective [200-level or above]	3	3
SOCIAL AWARENESS - 9 Credits Required *			
For courses, consult: www.ferris.edu/htmls/academics/gened/soccourses.html			
SIX CREDITS OF CATEGORY SATISFIED WITH RELATED COURSE REQUIREMENTS			
	Social Awareness Elective	3	3
ECON	Principles of Macroeconomics [MATH 110 w/ C- or better]	3	3
ECON	Principles of Microeconomics [ECON 221]	3	3
GENERAL EDUCATION ELECTIVES - 6 Credits Required *			
For courses, consult: www.ferris.edu/htmls/academics/gened/gened.html			
	General Education Elective	3	3
	General Education Elective	3	3
BUSINESS CORE - 30 Credits Required			
ACCT	Principles of Accounting I [MATH 110 w/ C- or better]	3	3
ACCT	Principles of Accounting II [ACCT 201 w/ C- or better]	3	3
BLAW	Contracts and Sales	3	3
BUSN	Integr. Experience [FINC 322, MGMT 370, MKTG 321, SR Status]	3	3
FINC	Financial Management [ACCT 202, MATH 115 or higher]	3	3
ISYS	Business Information Systems [ACCT 202, MKTG 321, MGMT 301]	3	3
MGMT	Applied Management	3	3
MGMT	Quality/Operations Management [SO Status]	3	3

Required	Course Title - Prerequisites Shown in Brackets []	Crs	Gr
MKTG	321 Principles of Marketing [SO Status]	3	3
STQM	260 Introduction to Statistics [MATH 115 w/ C- or better]	3	3
RESORT MANAGEMENT MAJOR - 30 Credits Required			
RFIM	211 Purchasing: Hospitality Industry	3	3
HOMT	301 Property and Facilities Management	3	3
HOMT	305 Convention and Meeting Sales	3	3
MGMT	373 Human Resource Management [Jr Status or Instructor Approval]	3	3
HOMT	392 Internship [Departmental Approval]	3	3
HOMT	403 Hospitality Law [Select Majors Only]	3	3
HOMT	404 Front Office Procedures/Accounting	3	3
HOMT	405 Resort and Recreation Management/Tourism	3	3
HOMT	499 Hospitality Policies & Issues [SR Status]	3	3
	Directed Elective [Advisor Approval]	3	3
CONCENTRATIONS (Select One) - 14/15 Credits Required			
CLUB MANAGEMENT - 15 Credits Required			
RFIM	204 Food and Beverage Operations in Club	3	3
RFIM	207 Beverage Management [Select Majors Only]	3	3
RFIM	229 Dining Room Service Management	3	3
HOMT	312 Club Management and Governance	3	3
HOMT	392 Internship [Departmental Approval]	3	3
SPECIAL EVENT & MEETING PLANNING - 15 Credits Required			
MKTG	231 Professional Selling [COMM 121 Strongly Recommended]	3	3
RFIM	229 Dining Room Service Management	3	3
RFIM	204 Food and Beverage Operations in Club	3	3
HOMT	392 Internship [Departmental Approval]	3	3
HOMT	401 Special Event Planning [HOMT 305]	3	3
SPORTS, SPA & ENTERTAINMENT OPERATIONS - 15 Credits Required			
HOMT	392 Internship [Departmental Approval]	6	6
RMLS	348 Risk Management for Leisure Services [RMLS 242 or Instructor Approval]	3	3
RMLS	428 Rec Sport & Athl Sport Marketing [MKTG 321 or Instructor Approval]	3	3
	Directed Elective [Advisor Approval]	3	3
NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES			
Students who return to the university after interrupted enrollment (not including Summer) must normally meet the requirements of the curriculum effect at the time of their return, not the requirements which were in effect when they were originally admitted.			

NOTE: A 2.00 GPA in the major, business core and overall is required for graduation.

* Global Consciousness and Race/Ethnicity/Gender requirements must be met through Gen Ed Courses

FSUS 100 requirement satisfied by RFIM 101

Global Consciousness requirement satisfied by: _____

Race/Ethnicity/Gender requirement satisfied by: _____

SUGGESTED SCHEDULE FOR Bachelor Degree in Resort Management - 121/122 Credits

FORM D CURRENT

FIRST YEAR

Fall Semester		Crs
COMM		3
ENGL	150	3
RFIM	101	1
Social Awareness Elective		3
Gen Ed Elective		3
TOTAL		13

Spring Semester		Crs
MATH	115	3
Scientific Understanding w/ Lab		4
Cultural Enrichment Elective		3
Gen Ed Elective		3
TOTAL		13

SECOND YEAR

Fall Semester		Crs
ACCT	201	3
ECON	221	3
RFIM	211	3
Scientific Understanding		3/4
Concentration Requirement		3
TOTAL		14/15

Spring Semester		Crs
ACCT	202	3
ENGL	250	3
ECON	222	3
Cultural Enrichment Elective		3
Concentration Elective		3
TOTAL		15

THIRD YEAR

Fall Semester		Crs
MGMT	301	3
MKTG	321	3
HOMT	301	3
Cultural Enrichment Elective		3
Directed Elective		3
TOTAL		15

Spring Semester		Crs
MGMT	370	3
FINC	322	3
MGMT	373	3
HOMT	305	3
Concentration Elective		3
TOTAL		15

FOURTH YEAR

Fall Semester		Crs
STQM	260	3
ISYS	321	3
BLAW	321	3
Concentration Requirement		3
TOTAL		15

Spring Semester		Crs
HOMT	404	3
HOMT	403	3
BUSN	499	3
HOMT	499	3
HOMT	405	3
TOTAL		15

Summer Semester		Crs
HOMT	392	3
Internship		
TOTAL		3

Summer Semester		Crs
HOMT	392	3
Internship		
TOTAL		3

Updated Fall 2013

Suggested Schedule for Bachelor of Science in Business Administration
Hospitality Management

Suggested Schedule for Food and Beverage Management Concentration					
FIRST YEAR					
Fall Semester		Crs	Spring Semester		Crs
HSMG	101	1	MATH	115	3
HSMG	113	3	Directed Elective		3
COMM	105 or 121	3	Social Awareness		3
ENGL	150	3	Cultural Enrichment		3
Scientific Understanding		4	Gen Ed Elective		3
TOTAL		14	TOTAL		15
SECOND YEAR					
Fall Semester		Crs	Spring Semester		Crs
ACCT	201	3	ACCT	202	3
HSMG	207	3	ENGL	211 or 250	3
HSMG	215	3	ECON	222	3
ECON	221	3	HSMG	300	3
Scientific Understanding		3/4	Cultural Enrich. (200 level)		3
TOTAL		15-16	TOTAL		15
THIRD YEAR					
Fall Semester		Crs	Spring Semester		Crs
HSMG	211	3	ENGL	311,321,323, or 325	3
HSMG	228	3	FINC	322	3
MGMT	301	3	MGMT	370	3
MKTG	321	3	MGMT	373	3
HSMG	399	3	Gen Ed Elective		3
TOTAL		15	TOTAL		15
FOURTH YEAR					
Fall Semester		Crs	Spring Semester		Crs
STQM	260	3	HSMG	301	3
BLAW	321	3	HSMG	499	3
ISYS	321	3	BUSN	499	3
HSMG	403	3	Cultural Enrichment		3
Directed Elective		3	TOTAL		12
TOTAL		15	TOTAL		12
Summer Semester					
HSMG	392 Internship	3	TOTAL		
TOTAL		3	TOTAL		
Suggested Schedule for Lodging Management Concentration					
FIRST YEAR					
Fall Semester		Crs	Spring Semester		Crs
HSMG	101	1	MATH	115	3
HSMG	113	3	Directed Elective		3
COMM	105 or 121	3	Social Awareness		3
ENGL	150	3	Cultural Enrichment		3
Scientific Understanding		4	Gen Ed Elective		3
TOTAL		14	TOTAL		15
SECOND YEAR					
Fall Semester		Crs	Spring Semester		Crs
ACCT	201	3	ACCT	202	3
ENGL	211 or 250	3	HSMG	305	3
HSMG	215	3	ECON	222	3
ECON	221	3	HSMG	300	3
Scientific Understanding		3/4	Cultural Enrich. (200 level)		3
TOTAL		15-16	TOTAL		15
THIRD YEAR					
Fall Semester		Crs	Spring Semester		Crs
ENGL	311,321,323, or 325	3	HSMG	301	3
FINC	322	3	HSMG	405	3
MGMT	301	3	MGMT	370	3
MKTG	321	3	MGMT	373	3
HSMG	403	3	Gen Ed Elective		3
TOTAL		15	TOTAL		15
FOURTH YEAR					
Fall Semester		Crs	Spring Semester		Crs
STQM	260	3	HSMG	406	3
BLAW	321	3	HSMG	499	3
ISYS	321	3	BUSN	499	3
HSMG	404	3	Cultural Enrichment		3
Directed Elective		3	TOTAL		12
TOTAL		15	TOTAL		12
Summer Semester					
HSMG	392 Internship	3	TOTAL		
TOTAL		3	TOTAL		
Suggested Schedule for Event Management Concentration					
FIRST YEAR					
Fall Semester		Crs	Spring Semester		Crs
HSMG	101	1	MATH	115	3
HSMG	113	3	ENGL	211 or 250	3
COMM	105 or 121	3	Social Awareness		3
ENGL	150	3	Cultural Enrichment		3
Scientific Understanding		4	Gen Ed Elective		3
TOTAL		14	TOTAL		15
SECOND YEAR					
Fall Semester		Crs	Spring Semester		Crs
ACCT	201	3	ACCT	202	3
HSMG	215	3	ECON	222	3
ECON	221	3	PREL	240	3
Gen Ed Elective		3	HSMG	300	3
Scientific Understanding		3/4	Cultural Enrich. (200 level)		3
TOTAL		15-16	TOTAL		15
THIRD YEAR					
Fall Semester		Crs	Spring Semester		Crs
STQM	260	3	HSMG	127	3
MGMT	301	3	HSMG	228	3
MKTG	321	3	HSMG	305	3
MGMT	357	3	ENGL	311,321,323, or 325	3
MGMT	370	3	FINC	322	3
TOTAL		15	TOTAL		15
FOURTH YEAR					
Fall Semester		Crs	Spring Semester		Crs
PROJ 320 OR MKTG 231		3	HSMG	402	3
BLAW	321	3	HSMG	403	3
ISYS	321	3	BUSN	499	3
HSMG	401	3	Cultural Enrichment		3
HSMG	499	3	TOTAL		12
TOTAL		15	TOTAL		12
Summer Semester					
HSMG	392 Internship	3	TOTAL		
TOTAL		3	TOTAL		

Ferris State University - College of Business
Associate of Applied Science
Dietary and Food Service Management 60/61 Credits

FORM D CURRENT

NAME:

ID#:

REQUIRED	COURSE TITLE - PREREQUISITES SHOWN IN BRACKETS []				S.H.	GRADE
COMMUNICATION COMPETENCE - 9 Credits Required						
COMM		Select one of the following: COMM 105 or COMM 121			3	
ENGL	150	English 1 - [ENGL 074 or a min score of 14 on ACT or a min score of 370 on SAT]			3	
ENGL	250	English 2 - [ENGL 150 with a grade of C- or better]			3	
SCIENTIFIC UNDERSTANDING - 4 Credits Required						
Consult the Ferris website: www.ferris.edu/htmls/academics/gened/scicourses.html						
Select one course from the scientific understanding subject area - it must be a lab course.						
		Science Course w/Lab			4	
QUANTITATIVE SKILLS - 3/4 Credits Required						
*MATH		Select one of the following: MATH 115 or MATH 117			4/3	
		Note: MATH 117 [MATH 110 w/ a grade of C- or better, or 19 on ACT or 460 on SAT]				
		Note: If MATH ACT score is 24 or higher plus 1 year of HS algebra with a C- or better substitute a gen ed elective				
CULTURAL ENRICHMENT - 3 Credits Required						
Cultural Enrichment elective, consult the General Education category of the Ferris website: www.ferris.edu/htmls/academics/gened/gened.html						
		Cultural Enrichment Elective			3	
SOCIAL AWARENESS - 3 Credits Required						
ECON	221	Prin of Macroeconomics - [MATH 110 w/ a grade of C- or better or ACT of 19 or SAT of 460]			3	
MAJOR COURSES - 32 Credits - Required						
RFIM	113	Sanitation and Safety			3	
RFIM	115	Food and Labor Cost Control System			3	
RFIM	127	Principles of Cooking & Baking			3	
RFIM	211	Purchasing: Hospitality Industry			3	
RFIM	292	Restaurant and Food Industry Internship [Department approval]			3	
		Directed Elective			3	
COHP	160	Nutrition for Healthy Living			3	
COHP	221	Menu Planning for Healthcare [COHP 160]			3	
COHP	222	Nutrition Review & Compliance [COHP 221]			3	
COHP	100	Orientation to Medical Vocabulary			1	
HCSA	336	Healthcare Supervisory Practice [Suggest taking MGMT 301 before this class]			4	
BUSINESS CORE - 6 Credits Required						
ACCT	201	Principles of Accounting 1 [MATH 110 w/ a grade of C- or better, or 19 on ACT or 460 on SAT]			3	
MGMT	301	Applied Management			3	
FSUS 100 requirement satisfied by RFIM 101						
NOTE: A 2.00 GPA is required for the major and a 2.00 cumulative GPA						

Updated Summer 2014

Ferris State University - College of Business
Associate of Applied Science
Dietary and Food Service Management 60/61 Credits

FORM D CURRENT

Option 1 Traditional Student

Fall Semester			Crs
RFIM	101		1
RFIM	113		3
RFIM	115		3
ENGL	150		3
COHP	160		3
		TOTAL	13

Spring Semester			Crs
COHP	100		1
RFIM	127		3
SC w/lab			4
COHP	221		3
COMM	105		3
		TOTAL	14

SECOND YEAR

Fall Semester			Crs
RFIM	211		3
Directed	Elective		3
ACCT	201		3
ENGL	250		3
MATH	117		4
		TOTAL	16

Spring Semester			Crs
Cultural Enrichment			3
MGMT	301		3
COHP	222		3
HCSA	336*		4
ECON	221		3
		TOTAL	16

Summer Semester			Crs
RFIM	292		3
		Total	3

Ferris State University - College of Business
Associate of Applied Science
Dietary and Food Service Management - 60/61 credits

NAME:

ID#:

REQUIRED	COURSE TITLE - PREREQUISITES SHOWN IN ()		Crs	GRADE
COMMUNICATION COMPETENCE - 9 Credits Required				
COMM		Select one of the following: COMM 105 or COMM 121	3	
ENGL	150	English 1 (ENGL 074 w/ C- or better or 14 on ACT or 370 on SAT)	3	
ENGL	2--	ENGL 211 Industrial & Career Writing (ENGL 150 w/ C- or better) OR ENGL 250 English 2 (ENGL 150 w/ C- or better)	3	
SCIENTIFIC UNDERSTANDING - 4 Credits Required				
Consult the Ferris website: www.ferris.edu/htmls/academics/gened/scicourses.html for approved courses.				
		Science Course w/Lab	4	
QUANTITATIVE SKILLS - 3/4 Credits Required				
*MATH		Select one: MATH 115 or MATH 117 (MATH 110 w/ a grade of C- or better, or 19 on ACT or 460 on SAT)	4/3	
Note: If MATH ACT score = 24+, substitute a general education elective. OR CLEP				
CULTURAL ENRICHMENT - 3 Credits Required				
Consult the Ferris website: www.ferris.edu/htmls/academics/gened/gened.html				
		Cultural Enrichment Elective	3	
SOCIAL AWARENESS - 3 Credits Required				
ECON	221	Principles of Macroeconomics - (MATH 110 w/ C- or better or 19 on ACT or 460 on SAT)	3	
GENERAL EDUCATION - 3 Credits Required				
Consult the Ferris website: www.ferris.edu/htmls/academics/gened/gened.html				
		General Education Elective	3	
REQUIRED BUSINESS COURSES - 6 Credits Required				
ACCT	201	Principles of Accounting 1 (MATH 110 w/ a grade of C- or better, or 19 on ACT or 460 on SAT)	3	
MGMT	301	Applied Management	3	
DIETARY AND FOOD SERVICE MAJOR - 29 Credits Required				
HSMG	113	Sanitation and Safety	3	
HSMG	127	Principles of Cooking & Baking	3	
HSMG	211	Purchasing for F&B Operations	3	
HSMG	215	Hospitality Cost Controls (Math 110 w/C- or better or 19 on ACT or 460 on SAT)	3	
HSMG	292	HSMG Internship I (Department approval)	3	
COHP	100	Orientation to Medical Vocabulary	1	
COHP	160	Nutrition for Healthy Living	3	
COHP	221	Menu Planning for Healthcare (COHP 160)	3	
COHP	222	Nutrition Review & Compliance (COHP 221)	3	
HCSA	336	Healthcare Supervisory Practice (Suggest taking MGMT 301 before this class)	4	
FSUS 100 requirement satisfied by HSMG 101 or FSUS 100				
Note: A 2.00 cumulative GPA is required for the major, business core and overall for completion of the degree.				
Notice Regarding Withdrawal, Re-Admission and Interruption of Studies:				
Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.				
For more information, please contact the Hospitality Management Program Office at (231) 591-2382.				

Updated 2.4.2015

Suggested Schedule for Dietary and Food Service Management Associate of Applied Science

FIRST YEAR

Fall Semester		Crs
HSMG	101	1
HSMG	113	3
HSMG	215	3
ENGL	150	3
COHP	160	3
TOTAL		13

Spring Semester		Crs
COHP	100	1
COMM	105 or 121	3
	Science w/Lab	4
COHP	221	3
MATH	115 or 117	3/4
TOTAL		14-15

SECOND YEAR

Fall Semester		Crs
HSMG	211	3
	Gen. Ed.	3
ACCT	201	3
ENGL	211 or 250	3
MGMT	301	3
TOTAL		15

Spring Semester		Crs
	Cultural Enrich.	3
HSMG	127	3
COHP	222	3
HSCA	336	4
ECON	221	3
TOTAL		16

Summer Semester		Crs
HSMG	292	3
TOTAL		3

FORM D CURRENT

Ferris State University - College of Business

ASSOCIATES IN APPLIED SCIENCE - RESTAURANT & FOOD INDUSTRY MANAGEMENT - 62 Credits

NAME:

ID #:

Required		Course Title - Prerequisites Shown in Brackets ()	Crs	Gr	
COMMUNICATION COMPETENCE - 9 Credits Required					
COMM		Select one of the following: COMM 105 or COMM 121	3		
ENGL	150	English I (ENGL 074 or a min. score of 14 on ACT or 370 on SAT)	3		
ENGL	250	English II (ENGL 150 with grade of C- or better)	3		
SCIENTIFIC UNDERSTANDING - 4 Credits Required					
Consult the Ferris website: www.ferris.edu/htmls/academics/gened/scicourses.html for approved courses.					
		Science Course w/ Lab	4		
QUANTITATIVE SKILLS - 3 Credits Required					
MATH	115	Intermediate Algebra (MATH 110 with C- or better or 19 on ACT or 460 on SAT)	3		
Note: If Math ACT score is 24 or higher, substitute a gen ed elective					
CULTURAL ENRICHMENT - 3 Credits Required					
Consult the Ferris website: www.ferris.edu/htmls/academics/gened/gened.html					
		Cultural Enrichment Elective	3		
SOCIAL AWARENESS - 3 Credits Required					
ECON	221	Principles of Macroeconomics (MATH 110 w/ C- or better or Math ACT 19)	3		
ELECTIVES - 3 Credits Required					
Consult the Ferris website: www.ferris.edu/htmls/academics/gened/gened.html					
		General Education Elective	3		
BUSINESS CORE - 9 Credits Required					
ACCT	201	Principles of Accounting I (MATH 110 w/ C- or better or Math ACT 19)	3		
MGMT	301	Applied Management	3		
MGMT	373	Human Resource Management (JR Status or Instructor Approval)	3		
RESTAURANT AND FOOD INDUSTRY MAJOR - 19 Credits Required					
RFIM	101	Orientation to Hospitality Industry	1		
RFIM	113	Sanitation and Safety	3		
RFIM	115	Food and Labor Cost Control System	3		
RFIM	207	Beverage Management (Select Majors Only)	3		
RFIM	211	Purchasing: Hospitality Industry	3		
RFIM	227	Industry Exploration (RFIM 113)	3		
RFIM	292	Restaurant and Food Industry Internship (Department Approval)	3		
MAJOR ELECTIVE COURSES - 9 Credits Required					
Choose Three Classes Below					
RFIM	111	Principles of Food Science	3		
RFIM	114	Menu Planning/Nutrition	3		
RFIM	127	Principles of Cooking and Baking	3		
RFIM	226	World Cuisines	3		
RFIM	229	Dining Room Service Management	3		
FSUS 100 requirement satisfied by RFIM 101					
Note: A 2.00 cumulative GPA is required for the major, business core and overall for completion of the degree.					

