December 2015 Faculty Senate

Department of Parks, Recreation, and Hospitality Administration

1. Add the following courses to the course descriptions:
   a) HA 1001: Orientation to Hospitality Administration;
   b) HA 2073: Introduction to Event Management;
   c) HA 3173: Hospitality Managerial Accounting;
   d) HA 3183: Catering and Event Management; and
   e) HA 4986: Purchasing and Advanced Food Preparation;
2. Delete the following courses from the course descriptions:
   a) HA (CUL) 1923: Introduction to Food and Beverage Management;
   b) HA 2003: Cost Controls;
   c) HA 3133: Tourism Planning;
   d) HA 4253: Club Management; and
   e) HA 4983: Advanced Food Production;
3. Change the course number for HA (CUL) 1013: Sanitation Safety, to HA (CUL) 1011; change the grading to Pass/Fail; and modify the course description to reflect the new grading;
4. Change the course number for HA 1063: Hospitality Technology, to HA 3163; modify the prerequisites FROM: Prerequisite: COMS 1003: Introduction to Computer Based Systems; TO: Prerequisites: HA 1043: Introduction to Hospitality Management, and COMS 1003: Introduction to Computer Based Systems; and modify the course description;
5. Change the title for HA (CUL) 2023: Hospitality Supervision and Leadership, to Hospitality Leadership and Ethics; and modify the course description;
6. Change the title for HA 2043: Front Office Management, to Lodging Operations Management I;
7. Change the course number for HA (CUL) 2913: Principles of Food Preparations, to HA (CUL) 2914; and modify the prerequisites FROM: Prerequisite: HA (CUL) 1013: Sanitation Safety, CHEM 1113: A Survey of Chemistry, and CHEM 1111: Survey of Chemistry Laboratory, and Co-requisites: HA (CUL) 2813: Basic Human Nutrition in Hospitality Administration; TO: HA (CUL) 1011: Sanitation Safety, HA 1043: Introduction to Hospitality Management, HA (CUL) 2813: Basic Human Nutrition in Hospitality Administration, CHEM 1113: A Survey of Chemistry, and CHEM 1111: Survey of Chemistry Laboratory;
8. Change the title for HA 3143: Executive Housekeeping, to Lodging Operations Management II;
9. Change the course number for HA 4013: Hospitality Marketing and Sales, to HA 3013;
10. Change the title for HA (RP) 4093: Resort Management, to Resort and Club Management; and modify the course description;
11. Change the course number for HA (RP) 4113: Personnel Management in Parks, Recreation, and Hospitality Administration, to HA (RP) 3113; and change the title to Human Resource Management in Parks, Recreation, and Hospitality Administration;
12. Change the title for HA 4203: Hospitality Operational Problem Solving, to Hospitality Strategic Management; modify the prerequisites FROM: Prerequisites: Senior standing and MGMT 3003: Management and Organizational Behavior; TO: Prerequisites: HA major, senior standing, and completion of 30 hours of HA courses; and modify the course description;

13. Item 14, 15, and 16 is a summary of the proposal to modify the curriculum in the three Hospitality Administration Options:
14. Modify the Curriculum in Hospitality Administration Lodging and Club Management Emphasis as follows:
    a) change the name of the emphasis to Lodging Management;
    b) change HA 1063: Hospitality Technology, to HA 3163;
    c) change HA 4013: Hospitality Marketing and Sales, to HA 3013;
    d) change HA (RP) 4113: Personnel Management in Parks, Recreation, and Hospitality Administration, to HA (RP) 3113;
    e) require BIOL 1014: Introduction to Biological Science, as four hours of Science with lab;
    f) add the following: HA 1001:Orientation to Hospitality Administration; HA (CUL) 1011: Sanitation Safety, HA 2073: Introduction to Event Management; HA 2133: Introduction to Travel and Tourism; HA (CUL) 2914: Principles of Food Preparations; HA 3173: Hospitality Managerial Accounting; and PE 2513: First Aid; and
    g) delete the following: ACCT 2013: Accounting Principles II; HA 2003: Cost Controls; HA 4253: Club Management; TECH 1001: Orientation to the University; and 8 hours of Electives; and
15. Modify the Curriculum in Hospitality Administration Food and Beverage Management Emphasis as follows:
    a) change the name of the emphasis to Foodservice Emphasis;
    b) change HA (CUL) 1013: Sanitation Safety, to HA (CUL) 1011;
    c) change HA 1063: Hospitality Technology, to HA 3163;
    d) change HA (CUL) 2913: Principles of Food Preparations, to HA (CUL) 2914;
    e) change HA 4013: Hospitality Marketing and Sales, to HA 3013;
    f) change HA (RP) 4113: Personnel Management in Parks, Recreation, and Hospitality Administration, to HA (RP) 3113;
    g) require BIOL 1014: Introduction to Biological Science, as four hours of Science with lab;
    h) add the following : HA 1001: Orientation to Hospitality Administration; HA 2043: Lodging Operations; HA 2073: Introduction to Event Management; HA 2133: Introduction to Travel and Tourism; HA 3173: Hospitality Managerial Accounting; HA 4986: Purchasing and Advanced Food Preparation; and PE 2513: First Aid; and
    i) delete the following: ACCT 2013: Accounting Principles II; HA 2003: Cost Controls; HA 4983: Advanced Food Preparation; HA 1923, Introduction to Food and Beverage Management; TECH 1001: Orientation to the University; and 5 hours of Approved Electives and 3 hours of Electives; and
16. Modify the Curriculum in Hospitality Administration Tourism and Event Management Emphasis as follows:
    a) change the name of the emphasis to Event Management Emphasis;
    b) change HA 1063: Hospitality Technology, to HA 3163;
    c) change HA 4013: Hospitality Marketing and Sales, to HA 3013;
    d) change HA (RP) 4113: Personnel Management in Parks, Recreation, and Hospitality Administration, to HA (RP) 3113;
    e) require BIOL 1014: Introduction to Biological Science, as four hours of Science with lab;
    f) require CHEM 1113: A Survey of Chemistry, and CHEM 1111: Survey of Chemistry Laboratory, as four hours of Science with lab;

g) add the following: HA 1001: Orientation to Hospitality Administration; HA (CUL) 1011: Sanitation Safety; HA 2043: Lodging Operations; HA 2073: Introduction to Event Management; HA 2813: Basic Human Nutrition in Hospitality Administration, HA (CUL) 2914, Principles of Food Preparations; HA 3173: Hospitality Managerial Accounting; HA 3183: Catering and Event Management; HA 4063: Beverage Management, and PE 2513: First Aid; and

h) delete the following: ACCT 2013: Accounting Principles II; HA 2003: Cost Controls; HA 3133: Tourism Planning; HA 4093: Resort Management, RP 3033: Commercial Recreation, RP 3503: Recreational Sport Management, TECH 1001: Orientation to the University, and 8 hours of electives.

Arkansas Tech University
REQUEST FOR COURSE ADDITION

RECEIVED
SEP 14 2015
Registrar's Office

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitality Administration**
DATE SUBMITTED:	8/22/2015

Title	Signature	Date
Department Head	Cathi McMahan	9/14/15
Dean		9/14/15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	Tammy Walker	9/14/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
HA	~~1011~~ 1061	○ Spring ◉ **Summer I**

Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Orientation to Hospitality Administration

Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)

Orientation to Hospitality Adm

Will this course be cross-listed with another existing course? If so, list course subject and number.

○ Yes ◉ No

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?

If so, list course subject and number. ○ Yes ◉ No

Is this course repeatable for additional earned hours? ○ Yes ◉ No How many total hours?

Grading: ◉ Standard Letter ○ P/F ○ Other

Mode of Instruction (check appropriate box):

◉ 01 Lecture	○ 02 Lecture/Laboratory	○ 03 Laboratory only
○ 05 Practice Teaching	○ 06 Internship/Practicum	○ 07 Apprenticeship/Externship
○ 08 Independent Study	○ 09 Readings	○ 10 Special Topics
○ 12 Individual Lessons	○ 13 Applied Instruction	○ 16 Studio Course
○ 17 Dissertation	○ 18 Activity Course	○ 19 Seminar ○ 98 Other

No fee

Does this course require a fee? ○ ●	How Much?	Select Fee Type
If selected other list fee type:		

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered?

Fall and Spring semesters

For the proposed course, attach a syllabus in Word format that includes: **(Items a. through d. should be entered as they should appear in the catalog)**

a. Course subject
b. Course number
c. Catalog course title
d. Catalog description
    1. Arkansas Course Transfer System (ACTS) course number, if applicable
    2. Cross-listing
    3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring)
    4. Prerequisites
    5. Co-requisites
    6. Description
    7. Notes (e.g., information not in description such as course may be repeated for credit)
    8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours)
    9. Fees (e.g., $36 art fee)
e. Section for Name of instructor, office hours, contact information (telephone, email)
f. Text required for course
g. Bibliography (supplemental reading list)
h. Justification/rationale for the course
i. Course objectives
j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog)
k. Assessment methods (include grading policy with specific equivalents for A, B, C)
l. Policy on absences, cheating, plagiarism, etc.
m. Course content (outline of material to be covered in course).

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? No

Will this course require a special classroom (computer lab, smart classroom, or laboratory)?
No

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

001 **Arkansas Tech University**
HA ~~1011~~ Orientation to Hospitality Administration – Fall 2016
Meeting Day, Meeting Time
Location

Instructor:
Office:
Phone:
Email:
Office Hours:

Course will be offered in the fall and spring semesters

Course Objective
By taking this course, you will be equipped to:

- Survive the first day, week, month, semester, and year at TECH.
- Find and relate to professors, staff, and other students.
- Find out how to locate information on campus, and how to get help as needed.
- Make great use of your time.
- Be comfortable knowing that there is no bad question, and feeling free to ask it.
- Understand campus resources and how to use them.
- Utilize technology to be successful in college.
- Determine your purpose for attending college.
- Start thinking about your future career in hospitality administration.
- Have a better understanding of career opportunities in hospitality administration.

ATU Course Catalog Description:
Orientation to the university and hospitality administration as a profession. Exploration of successful student and career paths.

Hospitality Administration Mission:
The mission of the Hospitality Administration Program is to provide quality education in hospitality administration, build a foundation for professional growth and development, and encourage lifelong learning.

Required Text

- None

Other Materials
You will need consistent, reliable access to a computer and the internet to complete the online exercises included in this course.

Course Format
This is a 7 week course. We will meet in class twice a week. During the week, you will be responsible for completing any online exercises/assignments that are required for the course. All assignments are due at the next meeting. The class meetings will rely heavily on class discussion and participation, while the online component will include videos, OneTech, and Blackboard. The course will include personal reflection, exploration, a group project, and written assignments.

If you need assistance, you may call the Campus Support Center at 968-0646. They are available 24/7.

Academic Credit
1 credit hour

Attendance and Classroom Behavior
Class attendance is mandatory. There are only 14 class meetings, and no absence will be excused without a valid reason. When it is necessary that you miss a class, courtesy requires an explanation to the instructor, BEFORE the absence occurs. Any unexcused absence will lower your grade by ½ letter grade for EACH absence. Two late arrivals equal one absence. You must be present for the group project.

Assignments
All assignments given are due at the next class meeting, unless otherwise noted. Late work will not be accepted unless prior arrangements have been made with the instructor. Most assignments will be in short answer format, discussion boards, and reflection papers.

Group Project
There will be one group project assigned at the beginning of the term. Groups will give a 3-5 minute PowerPoint presentation on a prospective career choice. All students must attend presentation day.

Course Evaluation/Grades

Attendance Module	1@3 points	3 points
Attendance/Participation	14@15 points each	150 points
Assignments	Various	272 points
Group Project	1@150 points	150 points
Quizes	2@100 points	200 points
Total		**775 points**

***Additional Assignments may be given throughout the semester at the instructor's discretion.

Grading Scale

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
Under 60	=	F

1001

HA ~~1011~~

Course Outline

Date	Topic
1: Introduction	Introduction
	Blackboard
	Policy Agreements
	OneTech Announcements
2. Assignments	Note Taking
	Group Member List
	Group Project
2. Student Services	Student Services
3. Career Planning	Career Planning
	Group Project Outline
3. Time Management	Time Management Exercise
	Budget Worksheet
4. Library Resources	Library Resources
	Resource Guide 2016 Quiz
4. Plagiarism	Term Papers
	Plagiarism Game
5. Careers in Recreation and Park Admin.	Intro to Hospitality Administration
	Guest Speakers
5. Careers in Recreation and Park Admin.	Hospitality Administration Emphases
	Guest Speakers
6. Healthy Living	Healthy Living

	Health Services
7. Registration	**Schedules, GPA, College Terminology**
	Academic Advising/Registration
8. Pre-Registration	**Registration Worksheet & Wrap Up**

Academic Honesty Statement

Students are expected to adhere to the highest standards of academic honesty as outlined in the ATU Student Handbook. Any information that is copied from another source must be noted as such in student materials. Page number or Internet reference must appear in the text and full bibliographic references must appear in the reference section of the paper/assignment. Other forms of academic dishonesty include, but are not limited to buying papers, copying paragraphs/pages of text/whole papers off the Internet, copying another student's answers, etc. Instances of academic dishonesty will result in the student's work being submitted to other TECH 1001 faculty for their interpretation of the work. If the faculty members find the work is guilty of plagiarism, the faculty can make the following recommendations: award a grade of a "0" on the assignment, make the student re-submit the work, award an "F" in the course, and/or report the student to the Dean of Students for further action, which could result in grounds for probation, suspension, and/or expulsion.

University Testing and Disability Services

If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office of University Testing and Disability Services for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact the Office of University Testing and Disability Services if they are not certain whether a medical condition/disability qualifies.

Contact Information:
University Testing and Disability Services
Arkansas Tech University
Doc Bryan, Suite 171
1605 Coliseum Drive
Russellville, AR 72801-2222

Voice Telephone: (479) 968-0302 Fax: (479) 968-0375 TTY Service: (479) 964-3290
Web Site: http://www.atu.edu/testing/
Email: emeans@atu.edu

Arkansas Tech University

Course Addition

Assessment Form

HA ~~tott~~ 1001

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. How does this course fit with the university mission? It will serve as an orientation course for students majoring in Hospitality Administration – it will assist with acclimating students to the campus and higher education.
b. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable
c. Provide up to three student learning outcomes students will achieve after completing this course? 1. Students will demonstrate the ability to locate information on campus and how to get help when needed. 2. Students will demonstrate a basic understanding of campus resources and how to use them. 3. Students will demonstrate a basic understanding of career opportunities in hospitality administration.
d. What assessment tool or measure will you use to assess student learning? Couse exams and projects
e. What will students demonstrate, represent, or produce to provide evidence of their learning? Course exams, interviews with campus faculty, staff, and administration, professional interviews and research papers.
f. Provide an example or examples of student learning assessment evidence which supports the addition of this course. This course will simply take the place of TECH 1001 Orientation to Tech.
g. How does this course fit in the current state of the discipline? Include Arkansas institutional comparisons. If Arkansas educational institutions do not have the course or program provide comparative examples from regional educational institutions. All discipline specific orientation courses are important to the success of students.

Arkansas Tech University
REQUEST FOR COURSE ADDITION

RECEIVED
SEP 14 2015
Registrar's Office

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitality Administration**
DATE SUBMITTED:	8/22/2015

Title	Signature	Date
Department Head	Cathi McMahan	9/14/15
Dean		9/14/15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	Tammy Weaver	9/14/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
HA	**1011**	○ Spring ◉ **Summer I**

Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Orientation to Hospitality Administration

Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)

Orientation to Hospitality Adm

Will this course be cross-listed with another existing course? If so, list course subject and number.

○ Yes ◉ No

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?

If so, list course subject and number. ○ Yes ◉ No

Is this course repeatable for additional earned hours? ○ Yes ◉ No How many total hours?

Grading: ◉ Standard Letter ○ P/F ○ Other

Mode of Instruction (check appropriate box):

◉ 01 Lecture	○ 02 Lecture/Laboratory	○ 03 Laboratory only
○ 05 Practice Teaching	○ 06 Internship/Practicum	○ 07 Apprenticeship/Externship
○ 08 Independent Study	○ 09 Readings	○ 10 Special Topics
○ 12 Individual Lessons	○ 13 Applied Instruction	○ 16 Studio Course
○ 17 Dissertation	○ 18 Activity Course	○ 19 Seminar ○ 98 Other

Arkansas Tech University
REQUEST FOR COURSE ADDITION

TO:	Select Appropriate Committee
FROM (Initiating Department):	Parks, Recreation, and Hospitality Administration
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	7/01/15
Dean	Wally Haefele	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	Jwaller	7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
HA	**2073**	○ Spring ◉ **Summer I**

Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Introduction to Event Management

Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)

Intro to Event Management

Will this course be cross-listed with another existing course? If so, list course subject and number.