Updated Summer 2014

Suggested Schedule for Restaurant & Food Industry Management Associates

FIRST YEAR

Fall Semester		Spring Semester		Crs
RFIM	101	ACCT	201	3
RFIM	113	COMM	105 or 121	3
RFIM	115		Cultural Enrich.	3
MATH	115		Gen. Ed.	3
ENGL	150	RFIM	Elective	3
TOTAL				13

SECOND YEAR

Fall Semester		Spring Semester		Crs
RFIM	207	ECON	221	3
RFIM	211	ENGL	250	3
RFIM	227	MGMT	373	3
RFIM		RFIM	Elective	3
MGMT	301		Science	4
TOTAL				15

Summer Semester		Crs
RFIM	292	3
TOTAL		3

**Ferris State University - College of Business
Associate of Applied Science
Restaurant & Food Industry Management - 61 credits**

NAME:

ID #:

Required		Course Title - Prerequisites Shown in ()	Crs	Grade
COMMUNICATION COMPETENCE - 9 Credits Required				
COMM		Select one of the following: COMM 105 or COMM 121	3	
ENGL	150	English 1 (ENGL 074 w/ C- or better or 14 on ACT or 370 on SAT)	3	
ENGL	2--	ENGL 211 Industrial & Career Writing (ENGL 150 w/ C- or better) OR ENGL 250 English 2 (ENGL 150 w/ C- or better)	3	
SCIENTIFIC UNDERSTANDING - 4 Credits Required				
Consult the Ferris website: www.ferris.edu/htmls/academics/gened/scicourses.html for approved courses.				
		Science Course w/ Lab	4	
QUANTITATIVE SKILLS - 3 Credits Required				
MATH	115	Intermediate Algebra (MATH 110 w/ C- or better or 19 on ACT or 460 on SAT)	3	
Note: If MATH ACT score = 24+, substitute a general education elective. OR CLEP				
CULTURAL ENRICHMENT - 3 Credits Required				
Consult the Ferris website: www.ferris.edu/htmls/academics/gened/gened.html				
		Cultural Enrichment Elective	3	
SOCIAL AWARENESS - 3 Credits Required				
ECON	221	Principles of Macroeconomics (MATH 110 w/ C- or better or 19 on ACT or 460 on SAT)	3	
GENERAL EDUCATION - 3 Credits Required				
Consult the Ferris website: www.ferris.edu/htmls/academics/gened/gened.html				
		General Education Elective	3	
REQUIRED BUSINESS COURSES - 9 Credits Required				
ACCT	201	Principles of Accounting I (MATH 110 w/ C- or better or 19 on ACT or 460 on SAT)	3	
MGMT	301	Applied Management	3	
MGMT	373	Human Resource Management (Sophomore Standing)	3	
RESTAURANT AND FOOD INDUSTRY MAJOR - 18 Credits Required				
HSMG	113	Sanitation and Safety	3	
HSMG	207	Bar & Beverage Management	3	
HSMG	211	Purchasing for F&B Operations	3	
HSMG	215	Hospitality Cost Controls (MATH 110 w/ C- or better or 19 on ACT or 460 on SAT)	3	
HSMG	292	HSMG Internship I (Departmental Approval)	3	
HSMG	399	Food and Bev Operation Mgt	3	
MAJOR ELECTIVE COURSES - 9 Credits Required				
Choose Three Classes Below				
HSMG	111	Principles of Food Science	3	
HSMG	114	Menu Planning and Design	3	
HSMG	127	Principles of Cooking & Baking	3	
HSMG	226	International Cuisine & Culture	3	
HSMG	227	Industry Exploration (HSMG 113)	3	
HSMG	229	Dining Room Management (Sophomore Status or Higher)	3	
HSMG	300	Guest Service Management	3	
FSUS 100 requirement satisfied by HSMG 101 or FSUS 100				
Note: A 2.00 cumulative GPA is required for the major, business core and overall for completion of the degree.				
Notice Regarding Withdrawal, Re-Admission and Interruption of Studies:				
Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.				

For more information, please contact the Hospitality Management Program Office at (231) 591-2382.

Suggested Schedule for Restaurant & Food Industry Management Associates

FIRST YEAR

Fall Semester		Spring Semester		Crs
HSMG	101	ACCT	201	3
HSMG	113	COMM	105 or 121	3
HSMG	215		Cultural Enrich.	3
MATH	115		Gen. Ed.	3
ENGL	150	HSMG	Elective	3
TOTAL				13

SECOND YEAR

Fall Semester		Spring Semester		Crs
HSMG	207	ECON	221	3
HSMG	211	ENGL	211 or 250	3
HSMG	399	MGMT	373	3
HSMG	Elective	HSMG	Elective	3
MGMT	301		Science w/Lab	4
TOTAL				15

Summer Semester		Crs
HSMG	292	3
TOTAL		3

Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Club Management Minor - 18 Credits Required

NAME: _____ ID: _____

Required	Course Title - Prerequisites Shown in Brackets []	Crs	Gr
RFIM 204	Food & Beverage Operations in Clubs	3	
RFIM 207	Beverage Management [Select Majors Only]	3	
RFIM 229	Dining Room Service Management	3	
HOMT 305	Convention and Meeting Sales	3	
HOMT 312	Club Operations Management & Governance	3	
HOMT 392	Internship [Departmental Approval]	3	

NOTE: No more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

For more information, please contact the Hospitality Programs Office at (231) 591-2382.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

Student: _____ Date: _____

Advisor: _____ Date: _____

Dept. Chair: _____ Date: _____

Updated Fall 2013

Suggested Schedule for Club Minor

FIRST YEAR

Fall Semester		Crs
RFIM	Choice 204 or 207	3
	TOTAL	3

Spring Semester		Crs
RFIM	229	3
OR		
HOMT	Choice 305 or 312	3
	TOTAL	3/6

SECOND YEAR

Fall Semester		Crs
RFIM	Choice 204 or 207	3
	TOTAL	3

Spring Semester		Crs
RFIM	229	3
OR		
HOMT	Choice 305 or 312	3
	TOTAL	3/6

Summer Semester		Crs
HOMT	392	3
	TOTAL	3

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Club Management Minor - 18 Credits Required**

NAME: _____ ID: _____

Required	Course Title - Prerequisites Shown in ()	Crs	Gr
Required Courses - 12 credits			
HSMG 204	Foodservice Operations in Clubs	3	
HSMG 207	Bar & Beverage Management	3	
HSMG 312	Private Club Management	3	
HSMG 392	HSMG Internship II	3	
Select Two of the Following Courses - 6 credits			
HSMG 215	Hospitality Cost Controls (Math 110 w/C- or better or 19 on ACT or 460 on SAT)	3	
HSMG 229	Dining Room Management (sophomore status or higher)	3	
HSMG 300	Guest Service Management	3	
HSMG 305	Convention Sales and Service (sophomore status or higher)	3	

NOTE: No more than 50% of the credits in this minor may be transferred from another institution. 9 credit hours in course work at or above the 200-level must be included. A maximum of 1/3 of the minor credits (6 credits) may overlap with the student's major. A maximum of 6 credits of overlap may be applied between minors.

Notice Regarding Withdrawal, Re-Admission and Interruption of Studies:

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

For more information, please contact the Hospitality Management Program Office at (231) 591-2382.

Student: _____ **Date:** _____
Advisor: _____ **Date:** _____
Dept. Chair: _____ **Date:** _____

Suggested Schedule for Club Management Minor

FIRST YEAR

Fall Semester		Crs
HSMG	204 or 207	3
<u>AND/OR</u>		
HSMG	229	3
TOTAL		3/6

Spring Semester		Crs
HSMG	305 or 312	3
TOTAL		3

SECOND YEAR

Fall Semester		Crs
HSMG	204 or 207	3
<u>AND/OR</u>		
HSMG	229	3
TOTAL		3/6

Spring Semester		Crs
HSMG	305 or 312	3
TOTAL		3

Summer Semester		Crs
HSMG	392	3
TOTAL		3

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department - Hotel/Restaurant and Food Industry Management Minor**

NAME: _____ ID: _____

Required	Course Title - Prerequisites Shown in Brackets ()	Crs	Gr
Required Courses - 6 Credits			
RFIM 113	Sanitation and Safety	3	
RFIM 115	Food and Labor Cost Control System	3	
Hotel Management (Select Three Courses) - 9 Credits Required			
HOMT 301	Property and Facilities Management	3	
HOMT 305	Convention and Meeting Sales	3	
HOMT 403	Hospitality Law (Select Majors Only)	3	
HOMT 404	Front Office Procedures/Accounting	3	
HOMT 405	Resort & Recreation Management/Tourism	3	
MGMT 373	Human Resource Management (JR Status)	3	
Restaurant & Food Industry (Select One Course) - 3 Credits Required			
RFIM 111	Principles of Food Science	3	
RFIM 114	Menu Planning/Nutrition	3	
RFIM 127	Principles of Cooking and Baking	3	
RFIM 204	Food & Beverage Operations in Clubs	3	
RFIM 207	Beverage Management (Select Majors Only)	3	
RFIM 211	Purchasing: Hospitality Industry	3	
RFIM 214	Design/Layout of Foodservice Facilities	3	
RFIM 226	World Cuisines	3	
RFIM 229	Dining Room Service Management	3	
RFIM 227	Industry Exploration (RFIM 113)	3	

For more information, please contact the Hospitality Programs Office at (231) 591-2382 or the Sports, Entertainment & Hospitality Management Department Office at (231) 591-2380.

Student: _____	Date: _____
Advisor: _____	Date: _____
Dept. Chair: _____	Date: _____

Updated Fall 2013

Suggested Schedule for Hotel/Restaurant and Food Industry Management Minor

FIRST YEAR

Fall Semester		Crs
RFIM	113	3
RFIM	115	3
<u>AND/OR</u>		
HOMT	301	3
<u>OR</u>		
MGMT	373	3
	TOTAL	6/9

Spring Semester		Crs
RFIM	Choice 111, 207, 127, 226, 229	3
<u>AND/OR</u>		
HOMT	Choice 305, 403, 404, 405	3
	TOTAL	3/6

SECOND YEAR

Fall Semester		Crs
HOMT	301	3
<u>OR</u>		
MGMT	373	3
<u>OR</u>		
RFIM	207	3
	TOTAL	3/6

Spring Semester		Crs
RFIM	Choice 111, 207, 127, 226, 229	3
<u>AND/OR</u>		
HOMT	Choice 305, 403, 404, 405	3
	TOTAL	3/6

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: No more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Hotel/Restaurant and Food Industry Management Minor - 18 credits required

NAME: _____ ID: _____

Required	Course Title - Prerequisites Shown in ()	Crs	Gr
Required Courses - 6 Credits			
HSMG 113	Sanitation and Safety	3	
HSMG 215	Hospitality Cost Controls (MATH 110 w/C- or better or 19 on ACT or 460 on SAT)	3	
Hotel Management (Select Two Courses) - 6 Credits Required			
	HSMG 301 Hospitality Facilities Mgt OR	3	
	FMAN 321 Principles of Facilities Management (FMAN Majors Only)		
HSMG 305	Convention Sales and Service (Sophomore Status or Higher)	3	
HSMG 403	Hospitality Law	3	
HSMG 404	Front Office Operations	3	
HSMG 405	International Travel & Resorts	3	
Restaurant & Food Industry (Select Two Courses) - 6 Credits Required			
HSMG 111	Principles of Food Science	3	
HSMG 114	Menu Planning and Nutrition	3	
HSMG 127	Principles of Cooking and Baking	3	
HSMG 207	Bar & Beverage Management	3	
HSMG 211	Purchasing for F&B Operations	3	
HSMG 226	International Cuisine & Culture	3	
HSMG 229	Dining Room Management (Sophomore Status or Higher)	3	

NOTE: No more than 50% of the credits in this minor may be transferred from another institution. 9 credit hours in course work at or above the 200-level must be included. A maximum of 1/3 of the minor credits (6 credits) may overlap with the student's major. A maximum of 6 credits of overlap may be applied between minors.

Notice Regarding Withdrawal, Re-Admission and Interruption of Studies:

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

For more information, please contact the Hospitality Management Program Office at (231) 591-2382.

Student: _____ **Date:** _____
Advisor: _____ **Date:** _____
Dept. Chair: _____ **Date:** _____

Suggested Schedule for Hotel/Restaurant and Food Industry Management Minor

FIRST YEAR

Fall Semester	Crs
HSMG 113	3
HSMG 215	3
<u>AND/OR</u>	
MGMT 373	3
TOTAL	6/9

Spring Semester	Crs
HSMG Directed Elective	3
<u>AND/OR</u>	
HSMG Directed Elective	3
TOTAL	3/6

SECOND YEAR

Fall Semester	Crs
MGMT 373	3
<u>OR</u>	
HSMG 207	3
TOTAL	3/6

Spring Semester	Crs
HSMG 301	3
<u>OR</u>	
HSMG Directed Elective	3
<u>AND/OR</u>	
HSMG Directed Elective	3
TOTAL	3/6

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Special Event & Meeting Planning Minor - 18 Credits Required**

NAME: _____ ID: _____

Required	Course Title - Prerequisites Shown in Brackets []	Crs	Gr
MKTG 231	Professional Selling [COMM 121 strongly recommended]	3	
RFIM 204	Food & Beverage Operations in Clubs	3	
RFIM 229	Dining Room Service Management	3	
HOMT 305	Convention and Meeting Sales	3	
HOMT 392	Internship	3	
HOMT 401	Special Event Planning [HOMT 305]	3	

NOTE: No more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

For more information, please contact the Hospitality Programs Office at (231) 591-2382.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

Student: _____ Date: _____
 Advisor: _____ Date: _____
 Dept. Chair: _____ Date: _____

Updated Fall 2013

Suggested Schedule for Special Event & Meeting Planning Minor

FIRST YEAR

Fall Semester		Crs
RFIM	204	3
AND/OR		
MKTG	231	3
	TOTAL	3/6

Spring Semester		Crs
HOMT	305	3
AND/OR		
RFIM	229	3
AND/OR		
MKTG	231	3
	TOTAL	6/9

SECOND YEAR

Fall Semester		Crs
HOMT	401	3
AND/OR		
MKTG	231	3
	TOTAL	3/6

Spring Semester		Crs
RFIM	229	3
AND/OR		
MKTG	231	3
	TOTAL	3/6

Summer Semester		Crs
HOMT	392	3
	TOTAL	3

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Event Management Minor - 18 Credits Required**

NAME: _____ ID: _____

Required	Course Title - Prerequisites Shown in ()	Crs	Gr
Required Courses - 18 credits			
HSMG 228	Banquet Management (Sophomore Status or Higher)	3	
HSMG 305	Convention Sales and Service (Sophomore Status or Higher)	3	
HSMG 392	HSMG Internship II (Departmental Approval)	3	
HSMG 401	Event Management I (HSMG 305)	3	
HSMG 402	Event Management II (HSMG 401)	3	
	Directed Business Elective (Program Approval)	3	

NOTE: No more than 50% of the credits in this minor may be transferred from another institution. 9 credit hours in course work at or above the 200-level must be included. A maximum of 1/3 of the minor credits (6 credits) may overlap with the student's major. A maximum of 6 credits of overlap may be applied between minors.

Notice Regarding Withdrawal, Re-Admission and Interruption of Studies:

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

For more information, please contact the Hospitality Management Program Office at (231) 591-2382.

Student: _____ **Date:** _____
Advisor: _____ **Date:** _____
Dept. Chair: _____ **Date:** _____

Suggested Schedule for Event Management Minor

FIRST YEAR

Fall Semester		Crs
HSMG	204	3
HSMG	229	3
AND/OR		3
MKTG	231	
TOTAL		6/9

Spring Semester		Crs
HSMG	305	3
AND/OR		
MKTG	231	3
TOTAL		3/6

SECOND YEAR

Fall Semester		Crs
HSMG	401	3
AND/OR		
MKTG	231	3
TOTAL		3/6

Spring Semester		Crs
HSMG	402	3
AND/OR		
MKTG	231	3
TOTAL		3/6

Summer Semester		Crs
HSMG	392	3
TOTAL		3

Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Club Management Certificate - 12 Credits Required

NAME: _____ **ID:** _____

Required	Course Title - Prerequisites Shown in Brackets []	Crs	Gr
RFIM 204	Food & Beverage Operations in Clubs	3	
RFIM 207	Beverage Management (Select Majors Only)	3	
RFIM 229	Dining Room Service Management	3	
HOMT 312	Club Operations Management & Governance	3	

NOTE: Not more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

For more information, please contact the Hospitality Programs Office at (231) 591-2382.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

Student: _____ **Date:** _____
Advisor: _____ **Date:** _____
Dept. Chair: _____ **Date:** _____

Updated Spring 2013

Suggested Schedule for Club Management Certificate	
Year 1	
Fall:	Spring:
RFIM 204	RFIM 229
Year 2	
Fall:	Spring:
RFIM 207	HOMT 312

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Club Management Certificate - 12 Credits Required**

NAME: _____ ID: _____

Required	Course Title - Prerequisites Shown in ()	Crs	Gr
HSMG 204	Foodservice Operations in Clubs	3	
HSMG 207	Bar & Beverage Management	3	
HSMG 228 or HSMG 229	Banquet Management (Sophomore Status or Higher) Dining Room Management (Sophomore Status or Higher)	3	
HSMG 312	Private Club Management (Sophomore Status or Higher)	3	

NOTE: Not more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required completion for of this certificate.

For more information, please contact the Hospitality Management Program Office at (231) 591-2382.

Student: _____ Date: _____

Advisor: _____ Date: _____

Dept. Chair: _____ Date: _____

Suggested Schedule for Club Management Certificate

Year 1	
Fall:	Spring:
HSMG 204	HSMG 228

Year 2	
Fall:	Spring:
HSMG 207	HSMG 312

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Culinary Management Certificate - 12 Credits Required**

NAME: _____ **ID:** _____

Required	Course Title - Prerequisites Shown in Brackets []	Crs	Gr
Required Courses - 6 Credits			
RFIM 113	Sanitation and Safety	3	
RFIM 114	Menu Planning/Nutrition	3	
Select Two of the Following Courses - 6 Credits			
RFIM 111	Principles of Food Science	3	
RFIM 127	Principles of Cooking and Baking	3	
RFIM 211	Purchasing: Hospitality Industry	3	
RFIM 226	World Cuisines	3	

NOTE: Not more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

For more information, please contact the Hospitality Programs Office at (231) 591-2382.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of this certificate.

Student: _____ **Date:** _____
Advisor: _____ **Date:** _____
Dept. Chair: _____ **Date:** _____

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Culinary Management Certificate - 12 Credits Required**

NAME: _____ **ID:** _____

Required	Course Title - Prerequisites Shown in ()	Crs	Gr
Required Courses - 6 Credits			
HSMG 113	Sanitation and Safety	3	
HSMG 114	Menu Planning and Nutrition	3	
Select Two of the Following Courses - 6 Credits			
HSMG 111	Principles of Food Science	3	
HSMG 127	Principles of Cooking and Baking	3	
HSMG 211	Purchasing for F&B Operations	3	
HSMG 226	International Cuisine & Culture	3	

NOTE: Not more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of this certificate.

For more information, please contact the Hospitality Management Program Office at (231) 591-2382.

Student: _____ **Date:** _____
Advisor: _____ **Date:** _____
Dept. Chair: _____ **Date:** _____

Updated 2.4.2015

Suggested Schedule for Culinary Management Certificate

Year 1	
Fall: HSMG 113	Spring: HSMG 111

Year 2	
Fall: HSMG 114	Spring: HSMG 127

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Dietary and Food Service Management Certificate - 13 Credits**

NAME: _____ ID: _____

Required	Course Title - Prerequisites Shown in ()	Crs	Gr
COHP 100	Orientation to Medical Vocabulary	1	
COHP 160	Nutrition for Healthy Living	3	
COHP 221	Menu Planning for Healthcare (COHP 160)	3	
COHP 222	Nutrition Review & Compliance (COHP 221)	3	
RFIM 292	RFIM Internship (Department Approval)	3	

NOTE: Not more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of this certificate.

For more information, please contact the Hospitality Management Program Office at (231) 591-2382.

Student: _____ Date: _____
 Advisor: _____ Date: _____
 Dept. Chair: _____ Date: _____

Suggested Schedule for Dietary and Food Service Management Certificate

Year 1	
Fall:	Spring:
COHP 100 & 160	COHP 221

Year 2	
Spring:	Summer:
COHP 222	RFIM 292

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Dietary and Food Service Management Certificate - 13 Credits**

NAME: _____ ID: _____

Required	Course Title - Prerequisites Shown in ()	Crs	Gr
COHP 100	Orientation to Medical Vocabulary	1	
COHP 160	Nutrition for Healthy Living	3	
COHP 221	Menu Planning for Healthcare (COHP 160)	3	
COHP 222	Nutrition Review & Compliance (COHP 221)	3	
HSMG 292	HSMG Internship I (Department Approval)	3	

NOTE: Not more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of this certificate.

For more information, please contact the Hospitality Management Program Office at (231) 591-2382.