○ Yes ◉ No

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?

If so, list course subject and number. ○ Yes ◉ No

Is this course repeatable for additional earned hours? ○ Yes ◉ No How many total hours?

Grading: ◉ Standard Letter ○ P/F ○ Other

Mode of Instruction (check appropriate box):

◉ 01 Lecture	○ 02 Lecture/Laboratory	○ 03 Laboratory only
○ 05 Practice Teaching	○ 06 Internship/Practicum	○ 07 Apprenticeship/Externship
○ 08 Independent Study	○ 09 Readings	○ 10 Special Topics
○ 12 Individual Lessons	○ 13 Applied Instruction	○ 16 Studio Course
○ 17 Dissertation	○ 18 Activity Course	○ 19 Seminar ○ 98 Other

Does this course require a fee? ○ Yes ◉ No How Much? Select Fee Type

If selected other list fee type:

☐ Elective ☑ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered?

Once a year... spring semester

For the proposed course, attach a syllabus in Word format that includes: **(Items a. through d. should be entered as they should appear in the catalog)**

a. Course subject
b. Course number
c. Catalog course title
d. Catalog description
    1. Arkansas Course Transfer System (ACTS) course number, if applicable
    2. Cross-listing
    3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring)
    4. Prerequisites
    5. Co-requisites
    6. Description
    7. Notes (e.g., information not in description such as course may be repeated for credit)
    8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours)
    9. Fees (e.g., $36 art fee)
e. Section for Name of instructor, office hours, contact information (telephone, email)
f. Text required for course
g. Bibliography (supplemental reading list)
h. Justification/rationale for the course
i. Course objectives
j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog)
k. Assessment methods (include grading policy with specific equivalents for A, B, C)
l. Policy on absences, cheating, plagiarism, etc.
m. Course content (outline of material to be covered in course).

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? No

Will this course require a special classroom (computer lab, smart classroom, or laboratory)? No

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University
Department of Parks, Recreation and Hospitality Administration
HA 2073 Introduction to Event Management
Fall 2016

Hospitality Administration Mission Statement:
The mission of the Hospitality Administration Program is to provide quality education in hospitality administration, build a foundation for professional growth and development and encourage lifelong learning.

Program Learning Outcomes

At the conclusion of the program, students will be able to:

1. Exhibit professional hospitality administration knowledge, skills, and abilities.
2. Execute core management concepts in the areas of hospitality accounting, finance, human resources, marketing, operations, and technology.
3. Describe the fundamental principles of leadership and demonstrate successful leadership skills.
4. Utilize critical thinking, problem solving, written and oral communication, and investigative skills specific to hospitality administration.
5. Apply experiential learning experiences acquired through courses, work experience, and internship to become a successful professional.
6. Demonstrate best practices to meet ever changing guest needs and expectations.

Event Management Emphasis Learning Outcomes

At the conclusion of the program, students will be able to:

1. Understand and analyze the role of event management.
2. Plan, organize, coordinate, develop, and evaluate the issues related to event management.

Catalog Description: This course will offer an introduction to the principles of event management. The student will learn how to formulate event strategies across diverse contexts. The planning, development, management and implementation of events will be the focus of study. Opportunities for participation in on and off campus events will be an element of the course.

HA Course Number	HA Course Title	Learning Outcome(s)	Performance Measure(s)
HA 2023	Intro to Event Management	Identify the fundamental principles of event management	Exams
		Relate the impact of event management to the hospitality industry	Role Playing Exercises/terminology
		Develop skills related to event planning	Plan, develop and implement one event

Instructor: Susan West
106 Williamson Hall
479-356-6205
swest7@atu.edu

Office Hours: Tuesday 9:00 am-noon
Thursday 9:00 am-4:00pm

Class Times: MWF 9:00-9:50 PM

Location of Class: Williamson 205

Required Text(s): Event Planning: The Ultimate Guide To Successful Meetings, Corporate Events, Fundraising Galas, Conferences, Conventions, Incentives and Other Special Events, 2nd Edition Author: Allen, Judy

ISBN: 978-0-470-15574-5

Student Accommodations: Anyone who has special needs or considerations to assist in learning or test taking should speak with the instructor privately so that adjustments be made. This should be done within the first two weeks of classes or as soon as the need arises. Students with accommodation needs must register with the Disability Coordinator/University Testing Center at 479-968-0302.

Academic Conduct Policies-Page 68-69 Student Handbook

"A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, Tech requires certain standards of academic integrity and conduct from all students. Tech expects an academic atmosphere to be maintained in all classes. This atmosphere is created by both the professor and the class to enable all students enrolled to reach their academic potential. Students are expected to attend class, conduct themselves in a non-disruptive manner in class, and refrain from cheating, plagiarism, or other unfair and dishonest practices. Students should also realize that the classroom is under the control of the professor who will give students a statement of his or her classroom policies in a syllabus at the beginning of the semester.

Academic Dishonesty

Academic dishonesty refers to the various categories of cheating and plagiarism in the classroom.

- **Cheating** on an examination, quiz, or homework assignment involves any of several categories of dishonest activity.
  Examples of this are: a) copying from the examination or quiz of another student; b) bringing into the classroom notes, messages, or crib sheets in any format which gives the student extra help on the exam or quiz, and which were not approved by the instructor of the class; c) obtaining advance copies of exams or quizzes by any means; d) hiring a substitute to take an exam or bribing any other individual to obtain exam or quiz questions; e) buying term papers from the Internet or any other source; and f) using the same paper to fulfill requirements in several classes without the consent of the professors teaching those classes.
- **Plagiarism** is stealing the ideas or writing of another person and using them as one's own. This includes not only passages, but also sentences and phrases that are incorporated in the student's written work without acknowledgement to the true author. Any paper written by cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact the sentence or phrase is plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format. Plagiarism includes recasting the phrase or passage in the student's own words of another's ideas that are not considered common knowledge. Acknowledgement of source must be made in this case as well."

Classroom Procedure: Classroom procedure for this class include all of the following formats: lectures, discussions, group assignments, class demonstrations, student demonstrations, PowerPoint presentations, outside readings, field trips, and/or guest speakers.

Field Trips: It is Arkansas Tech University policy that students are not required to attend field trips. However, in lieu of the field trip, a substitute project/paper is required to be completed by the student not attending the field trip.

Field Trip Etiquette: The instructor expects all students to dress in a professional manner. No shorts or tank tops will be accepted. Shoes must be clean and polished. Please note personal hygiene guidelines on separate handout for hygiene expectations. You are representing Arkansas Tech University, the Hospitality Department and yourself. You only get one chance to make a good first impression.

Course Requirements: The following are course requirements for Introduction to Event Management:

- Attendance and participation in each class lecture.
- Completion of all assignments in a timely manner. NOTE: No late work will be accepted.
- Completion of four (3) exams and one (1) final over all materials covered in class as well as assigned readings. You are required to take exams at the designated time and will only be allowed make-up exams with a prior written medical or judicial excuse. If such a situation should occur, the instructor must be notified prior to the exam.
- Completion of an event for the department
- Please turn off your cell phones during class. If the use of your cell phone interferes with class I will ask you to leave class.

EVALUTION AND GRADING

Exams: There are four (4) exams for this course three (3) throughout the semester and (1) final exam. The exams will each weigh 100 points. The instructor reserves the right to make any/all exams using multiple choice, true/false, fill-in-the-blank, short answer or essay. No exam will be made up without a written medical or judicial excuse. If such a situation should occur, the instructor must be notified prior to the exam. *Total points 400*

Home Work/Role Playing: You will be given assignments throughout the semester that are relevant to this course. In addition, because this is a supervision and leadership course, there will be numerous times that you will have to actively participate in order to obtain points. *Total points 400*

Event Planning: You will be expected work together to plan, execute and complete an event for the PHRA Department. There will be a rubric given at a later to access your contribution to this effort. *Total points 300*

ATU Attendance Policy: A student accumulating an excessive number of unjustifiable absences in a course be dropped from the course by the instructor with a grade of "FE." A student who is dropped from three courses in a semester for unsatisfactory class attendance be immediately suspended." **It will be your responsibility to sign in each day that you are in class!**

Methods of Evaluation:

4 Exams @ 100 points	400 points
Homework/Role Playing exercises	400 points
Event for PRHA	300 points
Total Points	**1100 points**

Grading Scale:
A = 90% and above
B = 80-89%
C = 70-79%
D = 60-69%
F = 59% or below

Your Role as a Student

I request that you not come in late as it is disruptive to me as well as your peers. If you leave class before time is up and have not informed me, I will count it as an absence. Discussions will be held periodically in class and I encourage all to participate. However, I will not tolerate inappropriate language including negative terms regarding ones ethnicity, gender, sexual preference or physical difference. I will expect you to keep up with the readings, assignments, quizzes and test dates. In return for your cooperation, I will treat you with mutual respect, try to help and encourage you in any way possible and together we can have a wonderful semester!! Welcome to Introduction to Event Management class! Hope you learn much that will assist you in becoming an event planner!

SCHEDULE ****Subject to Change****

Monday	WELCOME
Wednesday	What is Event Management?
Friday	**Chapter 1: The First Steps: Initial Planning & Budgeting**
Monday	Chapter 1 continued
Wednesday	Chapter 1 continued
Friday	**Role Play**
Monday	**Chapter 2: Organization and Timing**
Wednesday	Chapter 2 continued
Friday	Chapter 2 continued
Monday	**Chapter 3: Location, Location, Location**
Wednesday	Chapter 3 continued
Friday	Chapter 3 continued
Monday	**Review**
Wednesday	**EXAM 1 over Chapters 1-2-3**
Friday	**Chapter 4: Transportation**
Monday	Chapter 4 continued
Wednesday	Chapter 4 continued
Friday	**Chapter 5: Guest Arrival**
Monday	Chapter 5 continued
Wednesday	Chapter 5 continued
Friday	**Chapter 6: Venue Requirements**
Monday	Chapter 6 continued
Wednesday	Chapter 6 continued
Friday	**EXAM 2 over Chapters 4-5-6**
Monday	**Chapter 7: Who's It All For**

Wednesday	Chapter 7 continued
Friday	Chapter 7 continued
Monday	PLANNING DAY
Wednesday	**Chapter 8: Food and Beverage**
Friday	Chapter 8 continued
Monday	Chapter 8 continued
Wednesday	PLANNING DAY
Friday	**Chapter 9: Other Considerations**
Monday	Chapter 9 continued
Wednesday	Chapter 9 continued
Friday	Chapter 9
Monday	**EXAM 3 over Carroll 7-8-9**
Wednesday	ROLE PLAY
Friday	PLANNING DAY
Monday	PLANNING DAY
Wednesday	PLANNING DAY
Friday	Guest Speaker
Monday	**EVENT for PRHA Dept**
Wednesday	Review
Friday	Review
Monday	**Last day of classes**
TUESDAY	**READING DAY**
THURSDAY	**FINAL over Entire Text**

Arkansas Tech University

Course Addition

Assessment Form

HA 2073

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. How does this course fit with the university mission? This course will better prepare all Hospitality Administration majors for the hospitality industry. It will increase the students' knowledge in the area of event management.
b. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. It is not mandated, but will meet one of the ACPHA accreditation standards.
c. Provide up to three student learning outcomes students will achieve after completing this course? 1) Understand and analyze the role of event management 2) Plan, organize, coordinate, develop, and evaluate the issues related to event management 3) Implement one event for the department
d. What assessment tool or measure will you use to assess student learning? Exams, rubric for completion of event, possible certification
e. What will students demonstrate, represent, or produce to provide evidence of their learning? The class will plan, organize and implement one event for the PRHA department in order to relate to event management.
f. Provide an example or examples of student learning assessment evidence which supports the addition of this course. SEE ATTACHED
g. How does this course fit in the current state of the discipline? Include Arkansas institutional comparisons. If Arkansas educational institutions do not have the course or program provide comparative examples from regional educational institutions. Currently there are several programs in hospitality throughout the state that offer courses in event and catering management. However ATU will be unique in that it will be the only program that will have an event emphasis. In 2012, there were 94,299 meeting, convention and event planners employed across the country, reported the U.S. Bureau of Labor Statistics (BLS). At that time, the BLS predicted that employment opportunities for these professionals would grow by 33% from 2012-2022, which is an increase that's much faster than the average. This will result in 31,300 new positions being created over the decade. (BLS Summary)

Event Management	Excellent 4 pts	Very Good 3 pts	Average 2 pts	Poor 1 pts	Unacceptable 0 pts
Theme/ Preparation/ Research	Excellent	Very Good	Average	Poor	Unacceptable
	Theme selection, preparation, research were excellently displayed	Theme selection, preparation, research were very evident	Topic selection, preparation, research were average and met standards	Topic selection, preparation, or research were at the beginning level	No assignment completed or violation of University Academic Integrity Policy
Budget Presentation	Excellent	Very Good	Average	Poor	Unacceptable
Budget with complete listing of revenue sources and expenses and narrative formatted correctly using Chapter 6 as your guide for presenting a budget and financial statement.	Preparation was excellent and showed exacting detail and followed guidelines presented in chapter 6	Preparation was good and followed most guidelines presented in chapter 6	Preparation was average and followed some guidelines presented in chapter 6	Appearance was not professional and presenter not poised. Preparation was incomplete and failed to closely follow guidelines presented in chapter 6	Complete miss. Either omitted or was completely incorrect.
Floor Plan Layout	Excellent	Very Good	Average	Poor	Unacceptable
	Design and layout were excellently executed	Design and layout were well done but omitted some key elements(gift award tables, head tables, etc.)	Design and Layout were average and met standard norms	Design and Layout were at beginning level of performance and lacking key elements of organization.	Complete miss. Either omitted or was completely incorrect.
Depth of Project / CriticalThinking	Excellent	Very Good	Average	Poor	Unacceptable

	Depth of project and critical thinking were execellently demonstrated	Depth of project and critical thinking were very good	Depth of project and critical thinking were average and met standards	Depth of project and critical thinking were at beginning level	No assignment completed or violation of University Academic Integrity Policy
Knowledge/ Content	Excellent	Very Good	Average	Poor	Unacceptable
	Knowledge and content were brillantly relayed and extremely evident	Demonstrated very good mastery of knowledge and content	Knowledge and content were average and met standard norms	Knowledge and content at beginning level	No assignment completed
Presentation/ Delivery Style	Excellent	Very Good	Average	Poor	Unacceptable
	Presentation and delivery excellent with superb eye contact, voice projection and confident posture	Eye contact, voice projection and posture in presentation were very good	Presentation and delivery were average and met standard norms	Poor eye contact, voice projection or posture in presentation	No assignment completed
Creativity (Visual Aids & Handouts)	Excellent	Very Good	Average	Poor	Unacceptable
	Use of aids was extremely creative and demonstrated with technology	Use of aids kept interest of audience and was very well executed	Creativity was average and met standard norms	Lacks creativity	No assignment completed
Organization/ Flow/ Time	Excellent	Very Good	Average	Poor	Unacceptable
	Organizational skills were exceptional and the flow of the presentation and time execution were excellent	Organizational skills, flow of presentation and time utilization were very good	Presentation organization, flow, or time utilization were average and met standard norms	Presentation was poorly organized, confusing or did not utilize time well	No assignment completed
Finish/ Conclusions/ Recomendations	Excellent	Very Good	Average	Poor	Unacceptable

	Finish, conclusions, or recommendations were excellent and superbly executed	Finish, conclusions, or recomendations were greatly evident and very good	Finish, conclusions, or recomendations were average and met standard norms	Finish, conclusions, or recommendations were at begining level	No assignment completed
Assignment Execution	Excellent	Very Good	Average	Poor	Unacceptable
	Assignment execution was excellent	Assignemnt was very well executed	Assignemnt was executed on the average level and met standard norms	Assignment performance was executed at beginning level	No assignment completed
Event Social Networking Media Promo Facebook, LinkedIn, Twitter, etc. page or something similar to promote the event based on the lecture notes you received for the Social Media Use for Events. You better pay attention to the templates that were given in that lecture. Those templates describe what a web page should look like and the content. Get ready for major score deductions for failing to follow instructions in that area.	Excellent	Very Good	Average	Poor	Unacceptable
	Social networking idea incorporated multiple ideas from guest lecture on using social media to promote events. Web page was designed to conform to the lecture material 100%	Social networking idea incorporated multiple ideas from guest lecture on using social media to promote events. Web page was designed to somewhat conform to the lecture material.	Social networking idea incorporated one or two ideas from guest lecture on using social media to promote events. Web page was designed to somewhat conform to the lecture material. Overall very average	Social networking idea lacked depth, detail, and imagination. Failed to significantly incorporate materials from lecture.	Complete miss! Lack of detail, lack of imagination, failed entirely to match up with lecture material.
Press Release You will create a publicity release announcement that must be at least 250 words	Excellent	Very Good	Average	Poor	Unacceptable

	Press release meets all guidelines	Press release meets guidelines but has 2 to 3 grammatical errors.	Press release fails to meet several guidelines and has 4 grammatical errors.	Press release fails to meet several guidelines and has 5 grammatical errors	Press release fails to meet several guidelines and is very poor quality.
Smart objectives	Excellent	Very Good	Average	Poor	Unacceptable
Develop 5 goals for the event based on the lecture material	5 objectives correctly stated with several objective levels covered				

Arkansas Tech University
REQUEST FOR COURSE ADDITION

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitaltiy Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean	Wally Haggard	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	J Weaver	7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
HA	~~3073~~ 3173	○ Spring ◉ **Summer I**

Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Hospitality Managerial Accounting

Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)

Hospitality Managerial Account

Will this course be cross-listed with another existing course? If so, list course subject and number.