Student: _____ Date: _____
 Advisor: _____ Date: _____
 Dept. Chair: _____ Date: _____

Suggested Schedule for Dietary and Food Service Management Certificate

Year 1	
Fall:	Spring:
COHP 100 & 160	COHP 221

Year 2	
Spring:	Summer:
COHP 222	HSMG 292

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Hotel Management Certificate - 12 Credits**

NAME: _____ **ID:** _____

Required	Course Title - Prerequisites Shown in Brackets []	Crs	Gr
Required Courses - 12 Credits			
Select One of the Following Courses - 3 Credits			
HOMT 301	Property and Facilities Management	3	
FMAN 321	Principles of Facilities Management	3	
Required Courses - 6 Credits			
Select One of the Following Courses - 3 Credits			
HOMT 305	Convention and Meeting Sales	3	
HOMT 404	Front Office Procedures/Accounting	3	
Select One of the Following Courses - 3 Credits			
MGMT 373	Human Resources Management [JR Status]	3	
HOMT 403	Hospitality Law [Select Majors Only]	3	

NOTE: Not more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

For more information, please contact the Hospitality Programs Office at (231) 591-2382.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of this certificate.

Student: _____ **Date:** _____
Advisor: _____ **Date:** _____
Dept. Chair: _____ **Date:** _____

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Hotel Management Certificate - 12 Credits**

NAME: _____ **ID:** _____

Required	Course Title - Prerequisites Shown in ()	Crs	Gr
Required Courses -12 Credits			
Required Courses - 6 Credits			
HSMG 305	Convention Sales and Service (Sophomore Status or Higher)	3	
HSMG 404	Front Office Operations	3	
Select One of the Following Courses - 3 Credits			
HSMG 301	Hospitality Facilities Management	3	
FMAN 321	Principles of Facilities Management	3	
Select One of the Following Courses - 3 Credits			
MGMT 373	Human Resources Management (Sophomore Standing)	3	
HSMG 403	Hospitality Law	3	
HSMG 406	Revenue Mgt & Hotel Analytics (HSMG 305 and HSMG 404)	3	

NOTE: No more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return; not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of this certificate.

For more information, please contact the Hospitality Management Program Office at (231) 591-2382.

Student: _____ **Date:** _____
Advisor: _____ **Date:** _____
Dept. Chair: _____ **Date:** _____

Suggested Schedule for Hotel Management Certificate

Year 1	
Fall: HSMG 403 OR MGMT 373	Spring: HSMG 301

Year 2	
Fall: HSMG 404	Spring: HSMG 305

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Restaurant & Food Industry Management Certificate - 12 Credits**

NAME: _____ **ID:** _____

Required	Course Title - Prerequisites Shown in Brackets []	Crs	Gr
Required Courses - 6 Credits			
RFIM 115	Food and Labor Cost Control System	3	
RFIM 229	Dining Room Service Management	3	
Select Two of the Following Courses - 6 Credits			
RFIM 113	Sanitation and Safety	3	
RFIM 114	Menu Planning/Nutrition	3	
RFIM 127	Principles of Cooking-Baking	3	
RFIM 207	Beverage Management	3	
RFIM 211	Purchasing: Hospitality Industry	3	
RFIM 227	Industry Exploration	3	

NOTE: Not more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

For more information, please contact the Hospitality Programs Office at (231) 591-2382.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of this certificate.

Student: _____ **Date:** _____
Advisor: _____ **Date:** _____
Dept. Chair: _____ **Date:** _____

Updated Fall 2013

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Restaurant & Food Industry Management Certificate - 12 Credits**

NAME: _____ **ID:** _____

Required	Course Title - Prerequisites Shown in ()	Crs	Gr
Required Courses - 6 Credits			
HSMG 215	Hospitality Cost Controls (MATH 110 w/ C- or better or 19 on ACT or 460 on SAT)		
HSMG 229	Dining Room Management (Sophomore Status or Higher)	3	
Select Two of the Following Courses - 6 Credits			
HSMG 113	Sanitation and Safety	3	
HSMG 114	Menu Planning and Nutrition	3	
HSMG 127	Principles of Cooking & Baking	3	
HSMG 207	Bar & Beverage Management	3	
HSMG 211	Purchasing for F&B Operations	3	
HSMG 300	Guest Service Management	3	

NOTE: Not more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of this certificate.

For more information, please contact the Hospitality Management Program Office at (231) 591-2382.

Student: _____ **Date:** _____

Advisor: _____ **Date:** _____

Dept. Chair: _____ **Date:** _____

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Special Event & Meeting Planning Certificate - 12 Credits**

NAME: _____ **ID:** _____

Required	Course Title - Prerequisites Shown in Brackets []	Crs	Gr
Required Courses - 12 Credits			
RFIM 204	Food and Beverage Operations in Clubs	3	
RFIM 229	Dining Room Service Management	3	
HOMT 305	Convention and Meeting Sales	3	
HOMT 401	Special Event Planning [HOMT 305]	3	

NOTE: Not more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

For more information, please contact the Hospitality Programs Office at (231) 591-2382.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of this certificate.

Student: _____ **Date:** _____
Advisor: _____ **Date:** _____
Dept. Chair: _____ **Date:** _____

Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Event Management Certificate - 12 Credits

NAME: _____ ID: _____

Required	Course Title - Prerequisites Shown in ()	Crs	Gr
Required Courses - 12 Credits			
HSMG 228	Banquet Management (Sophomore Status or Higher)	3	
HSMG 305	Convention Sales and Service (Sophomore Status or Higher)	3	
HSMG 401	Event Management I (HSMG 305)	3	
HSMG 402	Event Management II (HSMG 401)	3	

NOTE: Not more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of this certificate.

For more information, please contact the Hospitality Management Program Office at (231) 591-2382.

Student: _____ **Date:** _____

Advisor: _____ **Date:** _____

Dept. Chair: _____ **Date:** _____

Updated 2.4.2015

Suggested Schedule for Event Management Certificate

Year 1	
Spring:	HSMG 305
HSMG 228	

Year 2	
Fall:	HSMG 401
Spring:	HSMG 402

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Ski Resort Management Certificate - 12 Credits**

NAME: _____ **ID:** _____

Required	Course Title - Prerequisites Shown in Brackets []	Crs	Gr
HOMT 392	Internship [Departmental Approval]	3	
HOMT 302	Ski Operations Management [MGMT 370 or Instructor approval]	3	
RFIM 204 or RFIM 211	Food & Beverage Operations in Clubs Purchasing: Hospitality Industry	3	
HOMT 301 or HOMT 405	Property and Facilities Management Resort and Recreation Management/Tourism	3	

NOTE: Not more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

For more information, please contact the Hospitality Programs Office at (231) 591-2382.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

Student: _____ **Date:** _____
Advisor: _____ **Date:** _____
Dept. Chair: _____ **Date:** _____

Updated Fall 2013

Suggested Schedule for Ski Resort Management Certificate

Year 1	
Fall: RFIM 204	Spring: RFIM 302

Year 2	
Fall: HOMT 301	Summer: HOMT 392

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Ski Resort Management Certificate - 12 Credits**

NAME: _____ **ID:** _____

Required	Course Title - Prerequisites Shown in ()	Crs	Gr
HSMG 300	Guest Service Management	3	
HSMG 302	Ski Recreation Management (Recommended ability to ski or snowboard)	3	
MGMT 357	Risk Management (MGMT 301 or Instructor Approval)	3	
RETG 337	Principles of Retailing (MKTG 321)	3	

NOTE: Not more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of this certificate.

For more information, please contact the Hospitality Management Program Office at (231) 591-2382.

Student: _____ **Date:** _____
Advisor: _____ **Date:** _____
Dept. Chair: _____ **Date:** _____

Updated 2.4.2015

Suggested Schedule for Ski Resort Management Certificate	
Year 1	
Fall: MGMT 357	Spring: HSMG 300
Year 2	
Fall: RETG 337	Spring: HSMG 302

Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Spa Management Certificate - 12 Credits

NAME: _____ **ID:** _____

Required	Course Title - Prerequisites Shown in ()	Crs	Gr
Required Courses - 12 Credits			
HSMG 300	Guest Service Management	3	
HSMG 350	Spa Operations and Management (Sophomore Status or Higher)	3	
RETG 337	Principles of Retailing (MKTG 321)	3	
RETG OR MKTG 322	Retail Merchandising (RETG 337) Consumer Behavior (MKTG 321 AND PSYC 150)	3	

NOTE: Not more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of this certificate.

For more information, please contact the Hospitality Management Program Office at (231) 591-2382.

Student: _____ **Date:** _____
Advisor: _____ **Date:** _____
Dept. Chair: _____ **Date:** _____

Suggested Schedule for Spa Management Certificate

Year 1	
Fall:	Spring:
RETG 337	HSMG 300

Year 2	
Fall:	Spring:
RETG 339 OR MKTG 322	HSMG 350

**Ferris State University - College of Business
Sports, Entertainment & Hospitality Management Department
Sports, Spa, Entertainment Operations Certificate - 11-12 Credits**

NAME: _____ **ID:** _____

Required	Course Title - Prerequisites Shown in Brackets []	Crs	Gr
Required Courses - 11-12 Credits			
HOMT 392	Internship	3	
HOMT 403	Hospitality Law [Select Majors Only]	3	
OR			
MGMT 357	Risk Management [MGMT 301 or Instructor Approval]	3	
RMLS 213	Health Promotion [HLTH 124 or RMLS 121 or Instructor Approval]	3	
OR			
RMLS 428	Rec. Sport & Athletic Sport Mktg [MKTG 231 or Instructor Approval]	3	
	Directed Elective [Advisor Approval]	3	

NOTE: Not more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the student's major.

For more information, please contact the Hospitality Programs Office at (231) 591-2382.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of this certificate.

Student: _____ **Date:** _____
Advisor: _____ **Date:** _____
Dept. Chair: _____ **Date:** _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

Prefix (current) RFIM Number (current) 101 LEC LAB SEM (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
LEC LAB SEM (proposed);

Title (current) Orientation to Hospitality Ind
(proposed) Orientation to Hospitality Mgt

Credit Hours (current) 1 Prerequisites (current) Co-requisite (current)
(proposed) (proposed) (proposed)

Course Description (current): (125 words maximum)

The course is designed specifically for students in the Hospitality Programs. Career opportunities, the relationship between Management and the Hospitality Management and the role of the hospitality professional in this industry are some of the areas explored. The student will become familiar with FSU, the Hospitality Programs and the hospitality industry through class lectures, guest speakers and assignments.

(proposed):

Course Outcomes and Assessment Plan

(current)

Outcomes

1. For students to become familiar with FSU's campus resources (e.g. library, Health Center, Recreation Center, current campus technology) that will enhance their potential for learning, safety, satisfaction, and graduation.
2. For students to develop awareness of how they learn and how to access academic and personal support services (Academic Support Center, Personal Counseling Center).
3. For students to gain and understanding of wellness issues that directly impact their health and safety (alcohol and other drugs, sexual assault issues, HIV/STD's).
4. For students to develop effective time management strategies.
5. For students to understand how to apply basic study skills techniques to the academic courses.
6. For students to understand and learn to appreciate differences and similarities among the members of the diverse Ferris community.
7. For students to receive academic advising and technical assistance to insure appropriate registration for the next semester.
8. For encouragement of students to be active participants and contributors in campus and community activities.
9. For students to learn about and understand academic integrity and classroom etiquette skills that foster appropriate conduct in the post secondary institutional setting.
10. For students to know about and understand the Hospitality Program's offerings and internship procedure.

(proposed):

Students will be able to:

**Means of
Assessment**

Become familiar with FSU's campus resources.

Hands-On

Explain the Hospitality Management Program offerings, internship procedures and career options.

Hands-On,
Presentation

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

Associate Provost's Signature: _____ **Date** _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

Prefix (current) RFIM Number (current) 111
(proposed) HSMG (proposed)

LEC LAB SEM (current)
(Enter Contact Hours per week)
LEC LAB SEM (proposed):

Title (current) Principles of Food Science
(proposed)

Credit Hours (current) 3 Prerequisites (current) NA Co-requisite (current)
(proposed) (proposed) (proposed)

X Course Description

(current): (125 words maximum)

Students will practice scientific and sensory evaluation of foods. They will discover how nutrients and other food components illustrate basic chemistry concepts. They will examine the positive and negative impacts microorganisms have on the food supply. Students will also explore the variety of careers available to workers with a food science background. Students will take a field trip to a food manufacturing facility to observe how principles learned apply to food production in industry. Typically Offered Spring Only

(proposed):

This course covers the principles of food science and food preparation in the context of current environmental world conditions. Students will explore the structure, properties and functions of different nutrients and conduct sensory evaluation of foods. Students will brew beer, make wine, and grow hydroponic vegetables and herbs.

X Course Outcomes and Assessment Plan (current)

Course Outcomes

- Develop an understanding of how chemistry impacts the production and storage of foods.
- Identify the three major components of foods: proteins, carbohydrates, and fats.
- Explain the importance of fats, proteins, and carbohydrates by their characteristics, uses, and nutritional value.
- Summarize the interactions of different ingredients on the quality of the final product.
- Describe both beneficial and harmful microbes in food production and storage.
- Identify the effect of pH on appearance, texture, and keeping quality.
- Demonstrate accuracy in measuring and use of instruments.
- Develop an understanding of the nutritional value of foods and how processing can both preserve and destroy it.
- Identify different methods of food packaging and preservation.
- Describe the role of food additives in developing appearance, texture, and storage qualities.
- Summarize factors affecting energy conversion, measurement, and conservation.

(proposed)

Demonstrate the ability to brew beer and make wine at the beginner level while practicing proper safety and sanitation procedures.	Hands-On
Explain set up and maintenance of kitchen-based hydroponic systems.	Exam
Explain the structure, properties and functions of water, fats, carbohydrates, protein and phytonutrients in foods.	Exam
Demonstrate the ability to conduct sensory evaluation and apply the principles to food science.	Hands-On
Describe global and social issues in food science.	Exam

**X Course Outline including Time Allocation
(current)**

Course Outline including Time Allocation:

1. Food Science: An Old but New Subject	3 hrs.
2. Scientific Evaluation: Being Objective	3 hrs.
3. Sensory Evaluation: The Human Factor	2 hrs.
4. Basic Food Chemistry: The Nature of Matter	3 hrs.
5. Energy: Matter in Motion	3 hrs.
6. Ions: Charged Particles in Solvent	3 hrs.
7. Water: The Universal Solvent	3 hrs.
8. Sugar: The Simplest of Carbohydrates	4 hrs.
9. The Complex Carbohydrates: Starches, Cellulose, Gums, and Pectins	3 hrs.
10. Lipids: Nature's Flavor Enhancers	3 hrs.
11. Proteins: Amino Acids and Peptides	3 hrs.
12. Enzymes: The Protein Catalyst	3 hrs.
13. The Micronutrients: Vitamins and Minerals	3 hrs.
14. Phytochemicals: The Other Food Components	3 hrs.
15. Food Analogs: Substitute Ingredients	4 hrs.
16. Additives: Producing Desired Characteristics in Foods	3 hrs.
17. Fermentation: Desirable Effects of Microbes	3 hrs.
18. Food Safety: Sources of Contamination	4 hrs.
19. Thermal Preservation: Hot and Cold Processing	3 hrs.
20. Dehydration and Concentration: Controlling Water Activity	3 hrs.
21. Current Trends in Food Preservation: Irradiation, Packaging, and Biotechnology	3 hrs.
22. Mixtures: Solutions, Colloidal Dispersions, and Suspensions	3 hrs.
23. Separation Techniques: Mechanical and Chemical Methods	3 hrs.
24. Research: Developing New Food Products	1 hrs.
25. Food Science Related Careers: A World of Opportunities	1 hrs.
26. Field Trips	2 hrs.
	Total 75 hours

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

HSMG 111 Principles of Food Science Time Allocation	Hours	Percentage
Demonstrate the ability to brew beer and make wine at the beginner level while practicing proper safety and sanitation procedures.	15	20%
Explain set up and maintenance of kitchen-based hydroponic systems.	10	13%
Explain the structure, properties and functions of water, fats, carbohydrates, protein and phytonutrients in foods.	20	27%
Demonstrate the ability to conduct sensory evaluation and apply the principles to food science.	15	20%
Describe global and social issues in food science.	15	20%
	75	100%

Associate Provost's Signature: _____ Date _____

(proposed):

Evaluate the relationships and risks of microorganisms and contaminants to food borne diseases through the flow of food.	Exam, Presentation
Identify and correct unsafe food handling practices using regulated safety control procedures.	Exam, Case study analysis
Follow industry and regulatory standards and operating procedures for cleanliness and sanitation.	Exam, Field observation
Identify proper responses in an emergency situation involving first aid and CPR.	Exam

Course Outline including Time Allocation
current)

Current Topic List

		Class hours	Total	Percentage
1. Microorganisms & Sanitation	Understanding the Microworld	4.5	13.5	30%
	Contamination	3		
	Food Allergens	3		
	Foodborne Illness	1.5		
	Contamination Sources	1.5		
2. Regulatory Agencies & Compliance	Regulatory Agencies and Responsibilities	3	9	20%
	Inspections	1.5		
	Safe Facilities and Equipment	1.5		
	Food Code	3		
3. The Flow of Food	Purchasing & Receiving	3	10.5	23%
	Storage	3		
	Preparation	3		
	Service	1.5		
4. Management Systems	Food Safety Management Systems	3	12	27%
	Emergency Preparedness	3		
	Integrated Pest Management	3		
	Staff Training	3		
		45		100%

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

Proposed Topic List

		Class hours	Total	Percentage
1. Microorganisms & Sanitation	Understanding the Microworld	3	10.5	23%
	Contamination	1.5		
	Food Allergens	3		
	Foodborne Illness	1.5		
	Contamination Sources	1.5		
2. Regulatory Agencies & Compliance	Regulatory Agencies and Responsibilities	3	10.5	23%
	Inspections	1.5		
	Safe Facilities and Equipment	3		
	Food Code	3		
3. The Flow of Food	Purchasing & Receiving	3	12	27%
	Storage	3		
	Preparation	3		
	Service	3		
4. Management Systems	Food Safety Management Systems	3	12	27%
	Emergency Preparedness	3		
	First Aid	3		
	CPR	3		
		45		100%

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) RFIM Number (current) 114 LEC 3 LAB ___ SEM ___ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
LEC ___ LAB ___ SEM ___ (proposed):
- Title (current) Menu Planning - Nutrition
(proposed) Menu Planning and Nutrition

- Credit Hours (current) 3 Prerequisites (current) Co-requisite (current)
(proposed) (proposed) (proposed)

Course Description (current): (125 words maximum)

Principles of menu planning for commercial, industrial, institutional, and school food service, including meal service style, nutritional, organizational, and costs aspects. Typically Offered Fall, Spring

(proposed):

This course examines the fundamentals of menu planning along with factors that impact menu development and design. Topics covered include industry trends, target markets, operational influences, nutrition concepts, menu types, costing, pricing, design, and sales analysis. Emphasis is placed on developing the skills necessary to effectively create a professional menu.

Course Outcomes and Assessment Plan (current)

1. Identify factors such as food preferences, taste panels, captive audiences, budgets, quality, convenience, consistency, etc. that impact which food items are selected for incorporation into a menu.
2. Perform simple culinary math such as portion cost, menu pricing, food cost percentages, cost of goods sold, prime costs, contribution margins, etc.
3. Demonstrate knowledge of nutritional concepts and their application in food service such as menu labeling laws, nutritional analysis, evaluating sources of information, ways to encourage healthy eating, etc.
4. Construct menus using the guidelines covered in class regarding use of color, fonts, highlighting, truth in menu, descriptive copy, placement of prices, use of white space, etc. to produce attractive, easy to read menus which support financial goals.
5. Apply menu engineering concepts to evaluate, revise and improve menus.
6. Define common menu related terms such as cycle menu, captive audience, signature item, differentiation, prix fixe, á la carte, noncommercial, standardized recipe, etc.

(proposed):

Identify factors which impact menu development.	Exam
Utilize key cost control concepts and formulas.	Exam
Relate nutritional concepts to individuals and operations.	Exam
Apply guidelines of menu development and design to create a menu.	Project
Define commonly used terms associated with menus, target markets, types of operations, nutrition, and cost control.	Exam

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

HSMG 114 Menu Planning and Nutrition Time Allocation

	Hours	Percentage
Identify factors which impact menu development.	9	20%
Utilize key cost control concepts and formulas.	10	22%
Relate nutritional concepts to individuals and operations.	8	18%
Apply guidelines of menu development and design to create a menu.	9	20%
Define commonly used terms associated with menus, target markets, types of operations, nutrition, and cost control.	9	20%
	45	100%

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) RFIM Number (current) 127 LEC ___ LAB ___ SEM ___ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
LEC ___ LAB ___ SEM ___ (proposed):
- Title (current) Principles of Cooking - Baking
(proposed) Principles of Cooking & Baking

- Credit Hours (current) 3 Prerequisites (current) Co-requisite (current)
(proposed) (proposed) (proposed)

Course Description (current): (125 words maximum)

This course covers the basic concepts involved in the production of the most common food items prepared in food service operations. Students will apply the principles learned in a lab setting by actually preparing and sampling varied types of foods and baked goods. Students will become familiar with ingredients, selection criteria, optimal storage, and techniques of preparation.