○ Yes ◉ No

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?

If so, list course subject and number. ○ Yes ◉ No

Is this course repeatable for additional earned hours? ○ Yes ◉ No How many total hours?

Grading: ◉ Standard Letter ○ P/F ○ Other

Mode of Instruction (check appropriate box):

◉ 01 Lecture	○ 02 Lecture/Laboratory	○ 03 Laboratory only
○ 05 Practice Teaching	○ 06 Internship/Practicum	○ 07 Apprenticeship/Externship
○ 08 Independent Study	○ 09 Readings	○ 10 Special Topics
○ 12 Individual Lessons	○ 13 Applied Instruction	○ 16 Studio Course
○ 17 Dissertation	○ 18 Activity Course	○ 19 Seminar ○ 98 Other

Does this course require a fee? ○ Yes ◉ No How Much? Select Fee Type

If selected other list fee type:

☐ Elective ☑ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered?

Once a year - Fall semester

For the proposed course, attach a syllabus in Word format that includes: **(Items a. through d. should be entered as they should appear in the catalog)**

a. Course subject
b. Course number
c. Catalog course title
d. Catalog description
    1. Arkansas Course Transfer System (ACTS) course number, if applicable
    2. Cross-listing
    3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring)
    4. Prerequisites
    5. Co-requisites
    6. Description
    7. Notes (e.g., information not in description such as course may be repeated for credit)
    8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours)
    9. Fees (e.g., $36 art fee)
e. Section for Name of instructor, office hours, contact information (telephone, email)
f. Text required for course
g. Bibliography (supplemental reading list)
h. Justification/rationale for the course
i. Course objectives
j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog)
k. Assessment methods (include grading policy with specific equivalents for A, B, C)
l. Policy on absences, cheating, plagiarism, etc.
m. Course content (outline of material to be covered in course).

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? No.

Will this course require a special classroom (computer lab, smart classroom, or laboratory)? This course may need to be taught in the computer lab in Williamson Hall.

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University
Department of Parks, Recreation and Hospitality Administration
HA ~~3073~~ 3173 Hospitality Managerial Accounting

COURSE DESCRIPTION

The purpose of HA ~~3073~~ 3173 (Hospitality Managerial Accounting) focuses on the use of accounting information for management decision making and control. Topics include product costing, budgeting, management decision making, and statement analysis. Fall semester only. Prerequisite: ACCT 2003.

COURSE OBJECTIVES

Upon completion of this course, students should be able to:

- Describe and identify major users of accounting information.
- Analyze cost behavior and allocation for operational planning and control.
- Explain the role of budgets and performance reports in planning and control.
- Evaluate performance using variance analysis by comparing budgeted standards to actual results.
- Describe how managers use balance sheets and income statements for decision making.
- Analyze financial statements of a company using financial ratios.

Class Times: Tuesday & Thursday 9:30 am - 10:50 am
Location of Class: Williamson Hall 125
Instructor: Dong-Soo Lee, Ph,D. 479-968-0607 / dlee13@atu.edu
Office Hour: MWF: 8:30 am - 11:00 am / T: 1:00 pm - 3:30 pm

COURSE MATERIALS

- Class PowerPoint and other materials / 3-ring binder
- Calculator: You must have your own calculator. No sharing is allowed. Any other electronical device (smart phone, iPods or other) is not allowed. ***Your calculator will be checked by the instructor every class. If you forget to bring a calculator, you may have to take the exam without a calculator.***
- Six Column Ledger Paper

The mission of the Hospitality Administration Program is to provide quality education in hospitality administration, build a foundation for professional growth and development and encourage lifelong learning.

Program Learning Outcomes

At the conclusion of the program, students will be able to:

1. Exhibit professional hospitality administration knowledge, skills, and abilities.
2. Synthesize and evaluate core management concepts in the areas of hospitality accounting, finance, human resources, marketing, operations, and technology.
3. Describe the fundamental principles of leadership and demonstrate successful leadership skills.
4. Utilize critical thinking, problem solving, written and oral communication, and investigate skills specific to hospitality administration.
5. Apply experiential learning experiences acquired through courses, work experience, and internship to become a successful professional.
6. Demonstrate best practices to meet ever changing guest needs and expectations.

Lodging Emphasis Learning Outcomes

At the conclusion of the program, students will be able to:

1. Understand and analyze the functions of lodging and club operations.
2. Distinguish guest needs specific to operational settings.

Event Management Emphasis Learning Outcomes

At the conclusion of the program, students will be able to:

1. Understand and analyze the role of tourism and event management.
2. Plan, organize, coordinate, develop, and evaluate the issues related to tourism planning and event management.

Foodservice Management Emphasis Learning Outcomes

At the conclusion of the program, students will be able to:

1. Understand and analyze the function of food and beverage operations.
2. Manage the entire operation; coordinate and evaluate all aspects of food and beverage services.

EVALUATION AND GRADING

Methods of Evaluation:

4 Exams @ 100 points	400 points (40%)
Quizzes & Homework	300 points (30%)
3 Case Studies	200 points (20%)
Attendance	100 points (10%)
Total Points	**1000 points (100%)**

Grading Scale:		
	A = 90% and above	900 points to 1000 points
	B = 80-89%	800 points to 899 points
	C = 70-79%	700 points to 799 points
	D = 60-69%	600 points to 699 points
	F = 59% or below	599 points and below

Exams (4 Exams @ 100 points = 400 Points)

There will be 4 exams worth 100 points given in this course. Final exam will not be a comprehensive exam. They will be taken from discussion and lecture. The exams will include: multiple choice, true/false, fill-in-the-blank, short answer or calculation. **NO MAKE-UP EXAM** will be allowed unless you have the instructor's prior permission. Total available points will be 400.

In Class Quizzes and Homework (300 Points)

There will be quizzes and homework in each class. Quizzes constitute 15% of the final grade. Each quiz will be graded over 10 points and total points will be converted to a percentage over 15%. Homework constitutes 15% of the final grade and each will be graded over 10 points and total points will be converted to a percentage over 15%. **Late submission** ("Quiz" and "Homework") will not be accepted.

3 Case Studies (200 Points)

Details about the case study will be announced during the course. The case study will be an individual or group (maximum 3 students) assignment. The case studies constitute 20% of the final grade.

Attendance (100 Points)

Attendance is very important in this class. Class will begin promptly at the designated time and regular and punctual class attendance is expected. Your attended will be checked at the beginning of the class. Students missing more than 4 classes without a reasonable excuse will receive zero attendance points. Students missing 30% of class sessions will automatically be given an "F" regardless of class performance. Students should contact the instructor if they need

to miss any classes and should provide a reasonable excuse. Reasonable excuses include: family emergency, illness, and a serious personal problem. If you leave classroom early without any notice, your attendance point will not be credited. You must notify to the instructor in advance.

Bonus Points
It may be provided by the instructor depending on class procedures.

CLASS POLICIES

Course Requirements: The following are course requirements for "Personnel Management in PRHA":

- Students are required to read assigned materials for comprehension before class.
- Students are expected to turn assignments in on time.
- Students are required to check an e-mail daily.
- Blackboard will be used throughout the semester to post notes, grades, and more.
- **Email: In the "Enter Subject" part, please write course no. and your full name.**

Special Needs
Anyone who has special needs or considerations to assist in learning or test taking should speak with the instructor privately so that adjustments may be made. This should be done within the first two weeks of classes or as soon as the need arises. Students with special needs must register with the Disability Coordinator/University Testing Center (Doc Bryan, Suite 171 / www.atu.edu/disabilities) at 479-968-0302 or Liz Davis-Means (emeans@atu.edu) / Kimberlee Mealy (kmealy@atu.edu), Coordinator of Disability Service.

Academic Dishonesty: 2013 – 2014 Student Handbook; page 42-43.
Academic dishonesty refers to the various categories of cheating and plagiarism in the classroom. Cheating on an examination, quiz, or homework assignment involves any of several categories of dishonest activity. Examples of this are: a) copying from the examination or quiz of another student; b) bringing into the classroom notes, messages, or crib sheets in any format which gives the student extra help on the exam or quiz, and which were not approved by the instructor of the class; c) obtaining advance copies of exams or quizzes by any means; d) hiring a substitute to take an exam or bribing any other individual to obtain exam or quiz questions; e) buying term papers from the Internet or any other source; and f) using the same paper to fulfill requirements in several classes without the consent of the professors teaching those classes.
Plagiarism is stealing the ideas or writing of another person and using them as one's own. This includes not only passages, but also sentences and phrases that are incorporated in the student's written work without acknowledgement to the true author. Any paper written by cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact the sentence or phrase is plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format. Plagiarism includes recasting the phrase or passage in the student's own words of another's ideas that are not considered common knowledge. Acknowledgement of source must be made in this case as well.

ATU Attendance Policy
2013-2014 Student Handbook; page 40-41. "Regular class attendance is considered essential if students are to receive maximum benefit from any course. Control of class attendance is vested in the teacher, who has the responsibility of defining early in each course his/her standards and procedures. A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the instructor with a grade of "FE." A student who is dropped from three courses in a semester for unsatisfactory class attendance may be immediately suspended" It will be your responsibility to sign in each day that you are in class!

Your Role as a Student
I request that you not come in late as it is disruptive to me as well as your peers. If you leave class before time is up and have not informed me, I will count it as an absence. Discussions will be held periodically in class and I encourage all to participate. However, I will not tolerate inappropriate language including negative terms regarding ones ethnicity, gender, sexual preference or physical difference. I will expect you to keep up with the readings, assignments, quizzes and test dates. In return for your cooperation, I will treat you with mutual respect, try to help and encourage you in any way possible and together we can have a wonderful semester!!

Disclaimer
The instructor reserves the right to amend or revise the course outline at any time during the semester. Any change will be announced in class. It is students' responsibility to clarify the issue about the changes with the instructor.

CLASSROOM REGULATIONS

*****Cell phones must be turned off. If you keep using your cell phone to play a game or to answer the phone, you can be asked to leave the classroom by the instructor.**
During exams and quizzes, all hats must be removed and books and notes must be stored in your backpack. It is expected that students conduct themselves **in a mature and professional manner in each class session.**
Harassment and disruptive behavior will not be tolerated. Failure to adhere to the class regulation will result in the student being asked to leave the classroom and being marked absent for that day.

COURSE SCHEDULE

Week	TOPICS	CHAPTERS	ASSINGMENTS
8/25	Introduction and Cost Concepts	1	
8/30	Cost Concepts	1	
9/1	Cost and Sales Concepts	1 & 2	
9/6	Sales Concepts	2	
9/8	Breakeven Analysis	3	
9/13	Breakeven Analysis	3	
9/15	Breakeven Analysis	3	
9/20	Review For Exam 1	1-3	
9/22	**EXAM 1**	**1 - 3**	
9/27	Budgeting	4	CASE 1 DUE
9/29	Budgeting & Variance Analysis	4 & 5	
10/4	Variance Analysis	5	
10/6	Variance Analysis	5	
10/11	Inventory	6	
10/13	Inventory	6	
10/18	Inventory	6	
10/20	Review For Exam 2	4-6	
10/25	**EXAM 2**	**4 - 6**	
10/27	Income Statement	7	CASE 2 DUE
11/1	Income Statement & Balance Sheet	7 & 8	
11/3	Balance Sheet	8	
11/8	Review For Exam 3	7-8	
11/10	**EXAM 3**	**7 - 8**	
11/15	Ratio Analysis	9	
11/17	Ratio Analysis	9	
11/22	Menu Engineering	10	
11/24	**THANKSGIVING HOLIDAY – NO CLASS**		
11/29	Menu Engineering	10	CASE 3 DUE
12/01	Menu Engineering	10	
12/6	Review For Exam 4	9-10	
12/13	**EXAM 4**	**9 - 10**	

Arkansas Tech University

Course Addition

Assessment Form

HA 3173

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. How does this course fit with the university mission? HA ~~3073~~ 3173 Hospitality Managerial Accounting will provide students with the opportunity to enhance their accounting skills and knowledge in the hospitality arena and will better prepare them for their involvement in the hospitality profession.
b. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not mandated, but it a course that is used to meet an accreditation standard.
c. Provide up to three student learning outcomes students will achieve after completing this course? 1. Analyze cost behavior and allocation for operational planning and control. 2. Evaluate performance using variance analysis by comparing budgeted standards to actual results. 3. Describe how managers use balance sheets and income statements for decision making.
d. What assessment tool or measure will you use to assess student learning? Exams, quizzes, homework, case studies and attendance.
e. What will students demonstrate, represent, or produce to provide evidence of their learning? Students will demonstrate principles of managerial accounting and represent advanced level of financial analysis. Also, they will demonstrate revenue management controls such as cost volume profit analysis, cost based pricing, and menu analysis.
f. Provide an example or examples of student learning assessment evidence which supports the addition of this course. Assignments, quizzes, exams, data analysis of income statement, balance sheet, and inventory analysis
g. How does this course fit in the current state of the discipline? Include Arkansas institutional comparisons. If Arkansas educational institutions do not have the course or program provide comparative examples from regional educational institutions. This course is a requirement course in Hospitality Administration program that help students understand revenue, managerial accounting, and cost control in foodservice and lodging operations. This course focuses on how to use financial information to make good decisions in

hospitality management, every student must take this course to be in a management position. Other Hospitality programs in Arkansas such as University of Arkansas have similar courses: which include HOSP 2603 Cost Control and HOSP 4633 Operation and Financial Analysis.

Arkansas Tech University
REQUEST FOR COURSE ADDITION

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitality Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Catai McMahan	6/29/15
Dean	Willy Haeffner	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	Lauren	7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
HA	~~3163~~ 3183	○ Spring ◉ **Summer I**

Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Catering and Event Management

Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)

Catering and Event Management

Will this course be cross-listed with another existing course? If so, list course subject and number.

○ Yes ◉ No

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?

If so, list course subject and number. ○ Yes ◉ No

Is this course repeatable for additional earned hours? ○ Yes ◉ No How many total hours?

Grading: ◉ Standard Letter ○ P/F ○ Other

Mode of Instruction (check appropriate box):

○ 01 Lecture	◉ 02 Lecture/Laboratory	○ 03 Laboratory only
○ 05 Practice Teaching	○ 06 Internship/Practicum	○ 07 Apprenticeship/Externship
○ 08 Independent Study	○ 09 Readings	○ 10 Special Topics
○ 12 Individual Lessons	○ 13 Applied Instruction	○ 16 Studio Course
○ 17 Dissertation	○ 18 Activity Course	○ 19 Seminar ○ 98 Other

Does this course require a fee? (•) Yes ( ) No How Much? $200 Lab Fee-HA/RP

If selected other list fee type:

☐ Elective ☑ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered?