(proposed):

Course Outcomes and Assessment Plan (current)

(proposed):

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

- Weeks (15 weeks)
- Hours (45 hours; assuming 3 contact hours per week)
- Percentages (100 percent)
- (proposed)

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) RFIM Number (current) 204 LEC ___ LAB ___ SEM ___ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
LEC ___ LAB ___ SEM ___ (proposed):
- Title (current) Food – Bev Operation in Clubs
(proposed) Foodservice Operations in Clubs

- Credit Hours (current) 3 Prerequisites (current) Co-requisite (current)
(proposed) (proposed) (proposed)

Course Description (current): (125 words maximum)

Provides a basis for understanding the various challenges and responsibilities involved in managing a food and beverage operation in a club setting. Students will learn to create, write, analysis for nutrition, and market menus for clubs. Students will be introduced to the basics of purchasing, receiving, issuing, costing, and financial management for club food & beverage operations. Students will learn to prepare basic food items, use common equipment, practice table service, and follow rules of sanitation. Typically Offered Fall Only

(proposed):

This course introduces students to the basics of managing foodservice operations and aspects unique to private clubs. Topics and activities include practicing food preparation skills, understanding cost control processes, applying principles of sanitation & safety, and developing & designing menus.

Course Outcomes and Assessment Plan (current)

- Demonstrate proper measuring techniques using volume and weight.
- Understand and apply principles of sanitation to food production, holding and storage.
- Perform basic culinary math calculations such as figuring food cost, portion cost, yield analysis, and forecasting.
- Select appropriate menu items incorporating a variety of colors, shapes, temperatures, flavors and shapes.
- Design and layout simple menus following the principles of order, placement, readability, and color.
- Exhibit the skills of cooperation and professionalism in the kitchen.
- Demonstrate how to handle and use knives in a safe and efficient manner in basic cuts.
- Displays an understanding basic food preparation terms necessary to follow recipe directions.
- Identify commonly used commercial kitchen tools, utensils, and small wares.
- Demonstrate different methods of cooking such as braising, poaching, broiling, etc.

(proposed):

Utilize key cost control concepts and formulas.	Exam
Demonstrate basic food preparation skills.	Practical
Apply principles of menu development and design.	Project
Distinguish between commercial and private club foodservice operations.	Exam
Practice acceptable standards of sanitation and safety.	Exam

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

Associate Provost's Signature: _____ **Date** _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) RFIM Number (current) 207 LEC 3 LAB ___ SEM ___ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
LEC ___ LAB ___ SEM ___ (proposed):
- Title (current) Beverage Management
(proposed) Bar & Beverage Management

- Credit Hours (current) 3 Prerequisites (current) Co-requisite (current)
(proposed) (proposed) (proposed)

Course Description (current): (125 words maximum)

Detailed study of beer, wine, distilled spirits, and the facilities they are served in. Study of the social impacts, trends, and responsibilities associated with the consumption of alcohol. Specific techniques are taught on intervening in the consumption of alcohol (TIPS). Pre-Requisites:RFIM, MPGM, MPTM, REMG,HOTM, HOTR, CLBM, RFIO and RIHB students only. Typically Offered Fall, Spring

(proposed):

Detailed study of beer, wine, distilled spirits, and the facilities they are served in. Study of the social impacts, trends, and responsibilities associated with the consumption of alcohol. Specific techniques are taught on intervening in the consumption of alcohol (TIPS).

Course Outcomes and Assessment Plan (current)

(proposed):

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

- Weeks (15 weeks)
- Hours (45 hours; assuming 3 contact hours per week)
- Percentages (100 percent)
- (proposed)

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) RFIM Number (current) 211 LEC 3 LAB ___ SEM ___ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
LEC ___ LAB ___ SEM ___ (proposed):
- Title (current) Purchasing-Hospitality Ind
(proposed) Purchasing for F&B Operations

- Credit Hours (current) 3 Prerequisites (current) Co-requisite (current)
(proposed) (proposed) (proposed)

Course Description (current): (125 words maximum)

This course examines purchasing activities with product and information from a management perspective. Students will explore market analysis policies, procedures, specifications, standards of quality, methods of purchase, as well as care for: food, cleaning, supplies, paper goods, linens, and other supplies used in the hospitality industry.

(proposed):

Course Outcomes and Assessment Plan (current)

(proposed):

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

- Weeks (15 weeks)
- Hours (45 hours; assuming 3 contact hours per week)
- Percentages (100 percent)
- (proposed)

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

Prefix (current) RFIM Number (current) 115
(proposed) HSMG (proposed) 215

LEC 3 LAB ___ SEM ___ (current)
(Enter Contact Hours per week)
LEC ___ LAB ___ SEM ___(proposed):

Title (current) Food – Labor Cost Control System
(proposed) Hospitality Cost Controls

Credit Hours (current) 3 Prerequisites (current) None Co-requisite (current)
(proposed) (proposed) Math 110 w/C- or better (proposed)
or 19 on ACT or 460 on SAT

Course Description (current): (125 words maximum)

Systematic relationships between food and labor costs in quantity food operations. Methods of effective control and review of business mathematics. Typically Offered Fall, Spring

(proposed): This course examines systematic relationships between food, beverage, and labor costs as well as financial statement analysis, forecasting, budgeting, menu pricing, and strategy. Students will learn methods of effective control, and be able to employ manager-developed spreadsheets. Prerequisite: Math 110 w/C- or better or 19 on ACT or 460 on SAT

Course Outcomes and Assessment Plan (current)

Exhibit an understanding of both customary and metric units of measure, as well as an ability to successfully complete conversions and develop yield percentages.

Determine cost percentages for recipes and develop menu prices.

Utilize cost and sales concepts to control labor costs. These processes will address training, monitoring performance and corrective actions.

Demonstrate a solid understanding of front of the house and managerial mathematical operations, personal taxes, payroll, and financial statements.

(proposed):

Identify control procedures associated with purchasing, receiving, storing, issuing, and production.

Project, Exam

Complete conversions and develop yield percentages.

Project

Determine cost percentages for recipes and develop menu prices.

Exam

Utilize cost and sales concepts to control labor costs.

Exam

Complete front of the house and managerial mathematical operations, personal taxes, payroll, and financial statements.

Exam

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

HSMG 215 Hospitality Cost Controls Time Allocation

Hours Percentage

	Hours	Percentage
Identify control procedures associated with purchasing, receiving, storing, issuing, and production.	12	27%
Complete conversions and develop yield percentages.	6	13%
Determine cost percentages for recipes and develop menu prices.	6	13%
Utilize cost and sales concepts to control labor costs.	9	20%
Complete front of the house and managerial mathematical operations, personal taxes, payroll, and financial statements.	12	27%
	45	100%

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) RFIM Number (current) 226 LEC 2 LAB 3 SEM ____ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
LEC ____ LAB ____ SEM ____ (proposed):
- Title (current) World Cuisines
(proposed) International Cuisine & Culture

- Credit Hours (current) 3 Prerequisites (current) Co-requisite (current)
(proposed) (proposed) (proposed)

- Course Description (current): (125 words maximum)

This course will focus on international cookery covering cuisines from around the world. World Cuisines will give an understanding of flavor concepts and how the cuisines developed and evolved. Discussion will include: history and affects from invaders and bordering countries, topography, geography, climate, indigenous foods, culture and influences from religion, foods and flavorings, cooking methods and regional variations.

Typically Offered Spring Only
(proposed):

This course will focus on international cookery covering cuisines from around the world. International Cuisine will give an understanding of flavor concepts and how the cuisine developed and evolved. Discussion will include: history and affects from invaders and bordering countries, topography, geography, climate, indigenous foods, culture and influences from religion, foods and flavorings, cooking methods and regional variations.

- Course Outcomes and Assessment Plan (current)
(proposed):

- Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

- Weeks (15 weeks)
- Hours (45 hours; assuming 3 contact hours per week)
- Percentages (100 percent)
- (proposed)

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) RFIM Number (current) 227 LEC 2 LAB 3 SEM ____ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
LEC ____ LAB ____ SEM ____ (proposed):
- Title (current) Industry Exploration
(proposed)

- Credit Hours (current) 3 Prerequisites (current) HSMG 113 Co-requisite (current)
(proposed) (proposed) (proposed)

Course Description (current): (125 words maximum)

Designed to provide practical knowledge in class and through work experiences by being placed in local food service establishments. The course will provide an overview of the noncommercial food service sector including such enterprises as long-term residential living, business & institutional dining, vending, hospital feeding, etc. Topics such as contract food management, financial planning, menu management, customer service, cost controls, client relationships, and marketing will be discussed. Pre-Requisites: HSMG 113.

(proposed):

Course Outcomes and Assessment Plan (current)

(proposed):

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

- Weeks (15 weeks)
- Hours (45 hours; assuming 3 contact hours per week)
- Percentages (100 percent)
- (proposed)

Associate Provost's Signature: _____ Date _____

HSMG 228 Banquet Management

Topic List

	Class hours	Total	Percentage
1. Banquet Service:		6	13%
Types of Functions and Market Mix:	0.495		
Client objectives	0.495		
Types of Food Service	0.51		
Meal periods: breakfast/lunch/dinner	0.495		
Types of Beverage Service	0.495		
Guidelines for Service	0.51		
Tools of the Trade	1.5		
Sanitary regulations Temp control / Sneeze guards / Handwashing / No Bare Hand Contact / Polishing / Storage / Etc	1.5		
2. Clients and Contracts		9	20%
Meeting with the client	0.75		
Site Tours	0.75		
Menu development	0.75		
Writing the quote	0.75		
Writing the Contract: Tentative/Final Bookings & Guarantees	3		
Event Order Sheets			
Banquet Event Order	1.5		
Billing and Payment/Control Mechanisms	1.5		
3. Staffing Management		4.5	10%
Recruitment, Screening, Interviewing, Hiring	0.75		
Training	0.75		
Staffing the Event / Scheduling	1.5		
Uniforms and Appearance	0.75		
Coaching	0.75		
4. Room Setup & Mapping		7.5	17%
Room Appearance	0.495		
Floor Space & Room Flow	0.495		
Capacity Calculations and Control	0.51		
Table Allowances	0.75		
Head Tables	0.75		
Dance Floor, Entertainment, and Décor	1.5		
Server Stations	0.495		
Utility Space	0.495		
Drink and Bar Stations	0.51		
Vendor Requirements: Caterer's Space	0.75		
Vendor Receiving and Relations	0.75		
5. Buffet Setup		9	20%
Setting Up for Profitability			
Configuration	1.5		
Five elements of buffet display	1.5		
Calculating Food Amounts: Food and Beverage Formulas	1.5		
Utilities			
6. Table Presentation			
Linens: Tablecloth / Napkins / Chair covers	1.5		
Tablescaping and Details	1.5		
Client Additions: Programs / Favors / Gift bags	1.5		
7. Banquet Management		6	13%
Pre-event room checks	0.75		
Pre-event staff meetings	0.75		
Event Timing	1.5		
Facility Communications	0.75		
Distinguishing and Providing for Special Dietary Needs	0.75		
Handling crises	1.5		
8. Beverage Planning		3	7%
Liquor Liability and Responsible Sales			
Hard Liquor and Wine			
Beer			
Nonalcoholic			
Bar Terminology			
Wine Terminology			
Bar Setup/Service : Food and Beverage Formulas			
Wine/Service			
Specialty Offerings			
	45		100%

Associate Provost's Signature: _____ Date _____

Course Outline including Time Allocation
(current)

RFIM 229 Dining Room Service Mgmt		
Current Topic List	Class hours	Percentage
Service Levels and Impact on Customers	3	7%
Dining Room Professionals	1.5	3%
Sanitation	1.5	3%
Styles of Service	3	7%
Table Settings	3	7%
Guidelines for Service	3	7%
Wine Service	1.5	3%
Recruiting, Hiring, and Training	3	7%
Motivation and Teambuilding	1.5	3%
Scheduling	3	7%
Reservations and Blocking	4.5	10%
Managing the Floor	3	7%
Booking Banquet Business	3	7%
Banquet Event Orders	3	7%
Equipment Lists	4.5	10%
Managing the Banquet	3	7%
	45	100%

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

HSMG 229 Dining Room Management		
Proposed Topic List		
Service Levels and Impact on Customers	3	7%
Dining Room Professionals	1.5	3%
Sanitation	3	7%
Styles of Service	3	7%
Table Settings	3	7%
Guidelines for Service	3	7%
Wine Service	1.5	3%
Recruiting, Hiring, and Training	3	7%
Motivation and Teambuilding	3	7%
Scheduling	3	7%
Reservations and Blocking	4.5	10%
Managing the Floor	3	7%
Forecasting & Managing Cost Reports	3	7%
Equipment Maintenance	3	7%
Dining Room Technology	4.5	10%
	45	100%

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) RFIM Number (current) 292 LEC ___ LAB ___ SEM ___ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
 Title (current) RFIM Internship LEC ___ LAB ___ SEM ___ (proposed):
(proposed) HSMG Internship I

- Credit Hours (current) 3 Prerequisites (current) Departmental Approval Co-requisite (current)
(proposed) (proposed) (proposed)

- Course Description (current): (125 words maximum)
A supervised cooperative education program which integrates the student academic study with work experience in cooperating employer organizations in the Food Service/Hospitality management industry. Students must work a minimum of 40 hours per week, submit weekly reports, and complete an assigned project. Pre-Requisites: Departmental Approval. Typically Offered Fall, Spring, Summer

(proposed):

The Hospitality Management academic internship promotes self-awareness and career development by integrating academic learning with workplace experience. Comprehensive written management report, weekly analytical update submissions, supervisor evaluations and documented field experience hours are required for successful completion. Prerequisite: Departmental Approval.

- Course Outcomes and Assessment Plan (current)
(proposed):

- Course Outline including Time Allocation (current)
Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:
Weeks (15 weeks)
Hours (45 hours; assuming 3 contact hours per week)
Percentages (100 percent)
(proposed)

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

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Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

Prefix (current)

(proposed) HSMG

Number (current)

(proposed) 300

LEC ___ LAB ___ SEM ___ (current)

(Enter Contact Hours per week)
LEC_3__ LAB ___ SEM ___(proposed):

Title (current)

(proposed) Guest Service Management

Credit Hours (current)

(proposed) 3

Prerequisites (current)

(proposed)

Co-requisite (current)

(proposed)

Course Description (current): (125 words maximum)

(proposed):

This course focuses on the strategies, staffing, and systems behind excellent guest service. Students will discuss hospitality service concepts and principles, explore problem solving techniques and best practices, analyze ethical issues, and utilize case studies to understand what it means to exceed guest expectations and create the "Wow" experience.

Course Outcomes and Assessment Plan (current)

(proposed):

Explain basic components of the hospitality service strategy.

Exam

Describe the processes in staffing, training, and motivating service employees.

Exam

Identify industry standard principles and practices for a hospitality service delivery system.

Exam

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

HMGT 300 Guest Service Management Time Allocation

Hours

- | | |
|---|----|
| 1) THE HOSPITALITY SERVICE STRATEGY | 15 |
| a. The Basics of Wow! The Guest Knows Best | |
| b. Meeting Guest Expectations through Planning | |
| c. Setting the Scene for the Guest Experience | |
| d. Developing the Hospitality Culture: Everyone Serves! | |
| 2) THE HOSPITALITY SERVICE STAFF | 15 |
| a. Staffing for Service: Recruit, Select, Hire, Welcome, and Turnover | |
| b. Training and Developing Employees to Serve | |
| c. Serving with a Smile: Motivating Exceptional Service | |
| d. Involving the Guest: The Co-Creation of Value | |
| 3) THE HOSPITALITY SERVICE DELIVERY SYSTEM | 15 |
| a. Communicating for Service | |
| b. Planning the Service Delivery System | |
| c. Waiting for Service: Service Value and the Wait | |
| d. Measuring and Managing Service Delivery | |
| e. Fixing Service Failures | |
| f. Service Excellence: Leading the Way to Wow! | |

45

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

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Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) HOMT Number (current) 301 LEC 3 LAB ___ SEM ___ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
LEC ___ LAB ___ SEM ___ (proposed):
- Title (current) Property-Facilities Management
(proposed) Hospitality Facilities Mgt

- Credit Hours (current) 3 Prerequisites (current) Co-requisite (current)
(proposed) (proposed) (proposed)

- Course Description (current): (125 words maximum)

Management of the property in the physical aspect, its problems, its staff and methodology to maintain facilities at peak efficiency. To study the housekeeping function in hotels and resorts including the staffing, work schedules, training and responsibilities of the housekeeping department. Special consideration is given to in-house laundry, use of cleaning supplies, and techniques of room maintenance. Typically Offered Fall Only

(proposed):

Management of the property in the physical aspect, its problems, its staff and methodology to maintain facilities at peak efficiency. To study the housekeeping function in hotels and resorts including the staffing, work schedules, training and responsibilities of the housekeeping department. Special consideration is given to in-house laundry, use of cleaning supplies, and techniques of room maintenance.

- Course Outcomes and Assessment Plan (current)

(proposed):

- Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

- Weeks (15 weeks)
- Hours (45 hours; assuming 3 contact hours per week)
- Percentages (100 percent)
- (proposed)

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

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Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

Prefix (current) HOMT Number (current) 302 LEC 3 LAB ____ SEM ____ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
LEC ____ LAB ____ SEM ____ (proposed):

Title (current) Ski Operations Management
(proposed) Ski Recreation Management

Credit Hours (current) 3 Prerequisites (current) None Co-requisite (current)
(proposed) (proposed) Recommended ability to ski (proposed)
or snowboard

Course Description (current): (125 words maximum)

This course will cover the fundamental operational issues involved with the ski resort. Specific issue to be covered include lift capacity, introduction of design and layout of the mountain, ski slope and trail grooming, and snow making equipment and management. Additional issues to be covered include customer service with respect to ticketing, ski rental, and waiting line management. Review of regulatory requirements, capacity management, and labor scheduling and risk management. Typically Offered Spring only.

(proposed):

This mixed delivery course is presented through online, classroom, and field study components. Students will learn aspects of ski area management including lift ticket pricing and sales, ski rental and repair facilities, retailing, staffing, risk management, ski patrol responsibilities, lift operations and maintenance, snow making and grooming. Students will visit various Michigan ski resorts for training. Ability to ski or snowboard is not necessary, but recommended.

Course Outcomes and Assessment Plan (current)

Determine and compare specific run/lift capacity based on lift speed and chair size.

Understand lift placement, design and layout.

Distinguish between methods for adjusting capacity and utilization rates with queues and factoring slowdowns and stoppages. Know of regulatory issues regarding lift capacity (i.e. speed and weight restrictions).

Apply and analyze methods of ticketing and development of queuing systems which minimize waiting time.

Know what factors impact customer service and flow of ski ticketing and rental operations.

Construct models to examine flow.

Learn the requirements for ski binding adjustment and required certification. Precertification process review

Know of and understand the application of various snow making equipment. Know the placement of equipment to maximize ski run base.

Understand the types of grooming equipment and run requirements.

(proposed):

Develop an understanding of lift ticket pricing and sales, ski rental and repair facilities, and retail shopping outlets. Exam

Explain aspects of ski resort staffing and risk management. Exam

Describe the role and responsibilities of the ski patrol. Exam

Identify methods and management of lift operations and maintenance. Exam

Understand the application of artificial snow making equipment and describe practices for snow removal and grooming. Exam

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

HMGT 302 Ski Recreation Management Time Allocation

Hours Percentage

Develop an understanding of lift ticket pricing and sales, ski rental and repair facilities, and retail shopping outlets. 9 20%

Explain aspects of ski resort staffing and risk management. 9 20%

Describe the role and responsibilities of the ski patrol. 8 18%

Identify methods and management of lift operations and maintenance. 10 22%

Understand the application of artificial snow making equipment and describe practices for snow removal and grooming. 9 20%

45 100%

Associate Provost's Signature: _____ Date _____

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Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) HOMT Number (current) 305 LEC 3 LAB ___ SEM ___ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
LEC ___ LAB ___ SEM ___(proposed):
- Title (current) Convention and Meeting Sales
(proposed) Convention Sales and Service

- Credit Hours (current) 3 Prerequisites (current) Co-requisite (current)
(proposed) (proposed) Sophomore Status or Higher (proposed)

Course Description (current): (125 words maximum)

Study and apply the marketing objectives to develop an understanding of consumer demand, market mix, and the use of selling methods of the hospitality industry. Also will study the highly specialized area of food service referred to as catering; special function planning for conventions, workshops, meetings, etc. for large groups in a hospitality facility. Prerequisites: Sophomore Status or Higher. Typically Offered Spring Only

(proposed):

Practical insight into the meetings and conventions industry. Markets that stage such events, site selection criteria, market mix optimization, and the selling methods used to reach industry professionals. Also study of the highly specialized areas of service that align with meetings and conventions; function rooms with meeting setups, food and beverage service, audiovisual requirements, admission systems, exhibits and trade shows, convention billing and post-convention review. Prerequisite: Sophomore Status or Higher.

Course Outcomes and Assessment Plan (current)

(proposed):

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

- Weeks (15 weeks)
- Hours (45 hours; assuming 3 contact hours per week)
- Percentages (100 percent)
- (proposed)

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

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Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) HOMT Number (current) 312 LEC 3 LAB ___ SEM ___ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
LEC ___ LAB ___ SEM ___ (proposed):
- Title (current) Club Operations Mgmt - Govern
(proposed) Private Club Management
- Credit Hours (current) 3 Prerequisites (current) None Co-requisite (current)
(proposed) (proposed) Sophomore Status or Higher (proposed)

Course Description (current): (125 words maximum)

This course introduces students to the world of private club management. Topics covered will include club board of directors, by-laws, rules, ethics, leadership, management, service, human resources, marketing, financial management, and recreational activities. Typically Offered Spring Only
(proposed):

This course introduces students to the world of private club management and explores the role of the club's general manager as the lead employee and chief operating officer at a private facility. Types of clubs included for discussion include golf (including country), city, university, military, tennis, swimming and yacht clubs. Topics covered are designed to give a broad overview of private club operations and include club board of directors, by-laws, rules, ethics, leadership, service, human resources, marketing, food and beverage, financial management, facility management and recreational activities. Prerequisite: Sophomore Status or Higher.

Course Outcomes and Assessment Plan (current)

Describe the nature and appeal of a private club, explain how private clubs are owned, and describe types of clubs.

Explain the board of directors' role in a private club, describe the board's size and makeup, and summarize issues connected with board tenure, selection, and orientation.

Describe the role of by-laws, determining when they need to be changed, and rules associate with private clubs.

Describe the process and procedures necessary to effectively and productively conduct board and committee meetings.

Describe the role of service in private clubs, define "moments of truth," and summarize strategies for controlling service encounters.

Summarize nonverbal, oral, and written communication skills club mangers should process.

Explain how club managers can put together continuous-improvement teams at their clubs.

List and describe steps in a strategic planning process for clubs.

Define "marketing research." Describe types of marketing research and sources of marketing date, and explain the role of ethics in marketing.

Summarize the major U.S. anti-discrimination laws that affect clubs.

Explain how financial statements are used in clubs, list the major financial statements, and describe the Uniform System of Financial Reporting for Clubs.

(proposed):

Identify the various types of membership classifications available at most private clubs. List limits and privileges that accompany these membership classifications. Exam

Describe the facilities typically found at country clubs and city clubs, and identify key staff members responsible for facility management. Exam

Discuss in detail the history and development of a prominent private club (from a list provided by the instructor) that has a national or world-wide reputation. Term Paper

Summarize the leadership skills necessary for effective club management including different leadership and motivational theories. Exam

Explain major United States antidiscrimination laws that affect private clubs and the club manager's role in the area of human resources. Exam

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

HMGT 312 Private Club Management Time Allocation

	Hours	Percentage
Identify the various types of membership classifications available at most private clubs. List limits and privileges that accompany these membership classifications.	9	20%
Describe the facilities typically found at country clubs and city clubs, and identify key staff members responsible for facility management.	9	20%
Discuss in detail the history and development of a prominent private club (from a list provided by the instructor) that has a national or world-wide reputation.	9	20%
Summarize the leadership skills necessary for effective club management including different leadership and motivational theories.	9	20%
Explain major United States antidiscrimination laws that affect private clubs and the club manager's role in the area of human resources.	9	20%
	45	100%

Associate Provost's Signature: _____ Date _____

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Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

Prefix (current)

(proposed) HSMG

Number (current)

(proposed) 350

LEC 3 LAB ___ SEM ___ (current)

(Enter Contact Hours per week)
LEC ___ LAB ___ SEM ___(proposed):

Title (current)

(proposed) Spa Operations and Management

Credit Hours (current)

(proposed) 3

Prerequisites (current)

(proposed) Sophomore Status or Higher

Co-requisite (current)

(proposed)

Course Description (current): (125 words maximum)

(proposed):

Gain an understanding of operations, staffing, and administrative procedures unique to the spa industry. Topics will include legal aspects, safety and sanitation, client file management, retail operations, employment selection, contracts, licensure, and financial management. Prerequisite: Sophomore Status or Higher.

Course Outcomes and Assessment Plan (current)

(proposed):

Explain laws regulating liabilities associated with spas, including state certification requirements and health codes, licensure, regulations, HIPPA, insurance reimbursement, OSHA, and zoning. Exam

Explain how to maintain a safe and sanitary spa facility, equipment and supplies. Exam

Explain spa facility scheduling, maintenance and staffing. Exam

Describe how to manage a retail operation, understanding product selection, purchasing, inventory control, display management, financial monitoring, and tracking. Exam

Plan and design a spa facility to maximize flow, function and aesthetic. Exam

Identify and describe financial practices common to the spa industry. Exam

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

HMGT 350 Spa Operations and Management Time Allocation

Hours Percentage

Explain laws regulating liabilities associated with spas, including state certification requirements and health codes, licensure, regulations, HIPPA, insurance reimbursement, OSHA, and zoning.	8	18%
Explain how to maintain a safe and sanitary spa facility, equipment and supplies.	7.5	17%
Explain spa facility scheduling, maintenance and staffing.	8	18%
Describe how to manage a retail operation, understanding product selection, purchasing, inventory control, display management, financial monitoring, and tracking.	7.5	17%
Plan and design a spa facility to maximize flow, function and aesthetic.	7	16%
Identify and describe financial practices common to the spa industry.	7	16%
	45	100%

Associate Provost's Signature: _____ Date _____

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

HMGT 355 NPO Fundraising Experience

Topic List

Topic List	Class hours	Total	Percentage
1. Event Protocol		15	20%
Communication standards	2	3	
Branding standards	1.5	2.5	
Purchasing & Procurement	2	3	
Budget maintenance	2	4	
Leadership	1.5	2.5	
2. Event Design		17	23%
Theme development	1.5	2.5	
Menu development	1.5	2.5	
Logistical planning	1.5	2.5	
Donation procurement	2	3	
Marketing plan	2	4	
Services development	1.5	2.5	
2. Event Production		22	29%
Admissions	2	3	
Program	2	3	
Entertainment	2	4	
Décor	2	4	
Food and Beverage	3	5	
Silent Auction	2	3	
4. Event Completion		8.5	11%
Event records and documentation	2	3	
Document design	1.5	2.5	
Budget analysis & reporting	2	3	
5. Professional Standards		12.5	17%
Portfolio development	2	3	
Evaluations	1	2	
Committee meeting development	3	5	
	1.5	2.5	
	45	75	100%

Associate Provost's Signature: _____ Date _____

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Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) HOMT Number (current) 392 LEC ___ LAB ___ SEM ___ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per-week)
 Title (current) HOMT Internship LEC ___ LAB ___ SEM ___ (proposed):
(proposed) HSMG Internship II

- Credit Hours (current) 3 Prerequisites (current) Departmental Approval Co-requisite (current)
(proposed) (proposed) (proposed)

- Course Description (current): (125 words maximum)

A supervised cooperative education program which integrates the student's academic study and past work experience in a mid-management type position. Term paper, weekly reports, and 600 hours are required for successful completion. Pre-Requisites: Departmental Approval. Typically Offered Fall, Spring, Summer

(proposed):

The Hospitality Management academic internship promotes self-awareness and career development by integrating academic learning with workplace experience. Comprehensive written management report, weekly analytical update submissions, supervisor evaluations and documented field experience hours are required for successful completion. Prerequisite: Departmental Approval.

- Course Outcomes and Assessment Plan (current)

(proposed):

- Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

- Weeks (15 weeks)
- Hours (45 hours; assuming 3 contact hours per week)
- Percentages (100 percent)
- (proposed)

Associate Provost's Signature: _____ Date _____

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

HMGT 399 Food and Bev Operation Mgt Time Allocation

	Hours	Percentage
Explain how food and beverage operations have adapted management and operating tactics from other industries.	8	18%
Describe what food and beverage are doing to maintain or improve quality standards while reducing expenses.	10	22%
Identify technology based strategies that are being used to give customers greater value for their dining dollars.	10	22%
Relate principles of food and beverage operation organization, marketing, menus, costs and pricing, production, service, safety, and finances.	17	38%
	45	100%

Associate Provost's Signature: _____ Date _____

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Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

Prefix (current) HOMT Number (current) 401 LEC 3 LAB ___ SEM ___ (current)
 (proposed) HSMG (proposed) (Enter Contact Hours per week)
 X Title (current) Special Event Planning LEC _ LAB ___ SEM ___(proposed):
 (proposed) Event Management I

Credit Hours (current) 3 X Prerequisites (current) HOMT 305 Co-requisite (current)
 (proposed) (proposed) HSMG 305 (proposed)

X Course Description (current): (125 words maximum)
 This course will provide practical insight into the career of Special Event Planning. The course will cover the characteristics of events, the development of event objectives, design plans, promotion, sponsorship, protocol and venue requirements. The basics of planned event service will be explored. Students will gain an understanding of pertinent laws and regulations, insurance and security issues, risk management, contingency planning, and post event evaluation.

(proposed): The presentation of core event management principles. Study of characteristics of events, the development of event objectives, and needs assessment practices. The financial structure of events and time management tools for the industry will be reviewed. The course provides an understanding of pertinent laws and regulations, insurance and security issues, and the application of risk management and contingency planning for the industry. Prerequisite: HSMG 305

X Course Outcomes and Assessment Plan (current)

- | | |
|---|---|
| 1. Understand the characteristics of events, how to perform assessment of event needs and resources, and how to effectively coordinate the elements of events. | Exam |
| 2. Demonstrate the ability to develop objectives, design plans, budgets, production schedules, and contingency plans. | Exam, Case study analysis, Course project |
| 3. Develop knowledge and demonstrate pertinent application of laws, regulations, risk assessment, insurance and safety requirements. | Exam, Case study analysis |
| 4. Demonstrate ability to plan, organize and implement all venue requirements including logistics, production, food and beverage, staffing, technical tools, promotion, | Exam, Case study analysis, Course project |
| 5. Demonstrate an understanding of industry techniques for strategic approach to knowledge management, post-event evaluation, and professional development for | Exam |

(proposed)

Assess and manage event needs and resources in event planning.	Exam
Develop objective plans, budgets, and production schedules.	Exam, Project
Apply principles of risk management, emergency preparedness, and regulatory requirements to event plan.	Exam

**X Course Outline including Time Allocation
(current)**

1. Event building – 10 hours
 - a. Event characteristics, classification, objective development, and plan design.
 - b. Proposal and management fees
 - c. Contracts and negotiations
 - d. Laws and regulations
2. Event Planning – 25 hours
 - a. Budgeting
 - a. Logistics
 - b. Promotion and sponsorship
 - c. Technical tools
 - d. Food and beverage
 - e. Multi-cultural / Foreign events
3. Event Service – 5 hours
 - a. Risk identification and management
 - b. Food and beverage
 - c. Guests
3. Continuous improvement – 5 hours
 - a. Branding strategies
 - b. Post-event evaluation

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

- Weeks (15 weeks)
- Hours (45 hours; assuming 3 contact hours per week)
- Percentages (100 percent)

(proposed)

HSMG 401 Event Management I

Topic List

	Class hours	Total	Percentage
1. Event Assessment		16.5	37%
Event characteristics and classification	3		
Event anatomy	1.5		
Event goals and objectives	3		
Event scope, concept, components, and feasibility	3		
Needs assessment and resource analysis	6		
2. Event Planning		12	27%
Task sequencing and check lists	1.5		
Specification development and collection	3		
Production schedules	3		
Tracking and change controls	1.5		
Budget development, justification, and adherence	3		
3. Event Services		10.5	23%
Site Specifications and Selection	1.5		
Site Layout and Occupancy	3		
Stage and Site Construction	3		
Permits and Licensing	1.5		
Emergency Preparedness	1.5		
4. Event Risk Management		6	13%
Critical Issues for Event Safety	3		
Risk Management Analysis for Event Crises	3		
	45		100%

Associate Provost's Signature: _____ Date _____

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Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

Prefix (current) Number (current) LEC ___ LAB ___ SEM ___ (current)
 (proposed) HSMG (proposed) 402 (Enter Contact Hours per week)
 X Title (current) LEC 3 LAB ___ SEM ___ (proposed):
 (proposed) Event Management II

Credit Hours (current) Prerequisites (current) Co-requisite (current)
 (proposed) 3 (proposed) HSMG 401 (proposed)

X Course Description (current): (125 words maximum)

(proposed): Senior level capstone course focusing on the fundamentals of event design and production. Fundamentals of planned event services will be explored including marketing and promotional strategies. Students will develop knowledge and experience with on-site management operations and post-event review. Prerequisite: HSMG 401.

X Course Outcomes and Assessment Plan

(current)

(proposed):

Identify and procure resources to provide multisensory environments.	Project, Presentation
Apply fundamentals of design and production to achieve event objectives.	Exam, Project
Organize and conduction promotional strategies for events.	Exam, Project
Development and implement knowledge management systems for on-site operations, post event review and historical documentation.	Exam, Case Study Analysis, Project

X Course Outline including Time Allocation

(current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

HSMG 402 Event Management II

Topic List

	Class hours	Total	Percentage
1. Event Design		9	20%
Theme development	1.5		
Multisensory development	1.5		
Layers of décor	6		
2. Event Production		10.5	23%
Admissions systems and accreditation	1.5		
Staging an experience	1.5		
Entertainment	3		
Lighting	1.5		
Audiovisual and special effects	1.5		
Food and Beverage	1.5		
3. Event Promotions		7.5	17%
Event collateral and branding	3		
Awards and Awards ceremonies	1.5		
Contests and gifts	1.5		
Promotional merchandise	1.5		
4. Event Wrap-Up		9	20%
Event records and documentation	1.5		
Document design	1.5		
Information technology & event apps	4.5		
Production books	1.5		
5. Personal Branding		9	20%
Branding strategies	3		
Management fees	1.5		
Profitability for event managers	3		
Professional development	1.5		
	45		100%

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) HOMT Number (current) 404 LEC 3 LAB ___ SEM ___ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
LEC ___ LAB ___ SEM ___ (proposed):
- Title (current) Front Office Proc-Accounting
(proposed) Front Office Operations

- Credit Hours (current) 3 Prerequisites (current) Junior Status or Higher Co-requisite (current)
(proposed) (proposed) None (proposed)

Course Description (current): (125 words maximum)

A study of front office management and the total hotel organization as it relates to the front office. Methods of statistical analysis are applied to the hotel in the areas of pricing, occupancy patterns, and income. Preparation and interpretation of financial statements, budget preparation, and analysis are studied. The course will investigate franchising, feasibility studies, valuation and computer applications in the hotel industry. Prerequisites: Junior status or higher. Typically Offered Fall Only

(proposed):

This course provides students with an understanding of core activities involved in hotel front desk operations during each stage of the guest cycle. Topics include different types of lodging properties, target markets, distribution channels, industry terminology, front office formulas, accounting procedures, and revenue management.

Course Outcomes and Assessment Plan (current)

(proposed):

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

- Weeks (15 weeks)
- Hours (45 hours; assuming 3 contact hours per week)
- Percentages (100 percent)
- (proposed)

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) HOMT Number (current) 405 LEC 3 LAB ____ SEM ____ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
 Title (current) Resort-Recreation Mgmt Tourism LEC ____ LAB ____ SEM ____ (proposed):
(proposed) International Travel & Resorts

- Credit Hours (current) 3 Prerequisites (current) Junior Status or Higher Co-requisite (current)
(proposed) (proposed) None (proposed)

Course Description (current): (125 words maximum)

Focuses on the resort segment of the hotel industry, its history, planning, operations, and special considerations. Emphasis is placed on the study of recreational activities as they relate to the operations of a resort hotel. Special attention of the interaction between the area of tourism and its relationship to the resort hotel industry will be studied in its broader context. Prerequisites: Junior status or higher. Typically Offered Spring Only

(proposed):

Focuses on international travel and tourism and the resort segment of the hotel industry, its history, planning, operations, and special considerations. Special attention of the interaction between the area of tourism and its relationship to the resort hotel industry will be studied in its broader context. Emphasis is placed on the study of recreational activities as they relate to the operations of a resort hotel.

Course Outcomes and Assessment Plan (current)

1. Understand the history, planning and operations of the resort segment of the hospitality industry
2. Understand the growth segments of tourism: singles, disabled, adventure and extreme travelers, and non-professional meeting attendees
3. Understand the recreational activities as they relate to the operations of a resort hotel
4. Understand the special attention to the interaction between the area of tourism and its relationship to the resort/hotel industry.

(proposed):

Explain the history, planning and operations of the resort segment of the hospitality industry. Exam

Identify recreational activities as they relate to the operations of a resort hotel. Exam, Project

Practice destination marketing strategies. Project

Describe interaction between the area of tourism and its relationship to the resort/hotel industry. Exam

Explain the protocol needed for safe and successful travel abroad. Exam

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

HSMG 405 International Travel & Resorts Time Allocation

	Hours	Percentage
Explain the history, planning and operations of the resort segment of the hospitality industry.	8	18%
Identify recreational activities as they relate to the operations of a resort hotel.	8	18%
Practice destination marketing strategies.	15	33%
Describe interaction between the area of tourism and its relationship to the resort/hotel industry.	8	18%
Explain the protocol needed for safe and successful travel abroad.	6	13%
	45	100%

Associate Provost's Signature: _____ Date _____

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

HMGT 406 Revenue Mgt & Hotel Analytics Time Allocation

	Hours	Percentage
Apply key internal and external performance measures to different situations.	9	20%
Distinguish ways capacity management, forecasting, and strategic pricing can be used to increase profits.	13.5	30%
Relate use of benchmarking and revenue management to marketing strategy.	4.5	10%
Examine the relationship between target market segmentation and resource allocation.	9	20%
Perform and use displacement analysis.	9	20%
	45	100%

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) H0MT Number (current) 499 LEC 3 LAB ___ SEM ___ (current)
(proposed) HSMG (proposed) (Enter Contact Hours per week)
 Title (current) Hospitality Policies - Issues LEC ___ LAB ___ SEM ___ (proposed):
(proposed) Hospitality Senior Seminar

- Credit Hours (current) 3 Prerequisites (current) Senior Status Co-requisite (current)
(proposed) (proposed) (proposed)

Course Description (current): (125 words maximum)

Independent or group study in topics relating to Food Service and Hospitality Hotel Management. May involve supervised readings, projects, workshops, seminars, trade shows, research, and visits which may require travel. Approval of project required prior to registration. Written report required. Decision making, leadership, and policy formation are put into practice by simulation, business games, and cases. Pre-Requisites: Senior status students only. Typically Offered Spring Only

(proposed):

This advanced-level capstone course will cover the more complex issues facing Hospitality leaders today. This course will require students to perform research, apply professional presentation skills, engage an audience in a learning activity, and give professional peer evaluation within a business setting. Objective of this course is to prepare students to become entry –level managers in the Hospitality industry by exposing them to contemporary operational issues and situations and equipping them with the ability to analyze problems and develop, propose and implement strategic solutions. Previous working knowledge of the hospitality industry gained through academic studies and practical experiences will be the foundation for course success. Prerequisite: Senior status.

Course Outcomes and Assessment Plan (current)

Students will demonstrate their ability to apply professional presentation skills as measured by a rubric

Students will be able to demonstrate how to engage an audience in a learning activity as measured by a rubric

Students will demonstrate the ability to use professional writing skills by investigating a vital topic in the hospitality industry measured by a rubric.

Students will demonstrate in writing the ability to do professional research on a hospitality industry issue as measured by a rubric.

Students will demonstrate the ability to use a rubric in peer evaluation.

Students will demonstrate in writing the understanding of financial management skills

(proposed):

Apply professional presentation skills.	Presentation
Engage an audience in a learning activity.	Presentation
Use professional writing skills by investigating a vital topic in the hospitality industry.	Paper
Do professional research on a hospitality industry issue.	Paper
Practice peer evaluation.	Rubric
List and explain financial management skills.	Paper

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

- Weeks (15 weeks)
- Hours (45 hours; assuming 3 contact hours per week)
- Percentages (100 percent)

(proposed)

HMG 499 Hospitality Senior Seminar Time Allocation	Hours	Percentage
Apply professional presentation skills.	8	18%
Engage an audience in a learning activity.	8	18%
Use professional writing skills by investigating a vital topic in the hospitality industry.	7	16%
Do professional research on a hospitality industry issue.	7	16%
Practice peer evaluation.	7	16%
List and explain financial management skills.	8	18%
	45	100%

Associate Provost's Signature: _____ Date _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix HSMG b. Number 101 c. Contact Hours 1 LECture LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Orientation to Hospitality Mgt** (Limit to 30 characters including punctuation and spaces.)

f. College Code: BU g. Department Code: SEHM h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: 1 Minimum Credit Hours j. 1 Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix RFIM Number 101

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

The course is designed specifically for students in the Hospitality Programs. Career opportunities, the relationship between Management and the Hospitality Management and the role of the hospitality professional in this industry are some of the areas explored. The student will become familiar with FSU, the Hospitality Programs and the hospitality industry through class lectures, guest speakers and assignments.

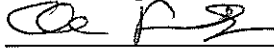
q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **30** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 2/9/15

Academic Affairs Approval Signature/Date:

_____/____/____

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Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE __ SCADETL __ SCARRES __ SCAPREQ __

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **111** c. Contact Hours 2 LECture 3 LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Principles of Food Science**

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **RFIM** Number **111**

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This course covers the principles of food science and food preparation in the context of current environmental world conditions. Students will explore the structure, properties and functions of different nutrients and conduct sensory evaluation of foods. Students will brew beer, make wine, and grow hydroponic vegetables and herbs.