Every spring semester

For the proposed course, attach a syllabus in Word format that includes: **(Items a. through d. should be entered as they should appear in the catalog)**

a. Course subject
b. Course number
c. Catalog course title
d. Catalog description
    1. Arkansas Course Transfer System (ACTS) course number, if applicable
    2. Cross-listing
    3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring)
    4. Prerequisites
    5. Co-requisites
    6. Description
    7. Notes (e.g., information not in description such as course may be repeated for credit)
    8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours)
    9. Fees (e.g., $36 art fee)
e. Section for Name of instructor, office hours, contact information (telephone, email)
f. Text required for course
g. Bibliography (supplemental reading list)
h. Justification/rationale for the course
i. Course objectives
j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog)
k. Assessment methods (include grading policy with specific equivalents for A, B, C)
l. Policy on absences, cheating, plagiarism, etc.
m. Course content (outline of material to be covered in course).

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? No.

Will this course require a special classroom (computer lab, smart classroom, or laboratory)? Williamson Hall Dining room and kitchen

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Addition

Assessment Form

HA 3163

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. How does this course fit with the university mission? The course will best prepare students for the catering and event management industry. It is a necessary course for those entering the event profession.
b. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable.
c. Provide up to three student learning outcomes students will achieve after completing this course? 1. Students will identify and demonstrate catering and event planning as it relates to the hospitality industry. 2. Students will incorporate hard and soft skills, and communication skills assist with becoming an effective leader. 3. Assess the success and knowledge of catering and/or special events.
d. What assessment tool or measure will you use to assess student learning? Exams, final presentation and report, service work/hours, and class participation.
e. What will students demonstrate, represent, or produce to provide evidence of their learning? Final paper and presentation (event proposal).
f. Provide an example or examples of student learning assessment evidence which supports the addition of this course. Students were short hours in the curriculum focusing on catering and events – a necessary course for those going into catering and/or events.
g. How does this course fit in the current state of the discipline? Include Arkansas institutional comparisons. If Arkansas educational institutions do not have the course or program provide comparative examples from regional educational institutions. Similar HA Programs in the state offer similar courses... this knowledge is much needed and expected.

Arkansas Tech University
Department of Parks, Recreation and Hospitality Administration
HA ~~3163~~ Catering and Event Management
3163 **Spring 2016**

Hospitality Administration Mission Statement:
The mission of the Hospitality Administration Program is to provide quality education in hospitality administration, build a foundation for professional growth and development and encourage lifelong learning.

* **Catalog Description:** This course will focus on-site and off-site catering for social and business functions and event management for large-scale events, such as sporting events, festivals, and conferences. Topics to be discussed include organizational structure, product and service development, event planning and execution, staff and volunteer recruitment/training, and post-event analysis.

Prerequisites: HA 1011, HA 2063, HA 2073, and HA 2914

HA Course Number	HA Course Title	ACPHA Standard(s)	Learning Outcome(s)	Artifact(s)
HA 3163	Catering and Event Management	Application methods that are relative to the the diverse segmanet sof the hospitality industry..	*Identify* and *demonstrate* catering and event planning as this relates to the hospitality industry.	Exams, Final Paper and presentation, practical applications with labs, events, and role playing exercises
		Quantitative methods	*Assess* the success and knowledge of a catering or special event	Exams, Final Paper and presentation
		Effective communication including both oral and written form	*Incorporate* hard and soft skills, and communication skills to help prepare you to be an effective hospitality professional	Exams, Final Paper and Presentaion practical applications with labs, events, and role playing exercises

Instructor: Cass Capen-Housley, MBA
Williamson 100
Email: ccapenhousley@atu.edu
Phone: 479-964-0893

Office Hours: Monday 9:00am-1:00pm
Tuesday 2:00 – 4:00pm
Wednesday 9:00am-1:00pm

Class Time(s): Lecture: Tuesday 9:00-10:50
Thursday 9:00 -10:50

Location of Class: Williamson Dining Room

Required Text(s): Catering: A Guide to Managing a Successful Business Operation, Second Edition
Author: Mattel, Bruce
ISBN: 978-1-118-13797-0

Reflections of a Successful Wallflower: Lessons in Business, Lessons in Life
Author: Michaels, Andrea
ISBN: 978-1432749095

Prequisites: HA 1011, HA 2063, HA 2073, and HA 2914

Student Accommodations: Anyone who has special needs or considerations to assist in learning or test taking should speak with the instructor privately so that adjustments may be made. This should be done within the first two weeks of classes or as soon as the need arises. Students with accommodation needs must register with the Disability Coordinator/University Testing Center at 479-968-0302.

Academic Honesty: You are expected to be honest and truthful in and out of the classroom. You will be required to submit your own original work. You will be expected to:

- Present work that is yours alone.
- Correctly document any material from a textbook, pamphlet, journal, etc. that is used for an assignment.
- Only use authorized devices or material for an examination and no copying from other student's papers or tests.
- Document material correctly; as plagiarism is defined as stealing and presenting as one's own ideas or words those of another.

Classroom Procedure: Classroom procedure for this class may include all of the following formats: lectures, discussions, group assignments, class demonstrations, student demonstrations, PowerPoint presentations, outside readings, field trips, and/or guest speakers.

Field Trips: It is Arkansas Tech University policy that students are not required to attend field trips. However, in lieu of the field trip, a substitute project/paper may be required to be completed by the student not attending the field trip.

Field Trip Etiquette: The instructor expects all students to dress in a professional manner. No shorts or tank tops will be accepted. Shoes must be clean and polished. Please note personal hygiene guidelines on separate handout for hygiene expectations. You are representing Arkansas Tech University, the Hospitality Department and yourself. You only get one chance to make a good first impression.

Course Requirements: The following are course requirements for Guest Service Management:

- Attendance and participation in each class lecture and lab are required. This is a performance based class providing service hours and no make-ups will be permitted for labs or service work missed.
- Completion of all assignments in a timely manner. NOTE: No late work will be accepted.
- Completion of four (3) exams and one (1) final paper/presentation over all materials covered in class as well as assigned readings. You are required to take exams at the designated time and will only be allowed make-up exams with a prior written medical or judicial excuse. If such a situation should occur, the instructor must be notified prior to the exam.

EVALUTION AND GRADING

Exams: There are three (3) exams for this course. The (3) exams will each weigh 100 points. The instructor reserves the right to make any/all exams using multiple choice, true/false, fill-in-the-blank, short answer or essay. No exam will be made up without a written medical or judicial excuse. If such a situation should occur, the instructor must be notified prior to the exam. *Total points 300*

Final Presentation and Paper: The final project will be a paper and presentation. Students will be tasked to seek out a client i.e. Main Street Russellville, Chamber of Commerce, City of Russellville, Civic Group or a State Park and design a fund raising event for your client. The paper will be a minimum of 5 pages and will include the proposal detailing the logistics of the event from start to

finish; a post-event review survey, Event Coordination Matrix (provided to you in class); timeline that includes any meetings with client, volunteers or vendors and a brief marketing plan. Students will present their event plan to class.
Total Points 600

Service Work: Throughout the semester campus organizations and community groups request to have an event in the Williamson Dining Room. Students are required to work a minimum of six (6) events. Any additional service work will be worth an additional 25 points per event. Students will be provided an Oxford shirt, name tag, and are required to wear black pants and closed toe shoes. During the events students will be expected to prepare food in the kitchen, prepare the dining room for service, serve guests, and clean up when the event is over. *Total Points 300*

Class Participation: You will be given assignments throughout the semester that are relevant to this course. In addition, because this is a guest service, there will be numerous times that you will have to actively participate in order to obtain points. *Total points 100*

ATU Attendance Policy: A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the instructor with a grade of "FE." A student who is dropped from three courses in a semester for unsatisfactory class attendance may be immediately suspended."

It will be your responsibility to sign in each day that you are in class!

Methods of Evaluation:

Service Work 6 @50 points	300 points
3 Exams @ 100 points	300 points
Final Project & Presentation	600 points
Class Participation	100 points
Total Points	**1300 points**

Grading Scale:
A = 90% and above
B = 80-89%
C = 70-79%
D = 60-69%
F = 59% or below

Your Role as a Student
I request that you not come in late as it is disruptive to me as well as your peers. If you leave class before time is up and have not informed me, I will count it as an absence. Discussions will be held periodically in class and I encourage all to participate. However, I will not tolerate inappropriate language including

negative terms regarding ones ethnicity, gender, sexual preference or physical difference. I will expect you to keep up with the readings, assignments, quizzes and test dates. In return for your cooperation, I will treat you with mutual respect, try to help and encourage you in any way possible and together we can have a wonderful semester!! Welcome to the Hospitality Industry!!!

Class Schedule

Tuesday January 12	Welcome! Review syllabus Who are You Activity **HOMEWORK** - Read Chapter 1 *Intro to Catering*
Thursday January 14	Lecture Review Chapter 1 **HOMEWORK** Read Chapter 2 *Starting Your Catering Business*
Tuesday January 19	Lecture Review Chapter 2 **HOMEWORK** Read Chapter 4 from *Reflections of a Successful Wallflower*
Thursday January 21	Lecture Review Chapter 4 from *Reflections* **HOMEWORK** Read Chapter 7 *Event Planning*
Tuesday January 26	Lecture Review Chapter 7
Thursday Janaury 28	**QUIZ** **Chapters 1,2, 7** **HOMEWORK**
Tuesday February 2	Lecture **HOMEWORK** Read Chapter 5 *Staffing*
Thursday February 4	Lecture Class Discussion Chapter 5 **HOMEWORK** Read Chapter 6 *Marketing*
Tuesday February 9	Lecture Class Discussion Chapter 6 **HOMEWORK** Read Chapter 8 *How Can We Serve You?*
Thursday February 11	Role Playing Exercise **HOMEWORK** Read Chapter 5 From *Reflections of a Successful Wallflower*
Tuesday February 16	**HOMEWORK** Read Chapter 3 From *Reflections of a Successful Wallflower*
Thursday February 18	Lecture Class Discussion about Reflections of a Successful Wallflower **HOMEWORK** Read Chapter 9 *Food Preperation and Service*
Tuesday February 23	Lecture Class Discussion Chapter 9 **HOMEWORK** Read Chapter 11 *Sample Menus and Service*
Thursday February 25	Lecture Chapter 11
Tuesday March 1	**Quiz** **Chapters 5,6,8**

Thursday March 3	Go Over Guidelines for Final Project and Presentation
Tuesday March 8	**In class discussion about citing papers and presentations**
Thursday March 10	**Video** **https://www.youtube.com/watch?v=vBk-zGEXS9U** **10 Tuos on How to Plan a Catering Event**
Tuesday March 15	Review videos **HOMEWORK** Read Chapter 10 from *Reflections of a Successful Wallflower*
Thursday March 17	**Discussion** **Chapter 10** *Reflections of a Successful Wallflower*
Tuesday March 22	Spring Break
Thursday March 24	Spring Break
Tuesday March 29	**Research Day**
Thursday March 31	**Research Day**
Tuesday April 5	**Quiz** **Chapters 9,11, and Selections from Reflections of a Successful Wallflower**
Thursday April 7	**Presentations**
Tuesday April 12	**Presentations**
Thursday April 14	**Presentations**
Tuesday April 19	**Presentations**
Thursday April 21	**Presentations**
Tuesday April 26	**Last Day of Class**

Arkansas Tech University
REQUEST FOR COURSE ADDITION

TO:	Select Appropriate Committee
FROM (Initiating Department):	Parks, Recreation, and Hospitality Administration
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean	Wally Haeffle	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	S Waller	7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
HA	4986	○ Spring ◉ **Summer I**

Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)
Purchasing and Advanced Food Preparation

Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)
Purchasing and Advanced Food Preparation

Will this course be cross-listed with another existing course? If so, list course subject and number.
○ Yes ◉ No

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?
If so, list course subject and number. ○ Yes ◉ No

Is this course repeatable for additional earned hours? ○ Yes ◉ No How many total hours?

Grading: ◉ Standard Letter ○ P/F ○ Other

Mode of Instruction (check appropriate box):

○ 01 Lecture	◉ 02 Lecture/Laboratory	○ 03 Laboratory only
○ 05 Practice Teaching	○ 06 Internship/Practicum	○ 07 Apprenticeship/Externship
○ 08 Independent Study	○ 09 Readings	○ 10 Special Topics
○ 12 Individual Lessons	○ 13 Applied Instruction	○ 16 Studio Course
○ 17 Dissertation	○ 18 Activity Course	○ 19 Seminar ○ 98 Other

Does this course require a fee? ◉ Yes ○ No How Much? $200 Lab Fee-HA/RP

If selected other list fee type:

☐ Elective ☑ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered?

Every Fall semester

For the proposed course, attach a syllabus in Word format that includes: **(Items a. through d. should be entered as they should appear in the catalog)**

a. Course subject
b. Course number
c. Catalog course title
d. Catalog description
   1. Arkansas Course Transfer System (ACTS) course number, if applicable
   2. Cross-listing
   3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring)
   4. Prerequisites
   5. Co-requisites
   6. Description
   7. Notes (e.g., information not in description such as course may be repeated for credit)
   8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours)
   9. Fees (e.g., $36 art fee)
e. Section for Name of instructor, office hours, contact information (telephone, email)
f. Text required for course
g. Bibliography (supplemental reading list)
h. Justification/rationale for the course
i. Course objectives
j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog)
k. Assessment methods (include grading policy with specific equivalents for A, B, C)
l. Policy on absences, cheating, plagiarism, etc.
m. Course content (outline of material to be covered in course).

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? No

Will this course require a special classroom (computer lab, smart classroom, or laboratory)? Food Lab and Williamson Hall Dining Room

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

ARKANSAS TECH UNIVERSITY

HA 4986 –FALL 2016
PURCHASING AND ADVANCED FOOD PRODUCTION

Credit: 6 hours
Course:
Lecture: T 2:00-3:20 (purchasing) & Th 3:00-3:50 (food production)
Lab : Th 4:00- 9:00 (food production)
Instructor: Seungsuk Lee, Ph.D. FMP. CHIA
Office: Williamson Hall Room 101
Email: slee17@atu.edu
Telephone number: 479-968-0371
Office hours:

COURSE DESCRIPTION

This course provides for development and implementation of an effective food and non-food purchasing program and focuses on product identification, supplier selection, ordering, receiving, storing and issuing processes.
Also, this course is designed to build knowledge and experience in quantity food production in a foodservice operation. Students should be able to demonstrate advanced level cooking techniques, recipe conversion, menu planning, professional food preparation and handling as well as managerial competencies.
This course is one hour and 20 minutes of purchasing lecture, 50 minutes of advanced food production lecture and a minimum of six hour lab.
$200 lab fee required. Professional chef uniforms are required at additional costs.

Prerequisite: HA 1011, HA 2813, HA 2914, and HA 2063.

HA PROGRAM MISSION

The mission of the Hospitality Administration Program is to provide quality education in hospitality administration, build a foundation for professional growth and development and encourage lifelong learning.
This is achieved by:

- Providing knowledge, skills, and abilities through a comprehensive academic curriculum.
- Demonstrating professionalism, leadership and high ethical standards by a competent faculty and administration
- Promoting community service and outreach

- Emphasizing the importance of research and continuing education
- Encouraging life-long learning

PROGRAM LEARNING OUTCOMES

At the conclusion of the program, students will be able to:
1. Exhibit professional hospitality administration knowledge, skills, and abilities.
2. Execute core management concepts in the areas of hospitality accounting, finance, human resources, marketing, operations, and technology.
3. Describe the fundamental principles of leadership and demonstrate successful leadership skills.
4. Utilize critical thinking, problem solving, written and oral communication, and investigative skills specific to hospitality administration.
5. Apply experiential learning experiences acquired through courses, work experience, and internship to become a successful professional.
6. Demonstrate best practices to meet ever changing guest needs and expectations.

Lodging Management Emphasis Learning Outcomes

At the conclusion of the program, students will be able to:
1. Understand and analyze the functions of lodging and club operations.
2. Distinguish guest needs specific to operational settings.

Event Management Emphasis Learning Outcomes

At the conclusion of the program, students will be able to:
1. Understand and analyze the role of tourism and event management.
2. Plan, organize, coordinate, develop, and evaluate the issues related to tourism planning and event management.

Foodservice Management Emphasis Learning Outcomes

At the conclusion of the program, students will be able to:
1. Understand and analyze the function of food and beverage operations.
2. Manage the entire operation; coordinate and evaluate all aspects of food and beverage services.