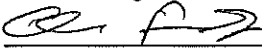
q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **20** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 2/9/15

Academic Affairs Approval Signature/Date:

_____/____/____

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Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

CREATE NEW COURSE
Course Data Entry Form

FORM F
Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

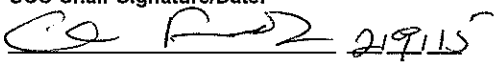
- a. Course Prefix **HSMG** b. Number **113** c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]
- d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]
- e. Course Title: **Sanitation and Safety**
- f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed
- i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours
- k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded
- l. Levels: Check (x) Undergraduate Graduate Professional
- m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)
- n. Does proposed new course replace an equivalent course? Check (x) Yes No
- o. Equivalent course: Prefix **RFIM** Number **113**
- p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

The application of sanitation and safety principles in the hospitality industry. Laws and regulations of sanitation and safety and the responsibility of the hospitality manager in upholding health regulations within hospitality operations. Discussion of food borne diseases transmitted by food and food handlers and the relationship of sanitary conditions to the preparation, storage, and service of food. Students are required to pass the National ServSafe certification and receive training in First Aid and CPR.

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code			
<input type="checkbox"/> Basic Skill (BS)	<input type="checkbox"/> General Education (GE)	<input type="checkbox"/> Occupational Education (OC)	<input type="checkbox"/> G.E. Codes

UCC Chair Signature/Date:
 2/9/15

Academic Affairs Approval Signature/Date:
_____ / /

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Date Rec'd: _____	Date Completed: _____	Entered: SCACRSE _____	SCADETL _____	SCARRES _____	SCAPREQ _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix HSMG b. Number 114 c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: Menu Planning and Nutrition

f. College Code: BU g. Department Code: SEHM h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: 3 Minimum Credit Hours j. 3 Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix RFIM Number 114

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This course examines the fundamentals of menu planning along with factors that impact menu development and design. Topics covered include industry trends, target markets, operational influences, nutrition concepts, menu types, costing, pricing, design, and sales analysis. Emphasis is placed on developing the skills necessary to effectively create a professional menu.


q. Term(s) Offered: FALL SPRING SUMMER r. Max Section Enrollment: 25 s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:



Academic Affairs Approval Signature/Date:

_____ / /

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CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **127** c. Contact Hours 2 LECTure 3 LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Principles of Cooking & Baking**

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **RFIM** Number **127**

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This course covers the basic concepts involved in the production of the most common food items prepared in food service operations. Students will apply the principles learned in a lab setting by actually preparing and sampling varied types of foods and baked goods. Students will become familiar with ingredients, selection criteria, optimal storage, and techniques of preparation.

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **20** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code			
<input type="checkbox"/> Basic Skill (BS)	<input type="checkbox"/> General Education (GE)	<input type="checkbox"/> Occupational Education (OC)	<input type="checkbox"/> G.E. Codes

UCC Chair Signature/Date:  2/9/15	Academic Affairs Approval Signature/Date: _____ / /
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Date Rec'd: _____	Date Completed: _____	Entered: SCACRSE _____	SCAETL _____	SCARRES _____	SCAPREQ _____

CREATE NEW COURSE
Course Data Entry Form

FORM F
Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

- a. Course Prefix **HSMG** b. Number **204** c. Contact Hours 2 LECTure 3 LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]
- d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]
- e. Course Title: **Foodservice Operations in Clubs**
- f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed
- i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours
- k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times _____ or Max Credits Awarded _____
- l. Levels: Check (x) Undergraduate Graduate Professional
- m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)
- n. Does proposed new course replace an equivalent course? Check (x) Yes No
- o. Equivalent course: Prefix **RFIM** Number **204**
- p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

This course introduces students to the basics of managing foodservice operations and aspects unique to private clubs. Topics and activities include practicing food preparation skills, understanding cost control processes, applying principles of sanitation & safety, and developing & designing menus.

- q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **20** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)
- t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
 Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:  2/19/15 Academic Affairs Approval Signature/Date: _____

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Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE _____ SCADETL _____ SCARRES _____ SCAPREQ _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix HSMG

b. Number 207

c. Contact Hours 3 LECTure

LAB

Seminar

[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDEpendent Study

[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: Bar & Beverage Management

f. College Code: BU g. Department Code: SEHM h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: 3 Minimum Credit Hours j. 3 Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No

If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix RFIM Number 207

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

Detailed study of beer, wine, distilled spirits, and the facilities they are served in. Study of the social impacts, trends, and responsibilities associated with the consumption of alcohol. Specific techniques are taught on intervening in the consumption of alcohol (TIPS).

q. Term(s) Offered: FALL SPRING SUMMER r. Max Section Enrollment: 30 s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)

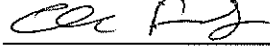
t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC)

G.E. Codes

UCC Chair Signature/Date:

 2/9/15

Academic Affairs Approval Signature/Date:

_____/____/____

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

CREATE NEW COURSE
Course Data Entry Form

FORM F
 Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

- a. Course Prefix **HSMG** b. Number **211** c. Contact Hours 3 LECTure LAB Seminar
 [Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]
- d. Practicum INDEpendent Study
 [Check (x) box as appropriate. See definitions in Appendix E.]
- e. Course Title: **Purchasing for F&B Operations**
- f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed
- i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours
- k. May Be Repeated for Added Credit: Check (x) Yes No
 If yes, Max Times or Max Credits Awarded
- l. Levels: Check (x) Undergraduate Graduate Professional
- m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)
- n. Does proposed new course replace an equivalent course? Check (x) Yes No
- o. Equivalent course: Prefix **RFIM** Number **211**
- p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

This course examines purchasing activities with product and information from a management perspective. Students will explore market analysis policies, procedures, specifications, standards of quality, methods of purchase, as well as care for: food, cleaning, supplies, paper goods, linens, and other supplies used in the hospitality industry.

- q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **30** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)
- t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

- Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

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Academic Affairs Approval Signature/Date:

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CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **215** c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Hospitality Cost Controls**

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **RFIM** Number **115**

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This course examines systematic relationships between food, beverage, and labor costs as well as financial statement analysis, forecasting, budgeting, menu pricing, and strategy. Students will learn methods of effective control, and be able to employ manager-developed spreadsheets. Prerequisite: Math 110 w/C- or better or 19 on ACT or 460 on SAT

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **Math 110 w/C- or better or 19 on ACT or 460 on SAT**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

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Academic Affairs Approval Signature/Date:

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CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **226** c. Contact Hours 2 LECTure 3 LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **International Cuisine & Culture**

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **RFIM** Number **226**

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This course will focus on international cookery covering cuisines from around the world. International Cuisine will give an understanding of flavor concepts and how the cuisine developed and evolved. Discussion will include: history and affects from invaders and bordering countries, topography, geography, climate, indigenous foods, culture and influences from religion, foods and flavorings, cooking methods and regional variations.

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **20** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

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CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix HSMG b. Number 227 c. Contact Hours 2 LECTure 3 LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: Industry Exploration

f. College Code: BU g. Department Code: SEHM h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: 3 Minimum Credit Hours j. 3 Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix RFIM Number 227

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

Designed to provide practical knowledge in class and through work experiences by being placed in local food service establishments. The course will provide an overview of the noncommercial food service sector including such enterprises as long-term residential living, business & institutional dining, vending, hospital feeding, etc. Topics such as contract food management, financial planning, menu management, customer service, cost controls, client relationships, and marketing will be discussed. Pre-Requisites: HSMG 113.

q. Term(s) Offered: FALL SPRING SUMMER r. Max Section Enrollment: 20 s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) HSMG 113

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

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CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix HSMG b. Number 228 c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Banquet Management** (Limit to 30 characters including punctuation and spaces.)

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

Concepts, principles and application of banquet basics. Students will learn about clients and contracts, staffing and training, room and buffet setup, as well as table presentation and planning for beverage sale and presentation. Prerequisite: Sophomore Status or Higher.


q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **Sophomore Status or Higher**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

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CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG**

b. Number **229**

c. Contact Hours 3 LECTure

LAB

Seminar

[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study

[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Dining Room Management**

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times _____ or Max Credits Awarded _____

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **RFIM** Number **229**

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

Concepts, principles and application of table service basics. Dining room operation stressing practical service experience and principles of supervision. Application of the principles of suggestive selling, customer service, and dining room organization. Prerequisite: Sophomore Status or Higher.

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **Sophomore Status or Higher**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS)

General Education (GE)

Occupational Education (OC)

G.E. Codes

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CREATE NEW COURSE
Course Data Entry Form

FORM F
Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **292** c. Contact Hours LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **HSMG Internship I**

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **1** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **RFIM** Number **292**

p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

The Hospitality Management academic internship promotes self-awareness and career development by integrating academic learning with workplace experience. Comprehensive written management report, weekly analytical update submissions, supervisor evaluations and documented field experience hours are required for successful completion. Prerequisite: Departmental Approval.

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **15** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **Departmental Approval**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

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CREATE NEW COURSE
Course Data Entry Form

FORM F
 Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508


II. NEW COURSE ATTRIBUTES:

- a. Course Prefix **HSMG** b. Number **300** c. Contact Hours **3** LECTure LAB Seminar
 [Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]
- d. Practicum INDEpendent Study
 [Check (x) box as appropriate. See definitions in Appendix E.]
- e. Course Title: **Guest Service Management** (Limit to 30 characters including punctuation and spaces.)
- f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed
- i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours
- k. May Be Repeated for Added Credit: Check (x) Yes No
 If yes, Max Times or Max Credits Awarded
- l. Levels: Check (x) Undergraduate Graduate Professional
- m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)
- n. Does proposed new course replace an equivalent course? Check (x) Yes No
- o. Equivalent course: Prefix Number
- p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

This course focuses on the strategies, staffing, and systems behind excellent guest service. Students will discuss hospitality service concepts and principles, explore problem solving techniques and best practices, analyze ethical issues, and utilize case studies to understand what it means to exceed guest expectations and create the "Wow" experience.

- q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)
- t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
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UCC Chair Signature/Date:  2/9/15 Academic Affairs Approval Signature/Date: _____

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CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **301** c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Hospitality Facilities Mgt**

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **HOMT** Number **301**

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

Management of the property in the physical aspect, its problems, its staff and methodology to maintain facilities at peak efficiency. To study the housekeeping function in hotels and resorts including the staffing, work schedules, training and responsibilities of the housekeeping department. Special consideration is given to in-house laundry, use of cleaning supplies, and techniques of room maintenance.

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **30** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:



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CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **302** c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Ski Recreation Management**

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **HOMT** Number **302**

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This mixed delivery course is presented through online, classroom, and field study components. Students will learn aspects of ski area management including lift ticket pricing and sales, ski rental and repair facilities, retailing, staffing, risk management, ski patrol responsibilities, lift operations and maintenance, snow making and grooming. Students will visit various Michigan ski resorts for training. Ability to ski or snowboard is not necessary, but recommended.

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **20** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **Recommended ability to ski or snowboard**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

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CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **305** c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Convention Sales and Service**

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **HOMT** Number **305**

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

Practical insight into the meetings and conventions industry. Markets that stage such events, site selection criteria, market mix optimization, and the selling methods used to reach industry professionals. Also study of the highly specialized areas of service that align with meetings and conventions; function rooms with meeting setups, food and beverage service, audiovisual requirements, admission systems, exhibits and trade shows, convention billing and post-convention review. Prerequisite: Sophomore Status or Higher.

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **30** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **Sophomore Status or Higher**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

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CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **312** c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Private Club Management**

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **HOMT** Number **312**

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This course introduces students to the world of private club management and explores the role of the club's general manager as the lead employee and chief operating officer at a private facility. Types of clubs included for discussion include golf (including country), city, university, military, tennis, swimming and yacht clubs. Topics covered are designed to give a broad overview of private club operations and include club board of directors, by-laws, rules, ethics, leadership, service, human resources, marketing, food and beverage, financial management, facility management and recreational activities. Prerequisite: Sophomore Status or Higher.

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **30** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **Sophomore Status or Higher**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

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CREATE NEW COURSE
Course Data Entry Form

FORM F
Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **350** c. Contact Hours **3** LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Spa Operations and Management** (Limit to 30 characters including punctuation and spaces.)

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

Gain an understanding of operations, staffing, and administrative procedures unique to the spa industry. Topics will include legal aspects, safety and sanitation, client file management, retail operations, employment selection, contracts, licensure, and financial management. Prerequisite: Sophomore Status or Higher.

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **Sophomore Status or Higher**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code			
<input type="checkbox"/> Basic Skill (BS)	<input type="checkbox"/> General Education (GE)	<input type="checkbox"/> Occupational Education (OC)	<input type="checkbox"/> G.E. Codes

UCC Chair Signature/Date:  2/9/15 Academic Affairs Approval Signature/Date: _____

Office of the Registrar use ONLY					
Date Rec'd: _____	Date Completed: _____	Entered: SCACRSE _____	SCADETL _____	SCARRES _____	SCAPREQ _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **355** c. Contact Hours **2** LECTure **3** LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **NPO Fundraising Experience** (Limit to 30 characters including punctuation and spaces.)

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **1** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This course will provide experiential learning in non-profit fundraising events. Students will be responsible for planning and execution of the Hospitality Management Gala. Coursework will address event protocol, design, production and post-event wrap up. Involvement in vendor relations, committee communications, volunteer management and evaluations will be required. Prerequisite: Program Permit

q. Term(s) Offered: **FALL SPRING** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **Program Permit**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:



Academic Affairs Approval Signature/Date:

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Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

CREATE NEW COURSE
Course Data Entry Form

FORM F
 Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

- a. Course Prefix **HSMG** b. Number **392** c. Contact Hours LECTure LAB Seminar
 [Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]
- d. Practicum INDEpendent Study
 [Check (x) box as appropriate. See definitions in Appendix E.]
- e. Course Title: **HSMG Internship II**
- f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed
- i. Enter number in box: **1** Minimum Credit Hours j. **3** Maximum Credit Hours
- k. May Be Repeated for Added Credit: Check (x) Yes No
 If yes, Max Times or Max Credits Awarded
- l. Levels: Check (x) Undergraduate Graduate Professional
- m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)
- n. Does proposed new course replace an equivalent course? Check (x) Yes No
- o. Equivalent course: Prefix **HOMT** Number **392**
- p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

The Hospitality Management academic internship promotes self-awareness and career development by integrating academic learning with workplace experience. Comprehensive written management report, weekly analytical update submissions, supervisor evaluations and documented field experience hours are required for successful completion. Prerequisite: Departmental Approval.

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **15** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **Departmental Approval**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code			
<input type="checkbox"/> Basic Skill (BS)	<input type="checkbox"/> General Education (GE)	<input type="checkbox"/> Occupational Education (OC)	<input type="checkbox"/> G.E. Codes

UCC Chair Signature/Date:  2/9/15	Academic Affairs Approval Signature/Date: _____ / __ / __
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Date Rec'd: _____	Date Completed: _____	Entered: SCACRSE _____	SCADETL _____	SCARRES _____	SCAPREQ _____

CREATE NEW COURSE
Course Data Entry Form

FORM F
 Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

- a. Course Prefix **HSMG** b. Number **399** c. Contact Hours **3** LECTure LAB Seminar
 [Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]
- d. Practicum INDEpendent Study
 [Check (x) box as appropriate. See definitions in Appendix E.]
- e. Course Title: **Food and Bev Operation Mgt** (Limit to 30 characters including punctuation and spaces.)
- f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed
- i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours
- k. May Be Repeated for Added Credit: Check (x) Yes No
 If yes, Max Times or Max Credits Awarded
- l. Levels: Check (x) Undergraduate Graduate Professional
- m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)
- n. Does proposed new course replace an equivalent course? Check (x) Yes No
- o. Equivalent course: Prefix Number
- p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

This course will give students a holistic understanding of food and beverage operation management, as a capstone experience for all food and beverage courses. Topics covered include trends, structure and organization, marketing, finances and cost control systems, safety, production, menus and service.

- q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)
- t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
 Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date: *Cecilia P-S* 2/9/15 Academic Affairs Approval Signature/Date: _____

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Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE __ SCADETL __ SCARRES __ SCAPREQ __

CREATE NEW COURSE
Course Data Entry Form

FORM F
Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

- a. Course Prefix **HSMG** b. Number **401** c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]
- d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]
- e. Course Title: **Event Management I**
- f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed
- i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours
- k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded
- l. Levels: Check (x) Undergraduate Graduate Professional
- m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)
- n. Does proposed new course replace an equivalent course? Check (x) Yes No
- o. Equivalent course: Prefix **HOMT** Number **401**
- p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

Practical insight into the career of Special Event Planning. Study of characteristics of events, the development of event objectives, and needs assessment practices. The financial structure of events and time management tools for the industry will be reviewed. The course provides an understanding of pertinent laws and regulations, insurance and security issues, and the application of risk management and contingency planning for the industry. Prerequisite: HSMG 305.

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **HSMG 305**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

- Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 2/19/15

Academic Affairs Approval Signature/Date:

_____ / /

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Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE _____ SCADTEL _____ SCARRES _____ SCAPREQ _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **402** c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Event Management II** (Limit to 30 characters including punctuation and spaces.)

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

Senior level capstone course focusing on the fundamentals of event design and production. Fundamentals of planned event services will be explored including marketing and promotional strategies. Students will develop knowledge and experience with on-site management operations and post-event review. Prerequisite: HSMG 401.

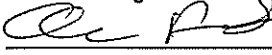
q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **HSMG 401**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 2/9/15

Academic Affairs Approval Signature/Date:

_____ / /

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Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

CREATE NEW COURSE
Course Data Entry Form

FORM F
Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **403** c. Contact Hours **3** LECture LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Hospitality Law**

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **HOMT** Number **403**

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

Laws applying to the hospitality industry ranging from civil liability for contracts, employees, guests, and torts to others. Includes case histories. Prerequisite: Hospitality Management students only. Junior Status or Higher.

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **30** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **Hospitality Management students only. Junior Status or Higher**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
 Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date: Academic Affairs Approval Signature/Date: _____

Office of the Registrar use ONLY
 Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE ____ SCADETL ____ SCARRES ____ SCAPREQ ____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **404** c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Front Office Operations**

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **HOMT** Number **404**

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This course provides students with an understanding of core activities involved in hotel front desk operations during each stage of the guest cycle. Topics include different types of lodging properties, target markets, distribution channels, industry terminology, front office formulas, accounting procedures, and revenue management.


q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:



Academic Affairs Approval Signature/Date:

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Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE _____ SCADETL _____ SCARRES _____ SCAPREQ _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **405** c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **International Travel & Resorts**

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **HOMT** Number **405**

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

Focuses on international travel and tourism and the resort segment of the hotel industry, its history, planning, operations, and special considerations. Special attention of the interaction between the area of tourism and its relationship to the resort hotel industry will be studied in its broader context. Emphasis is placed on the study of recreational activities as they relate to the operations of a resort hotel.

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **30** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 2/9/15

Academic Affairs Approval Signature/Date:

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Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE ____ SCADETL ____ SCARRES ____ SCAPREQ ____

CREATE NEW COURSE
Course Data Entry Form

FORM F
Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **406** c. Contact Hours **3** LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Revenue Mgt & Hotel Analytics** (Limit to 30 characters including punctuation and spaces.)

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

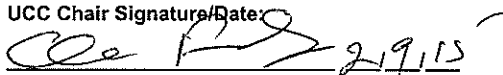
p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

This course focuses on the fundamental building blocks of an effective revenue management program along with property level benchmarking tools. Topics include key performance indicators, distribution channels, capacity management, forecasting supply and demand, strategic pricing, automated systems, displacement analysis, resource allocation, benchmarking, and competitive sets.
Prerequisites: HOMT 305 and HOMT 404.

q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **HOMT 305 AND HOMT 404**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code			
<input type="checkbox"/> Basic Skill (BS)	<input type="checkbox"/> General Education (GE)	<input type="checkbox"/> Occupational Education (OC)	<input type="checkbox"/> G.E. Codes

UCC Chair Signature/Date:
 2/9/15

Academic Affairs Approval Signature/Date:
_____ / /

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Date Rec'd: _____	Date Completed: _____	Entered: SCACRSE _____	SCADETL _____	SCARRES _____	SCAPREQ _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201508

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **HSMG** b. Number **499** c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Hospitality Senior Seminar**

f. College Code: **BU** g. Department Code: **SEHM** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **HOMT** Number **499**

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This advanced-level capstone course will cover the more complex issues facing Hospitality leaders today. This course will require students to perform research, apply professional presentation skills, engage an audience in a learning activity, and give professional peer evaluation within a business setting. Objective of this course is to prepare students to become entry –level managers in the Hospitality industry by exposing them to contemporary operational issues and situations and equipping them with the ability to analyze problems and develop, propose and implement strategic solutions. Previous working knowledge of the hospitality industry gained through academic studies and practical experiences will be the foundation for course success. Prerequisite: Senior status.


q. Term(s) Offered: **FALL SPRING SUMMER** r. Max Section Enrollment: **30** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **Senior Status**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 2/9/15

Academic Affairs Approval Signature/Date:

_____ / /

Office of the Registrar use ONLY

Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE _____ SCADETL _____ SCARRES _____ SCAPREQ _____

FORM FIN

To be completed by the Director of Financial Aid (DFA). The DFA must return the original form to the Academic Senate Office to be inserted in the proposal and a copy to the initiator. The DFA must respond within 10 business days of receipt of this form to insure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

RE: Proposal Title: Bachelor of Science in Business Administration – Hospitality Management

Initiators: Amy M Dorey

Proposal Contact: Amy M Dorey Date Sent: 9/29/2014

Department: Sports, Entertainment & Hospitality Management Campus Address: WCO 106

Director of Financial Aid Signature:  Date Returned: 11-19-14

Please check all that apply:

The new program is remedial as it prepares students for study at the postsecondary level. This program is not an eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.

The new program is considered a preparatory program as it prepares a student for a given program, i.e., they do not meet the academic criteria to be admitted into the program. Student is only eligible for Federal Direct Loans for one year.

The new program is a certificate program. Certificate programs are not eligible programs per Federal requirements; therefore students in this program are not eligible to receive financial aid.

The new program is a teacher certification program where it provides coursework required for a professional State credential necessary for employment as an elementary or secondary school teacher, but for which the institution awards no academic credential. Students are eligible for Federal Direct Loans only at an undergraduate level.

The new program is a teacher certification program that will award a certificate credential. Certificate programs are not eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.

The new program is a Bachelor Completion program; a two-year degree completion program that requires an associate degree or the successful completion of at least two years of college coursework as a prerequisite for admission. These are aid eligible programs and students may receive financial aid.

The new program is a Master's, Professional, or Doctoral Degree/Major program that allows students to take some undergraduate courses where some deficiency exists. Please note, students are eligible to receive Federal loans for the program, but undergraduate courses will not be included in the total credit count to determine loan eligibility. Students must be half time (Graduate/Professional = 5 credits, Doctoral = 3 credits) in graduate level courses to receive Federal aid.

The new program is an Associate's, Bachelor's, Master's, Professional, or Doctoral Degree/Major and is conferred upon graduation. Per Federal requirements, these are aid eligible programs and students may receive financial aid.

Please include the number of credit hours to earn the degree or credential being sought. This is required as it must be reported to the Department of Education as well as the National Student Loan Clearinghouse, regardless if students are receiving federal aid.

Credits Required to Earn Degree: 121
Revised 4/30/14 sd

FORM FIN

To be completed by the Director of Financial Aid (DFA). The DFA must return the original form to the Academic Senate Office to be inserted in the proposal and a copy to the initiator. The DFA must respond within 10 business days of receipt of this form to insure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

RE: Proposal Title: Associate of Applied Science - Restaurant & Food Industry Management

Initiators: Amy M Dorey

Proposal Contact: Amy M Dorey

Date Sent: 9/29/2014

Department: Sports, Entertainment & Hospitality Management

Campus Address: WCO 106

Director of Financial Aid Signature:

Date Returned: 11-19-14

Please check all that apply:

SM Dorey
NA to financial aid - Minor Modifications

The new program is remedial as it prepares students for study at the postsecondary level. This program is not an eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.

The new program is considered a preparatory program as it prepares a student for a given program, i.e., they do not meet the academic criteria to be admitted into the program. Student is only eligible for Federal Direct Loans for one year.

The new program is a certificate program. Certificate programs are not eligible programs per Federal requirements; therefore students in this program are not eligible to receive financial aid.

The new program is a teacher certification program where it provides coursework required for a professional State credential necessary for employment as an elementary or secondary school teacher, but for which the institution awards no academic credential. Students are eligible for Federal Direct Loans only at an undergraduate level.

The new program is a teacher certification program that will award a certificate credential. Certificate programs are not eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.

The new program is a Bachelor Completion program; a two-year degree completion program that requires an associate degree or the successful completion of at least two years of college coursework as a prerequisite for admission. These are aid eligible programs and students may receive financial aid.

The new program is a Master's, Professional, or Doctoral Degree/Major program that allows students to take some undergraduate courses where some deficiency exists. Please note, students are eligible to receive Federal loans for the program, but undergraduate courses will not be included in the total credit count to determine loan eligibility. Students must be half time (Graduate/Professional = 5 credits, Doctoral = 3 credits) in graduate level courses to receive Federal aid.

The new program is an Associate's, Bachelor's, Master's, Professional, or Doctoral Degree/Major and is conferred upon graduation. Per Federal requirements, these are aid eligible programs and students may receive financial aid.

Please include the number of credit hours to earn the degree or credential being sought. This is required as it must be reported to the Department of Education as well as the National Student Loan Clearinghouse, regardless if students are receiving federal aid.

Credits Required to Earn Degree:
Revised 4/30/14 sd

NA

FORM FIN

To be completed by the Director of Financial Aid (DFA). The DFA must return the original form to the Academic Senate Office to be inserted in the proposal and a copy to the initiator. The DFA must respond within 10 business days of receipt of this form to insure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

RE: Proposal Title: Hospitality Management Certificates

Initiators: Amy M. Dorey

Proposal Contact: Amy M Dorey

Date Sent: 9/29/2014

Department: Sports, Entertainment & Hospitality Management

Campus Address: WCO 106

Director of Financial Aid Signature:



Date Returned:

11-19-14

Please check all that apply:

The new program is remedial as it prepares students for study at the postsecondary level. This program is not an eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.

The new program is considered a preparatory program as it prepares a student for a given program, i.e., they do not meet the academic criteria to be admitted into the program. Student is only eligible for Federal Direct Loans for one year.

The new program is a certificate program. Certificate programs are not eligible programs per Federal requirements; therefore students in this program are not eligible to receive financial aid.

The new program is a teacher certification program where it provides coursework required for a professional State credential necessary for employment as an elementary or secondary school teacher, but for which the institution awards no academic credential. Students are eligible for Federal Direct Loans only at an undergraduate level.

The new program is a teacher certification program that will award a certificate credential. Certificate programs are not eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.

The new program is a Bachelor Completion program; a two-year degree completion program that requires an associate degree or the successful completion of at least two years of college coursework as a prerequisite for admission. These are aid eligible programs and students may receive financial aid.

The new program is a Master's, Professional, or Doctoral Degree/Major program that allows students to take some undergraduate courses where some deficiency exists. Please note, students are eligible to receive Federal loans for the program, but undergraduate courses will not be included in the total credit count to determine loan eligibility. Students must be half time (Graduate/Professional = 5 credits, Doctoral = 3 credits) in graduate level courses to receive Federal aid.

The new program is an Associate's, Bachelor's, Master's, Professional, or Doctoral Degree/Major and is conferred upon graduation. Per Federal requirements, these are aid eligible programs and students may receive financial aid.

Please include the number of credit hours to earn the degree or credential being sought. This is required as it must be reported to the Department of Education as well as the National Student Loan Clearinghouse, regardless if students are receiving federal aid.

Credits Required to Earn Degree:
Revised 4/30/14 sd

12

FORM FIN

To be completed by the Director of Financial Aid (DFA). The DFA must return the original form to the Academic Senate Office to be inserted in the proposal and a copy to the initiator. The DFA must respond within 10 business days of receipt of this form to insure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

RE: Proposal Title: Hospitality Management Certificates

Initiators: Amy M Dorey

Proposal Contact: Amy M Dorey

Date Sent: 9/29/2014

Department: Sports, Entertainment & Hospitality Management

Campus Address: WCO 106

Director of Financial Aid Signature:



Date Returned:

11-19-14

Please check all that apply:

The new program is remedial as it prepares students for study at the postsecondary level. This program is not an eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.

The new program is considered a preparatory program as it prepares a student for a given program, i.e., they do not meet the academic criteria to be admitted into the program. Student is only eligible for Federal Direct Loans for one year.

program changes to various certificates
The new program is a certificate program. Certificate programs are not eligible programs per Federal requirements; therefore students in this program are not eligible to receive financial aid.

The new program is a teacher certification program where it provides coursework required for a professional State credential necessary for employment as an elementary or secondary school teacher, but for which the institution awards no academic credential. Students are eligible for Federal Direct Loans only at an undergraduate level.

The new program is a teacher certification program that will award a certificate credential. Certificate programs are not eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.

The new program is a Bachelor Completion program; a two-year degree completion program that requires an associate degree or the successful completion of at least two years of college coursework as a prerequisite for admission. These are aid eligible programs and students may receive financial aid.

The new program is a Master's, Professional, or Doctoral Degree/Major program that allows students to take some undergraduate courses where some deficiency exists. Please note, students are eligible to receive Federal loans for the program, but undergraduate courses will not be included in the total credit count to determine loan eligibility. Students must be half time (Graduate/Professional = 5 credits, Doctoral = 3 credits) in graduate level courses to receive Federal aid.

The new program is an Associate's, Bachelor's, Master's, Professional, or Doctoral Degree/Major and is conferred upon graduation. Per Federal requirements, these are aid eligible programs and students may receive financial aid.

Please include the number of credit hours to earn the degree or credential being sought. This is required as it must be reported to the Department of Education as well as the National Student Loan Clearinghouse, regardless if students are receiving federal aid.

Credits Required to Earn Degree:
Revised 4/30/14 sd

12-13

Ferris State University
Preliminary Curriculum Approval Form

Directions: This form should be completed using 11-point font or larger, and should be no longer than six pages (excluding the signature/comment pages and references). For purposes of expediting the preliminary approval process, forms may be forwarded electronically by the initiator and from one administrative level to another.

Name(s) of proposal Initiator(s):	Amy M Dorey & Karyn Kiio
Department(s)/College(s):	SEHM / COB

Type of curriculum change (check one)

<input type="checkbox"/>	New degree/major
<input type="checkbox"/>	New minor requiring new courses/resources
<input type="checkbox"/>	New concentration in existing degree program
<input type="checkbox"/>	Curricular customization of existing program for off-campus cohort group
<input type="checkbox"/>	New certificate requiring 3 or more new courses and/or new resources
<input checked="" type="checkbox"/>	Existing program redirection or shift in emphasis if 3 or more new courses and/or new resources are required

1. Name of degree, major, concentration, certificate, or minor. Briefly describe the curriculum plan/template.
Bachelor of Science in Business Administration - Hospitality Management

General Education -- 46/47 credits

Business Core -- 30 credits

Hospitality Management Major Courses -- 21 credits

HMGT 113: Sanitation and Safety

HMGT 215: Hospitality Cost Controls

HMGT 292: HMGT Internship I

HMGT 300: Guest Service Management

HMGT 392: HMGT Internship II

HMGT 403: Hospitality Law

HMGT 499: Hospitality Senior Seminar

Select a track for specialization:

Food and Beverage Management Track - 24 credits

Lodging Management Track - 24 credits

Event Management Track -- 24 credits

Specialized Management Track -- 24 credits

Please find attached the proposed degree checksheet for additional details.

2. Target date for implementation. **Fall 2015**
3. Briefly explain the rationale for this initiative. If the initiative involves customization of an existing program for delivery to an off-campus cohort group, also explain the nature of the proposed curricular customization.

The Hospitality Management Program launched the Resort Management degree over a decade ago based on industry demand for specialized curriculum that would prepare graduates for the diversity of knowledge necessary within complex resort operations. The concentrations developed for this degree at that time allowed students to pick an area of resort operations in which to specialize while also providing them with a higher focus on the resort management careers in which they were most interested. ETN Global Travel Industry News on April 10, 2009 presented data on the AIG effect which significantly altered the hospitality industry and their use of the term "resort". Bookings dropped dramatically and a downshift in the industry occurred right on

the heels of an industry wide sweep to incorporate the term to attract the lucrative corporate meetings market. This nationwide response is representative of the challenges presented by Chi and Gursoy (2009). Their study is founded on the necessity for hospitality programs to determine clear objectives that can satisfy the rapid changes found within this industry.

The Hospitality Management Program has maintained a diverse advisory board to assist in preparing our students for careers in this dynamic field and maintaining cutting edge topics within program coursework. We first received a recommendation from the Hospitality Management Program Advisory Board during the Fall 2013 annual meeting to consider consolidating our degrees to address the challenges we faced associated with recruiting students under a complicated curriculum of three degree options as well as the extended time required for advising under the same system. Options for consolidation were discussed and a degree title of Hospitality Management was put forward to serve as a strong foundation to enhance the perception of the value of the degree within the industry.

A detailed review of the nation's leading hospitality schools has revealed the most common curriculum structure to be a single degree built on a common core of industry coursework and the option to select a concentration or area of specialty. Ferris offers a curriculum now that addresses relevant industry experience (internships), faculty with industry experience, and high quality courses in hospitality management. These are among the top five most important factors in preparing students for employment as identified by Chi and Gursoy (2009). In addition Lee (2007) recognized that students participating in industry based learning possessed higher levels of leadership skills, accurate career expectations, and ability to adapt to change. By combining the current focus on experiential education found in our program with an enhanced core of hospitality courses found within a single four year degree, we will offer to our students a degree that will provide access to entry level management positions and support their future development into hospitality industry executives.

4. Are there similar programs at other Michigan universities? If so, where? What is the enrollment in the other programs?

There are over twenty universities and colleges offering hospitality in the State of Michigan at the two and four year levels. Our primary four year degree competitors are:

University	College	Degree	Enrolled
<i>Central Michigan University</i>	<i>College of Business Administration</i>	<i>Bachelor of Science in Business Administration, Hospitality Services Concentration</i>	<i>75</i>
<i>Central Michigan University</i>	<i>College of Education and Human Services</i>	<i>Bachelor of Applied Arts, Recreation and Event Management</i>	<i>opened Fall 2013</i>
<i>Grand Valley State University</i>	<i>College of Community and Public Service</i>	<i>Bachelor of Science, Hospitality and Tourism Management</i>	<i>500+</i>
<i>Michigan State University</i>	<i>Broad College of Business</i>	<i>Bachelor of Arts, Hospitality Business</i>	<i>889</i>

Ferris State University Hospitality Management offers a Hospitality degree with a core of business education. We offer a broad range of courses and degree options tailored toward student and market demands, faculty to student ratio is approximately 1:30 and classroom size is generally 20- 30 students, smaller than at the three competing larger universities. Our strengths also lie in individualized faculty advising for all majors and minors in the program along with highly unique experiential learning opportunities infused within our courses. Examples include the Hospitality Management Annual Gala, the Grand Rapids International Wine, Beer, and Food Festival as well as three nationally recognized student chapters of professional industry associations. The primary competing universities listed above have a few distinctive program advantages that we hope to

address with this proposal. Three of the four degree titles above are in "Hospitality" outlining the nation wide recognition that the diversity of our industry requires a broad scope of coursework for management in hospitality accented with a specialized area of study for entry into the industry. Michigan State University provides a more focused effort for entrepreneurship, Executive Development programs and their Real Estate & Development Institute specifically related to hospitality. Grand Valley offers a curriculum very similar to ours however it is built upon GVSU's tradition of providing a liberal arts education with a non- business concentration. Central Michigan University's Hospitality Services program focuses on Marketing and Hospitality Services Administration while their new Recreation and Event Management degree is housed within the College of Education and Human Services which lacks the strong business foundation proposed within our Event Management concentration.

- Briefly explain any similarities of the proposed initiative (program objectives and/or curriculum) with already established FSU or KCAD programs:

The existing curriculum for the Hospitality Management Program includes three baccalaureate degrees including Resort Management, Hotel Management, and Hotel with Restaurant and Food Industry Management. The proposed Hospitality Management degree would replace these three degrees by providing a core curriculum of hospitality management courses with a progressive collection of concentration options allowing for specialized study. One degree will provide focused efforts for recruitment, a streamlined system for enrollment projections, and enhanced collaboration among students in the Hospitality major courses.

- Briefly describe indicators of the employment market for students completing this initiative, including sources used for employment information/data.

Quick Facts: Food Service Managers	
<u>2012 Median Pay</u>	\$47,960 per year \$23.06 per hour
<u>Entry-Level Education</u>	High school diploma or equivalent
<u>Work Experience in a Related Occupation</u>	Less than 5 years
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2012</u>	321,400
<u>Job Outlook, 2012-22</u>	2% (Little or no change)
<u>Employment Change, 2012-22</u>	5,000

Quick Facts: Lodging Managers	
<u>2012 Median Pay</u>	\$46,810 per year \$22.50 per hour
<u>Entry-Level Education</u>	High school diploma or equivalent
<u>Work Experience in a Related Occupation</u>	Less than 5 years
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2012</u>	50,400
<u>Job Outlook, 2012-22</u>	1% (Little or no change)
<u>Employment Change, 2012-22</u>	700

Quick Facts: Meeting, Convention, and Event Planners	
<u>2012 Median Pay</u>	\$45,810 per year \$22.02 per hour
<u>Entry-Level Education</u>	Bachelor's degree
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2012</u>	94,200
<u>Job Outlook, 2012-22</u>	33% (Much faster than average)
<u>Employment Change, 2012-22</u>	31,300

Source: Bureau of Labor Statistics

www.bls.gov

7. Briefly describe indicators of potential student interest/demand for the new initiative, including sources used for student market information/data.

The Hospitality Management Program has received positive feedback in response to this proposal during formal discussions with current students and alumni. Responses captured within our program capstone course, HOMT 499 revealed challenges our students face with industry's understanding of the curriculum currently offered. Industry's ability to connect the core of courses provided to every student with a Hospitality Management degree will assist in alleviating hiring managers' perceptions of a limited skill set based on the current degree title of Resort or Hotel Management. This feedback was widespread and very forthright with our most recent graduates as well that have encountered many instances where recruiters have "pigeon holed" them based upon degree title limiting their ability to expand within another segment of the industry.

8. To what extent will this initiative draw new students to FSU or KCAD? To what extent will it draw students from existing programs?

The current title of Hospitality Management Program has provided us with competitive ability to recruit students searching for a degree within the industry. The new degree title will provide a clear and direct correlation of our curriculum to their industry of interest. This will continue to support the continuous growth Hospitality Management has experienced over the past 8 years. The Specialized Management concentration within the degree will also provide a very transfer friendly option with 24 credits of directed electives.

9. Approximately how many students are expected to enroll?

175+ in the first year? 200-230 after three years?

The Hospitality Management Program has experienced approximately 10% increases in enrollment during the last three years. Continuing on this path would place enrollment at 210 – 230 students in the program.

10. At which FSU campuses/regional centers or other sites will the initiative be offered?

We will continue to work with current FSU campuses in Grand Rapids, Traverse City, and Flint, MI to offer our program courses.

11. Will Internet or other distance learning technology be used for course/program delivery? Describe.

The current focus for course delivery is face-to-face however blended concepts are available and in use at off campus locations. Additional options for distance learning are viable with future growth.

Complete questions 12, 13, 14 in consultation with department administrator and/or dean.

12. Provide a rough estimate of the resources needed to implement the initiative:

	Start-up	After Three Years
Supply and expense	\$ 0	\$
Equipment	\$ 0	\$
Full-time faculty	\$ 0	\$60 – 80,000 salary plus benefit package with increased enrollment
Overload/adjunct faculty	\$	\$
Other	Will be using current budget, current faculty and adjunct	

Estimate of Library Resources	X Adequate	Some new resources needed Potential Funding Sources: _____	Significant number of resources needed Potential Funding Sources: _____

13. Project the resources that could come from reallocation within the department or college and the new resources that would be required.

Courses will be taught by existing faculty with existing resources available.

14. Are there new space needs? If so, how much? How would the space be used? Has existing space been identified? If so, where? Is renovation/remodeling necessary?

Existing spaces will continue to be utilized and will be sufficient until the program exceeds 225 – 230 students.

15. Is there professional accreditation for the program? Is it required or voluntary? Will accreditation be sought, and when? What will be the one-time and ongoing costs of accreditation?

Accreditation is currently and will continue to be maintained through ACBSP. Our DFSM degree is also accredited through the ANFP.

16. Has there been preliminary discussion with other departments/colleges that will be involved in course/program delivery? If yes, what was the feedback?

The enhanced Event Management concentration will include offerings from the Marketing Department and the Management Department. Amy Dorey has conducted preliminary discussions with Patrick Bishop and Lisa Eshbach. Both College of Business faculty members voiced interest and approval for incorporating courses in Public Relations, Risk Management and Project Management into the Event Management concentration. Both have offered assistance in proper selection of courses to best support the program outcomes and to prepare students for careers and certifications in Event Management.

The development of the DFSM certificate has been discussed with the College of Health Professions which expressed that this will be of interest to their students waiting to start in their clinical program. Discussion has also occurred with the Grand Rapids FSU Assistant Dean for EIO who is interested in offering this at the FSU GR campus.

Department Administrator's signature: *Ciank Dugg* Date 8/6/14
If this is an interdepartmental initiative, include additional Department Administrator signatures

Comments:

Dean's signature: *[Signature]* Date 2/7/14

- For cross-college initiatives, include additional signature(s) of Dean(s)
- For existing programs customized for off-campus delivery to a cohort group, include College and EIO Deans' signatures

Comments: *A PROVA EFFORT TO ASSESS PROGRAM VIABILITY AND REVENUES WITH AN EYE TO ENHANCEMENT OF CURRICULAR VALUE. STUDENTS WILL BENEFIT FROM FOCUSED APPROACH.*

Provost's Signature: *[Signature]* Date 9/3/14

Approved Approval indicates permission to develop the full proposal. It does not assure final approval.