TEXT REQUIRED FOR COURSE

Advanced food production:
Gisslen, W. (2014). *Professional Cooking, 7th Edition.* New Jersey: John Wiley & Sons, Inc. ISBN: 978-1-118-63672-5.

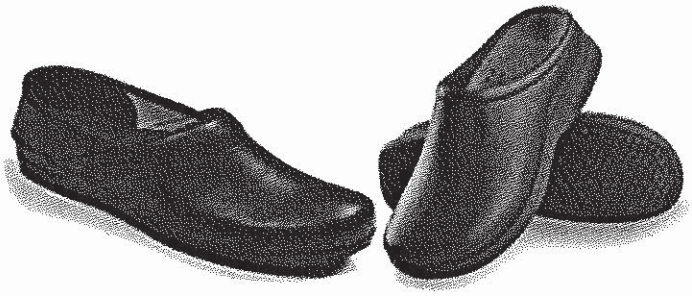
Purchasing:
National Restaurant Association (2012). *Purchasing, 2nd Edition*, Prentice hall. ISBN: 978-0-13-218164-8.

Prerequisite: HA 1011, HA 2813 HA 2914, & HA 2063

REQUIRED UNIFORMS:

- **Professional uniforms** ***{Chef coat :White & Pants: Black & white checks}***

- **Appropriate head wear** ***{Chef hat (white)---- No beanie or skull cap}***
- **Safe shoes (black shoes) ---No tennis shoes!**



A strict uniform policy will be observed. Improper dress can endanger the safety of others and is disrespectful to the profession. Anyone who does not arrive in the proper uniform will lose points.
Penalty: Chef Hat (-10 points), Chef Pants (-10 points), Chef Coat (-10 points) & Shoes (-5 points) and you may be asked to leave.

Course Objectives of Purchasing:

Upon the successful completion of the course, you will be able to:

- Understand basic concepts of purchasing system.
- Understand basic concepts of selection and procurement.
- Analyze specific product characteristics, quality standard and selection factors.
- Discuss the overview of the purchasing functions in hotel and restaurant fields.
- Explain principles of food safety and develop a HACCP plan for a foodservice menu.
- ** Students will prepare to take a purchasing certification exam.**

Course Objectives of Food Production:

Upon the successful completion of the course, you will be able to:

- Create and execute meals from menu conception, recipe conversion and costing through marketing, production, and personnel management.
- Plan and produce meals and special events using effective planning, implementation and management skills.
- Perform advanced level cooking principles and techniques of quantity food production.
- Demonstrate principles of sanitation & food safety.
- Evaluate customer reaction to food.
- Explain the components of a quantity food service operation by means of a poster presentation.

Course Expectation/Participation:

All class participants will be expected and evaluated on course participation.

All students are required to:

- Participate in all labs and be present and prepared at the required time. Since this is a performance-based class, there will be no-make-up labs.
- Take ownership for learning and will be required to rotate through various positions in the kitchen.
- Manage one complete dinner session from concept to production.
- Turn in a kitchen manager's report on the due date.
- Be present at a mandatory pre-planning meeting with the BOH manager and instructor.

Grading Procedures:

Exam#1 (purchasing)	100
Exam #2 (purchasing)	100
Final (purchasing)	100
Exam #1 (Food production)	100
Exam #2 (Food production)	100
Iron chef (=Food production final exam)	100
Iron Chef Competition peer evaluation	50
Kitchen manager's report	100
Evaluation of kitchen manager duties	100
Menu Descriptions	30
Menu description Critiques	30
Lab (14 @ 20)	280
Guest chef night prep work	30
Cleaning Lab	50
Attendance (13@ 4)	52
Total	**1322 points**

Grading scale

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

EXAMS

Exams will be given as scheduled and will cover the chapters and class materials. Please, notify the instructor ***prior to*** the exam if illness or other extenuating circumstances will force you to miss the exam date.

KITCHEN MANAGER'S REPORT

Each student is responsible for planning and managing the preparation of a meal serving people. The format of the kitchen manager's report will be distributed. The completed written kitchen manager's report is due on the Thursday following the meal (a week from your event: by 4:00PM).

EVALUATION OF KITCHEN MANAGER DUTIES

When you have a kitchen manager position, you are in charge of your entire event including preparation, duty assignment, employee scheduling, opening and closing a restaurant, and kitchen cleaning.

1) Menu due:
Each student must turn in menus for your event until August 31.
Penalty: late submission (-15 points)

2) Menu descriptions:
Once your menus are finalized, you must prepare menu descriptions for your event before posting on the website. You are required to send the instructor an electronic copy of menu descriptions.

Penalty: late submission (-10 points), improper menu description (-10 points), and no submission (-30 points)

---Menu description due date (a week before your event)

3) Employee scheduling and duty assignment:
As a kitchen manager, you must prepare employee scheduling for your event and assign duties for your employees.

Penalty: late submission (-10 points)

PRODUCTION MEETING

All students are required to participate in the production meeting. The meeting will be conducted by the kitchen manager and the instructor, the date and time will be arranged by the kitchen manager. All students are expected to be in attendance when the meeting begins. The production meeting must include: theme, menu, recipes, and work schedules.

LAB PREPARATION WORK

All students are required to sign up for the lab preparation work in order to assist in preparing food. Prep duties and time will be arranged by the kitchen manager. You must participate in the prep work at least 8 times through the semester and your attendance will be checked by the manager.

ATTENDANCE

Each student is required to attend the class on time. For our course to be considered a success this semester, each student must actively contribute to our learning environment during each

class period. Excessive unexcused absences may result in the lowering of an individual's grade.

GUEST CHEF NIGHT

Each student is required to participate in Fine dining's guest chef series. Guest chef series is scheduled on .

CLEANING LAB

The date of cleaning lab will be arranged later.

MINIMUM STANDARDS FOR LABORATORY GROOMING AND ATTIRE

In order to maintain professional standards of appearance and provide maximum safety for the students and guests, students are expected to observe the following standards of appearance.

Personal grooming

- Good personal hygiene is essential and precautions should be taken to avoid body odors.
- Hair: clean, neat, and covered by hair restraint
- Hands: clean, short fingernails
  - ✓ Nail polish is not allowed!
  - ✓ Open cuts and burns must be bandaged and hand gloved
  - ✓ Rings are not allowed!
  - ✓ Facial hair: clean shaven
  - ✓ Jewelry: no necklace and bracelets / no ear, nose, eye, and tongue rings

Uniforms for men

- Chef hat worn in lab
- Clean, pressed white chef jacket in lab
- Chef pants
- Clean, polished black shoes worn with black or grey socks. No athletic or athletic-type shoes. No open toe shoes!

Uniforms for women

- Chef hat worn in lab
- Clean, pressed white chef jacket in lab
- Chef pants
- Clean, polished black shoes worn with black or grey socks. No athletic or athletic-type shoes. Low heals are required. No open toe shoes!
- Hair must be pulled p and/ or back or kept short

WORK HABITS:

- Come to lab in a clean uniform
- Keep uniform clean while working
- Avoid touching face and hair while working
- Wash your hands after blowing, wiping your nose, or using a bathroom
- Wash your hands after touching your face, hat, or hair
- Use correct spoons for proper tasting
- Keep work area neat and organized
- Return items to their proper location after they have been cleaned and sanitized

CLASSROOM REGULATIONS

Cell phones must be turned off while you are in a class or lab. During exams and quizzes, all hats must be removed and books and notes must be stored in your backpack. It is expected that students conduct themselves in a mature and professional manner in each class session.

COURSE GUIDELINES

- All assignment must be typed.
- Proper lab attire must be worn and personal hygiene standards met. You will not be permitted to participate in laboratory activities.
- Late submission will be accepted ***within 24 hours with a 20% reduction*** from the score earned for the submission. After 24 hours, your late submission **will not be accepted.**
- Tardiness: <u>being tardy to lab will result in points being deducted from your lab score for the day</u>
  - ✓ Up to 5 minutes late to lab and class- 1 point
  - ✓ Over 5 minutes up till 10 minutes late to lab and class- 3 points
  - ✓ Over 10 minutes up till 15 minutes late to lab and class- 5 points
  - ✓ Over 15 minutes late to lab- 10 points

BONUS POINTS FOR EVENTS OTHER THAN THURSDAY LAB
Students may earn extra bonus points from Iron Chef Competition.
1st prize: 20 points
2nd prize: 15 points
3rd prize: 10 points

Policy on Academic Honesty: Academic dishonesty in any form, including plagiarism will result in failure of the course. Plagiarism defined: to steal or pilfer the written thoughts or words of another without giving them credit.

Tentative Class Schedule of "Purchasing"

Date	Day	Chapter	Topic
8/24	T		Introduction to Course
8/31	T	Ch1	Introduction to Purchasing
9/6	T	Ch 2	Quality Requirements
9/13	T	Ch2	Quality Requirements
9/20	T	Ch3	Purchase Quantity Requirements
9/27	T		Exam 1
10/4	T	Ch 4	Selecting Vendors
10/11	T	Ch 4	Selecting Vendors
10/18	T	Ch 5	Ordering Products: Pricing Decisions
10/25	T	Ch 5	Ordering Products: Pricing Decisions
11/1	T	Ch 6	Ordering products: Effective Procedures
11/8	T	Ch 6	Ordering products: Effective Procedures
11/15	T		Exam 2
11/22	T	Ch 7	Purchasing Ethics and Vendor Relations
11/29	T	Ch 8	Purchasing Follow-Up
12/6	T		Review for Certificate Exam
12/8			Final Exam

Tentative LECTURE Schedule of "Advanced Food Production"

Date	Day	Chapter	Topic	Assignment due date
8/26	TH		Introduction to course	
9/2	TH		Menu tasting	
9/9	TH		TBA	
9/16	TH		TBA	
9/23	TH	Ch3 & 4	Tools and equipment & Basic cooking principles	
9/30	TH	Ch 5	Menus, recipes, and cost management	
10/7	TH	Ch 28	Food presentation	
10/14	TH		Exam #1 (Ch 3,4,5 & 28)	
10/21	TH	Ch 29 & 30	Bakeshop production Yeast products	
10/28	TH	Ch 31	Quick breads	
11/4	TH	Ch 11 & 13	Cooking meats and game/ cooking poultry and game birds	
11/11	TH		Exam #2 (Ch 29, 30, 31, 11, & 13)	
11/18	TH		TBA	
11/25			Thanksgiving Break	
12/2			TBA	
Final			Final exam	

Tentative LAB schedule of "Advanced Food Production"

Date	Day	Topic
8/26	TH	Introduction to course/cleaning
9/2	TH	Cooking demonstration
9/9	TH	Cooking demonstration
9/16	TH	Open to public
9/23	TH	Open to public
9/30	TH	Open to public
10/7	TH	Open to public
10/14	TH	Open to public
10/21	TH	Open to public
10/28	TH	Open to public
11/4	TH	Open to public
11/11	TH	Open to public
11/18	TH	Open to public
11/25		Thanksgiving
12/2		Open to public
12/9	TH	Final Exam-Iron Chef

ARKANSAS TECH UNIVERSITY

HA 4986 –FALL 2016
PURCHASING AND ADVANCED FOOD PRODUCTION

Credit: 6 hours
Course:
Lecture: T 2:00-3:20 (purchasing) & Th 3:00-3:50 (food production)
Lab : Th 4:00- 9:00 (food production)
Instructor: Seungsuk Lee, Ph.D. FMP. CHIA
Office: Williamson Hall Room 101
Email: slee17@atu.edu
Telephone number: 479-968-0371
Office hours:

PROGRAM MISSION

The mission of the Hospitality Administration Program is to provide quality education in hospitality administration, build a foundation for professional growth and development and encourage lifelong learning.
This is achieved by:

- Providing knowledge, skills, and abilities through a comprehensive academic curriculum.
- Demonstrating professionalism, leadership and high ethical standards by a competent faculty and administration
- Promoting community service and outreach
- Emphasizing the importance of research and continuing education
- Encouraging life-long learning

PROGRAM LEARNING OUTCOMES

At the conclusion of the program, students will be able to:
1. Exhibit professional hospitality administration knowledge, skills, and abilities.
2. Execute core management concepts in the areas of hospitality accounting, finance, human resources, marketing, operations, and technology.
3. Describe the fundamental principles of leadership and demonstrate successful leadership skills.
4. Utilize critical thinking, problem solving, written and oral communication, and investigative skills specific to hospitality administration.
5. Apply experiential learning experiences acquired through courses, work experience, and internship to become a successful professional.

6. Demonstrate best practices to meet ever changing guest needs and expectations.

Lodging Management Emphasis Learning Outcomes

At the conclusion of the program, students will be able to:
1. Understand and analyze the functions of lodging and club operations.
2. Distinguish guest needs specific to operational settings.

Event Management Emphasis Learning Outcomes

At the conclusion of the program, students will be able to:
1. Understand and analyze the role of tourism and event management.
2. Plan, organize, coordinate, develop, and evaluate the issues related to tourism planning and event management.

Foodservice Management Emphasis Learning Outcomes

At the conclusion of the program, students will be able to:
1. Understand and analyze the function of food and beverage operations.
2. Manage the entire operation; coordinate and evaluate all aspects of food and beverage services.

TEXT REQUIRED FOR COURSE

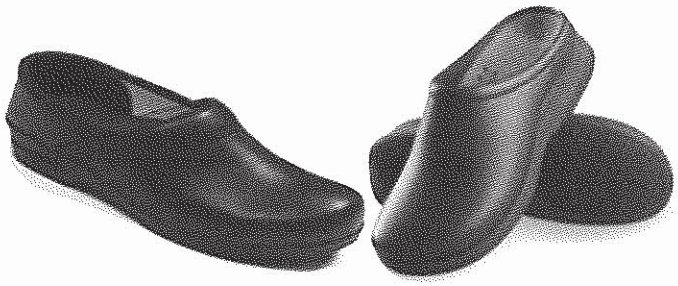
Advanced food production:
Gisslen, W. (2014). *Professional Cooking, 7th Edition.* New Jersey: John Wiley & Sons, Inc. ISBN: 978-1-118-63672-5.

Purchasing:
National Restaurant Association (2012). *Purchasing, 2nd Edition*, Prentice hall. ISBN: 978-0-13-218164-8.

Prerequisite: HA 1011, HA 2813 HA 2914, & HA 2063

REQUIRED UNIFORMS:

- **Professional uniforms** ***{Chef coat :White & Pants: Black & white checks}***
- **Appropriate head wear** ***{Chef hat (white)---- No beanie or skull cap}***
- **Safe shoes (black shoes) ---No tennis shoes!**



A strict uniform policy will be observed. Improper dress can endanger the safety of others and is disrespectful to the profession. Anyone who does not arrive in the proper uniform will lose points.

Grading Procedures:

Exam#1 (purchasing)	100
Exam #2 (purchasing)	100
Final (purchasing)	100
Exam #1 (Food production)	100
Exam #2 (Food production)	100
Iron chef (=Food production final exam)	100
Iron Chef Competition peer evaluation	50
Kitchen manager's report	100
Evaluation of kitchen manager duties	100
Menu Descriptions	30
Menu description Critiques	30
Lab (14 @ 20)	280
Guest chef night prep work	30
Cleaning Lab	50
Attendance (13@ 4)	52
Total	**1322 points**

Grading scale

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

EXAMS

Exams will be given as scheduled and will cover the chapters and class materials. Please, notify the instructor ***prior to*** the exam if illness or other extenuating circumstances will force you to miss the exam date.

KITCHEN MANAGER'S REPORT

Each student is responsible for planning and managing the preparation of a meal serving people. The format of the kitchen manager's report will be distributed. The completed written kitchen manager's report is due on the Thursday following the meal (a week from your event: by 4:00PM).

EVALUATION OF KITCHEN MANAGER DUTIES

When you have a kitchen manager position, you are in charge of your entire event including preparation, duty assignment, employee scheduling, opening and closing a restaurant, and kitchen cleaning.

1) Menu due:

Each student must turn in menus for your event until August 31.
Penalty: late submission (-15 points)

2) Menu descriptions:

Once your menus are finalized, you must prepare menu descriptions for your event before posting on the website. You are required to send the instructor an electronic copy of menu descriptions.

Penalty: late submission (-10 points), improper menu description (-10 points), and no submission (-30 points)

---Menu description due date (a week before your event)

3) Employee scheduling and duty assignment:
As a kitchen manager, you must prepare employee scheduling for your event and assign duties for your employees.

Penalty: late submission (-10 points)

PRODUCTION MEETING

All students are required to participate in the production meeting. The meeting will be conducted by the kitchen manager and the instructor, the date and time will be arranged by the kitchen manager. All students are expected to be in attendance when the meeting begins. The production meeting must include: theme, menu, recipes, and work schedules.

LAB PREPARATION WORK

All students are required to sign up for the lab preparation work in order to assist in preparing food. Prep duties and time will be arranged by the kitchen manager. You must participate in the prep work at least 8 times through the semester and your attendance will be checked by the manager.

ATTENDANCE

Each student is required to attend the class on time. For our course to be considered a success this semester, each student must actively contribute to our learning environment during each class period. Excessive unexcused absences may result in the lowering of an individual's grade.

GUEST CHEF NIGHT

Each student is required to participate in Fine dining's guest chef series. Guest chef series is scheduled on .

CLEANING LAB

The date of cleaning lab will be arranged later.

MINIMUM STANDARDS FOR LABORATORY GROOMING AND ATTIRE

In order to maintain professional standards of appearance and provide maximum safety for the students and guests, students are expected to observe the following standards of appearance.

Personal grooming

- Good personal hygiene is essential and precautions should be taken to avoid body odors.
- Hair: clean, neat, and covered by hair restraint
- Hands: clean, short fingernails
  - ✓ Nail polish is not allowed!
  - ✓ Open cuts and burns must be bandaged and hand gloved
  - ✓ Rings are not allowed!
  - ✓ Facial hair: clean shaven
  - ✓ Jewelry: no necklace and bracelets / no ear, nose, eye, and tongue rings

Uniforms for men

- Chef hat worn in lab
- Clean, pressed white chef jacket in lab
- Chef pants
- Clean, polished black shoes worn with black or grey socks. No athletic or athletic-type shoes. No open toe shoes!

Uniforms for women

- Chef hat worn in lab
- Clean, pressed white chef jacket in lab
- Chef pants
- Clean, polished black shoes worn with black or grey socks. No athletic or athletic-type shoes. Low heals are required. No open toe shoes!
- Hair must be pulled p and/ or back or kept short

WORK HABITS:

- Come to lab in a clean uniform
- Keep uniform clean while working
- Avoid touching face and hair while working
- Wash your hands after blowing, wiping your nose, or using a bathroom
- Wash your hands after touching your face, hat, or hair
- Use correct spoons for proper tasting
- Keep work area neat and organized
- Return items to their proper location after they have been cleaned and sanitized

CLASSROOM REGULATIONS

Cell phones must be turned off while you are in a class or lab. During exams and quizzes, all hats must be removed and books and notes must be stored in your backpack. It is expected that students conduct themselves in a mature and professional manner in each class session.

COURSE GUIDELINES

- All assignment must be typed.
- Proper lab attire must be worn and personal hygiene standards met. You will not be permitted to participate in laboratory activities.
- Late submission will be accepted ***within 24 hours with a 20% reduction*** from the score earned for the submission. After 24 hours, your late submission **will not be accepted**.
- Tardiness: being tardy to lab will result in points being deducted from your lab score for the day
  - ✓ Up to 5 minutes late to lab and class- 1 point
  - ✓ Over 5 minutes up till 10 minutes late to lab and class- 3 points
  - ✓ Over 10 minutes up till 15 minutes late to lab and class- 5 points
  - ✓ Over 15 minutes late to lab- 10 points

BONUS POINTS FOR EVENTS OTHER THAN THURSDAY LAB

Students may earn extra bonus points from Iron Chef Competition.
1st prize: 20 points
2nd prize: 15 points
3rd prize: 10 points

Policy on Academic Honesty: Academic dishonesty in any form, including plagiarism will result in failure of the course. Plagiarism defined: to steal or pilfer the written thoughts or words of another without giving them credit.

Tentative Class Schedule of "Purchasing"

Date	Day	Chapter	Topic
8/24	T		Introduction to Course
8/31	T	Ch1	Introduction to Purchasing
9/6	T	Ch 2	Quality Requirements
9/13	T	Ch2	Quality Requirements
9/20	T	Ch3	Purchase Quantity Requirements
9/27	T		Exam 1
10/4	T	Ch 4	Selecting Vendors
10/11	T	Ch 4	Selecting Vendors
10/18	T	Ch 5	Ordering Products: Pricing Decisions
10/25	T	Ch 5	Ordering Products: Pricing Decisions
11/1	T	Ch 6	Ordering products: Effective Procedures
11/8	T	Ch 6	Ordering products: Effective Procedures
11/15	T		Exam 2
11/22	T	Ch 7	Purchasing Ethics and Vendor Relations
11/29	T	Ch 8	Purchasing Follow-Up
12/6	T		Review for Certificate Exam
12/8			Final Exam

Tentative LECTURE Schedule of "Advanced Food Production"

Date	Day	Chapter	Topic	Assignment due date
8/26	TH		Introduction to course	
9/2	TH		Menu tasting	
9/9	TH		TBA	
9/16	TH		TBA	
9/23	TH	Ch3 & 4	Tools and equipment & Basic cooking principles	
9/30	TH	Ch 5	Menus, recipes, and cost management	
10/7	TH	Ch 28	Food presentation	
10/14	TH		Exam #1 (Ch 3,4,5 & 28)	
10/21	TH	Ch 29 & 30	Bakeshop production Yeast products	
10/28	TH	Ch 31	Quick breads	
11/4	TH	Ch 11 & 13	Cooking meats and game/ cooking poultry and game birds	
11/11	TH		Exam #2 (Ch 29, 30, 31, 11, & 13)	
11/18	TH		TBA	
11/25			Thanksgiving Break	
12/2			TBA	
Final			Final exam	

Tentative LAB schedule of "Advanced Food Production"

Date	Day	Topic
8/26	TH	Introduction to course/cleaning
9/2	TH	Cooking demonstration
9/9	TH	Cooking demonstration
9/16	TH	Open to public
9/23	TH	Open to public
9/30	TH	Open to public
10/7	TH	Open to public
10/14	TH	Open to public
10/21	TH	Open to public
10/28	TH	Open to public
11/4	TH	Open to public
11/11	TH	Open to public
11/18	TH	Open to public
11/25		Thanksgiving
12/2		Open to public
12/9	TH	Final Exam-Iron Chef

Arkansas Tech University

Course Addition

Assessment Form

HA 4986

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. How does this course fit with the university mission? The addition of this course will help with best preparing students for the Hospitality industry.
b. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. No, but it will meet an accreditation standard.
c. Provide up to three student learning outcomes students will achieve after completing this course? Students will analyze specific product characteristics, quality selection, and selection factors when purchasing food. 2. Explain principles of food safety and develop a HACCP plan for a foodservice menu. 2. Plan and produce meals and special events using effective planning, implementing, and management skills.
d. What assessment tool or measure will you use to assess student learning?
e. What will students demonstrate, represent, or produce to provide evidence of their learning? Exams, kitchen manager's report, kitchen duties and execution of duties.
f. Provide an example or examples of student learning assessment evidence which supports the addition of this course. Students have not had the opportunity to focus on the purchasing of food products, so they are having issues with purchasing when working out in the real world (verbal report from internship supervisors).
g. How does this course fit in the current state of the discipline? Include Arkansas institutional comparisons. If Arkansas educational institutions do not have the course or program provide comparative examples from regional educational institutions. All HA programs whether in-state or out-of-state require purchasing course(s) and food production course as this best prepares the students for the HA industry.

Arkansas Tech University
REQUEST FOR COURSE DELETION

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks Recreation, and Hospitality Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean		9/14/15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar		7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL) **HA**	Course Number: (e.g., 1003) **1923**
If this course is cross-listed, list course subject and number. CUL 1923	Will the cross-listed course be deleted? ○ Yes ◉ No
Official Catalog Title: **Introduction to Food and Beverage Management**	
(NOTE: If major or minor course, you must complete the Request for Program Change form to delete course from program.)	
Attach the Course Deletion Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/	
If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.	
NOTE: This deletion will be effective in the May Mini Term (the last term) of the current catalog year.	

Arkansas Tech University

Course Deletion

Assessment Form

HA 1923

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable
b. Explain the rationale for the course deletion. This course will be deleted; however, the content of the course will now be covered in another class – the HA Program is combining two classes and coming up with one new class to better meet the needs of the HA industry and accreditation standards.

Arkansas Tech University
REQUEST FOR COURSE DELETION

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitality Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean	Wally Haefele	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar		7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL) **HA**	Course Number: (e.g., 1003) **2003**
If this course is cross-listed, list course subject and number. ~~CUL 2003~~ Not Cross-listed	Will the cross-listed course be deleted? ○ Yes ◉ No
Official Catalog Title: **Cost Controls**	
(NOTE: If major or minor course, you must complete the Request for Program Change form to delete course from program.)	
Attach the Course Deletion Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.June edu/assessment/	
If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.	
NOTE: This deletion will be effective in the May Mini Term (the last term) of the current catalog year.	

Arkansas Tech University

Course Deletion

Assessment Form

HA2003

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable
b. Explain the rationale for the course deletion. This course will be deleted; however, the content of the course will now be covered in another class – the HA Program is combining two classes and coming up with one new class to better meet the needs of the HA industry and accreditation standards.

Arkansas Tech University
REQUEST FOR COURSE DELETION

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks Recreation, and Hospitality Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean	Wally Haefner	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	[illegible]	7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL) **HA**	Course Number: (e.g., 1003) **3133**
If this course is cross-listed, list course subject and number. RP 3133 (Not deleting RP 3133)	Will the cross-listed course be deleted? (•) Yes ( ) No
Official Catalog Title: **Tourism Planning**	
(NOTE: If major or minor course, you must complete the Request for Program Change form to delete course from program.)	
Attach the Course Deletion Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/	
If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.	
NOTE: This deletion will be effective in the May Mini Term (the last term) of the current catalog year.	

Arkansas Tech University

Course Deletion

Assessment Form

HA 3133

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable
b. Explain the rationale for the course deletion. This course is no longer a necessary course due to the direction that the emphasis area is taking – the HA Program is moving from Tourism and Event Management to simply Event Management as one of three emphasis areas. The focus of the student is more so on Event Management.

Arkansas Tech University
REQUEST FOR COURSE DELETION

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitality Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean	Willy Haeffler	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	[signature]	7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL) **HA**	Course Number: (e.g., 1003) **4253**
If this course is cross-listed, list course subject and number.	Will the cross-listed course be deleted? ○ Yes ● No
Official Catalog Title: **Club Management**	
(NOTE: If major or minor course, you must complete the Request for Program Change form to delete course from program.)	
Attach the Course Deletion Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/	
If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.	
NOTE: This deletion will be effective in the May Mini Term (the last term) of the current catalog year.	

Arkansas Tech University

Course Deletion

Assessment Form

HA 4253

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable
b. Explain the rationale for the course deletion. The majority of the content of this course will now be taught in RP/HA 4093 as there was a major overlap of subject matter in both classes. It is perfect fit for both Club Management and Resort Management to be taught in one course.

Arkansas Tech University
REQUEST FOR COURSE DELETION

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitality Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean	Wally Haefner	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	Tammy Williams	7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL) **HA**	Course Number: (e.g., 1003) **4983**
If this course is cross-listed, list course subject and number.	Will the cross-listed course be deleted? ○ Yes ● No
Official Catalog Title: **Advanced Food Production**	
(NOTE: If major or minor course, you must complete the Request for Program Change form to delete course from program.)	
Attach the Course Deletion Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/	
If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/register/curriculum_forms.php.	

NOTE: This deletion will be effective in the May Mini Term (the last term) of the current catalog year.

Arkansas Tech University

Course Deletion

Assessment Form

HA 4983

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable
b. Explain the rationale for the course deletion. The contents of this course will now be covered and combined with an HA Purchasing course and will be a course addition for the HA Program.

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitality Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathie McMahan	6/29/15
Dean	Wally Haeffner	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	G Williams	7/25/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)
HA

Course Number: (e.g., 1003)
1013

Is this course cross-listed with another existing course? If so, list course subject and number.
(•) Yes ( ) No CUL 1013

Official Catalog Title:
Sanitation Safety

Request to change: (check appropriate box):

- [x] Course Number
- [ ] Title
- [x] Course Description
- [ ] Cross-Listing
- [ ] Prerequisite
- [ ] Co-requisite
- [x] Grading
- [ ] Fee
- [ ] Other

NOTES: These changes will become effective in the Summer I Term of the new catalog year. If this course is cross-listed, a prerequisite/co-requisite, or included in the course description of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

HA 1011

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Sanitation Safety

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

Sanitation Safety

New Course Description:

This course provides knowledge of food safety, potable water, bioterrorism and risk management particularly in the areas of food service and storage. The student will gain knowledge on safe food handling from; receiving and storage through preparing and serving food. This course will also analyze ethical considerations with regards to food and water safety and food service. ServSafe certification from the NRAEF will result upon successful completion of standardized exam. This course is graded Pass/Fail

New Cross List:

☐ Adding Cross-Listing ☑ Changing Cross-Listing ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number CUL 1011
(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective ☑ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

HA 1013

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Yes, this course meets one of our ACPHA accreditation standards.
b. Provide an example or examples of student learning assessment evidence which supports the course change. 70% of students earned 75% or higher on the Servsafe national certification exam (our goal is 100% as all students need this certification before entering the field). We feel by condensing the number of required hours for this course students will stay better focused on the material in the shorter amount of time and in turn will see more students pass the exam.

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitaltiy Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean	Wally Haffler	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	Yvonne	7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL): **HA**

Course Number: (e.g., 1003): **1063**

Is this course cross-listed with another existing course? If so, list course subject and number.

○ Yes ◉ No

Official Catalog Title: **Hospitality Technology**

Request to change: (check appropriate box):

- ☑ Course Number
- ☐ Title
- ☑ Course Description
- ☐ Cross-Listing
- ☑ Prerequisite
- ☐ Co-requisite
- ☐ Grading
- ☐ Fee
- ☐ Other

NOTES: These changes will become effective in the Summer I Term of the new catalog year. If this course is cross-listed, a prerequisite/co-requisite, or included in the course description of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

~~3063~~ 3143

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Hospitality Technology

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

Hospitality Technology

New Course Description:

This course provides a foundation in information technology (IT) and how it relates to everyday business computing in the hospitality industry. Topics include: fundamental IT concepts; understanding the issues related to systems selection, standardization and efficiency; integration or applications; and recognizing the importance of management information systems such as PMS and POS.

New Cross List:

☐ Adding Cross-Listing ☐ Changing Cross-Listing ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number

(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):

HA 1043 and COMS 1003

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective ☑ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

HA 1063

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable.
b. Provide an example or examples of student learning assessment evidence which supports the course change. We are simply changing the course from a freshman level course to a junior level course due to the complexity of the course materials. Also students will gain exposure to various type of hospitality technology in lower level courses and then will be better prepared to succeed in this junior level course.

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitality Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean	Willy Haefele	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	[illegible]	7/25/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)
HA

Course Number: (e.g., 1003)
2023

Is this course cross-listed with another existing course? If so, list course subject and number.

(•) Yes ( ) No

CUL 2023

Official Catalog Title:

Hospitality Supervision and Leadership

Request to change: (check appropriate box):

- ☐ Course Number
- ☑ Title
- ☑ Course Description
- ☐ Cross-Listing
- ☐ Prerequisite
- ☐ Co-requisite
- ☐ Grading
- ☐ Fee
- ☐ Other

NOTES: These changes will become effective in the Summer I Term of the new catalog year. If this course is cross-listed, a prerequisite/co-requisite, or included in the course description of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

2023

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Hospitality Leadership and Ethics

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

Hospitality Ledership/Ethics

New Course Description: This course will develop student skills necessary to lead and manage hospitality organizations in an ethically, environmentally, economically, and socially acceptable manner. It will include analysis of organizational work environments and critical situations. Students will explore their existing leadership styles, build foundational principles, and commit to their own moral compass in relation to the codes of conduct, core values, and best practices relative to the professional world.

New Cross List:

☐ Adding Cross-Listing ☐ Changing Cross-Listing ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number (detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective ☑ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

HA 2023

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Ethics is to be covered – mandated by ACPHA
b. Provide an example or examples of student learning assessment evidence which supports the course change. We are simply emphasizing ethics more so in a class that was already being taught... we will add a method of measuring ethics to our next assessment plan. Students needs to be knowledgeable of ethics and the role they play in any industry.