Comments and/or suggestions:

Not approved

Explanation:

- c. Initiator(s)
- Department Administrator(s)
 - Deans' Council University Curriculum Council
 - Academic Senate
 - VPEIO
 - Provost
 - FSU Intranet

Summary of All Course Action Required

AAS Restaurant & Food Industry Management

<u>Newly Created Course to be Added to FSU Catalog</u>		<u>Course to be Del</u>
HSMG 111	Principles of Food Science	RFIM 101
HSMG 113	Sanitation and Safety	RFIM 111
HSMG 114	Menu Planning and Nutrition	RFIM 113
HSMG 127	Principles of Cooking & Baking	RFIM 114
HSMG 207	Bar & Beverage Management	RFIM 115
HSMG 211	Purchasing for F&B Operations	RFIM 127
HSMG 215	Hospitality Cost Controls	RFIM 207
HSMG 226	International Cuisine & Culture	RFIM 211
HSMG 227	Industry Exploration	RFIM 226
HSMG 229	Dining Room Management	RFIM 227
HSMG 292	HSMG Internship I	RFIM 229
HSMG 300	Guest Service Management	RFIM 292
HSMG 399	Food and Bev Operation Mgt	

Summary of All Course Action Required

AAS Dietary and Food Service Management

<u>Newly Created Course to be Added to FSU Catalog</u>		<u>Course to be Del</u>
HSMG 113	Sanitation and Safety	RFIM 113
HSMG 127	Principles of Cooking & Baking	RFIM 115
HSMG 211	Purchasing for F&B Operations	RFIM 127
HSMG 215	Hospitality Cost Controls	RFIM 211
HSMG 292	HSMG Internship I	RFIM 292

Summary of All Course Action Required

Club Management Minor

<u>Newly Created Course to be Added to FSU Catalog</u>		<u>Course to be Del</u>
HSMG 204	Foodservice Operations in Clubs	RFIM 204
HSMG 207	Bar & Beverage Management	RFIM 207
HSMG 215	Hospitality Cost Controls	RFIM 229
HSMG 229	Dining Room Management	HOMT 305
HSMG 300	Guest Service Management	HOMT 312
HSMG 305	Convention Sales and Service	HOMT 392
HSMG 312	Private Club Management	
HSMG 392	HGMT Internship II	

Summary of All Course Action Required

Hotel/Restaurant and Food Industry Management Minor

Newly Created Course to be Added to FSU Catalog		Course to be Del
HSMG 111	Principles of Food Science	RFIM 111
HSMG 113	Sanitation and Safety	RFIM 113
HSMG 114	Menu Planning and Nutrition	RFIM 114
HSMG 127	Principles of Cooking & Baking	RFIM 115
HSMG 207	Bar & Beverage Management	RFIM 127
HSMG 211	Purchasing for F&B Operations	RFIM 204
HSMG 215	Hospitality Cost Controls	RFIM 207
HSMG 226	International Cuisine & Culture	RFIM 211
HSMG 229	Dining Room Management	RFIM 214
HSMG 301	Hospitality Facilities Mgt	RFIM 226
HSMG 305	Convention Sales and Service	RFIM 227
HSMG 403	Hospitality Law	RFIM 229
HSMG 404	Front Office Operations	HOMT 301
HSMG 405	International Travel & Resorts	HOMT 305
		HOMT 403
		HOMT 404
		HOMT 405
		HOMT 499

Summary of All Course Action Required

Event Management Minor: formerly Special Event and Meeting Planning

Newly Created Course to be Added to FSU Catalog		Course to be Del
HSMG 228	Banquet Management	RFIM 204
HSMG 305	Convention Sales and Service	RFIM 229
HSMG 392	HGMT Internship II	HOMT 305
HSMG 401	Event Management I	HOMT 392
HSMG 402	Event Management II	HOMT 401

Summary of All Course Action Required

Club Management Certificate

Newly Created Course to be Added to FSU Catalog		Course to be Del
HSMG 204	Foodservice Operations in Clubs	RFIM 204
HSMG 207	Bar & Beverage Management	RFIM 207
HSMG 228	Banquet Management	RFIM 229
HSMG 229	Dining Room Management	HOMT 312

Summary of All Course Action Required**Culinary Management Certificate**

Newly Created Course to be Added to FSU Catalog		Course to be Del
	Orientation to Hospitality Management	RFIM 111
HSMG 111	Principles of Food Science	RFIM 113
HSMG 113	Sanitation and Safety	RFIM 114
HSMG 114	Menu Planning and Nutrition	RFIM 127
HSMG 127	Principles of Cooking & Baking	RFIM 211
HSMG 211	Purchasing for F&B Operations	RFIM 226
HSMG 226	International Cuisine & Culture	

Summary of All Course Action Required**Dietary and Food Service Management Certificate**

Newly Created Course to be Added to FSU Catalog		Course to be Del
HSMG 292	HSMG Internship I	RFIM 292

Summary of All Course Action Required**Hotel Management Certificate**

Newly Created Course to be Added to FSU Catalog		Course to be Del
HSMG 301	Hospitality Facilities Mgt	HOMT 301
HSMG 305	Convention Sales and Service	HOMT 305
HSMG 403	Hospitality Law	HOMT 403
HSMG 404	Front Office Operations	HOMT 404
HSMG 406	Revenue Mgt & Hotel Analytics	

Summary of All Course Action Required**Restaurant & Food Industry Management Certificate**

Newly Created Course to be Added to FSU Catalog		Course to be Del
HSMG 113	Sanitation and Safety	RFIM 113
HSMG 114	Menu Planning and Nutrition	RFIM 114
HSMG 127	Principles of Cooking & Baking	RFIM 115
HSMG 207	Bar & Beverage Management	RFIM 204
HSMG 211	Purchasing for F&B Operations	RFIM 207

HSMG 215	Hospitality Cost Controls	RFIM 211
HSMG 229	Dining Room Management	RFIM 227
HSMG 300	Guest Service Management	RFIM 229

Summary of All Course Action Required

Event Management Certificate: formerly Special Event & Meeting Planni

Newly Created Course to be Added to FSU Catalog		Course to be Del
HSMG 228	Banquet Management	RFIM 204
HSMG 305	Convention Sales and Service	RFIM 229
HSMG 401	Event Management I	HOMT 305
HSMG 402	Event Management II	HOMT 401

Summary of All Course Action Required

Ski Resort Management Certificate

Newly Created Course to be Added to FSU Catalog		Course to be Del
HSMG 300	Guest Service Management	RFIM 204
HSMG 302	Ski Recreation Management	RFIM 211
		HOMT 301
		HOMT 302
		HOMT 392
		HOMT 405

Summary of All Course Action Required

Spa Management Certificate

Newly Created Course to be Added to FSU Catalog		Course to be Del
HSMG 300	Guest Service Management	
HSMG 350	Spa Operations and Management	

Summary of All Course Action Required

Sports, Spa, Entertainment Operations Certificate to be Deleted

Newly Created Course to be Added to FSU Catalog		Course to be Del
		HOMT 392
		HOMT 403

Removed from FSU Catalog	Addition of existing FSU courses to program
Orientation to Hospitality Industry	
Principles of Food Science	
Sanitation and Safety	
Menu Planning/Nutrition	
Food and Labor Cost Control System	
Principles of Cooking and Baking	
Beverage Management	
Purchasing: Hospitality Industry	
World Cuisines	
Industry Exploration	
Dining Room Service Management	
Restaurant and Food Industry Internship	

Removed from FSU Catalog	Addition of existing FSU courses to program
Sanitation and Safety	General Education Elective
Food and Labor Cost Control System	
Principles of Cooking and Baking	
Purchasing: Hospitality Industry	
Restaurant and Food Industry Internship	
Directed Elective	

Removed from FSU Catalog	Addition of existing FSU courses to program
Food & Beverage Operations in Clubs	
Beverage Management	
Dining Room Service Management	
Convention and Meeting Sales	
Club Operations Management & Governance	
Internship	

eted from FSU Catalog	Addition of existing FSU courses to program
Principles of Food Science	
Sanitation and Safety	
Menu Planning - Nutrition	
Food - Labor Cost Control System	
Principles of Cooking - Baking	
Food - Bev Operations in Clubs	
Beverage Management	
Purchasing - Hospitality Ind	
Design-Layout Food Facilities	
World Cuisines	
Industry Exploration	
Dining Room Service Management	
Property - Facilities Management	
Convention and Meeting Sales	
Hospitality Law	
Front Office Proc-Accounting	
Resort-Recreation Mgmt Tourism	
Hospitality Policies - Issues	

eted from FSU Catalog	Addition of existing FSU courses to program
Food - Bev Operations in Clubs	Directed Business Elective
Dining Room Service Management	
Convention and Meeting Sales	
HOMT Internship	
Special Event Planning	

eted from FSU Catalog	Addition of existing FSU courses to program
Food - Bev Operations in Clubs	Directed Business Elective
Beverage Management	
Dining Room Service Management	
Club Operations - Mgmt - Govern	

Removed from FSU Catalog	Addition of existing FSU courses to program
Principles of Food Science	Directed Business Elective
Sanitation and Safety	
Menu Planning - Nutrition	
Principles of Cooking - Baking	
Purchasing - Hospitality Ind	
World Cuisines	

Removed from FSU Catalog	Addition of existing FSU courses to program
RFIM Internship	

Removed from FSU Catalog	Addition of existing FSU courses to program
Property - Facilities Management	
Convention and Meeting Sales	
Hospitality Law	
Front Office Proc-Accounting	

Removed from FSU Catalog	Addition of existing FSU courses to program
Sanitation and Safety	Directed Business Elective
Menu Planning - Nutrition	
Food - Bev Operations in Clubs	
Beverage Management	
Purchasing - Hospitality Ind	

Food - Labor Cost Control System
 Industry Exploration
 Dining Room Service Management

ing Certificate

eted from FSU Catalog	Addition of existing FSU courses to program
Food - Bev Operations in Clubs	Directed Business Elective
Dining Room Service Management	
Convention and Meeting Sales	
Special Event Planning	

eted from FSU Catalog	Addition of existing FSU courses to program
Food - Bev Operations in Clubs	MGMT 357 Risk Management
Purchasing - Hospitality Ind	RETG 337 Principles of Retailing
Property - Facilities Management	
Ski Operations Management	
HOMT Internship	
Resort-Recreation Mgmt Tourism	

eted from FSU Catalog	Addition of existing FSU courses to program
	RETG 337 Principles of Retailing
	RETG 339 Retail Merchandising
	MKTG 322 Consumer Behavior

eted from FSU Catalog	Addition of existing FSU courses to program
HOMT Internship	
Hospitality Law	

Removal of existing FSU courses to program

MGMT 373 Human Resource Management

Removal of existing FSU courses from program

MKTG 231 Professional Selling

Removal of existing FSU courses from program

MKTG 231 Professional Selling

Removal of existing FSU courses from program

MKTG 231 Professional Selling

Removal of existing FSU courses from program

Removal of existing FSU courses from program

Removal of existing FSU courses from program

MKTG 231 Professional Selling

Removal of existing FSU courses from program

MKTG 231 Professional Selling

Removal of existing FSU courses from program

Removal of existing FSU courses from program

Removal of existing FSU courses from program

MGMT 357 Risk Management
RMLS 213 Health Promotion
RMLS 428 Rec. Sports & Athletic Sport Mktg
Directed Elective

HOSPITALITY MANAGEMENT EQUIVALENT COURSE SHEET

Original Course	Original Course Name	Course Status	New Course
RFIM 101	Orientation to Hospitality Ind	<i>Changing to</i>	HSMG 101
RFIM 111	Principles of Food Science	<i>Changing to</i>	HSMG 111
RFIM 113	Sanitation and Safety	<i>Changing to</i>	HSMG 113
RFIM 114	Menu Planning - Nutrition	<i>Changing to</i>	HSMG 114
RFIM 127	Principles of Cooking - Baking	<i>Changing to</i>	HSMG 127
RFIM 204	Food - Bev Operations in Clubs	<i>Changing to</i>	HSMG 204
RFIM 207	Beverage Management	<i>Changing to</i>	HSMG 207
RFIM 211	Purchasing - Hospitality Ind	<i>Changing to</i>	HSMG 211
RFIM 214	Design-Layout Food Facilities	<i>Changing to</i>	HSMG 214
RFIM 115	Food - Labor Cost Control System	<i>Changing to</i>	HSMG 215
RFIM 226	World Cuisines	<i>Changing to</i>	HSMG 226
RFIM 227	Industry Exploration	<i>Changing to</i>	HSMG 227
		<i>New Course</i>	HSMG 228

RFIM 229	Dining Room Service Management	<i>Changing to</i>	HSMG 229
RFIM 292	RFIM Internship	<i>Changing to</i>	HSMG 292
		<i>New Course</i>	HSMG 300
HOMT 301	Property - Facilities Management	<i>Changing to</i>	HSMG 301
HOMT 302	Ski Operations Management	<i>Changing to</i>	HSMG 302
HOMT 305	Convention and Meeting Sales	<i>Changing to</i>	HSMG 305
HOMT 312	Club Operations - Mgmt - Govern	<i>Changing to</i>	HSMG 312
		<i>New Course</i>	HGMT 350
		<i>New Course</i>	HSMG 355
HOMT 392	HOMT Internship	<i>Changing to</i>	HSMG 392
		<i>New Course</i>	HSMG 399
HOMT 401	Special Event Planning	<i>Changing to</i>	HSMG 401
		<i>New Course</i>	HSMG 402
HOMT 403	Hospitality Law	<i>Changing to</i>	HSMG 403

HOMT 404	Front Office Proc-Accounting	<i>Changing to</i>	HSMG 404
HOMT 405	Resort-Recreation Mgmt Tourism	<i>Changing to</i>	HSMG 405
		<i>New Course</i>	HSMG 406
HOMT 499	Hospitality Policies - Issues	<i>Changing to</i>	HSMG 499

New Course Name	<i>BS Resort Management</i>	Degrees to Delete <i>BS Hotel Management</i>
Orientation to Hospitality Management		
Principles of Food Science		
Sanitation and Safety		
Menu Planning and Nutrition		
Principles of Cooking & Baking		
Foodservice Operations in Clubs	Delete from Concentration	
Bar & Beverage Management	Delete from Concentration	
Purchasing for F&B Operations	Delete	
Design-Layout Food Facilities		
Hospitality Cost Controls		
International Cuisine & Culture		
Industry Exploration		
Banquet Management		

Dining Room Management	Delete from Concentration	
HSMG Internship I		
Guest Service Management		
Hospitality Facilities Mgt	Delete	Delete
Ski Recreation Management		
Convention Sales and Service	Delete	Delete
Private Club Management	Delete from Concentration	
Spa Operations and Management		
NPO Fundraising Experience		
HGMT Internship II	Delete from Concentration	Delete
Food and Bev Operation Mgt		
Event Management I	Delete from Concentration	
Event Management II		
Hospitality Law	Delete	Delete

Front Office Operations

Delete

Delete

International Travel & Resorts

Delete

Delete

Revenue Mgt & Hotel Analytics

Hospitality Senior Seminar

Delete

Delete

	Proposed Degree Offering	Proposed Changes to AAS Degrees	
<i>BS Hotel with AAS RFIM</i>	B.S. Hospitality Management	AAS RFIM	AAS DFSM

Delete from Choice	Add to F&B Concentration choice	Keep as elective choice
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Delete	Add to Major	Keep as major	Keep as major
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Delete from Choice	Add to F&B Concentration choice	Keep as elective choice
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Delete from Choice	Add to F&B Concentration choice / Add to Event Mgmt Concentration choice	Keep as elective choice	Keep as major
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Delete	Add to F&B Concentration	Keep as major
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Delete	Add to F&B Concentration	Keep as major	Keep as major
--------	--------------------------	---------------	---------------

Delete	Add to Major	Keep as major	Keep as major
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Delete from Choice	Add to F&B Concentration choice	Keep as elective choice
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Delete		Move to elective choice from major
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Add to Event Mgmt Concentration

Delete from Choice Add to F&B Concentration Keep as elective choice

Delete Add to Major Keep as major Keep as major

Add to Major Added as elective choice

Delete from Choice Add to F&B Concentration / Add to Lodging Concentration

Delete from Choice Add to Lodging Concentration / Add to Event Mgmt Concentration

Add to F&B Concentration choice / Add to Event Mgmt Concentration choice

Delete Add to Major

Added as major to provide students with comprehensive capstone to the degree.

Add to F&B Concentration

Add to Event Mgmt Concentration

Add to Event Mgmt Concentration

Delete from Choice Add to Major

Delete from Choice Add to Lodging Concentration

Delete from Choice Add to Lodging Concentration

Add to Lodging Concentration

Delete Add to Major

Club Mgmt	Proposed Changes to Minors		ed Changes to Certificates	
	Event Mgmt	Hotel/RFIM	Club Mgmt	Culinary Mgmt
		Keep as elective course		Keep as elective course
		Keep as required course		Keep as required course
		Keep as elective course		Keep as required course
		Keep as elective course		Keep as elective course
Keep as required course		Remove as elective course: HSMG 127 is a better offering	Keep as required course	
Keep as required course		Keep as elective course	Keep as required course	
		Keep as elective course		Keep as elective course
		Remove as elective course: lack of industry need for training		
Added to elective choice to enhance student knowledge of financial control specific to F&B operations		Keep as required course		
		Keep as elective course Remove as elective course: focus of minor is on commercial operations instead of the non-commercial		Keep as elective course
	Add as required course		Add as choice	

Moved to elective choice for students interested in full scale club services

Keep as elective course

Add as choice

Added to elective choice to provide skills in superior guest service interaction

Keep as elective choice

Moved to elective choice for students interested in full scale club services

Keep as required course

Keep as elective choice

Keep as required course

Keep as required course

Keep as required course

Keep as required course

Keep as required course

Add as required course

Keep as elective choice

Keep as elective
choice

Keep as elective
choice

Remove MKTG 231 Remove MGMT 373

Add a 3 credit Directed Business elective to allow for industry specialization	Offer FMAN 321 as equivalent to HMGT 301 for Facilities Management students
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DFSM

Event Mgmt

Hotel Mgmt

RFIM

Ski Resort

Keep as elective
choice

Keep as elective
choice

Keep as elective
choice

Remove

Remove

Keep as elective
choice

Keep as elective
choice

Remove

Keep as required
course

Remove as elective course:
focus of minor is on
commercial operations
instead of the non-
commercial

Add as required
choice

Remove - replace
with RFIM 228

Keep as required
course

Keep as required
course

Add as elective
choice

Add as required course

Keep as choice
with FMAN 321

Remove

Keep as required course

Keep as required
course

Keep as required
course

Keep as required
course

Add as required
course

Keep as elective
choice

Keep as required
course

Remove

Keep as elective
choice

Add MGMT 357 as
required course

Keeping all other
COHP courses as
required

Keep MGMT 373
as elective choice

Add RETG 337 as
required course

Spa Mgmt *NEW

Add as required course

Add as required course

Add RETG 337 as required course

Add RETG 339 and
MKTG 322 as choice

Attached is the requested table illustrating the comprehensive program changes and the requested combined proposal.

Also attached is a document I built for the Dean's office and Department secretary to help understand the courses changing within each offering.

Hope these help.

Responses for the listed concerns are below:

HMGT prefix cannot be used. This was previously used for Health Management.

- We have confirmed with the Registrar's office that HSMG is available and we have replaced this prefix throughout the proposal.

Is there an increase in the total credit hours?

- The credit hours in the proposed Hospitality Management degree are the same as our current Resort Management and Hotel Management degrees and has one credit more than our current Hotel with AAS in Restaurant & Food Industry.

Do you have a transition plan for current students?

- Yes, we have developed equivalency sheets with new course titles and prefix numbers. We reviewed the current check sheets and identified shifts in when courses will be needed so that we can properly advise students in their academic planning.

Why is FSUS 100 not used to satisfy RFIM 101?

-This was incorrectly stated and has been corrected on all checksheets.

Are you changing the title of the Special Event Management Concentration to just Event Management? If so, this will need a new code, therefore, any students changing to the new title will need a program change into the new code.

All of the concentrations in the new Hospitality Management Degree are new and will require program changes for students wishing to move to the new checksheet. We are prepared for this transition.

HMGT 111, 302, are not listed on Form A but have Form F.

Corrected.

Are you replacing RFIM 204 with RFIM 127 in Restaurant & Food Industry Management Certificate?

RFIM 204 was incorrectly listed on the current Restaurant & Food Industry Management Certificate. Has been corrected.

There are several Forms E and F that are incomplete such as RFIM 127 and 204.

For RFIM 127, the prefix and ampersand in the title are the only things changing so the majority of the form appears to be blank. For RFIM 204, the course time allocation will not change, the instructor wanted to condense and enhance the course outcomes to be more clear.

Form E for 404 has preqs listed on it that are not on Form F

These are the current pre-requisites that we are removing for the new course listing in Form F.

There are several courses on the checksheet not listed in Form A under section D (as they were added as courses in a previous proposal). These include 113, 215, 399,111, 114, 229.
Corrected.

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