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitality Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean	Wally Haefele	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	[illegible]	7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)
HA

Course Number: (e.g., 1003)
2043

Is this course cross-listed with another existing course? If so, list course subject and number.
○ Yes ◉ No

Official Catalog Title:
Front Office Management

Request to change: (check appropriate box):

- ☐ Course Number
- ☑ Title
- ☐ Course Description
- ☐ Cross-Listing
- ☐ Prerequisite
- ☐ Co-requisite
- ☐ Grading
- ☐ Fee
- ☐ Other

NOTES: These changes will become effective in the Summer I Term of the new catalog year. If this course is cross-listed, a prerequisite/co-requisite, or included in the course description of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

2043

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Lodging Operations Management I

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

Lodging Operations Mgmt I

New Course Description:
N/A

New Cross List:

☐ Adding Cross-Listing ☐ Changing Cross-Listing ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number
(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective ☑ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

HA 2043

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Highly encouraged by ACPHA Accreditation team to offer this course as part of HA core.
b. Provide an example or examples of student learning assessment evidence which supports the course change. This is simply a title change for the course in order to best reflect current terminology in the industry.

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitality Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean		9/14/15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar		7/27/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL): **HA**

Course Number: (e.g., 1003): **2913**

Is this course cross-listed with another existing course? If so, list course subject and number.

(•) Yes ( ) No CUL 2913

Official Catalog Title: **Principles of Food Preparations**

Request to change: (check appropriate box):

- [x] Course Number
- [ ] Title
- [ ] Course Description
- [ ] Cross-Listing
- [x] Prerequisite
- [ ] Co-requisite
- [ ] Grading
- [ ] Fee
- [ ] Other

NOTES: These changes will become effective in the Summer I Term of the new catalog year. If this course is cross-listed, a prerequisite/co-requisite, or included in the course description of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

2914

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Principles of Food Preparations

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

Principles of Food Preparation

New Course Description:
N/A

New Cross List:

☐ Adding Cross-Listing ☐ Changing Cross-Listing ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number
(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):
CUL/HA 1011, HA 1043, CUL/HA 2813, and CHEM 1113 and 1111

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective ☑ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

HA 2913

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not mandated, but does meet ACPHA accreditation standard.
b. Provide an example or examples of student learning assessment evidence which supports the course change. By adding additional time requirements to the Principles of Food Preparations class students will gain additional hands-on and classroom time to better understand and analyze the function of food and beverage operations. This allows the students the opportunity to explore and distinguish the functions of food and beverage operations.

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitality Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean	Wally Haefele	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	[illegible]	7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL) **HA**	Course Number: (e.g., 1003) **3143**

Is this course cross-listed with another existing course? If so, list course subject and number.

☐ Yes ◉ No

Official Catalog Title:

Executive Housekeeping

Request to change: (check appropriate box):

☐ Course Number	☑ Title	☐ Course Description
☐ Cross-Listing	☐ Prerequisite	☐ Co-requisite
☐ Grading	☐ Fee	
☐ Other		

NOTES: These changes will become effective in the Summer I Term of the new catalog year. If this course is cross-listed, a prerequisite/co-requisite, or included in the course description of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

3143

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Lodging Operations Management II

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

Lodging Operations Mgmt II

New Course Description:
N/A

New Cross List:

☐ Adding Cross-Listing ☐ Changing Cross-Listing ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number
(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective ☑ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

HA 3143

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable.
b. Provide an example or examples of student learning assessment evidence which supports the course change. This is simply a name change for the course, so that it is better aligned with the other course listing in HA Lodging Management emphasis. Also utilizing course names similar to other universities offering HA programs.

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitaltiy Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean	Wally Haefele	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	J Williams	7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL) **HA**	Course Number: (e.g., 1003) **4013**

Is this course cross-listed with another existing course? If so, list course subject and number.

☐ Yes ◉ No

Official Catalog Title:

Hospitality Marketing and Sales

Request to change: (check appropriate box):

☑ Course Number	☐ Title	☐ Course Description
☐ Cross-Listing	☐ Prerequisite	☐ Co-requisite
☐ Grading	☐ Fee	
☐ Other		

NOTES: These changes will become effective in the Summer I Term of the new catalog year. If this course is cross-listed, a prerequisite/co-requisite, or included in the course description of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

3013

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Hospitality Marketing and Sales

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

Hospitality Marketing and Sale

New Course Description:
N/A

New Cross List:

☐ Adding Cross-Listing ☐ Changing Cross-Listing ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number
(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective ☑ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

HA 4013

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. It is required to meet ACPHA standards
b. Provide an example or examples of student learning assessment evidence which supports the course change. Simply changing course number from a senior level course to a junior level course to better reflect the content and intent of the course.

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitality Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean	Wally Haeffle	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	J Williams	7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL)
HA

Course Number: (e.g., 1003)
4093

Is this course cross-listed with another existing course? If so, list course subject and number.

(•) Yes ( ) No

RP 4093

Official Catalog Title:
Resort Management

Request to change: (check appropriate box):

- [ ] Course Number
- [x] Title
- [x] Course Description
- [ ] Cross-Listing
- [ ] Prerequisite
- [ ] Co-requisite
- [ ] Grading
- [ ] Fee
- [ ] Other

NOTES: These changes will become effective in the Summer I Term of the new catalog year. If this course is cross-listed, a prerequisite/co-requisite, or included in the course description of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

4093

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Resort and Club Management

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

Resort and Club Management

New Course Description:
An in-depth study of resorts and clubs with respect to their planning, development, organization, management, marketing, visitor characteristics, and environmental consequences.

New Cross List:

☐ Adding Cross-Listing ☐ Changing Cross-Listing ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number
(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective ☑ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

HA 4093

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable
b. Provide an example or examples of student learning assessment evidence which supports the course change. The student learning assessment evidence did not dictate this change – the change in requirements for the HA degree and emphasis hours dictated this change. It is a logical sequence for club management to also be covered in a resort management course.

FOR ASSISTANCE CONTACT DR. MONICA WARNER

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitality Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean	Wally Haeffner	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	[illegible]	7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL) **HA**	Course Number: (e.g., 1003) **4113**

Is this course cross-listed with another existing course? If so, list course subject and number.

(•) Yes ( ) No RP 4113

Official Catalog Title:

Personnel Management in Parks, Recreation, and Hospitality Administration

Request to change: (check appropriate box):

☑ Course Number	☑ Title	☐ Course Description
☐ Cross-Listing	☐ Prerequisite	☐ Co-requisite
☐ Grading	☐ Fee	

☐ Other

NOTES: These changes will become effective in the Summer I Term of the new catalog year. If this course is cross-listed, a prerequisite/co-requisite, or included in the course description of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

3113

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Human Resource Management in Parks, Recreation, and Hospitality Administration

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

Human Resource Mgmt in PRHA

New Course Description:
N/A

New Cross List:

☐ Adding Cross-Listing ☐ Changing Cross-Listing ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number
(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog):
Junior standing and twelve hours of RP or HA courses

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective ☐ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

HA 4113

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable
b. Provide an example or examples of student learning assessment evidence which supports the course change. The change is supported by the terminology currently used in the industry – personnel management is an obsolete term.

Arkansas Tech University
REQUEST FOR COURSE CHANGE

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitaltiy Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean	Wally Haefele	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	[illegible]	7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACCT, ENGL): **HA**

Course Number: (e.g., 1003): **4203**

Is this course cross-listed with another existing course? If so, list course subject and number.

○ Yes ◉ No

Official Catalog Title: **Hospitality Operational Problem Solving**

Request to change: (check appropriate box):

☐ Course Number	☑ Title	☐ Course Description
☐ Cross-Listing	☑ Prerequisite	☐ Co-requisite
☐ Grading	☐ Fee	

☐ Other

NOTES: These changes will become effective in the Summer I Term of the new catalog year. If this course is cross-listed, a prerequisite/co-requisite, or included in the course description of other courses, a Course Change must be submitted to address all changes in related courses.

New Course Number: (e.g., 1003)

4203

New Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)

Hospitality Strategic Management

Banner Title: (limited to 30 characters, including spaces, capitalize all letters - this will display on the transcript)

Hospitality Strategic Mgmt

New Course Description:

The purpose of this course is to focus on analyzing, evaluating, and developing strategies internally and externally using a case-based approach. Strategic management draws upon all previously completed hospitality administration courses including: marketing, accounting, operations management, human resources, and technology.

New Cross List:

☐ Adding Cross-Listing ☐ Changing Cross-Listing ☐ Deleting Cross-Listing

If adding or changing cross-listing, indicate course subject and number

(detail the difference in undergraduate and graduate course below, if appropriate)

New Prerequisite (list all, as you want them to appear in the catalog): HA major, senior standing, and completion of 30 hours of HA courses.

New Co-requisite (list all, as you want them to appear in the catalog):

☐ Elective ☑ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Arkansas Tech University

Course Change

Assessment Form

HA 4203

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not mandates, but does meet ACPHA accreditation standard
b. Provide an example or examples of student learning assessment evidence which supports the course change. The name of the course is being changed to better reflect the content of the course – HA students need to be more cognizant of strategic management upon graduating from the program.

Summary # 14, 15, 16

Arkansas Tech University

PROPOSAL FOR CHANGE IN PROGRAM

TO:	Select Appropriate Committee
FROM (Initiating Department):	**Parks, Recreation, and Hospitality Administration**
DATE SUBMITTED:	June 29, 2015

Title	Signature	Date
Department Head	Cathi McMahan	6/29/15
Dean	Willy Hoagland	6-30-15
Teacher Education Council (if applicable)		
Graduate Council (if applicable)		
Registrar	J Wlaur	7/23/15
Vice President for Academic Affairs		

Program Title:	Requested changes will be effective Summer I for next catalog year
Hospitality Administration	

Outline change in program: (e.g., list changes in program such as (1) delete three hours of elective and (2) add three hours of approved major electives)

- Require BIOL 1014 Introduction to Biological Science for all three emphasis areas
- Require PE 2513 First Aid for all three emphasis areas
- Add HA 1001 Orientation to Hospitality Administration (all three emphasis areas)
- Change HA 1013 Sanitation Safety to HA 1011 Sanitation Safety (Add to Lodging/Club Mgmt & Tourism/Event Mgmt)
- Change name HA 2043 Front Office Management to HA 2043 Lodging Operations Management I and require for all three emphasis areas (Add to Food/Bev Mgmt & Tourism/Event Mgmt)
- Change HA 2913 Principles of Food Preparation to HA 2914 Principles of Food Preparation – require for all three emphasis areas (Add to Lodging/Club Mgmt & Tourism/Event mgmt)
- Change name of HA 2023 Hospitality Leadership to HA 2023 Hospitality Leadership and Ethics (all)
- Change name and course number of HA/RP 4113 Personnel Management in Parks, Recreation, and Hospitality Administration to HA/RP 3113 Human Resource Management in Parks, Recreation, and Hospitality Administration (all)
- Add new course HA 3[illegible]73 Hospitality Managerial Accounting – will take the place of ACCT II and HA 2003 Cost Controls – require for all three emphasis areas (all)
- Delete ACCT II and HA 2003 Cost Controls –not required for any of the three emphasis areas any longer ACCT 2013 (all)
- Change course number for HA 1063 Hospitality Technology to HA 3[illegible]63 Hospitality Technology (all)
- Delete TECH1001 for all three emphasis areas.
- Delete 8 hours of Electives for all three emphasis areas.

- Change course number for HA 4013 Hospitality Marketing and Sales to HA 3013 Hospitality Marketing and Sales (all)
- Change name of HA 4203 Hospitality Operational Problem Solving to HA 4203 Hospitality Strategic Management (all)
- Add new course – HA 2073 Introduction to Event Management and require for all three emphasis areas
- Lodging Emphasis – change from Lodging and Club Management to Lodging Management
    - Change name of HA 3143 Executive Housekeeping to HA 3143 Lodging Operations Management II
    - Change name of HA 4093 Resort Management to HA 4093 Resort and Club Management
    - Delete HA 4253 Club Management Add HA2133
- Foodservice Emphasis – change from Food and Beverage Management to Foodservice Management Add HA2133
    - Add new course HA 4986 Purchasing and Advanced Food Preparation
    - Delete HA 4983 Advanced Food Preparation
    - Delete HA 1923 Introduction to Food and Beverage Management
- Event Management Emphasis – change from Tourism and Event Management to Event Management
    - Add new course HA ~~3063~~ 3183 Catering and Event Management HA 2813, and HA4063
    - Delete HA 3133 Tourism Planning, HA4093, RP3063, and RP3503

Require CHEM 1113/1111

What impact will the change have on staffing, on other programs and space allocation?
The new program curriculum will have a more even distribution of faculty (even distribution of courses offered in fall and spring).
It will impact the Recreation and Park Administration to a certain extent – but these changes and their impact has been discussed with RPA Faculty.
Program changes will not impact space allocation.

Attach the Change in Program Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/

See attached

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Business – Acct. II
Health and PE – PE 2513 First Aid
Biology – BIOL 1014

In the attached matrix, include requested changes in the matrix and include course number and title.

Curriculum Matrix for Catalog

Curriculum in HA – Lodging Management Emphasis

(enter title for program changing)

Freshman Fall Semester Add/Change: Require BIOL 1014 Require HA 1001 Orientation to Hospitality Administration Delete: Delete TECH 1001 Total Hours: 14	Freshman Spring Semester Add/Change: HA 1011 Sanitation Safety Require HA 2133 Introduction to Travel and Tourism Delete: HA 1063 Hospitality Technology Delete: Approved Electives 2 Total Hours 14:
Sophomore Fall Semester Add/Change: HA 2043 Lodging Operations Management I, HA 2813 Basic Human Nutrition, HA 2023 Hospitality Leadership and Ethics, and PSY 2003 General Psychology Delete: Fine Arts and Humanities and ACCT 2003 Accounting Principles, HA 2003 Cost Controls, and HA/CUL 2063 Guest Service Management Total Hours: 15	Sophomore Spring Semester Add/Change: ACCT 2003 Accounting Principles I, HA 2073 Introduction to Event Management, HA 2053 Work Experience and HA 2914 Principles of Food Preparation Delete: ACCT 2013 Accounting Principles II, HA/CUL 2023 Hospitality Leadership and Supervision, HA 2043 Front Office Management, and PSY 2003 General Psychology Total Hours: 16
Junior Fall Semester Add/Change: Fine Arts and Humanities, HA 2063 Guest Service Management, HA 3073 Hospitality Managerial Accounting, and HA 3143 Lodging Operations Management II Delete: BUAD 3023 Business Communications, HA/CUL 2053 Work Experience, HA 3143 Executive Housekeeping, and Approved Electives Total Hours: 15	Junior Spring Semester Add/Change: PE 2513 First Aid, HA 3133 Human Resources Management, HA 4073 Hospitality Financial Analysis Delete: MGMT 3003 Management and Organizational Behavior, HA/RP 4093 Resort Management, and HA 4113 Personnel Management in Parks, Recreation, and Hospitality Administration HA 4203 Total Hours: 12
Senior Fall Semester Add/Change: HA 3013 Hospitality Marketing and Sales, MGMT 3003 Management and Organizational Behavior, and HA 3063 Hospitality Technology	Senior Spring Semester Add/Change: BUAD 3023 Business Communications, ~~HA 4203 Hospitality Strategic Management~~ HA 4203 Delete: HA 4253 Club Management, Approved Electives

Delete: HA 4013 Hospitality Marketing and Sales, HA 4063 Beverage Management, HA 4073 Hospitality Financial Analysis Total Hours: 15	Total Hours: 13
Senior 9th Semester Add/Change: HA 4116 Delete: HA/RP 4116 Internship Total Hours: 6	

Curriculum Matrix for Catalog

Curriculum in HA – Foodservice Management emphasis

(enter title for program changing)

Freshman Fall Semester	Freshman Spring Semester
Add/Change: Require BIOL 1014 Require HA 1001 Orientation to Hospitality Administration Delete: Delete TECH 1001 Science w/ Lab'T 4hrs Total Hours: 14	Add/Change: HA 1011 Sanitation Safety, HA 2133 Introduction to Travel and Tourism Delete: HA 1013 Sanitation Safety and HA 1063 Hospitality Technology Total Hours 14:
Sophomore Fall Semester	**Sophomore Spring Semester**
Add/Change: HA 2043 Lodging Operations Management I, CUL/ HA 2813 Basic Human Nutrition, HA 2023 Hospitality Leadership and Ethics, and PSY 2003 General Psychology Delete: ACCT 2003 Accounting Principles, HA/CUL 1923 Introduction to Food and Beverage Management, HA 2003 Cost Controls, and HA/CUL 2063 Guest Service Management Total Hours: 15	Add/Change: ACCT 2003 Accounting Principles I, HA 2073 Introduction to Event Management, and HA 2914 Principles of Food Preparation Delete: ACCT 2013 Accounting Principles II, HA/CUL 2023 Hospitality Leadership and Supervision, and PSY ~~2003~~ General Psychology Total Hours: 16
Junior Fall Semester	**Junior Spring Semester**
3113 Add/Change, HA 2063 Guest Service Management, HA ~~3073~~ Hospitality Managerial Accounting, and HA 4063 Beverage Management Delete: BUAD 3023 Business Communications, HA/CUL 2813 Basic Human Nutrition in Hospitality Administration, HA/CUL 2913 Principles of Food Preparation Total Hours: 15	Add/Change: PE 2513 First Aid, HA ~~3133~~ Human Resources Management, HA 4073 Hospitality Financial Analysis Delete: MGMT 3003 Management and Organizational Behavior Delete: Approved Electives 2T 5 hrs Delete: Approved Electives (3000-4000 level) 3 hrs Total Hours: 12
Senior Fall Semester	**Senior Spring Semester**
	Add/Change: BUAD 3023 Business Communications, ~~HA 4203 Hospitality Strategic Management~~

Add/Change: HA 3013 Hospitality Marketing and Sales, MGMT 3003 Management and Organizational Behavior, and HA 4986 Purchasing and Advanced Food Production HA 3163 Hospitality Technology Delete: HA 4013 Hospitality Marketing and Sales, HA 4063 Beverage Management, HA 4073 Hospitality Financial Analysis, and HA 4983 Advanced Food Production Total Hours: 15	Delete: HA/RP 4113 Personnel Management in Parks, Recreation, and Hospitality Administration Total Hours: 13
Senior 9th Semester Add/Change: HA 4116 Delete: HA/RP 4116 Internship Total Hours: 6	

Curriculum Matrix for Catalog

Curriculum in HA – Event Management

(enter title for program changing)

Freshman Fall Semester	Freshman Spring Semester
Add/Change: Require BIOL 1014 Require HA 1001 Orientation to Hospitality Administration Delete: Delete TECH 1001 Total Hours: 14	Add/Change: Require CHEM 1111 and 1113, HA 1011 Sanitation Safety, and HA 2133 Introduction to Travel and Tourism Delete: HA 1063 Hospitality Technology and Approved Electives (3) Total Hours 14:
Sophomore Fall Semester	Sophomore Spring Semester
Add/Change: HA 2043 Lodging Operations Management I, CUL/ HA 2813 Basic Human Nutrition, HA 2023 Hospitality Leadership and Ethics, and Psychology 2003 General Psychology Delete: ACCT 2003 Accounting Principles,, HA 2003 Cost Controls, HA/CUL 2063 Guest Service Management, and HA/RP 2133 Introduction to Travel and Tourism Total Hours: 15	Add/Change: ACCT 2003 Accounting Principles I, HA 2073 Introduction to Event Management, HA 2053 Work Experience, and HA 2914 Principles of Food Preparation Delete: ACCT 2013 Accounting Principles II, HA/CUL 2023 Hospitality Leadership and Supervision, HA/RP 3133 Tourism Planning, and PSY 2003 General Psychology Total Hours: 16
Junior Fall Semester	Junior Spring Semester
Add/Change, HA 2063 Guest Service Management and HA 3073 Hospitality Managerial Accounting Delete: BUAD 3023 Business Communications, RP 3033 Commercial Recreation, and HA/CUL 2053 Work Experience Total Hours: 12	Add/Change: PE 2513 First Aid, HA ~~3133~~ 3113 Human Resources Management, HA 4073 Hospitality Financial Analysis, and HA ~~3163~~ 3163 Catering and Event Management Delete: MGMT 3003 Management and Organizational Behavior, RP 3503 Recreational Sport Management, and HA 4033 Legal Aspects of Hospitality Administration Total Hours: 15
Senior Fall Semester	Senior Spring Semester Add HA 4033 ~~Add/Change: HA 4203 Hospitality Strategic Management~~

3013 Add/Change: HA 3013 Hospitality Marketing and Sales, MGMT 3003 Management and Organizational Behavior, HA 3063 Hospitality Technology, HA 4063 Beverage Management , and BUAD 3023 Business Communications Delete: HA 4013 Hospitality Marketing and Sales, A 4073 Hospitality Financial Analysis, HA/RP 4113 Personnel Management in Parks, Recreation, and Hospitality Administration, and Approved Electives (5) Total Hours: 15	Delete: HA/RP 4093 Resort Management Total Hours: 13
Senior 9th Semester Add/Change: HA 4116 Delete: HA/RP 4116 Internship Total Hours: 6	

Arkansas Tech University

Proposal for Change in Program

Assessment Form

Our Mission
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.
a. How does the program change fit with the university mission? The curricular changes to the Bachelor of Science degree in Hospitality Administration will provide students the opportunity to enhance their "scholastic development" and professionalism in each of the three emphasis areas within the Hospitality Administration degree. Students will develop a solid educational foundation in Event Management, Foodservice Management, or Lodging Management.
b. If this change in the program is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. The changes in the HA Program curriculum was highly recommended by our accrediting body (ACPHA) – here is a direct quote from the ACPHA Site Visit Report: "The visiting team recommends a revision of the hospitality core curriculum to provide the necessary breadth of core knowledge and skills competencies as recommended by the ACPHA standards for the common core."
c. How will the program change impact learning for students enrolled in this program? All students enrolled in the Hospitality Administration Program will complete the required 61 "core" hours in Hospitality Administration and an additional 9 Hospitality Administration hours for their chosen emphasis area (Event Management, Foodservice Management, and/or Lodging Management).
d. What will students demonstrate, represent, or produce to provide evidence of their learning once they complete the program? Students in the Event Management Emphasis will demonstrate better knowledge of planning, implementing and evaluating events. Students in the Foodservice Management Emphasis will demonstrate better knowledge of day-to-day foodservice operations and management. Students in the Lodging Management emphasis will demonstrate better knowledge of the day-to-day operations of lodging facilities and management. Students will be better prepared to be employed in the Hospitality Administration industry.
e. Provide an example or examples of student learning assessment evidence which supports the changes in the program. We do not have examples of student learning assessment evidence to support the changes to the program at this time (as we just updated our HA

	Assessment Plan last year); however, this program change was highly suggest by our accrediting body during their site visit in Fall 2014.
f.	How does this course fit in the current state of the discipline? Include Arkansas institutional comparisons. If Arkansas educational institutions do not have the course or program provide comparative examples from regional educational institutions. ATU currently offers the only ACPHA accredited hospitality administration program (4 year program) in the state of Arkansas. The University of Arkansas/Fayetteville offers a Bachelor of Science in Human Nutrition and Hospitality Innovation with a concentration in hospitality innovation.
g.	Attach a detailed assessment plan including three to five specific program student learning outcomes, means or instructional measures to assess each outcome, identify program courses where learning will be assessed, and performance standards or criteria for success which demonstrate student learning for each outcome. (Examples for assessment plans/curriculum mapping can be found at the Office of Assessment and Institutional Effectiveness web page.) See attached.

ARKANSAS TECH UNIVERSITY
DEPARTMENT OF PARKS, RECREATION & HOSPITALITY ADMINISTRATION

Hospitality Administration Assessment Plan
2014-15

Arkansas Tech University is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Universities. ATU was last reviewed by the Higher Learning Commission in the spring of 2011 and was granted accreditation until the next review in 2020/21.

General Education

The general education component is the common requirement of all baccalaureate students at ATU. The knowledge and skills acquired in the general education component enable students to analyze problems, to arrive at intelligent conclusions, and to make reasoned choices in their professional and personal lives and the lives of those who they influence.

Many of the general education courses were designed to deal primarily with processes rather than simply with facts, to help students to develop individually and as members of a group, and to instill in students the desire to continue to learn throughout their entire lives and the lives of those who they influence.

Students who earn degrees at ATU will be able to:

- Communicate effectively
- Think critically
- Develop ethical perspectives
- Apply scientific and quantitative reasoning
- Demonstrate knowledge of the arts and humanities
- Understand wellness concepts

To accomplish the above goals, ATU requires the completion of a general education curriculum. Students should refer to the curriculum in their major area of study for specific courses either recommended or required by the academic department to fulfill the general education requirements.[1] The general education core for Hospitality Administration satisfies Standard V (a) of the ACPHA accreditation requirements "Students shall have an opportunity for study in the natural and physical sciences, social sciences, and communication, arts and humanities, and quantitative reasoning."[2]

Hospitality Administration Accreditation

[1] See 2014-15 on-line catalog http://www.atu.edu/academics/catalog/graduation-requirements.html#GenEdRequirements

[2] Standard V (a) Guide to Accreditation: Commission for Programs in Hospitality Administration (2013).

The Hospitality Administration Program is accredited by the Accreditation Commission for Programs in Hospitality Administration (ACPHA). Standard V (a) in the Self Study Guide for accreditation states the curriculum in hospitality administration should contain "Knowledge and understanding of the general principles of the following areas, and specific applications in hospitality management:

1. overview of the hospitality industry and the profession
2. the operations relative to lodging management
3. the operation relative to food service management
4. human resources
5. the marketing of goods and services
6. accounting procedures and practices
7. the legal environment;
8. the economic environment
9. management information systems
10. organizational theory and foundations of management
11. facility operations maintenance and management
12. financial management
13. ethical considerations
14. strategic management
15. leadership theory
16. provision for an evaluative culminating experience

The Professional Core

The professional core courses in Hospitality Administration include 14 courses totaling 43 credit hours. The professional core introduces the students to hospitality administration, its history, marketing of hospitality goods and services, hospitality operations management, accounting practices and procedures, legal issues, ethical considerations, the legal and economic environment of hospitality, quantitative methods, personnel issues, administrative processes, organizational theory, behavior and interpersonal communication, as well as practical work experience. The professional core courses include the following:

Course	Semester Credit Hours
HA 1043 Introduction to Hospitality Management	3
HA 1063 Hospitality Technology	3
HA 2003 Cost Controls	3
HA 2023 Hospitality Supervision and Leadership	3
HA 2053 Work Experience	3
HA 2063 Guest Service Management	3
HA 4001 Internship Preparation	1
HA 4013 Hospitality Marketing and Sales	3
HA 4023 Hospitality Facilities Management and Design	3
HA 4033 Legal Aspects of Hospitality Administration	3
HA 4073 Hospitality Financial Analysis	3
HA 4113 Personnel Management	3
HA 4203 Hospitality Operational Problem Solving	3
HA 4116 Internship	6
	43

The professional core provides the foundation upon which the baccalaureate degree in Hospitality Administration is based. Core courses are required for all HA majors. Table 1 lists the 2014-15 HA Program Learning Outcomes for Hospitality Administration majors, evidence used to measure learning outcomes, the performance measure/tool, performance levels, assessment results, and evidence of curricular and/or programmatic changes.

The following learning outcomes will be utilized and assessed for each academic year, starting with academic year 2014-2015. Assessment will be conducted on learning outcomes each semester by collecting information pertaining to the Performance Measure or Tools and the data that is collected will be recorded and stored in TracDat. Each faculty member will be responsible for obtaining data from his/her classes and entering the data in TracDat in a timely fashion at the end of every semester. The Assessment Results then in turn will be utilized to make curricular or programmatic changes (after a three year period of gathering initial data). These results will be required to make any curriculum changes through the ATU Curriculum Committee

Table 1

At the conclusion of the program, students will be able to exhibit professional hospitality administration knowledge, skills, and abilities.

Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Identify entry level knowledge of the hospitality industry and profession.	Syllabus (HA 1043)	Computerized Exam (HA 1043)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the computerized exam		
		Research Paper (HA 1043)	70% of students will earn a 75% or higher on related educational/learning outcome questions which includes the Research paper		
		Verbal Presentation (HA 1043)	70% of students will earn a 75% or higher on related educational/learning outcome questions which includes the Verbal Presentation		
	Syllabus (HA 2023)	Role Play Assignment (HA 2023)	70% of students will earn a 75% or higher on related educational/learning outcome questions which includes the Role Play Assignment		
		Case Study (HA 2023)	70% of students will earn a 75% or higher on related educational/learning outcome questions which includes the Case Study		
Demonstrate entry level skills of the hospitality industry and profession.	Syllabus (HA 2063)	Course Exam Questions (HA 2063)	70% of students will earn a 70% or higher on related educational/learning outcome questions on the course exam		
		Lab Reports (HA 2063)	70% of students will earn a 75% or higher on related educational/learning outcome which includes lab reports		

	Syllabus/Work Experience Manual (HA 2053)	Agency Final Evaluation and Final Report (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes agency final evaluation and final report		
Apply entry level abilities of the hospitality industry and profession.	Syllabus and Course Exam (HA 2003)	Course Exam Questions (HA 2003)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
	Syllabus (HA 1063)	Course Exam Questions (HA 1063)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
		Case Study (HA 1063)	70% of students will earn a 75% or higher on related educational/learning outcome which includes case studies		
Support advanced knowledge of hospitality industry and profession.	Syllabus and Course Exam (HA 4013)	Course Exam Questions (HA 4013)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
		Special Project (HA 4013)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the Special Project		
	Syllabus and Course Exam (HA 4033)	Course Exam Questions (HA 4033)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
		Case Studies (HA 4033)	70% of students will earn a 75% or higher on related educational/learning outcome which includes case studies		

	Syllabus and Case Studies (HA 4073)	Case Studies (HA 4037)	70% of students will earn a 75% or higher on related educational/learning outcome which includes case studies		
		Course Exam (HA 4073)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
	Syllabus and Ethical Dilemma (HA 4113)	Ethical Dilemma Assignment (HA 4113)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the Ethical Dilemma assignment		
Execute advanced skills of the hospitality profession and industry.	Syllabus and Presentation (HA 4023)	Presentation (HA 4023)	70% of students will earn a 75% or higher on related educational/learning outcome which includes class presentation		
		Course Exam (HA 4023)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
	Syllabus and Internship Manual (HA 4116)	Agency Final Evaluation (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes Agency Final Evaluation		
		Final Report (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes Final Report		
Incorporate advanced abilities of the hospitality industry and profession.	Syllabus and Project Management Assignment (HA 4023)	Project Management Assignment (HA 4023)	70% of students will earn a 75% or higher on related educational/learning outcome which includes Project Management Assignment		
	Syllabus and Research Project (HA 4203)	Research Project (HA 4203)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the Research Project		

	Syllabus and Agency Final Evaluation (HA 4116)	Agency Final Evaluation (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes Agency Final Evaluation		
		Final Report (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes Final Report		

At the conclusion of the program, students will be able to execute core management concepts in the areas of hospitality accounting, finance, human resources, marketing, operations, and technology.

Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Develop management concepts in hospitality accounting.	Syllabus and Course Exam (HA 2003)	Course Exam (HA 2003)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
	Syllabus (HA 4073)	Course Exam (HA 4073)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the course exam and case study		
		Case Study (HA 4073)			
Develop management concepts in hospitality finance.	Syllabus (HA 4073)	Course Exam (HA 4073)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the course exam and case study		
		Case Study (HA 4073)			
	Syllabus (HA 4023)	Project Budget Assignment (HA 4023)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the Project Budget Assignment		
Develop management concepts in human resources.	Syllabus (HA 4113)	Course Exam	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
		Case Study			
		Ethical Dilemma			

	Syllabus and Course Exams (HA 4033)	Course Exams (HA 4033)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
Develop management concepts in hospitality marketing.	Syllabus (HA 4013)	Course Exam (HA 4013) Marketing Plan Assignment (HA 4013)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment and exam		
Produce management concepts in hospitality accounting.	Syllabus (HA 4073)	Course Exams (HA 4073) Case Study (HA 4073)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment and exam		
Produce management concepts in hospitality finance.	Syllabus (HA 4073)	Course Exams (HA 4073) Case Study (HA 4073)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment and exam		
Produce management concepts in human resources.	Syllabus (HA 4113)	Case Study (HA 4113) Ethical Dilemma Assignments	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
	Syllabus and Case Project Assignment (HA 4033)	Case Project Assignment (HA 4033)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
Produce management concepts in hospitality marketing.	Syllabus and Marketing Plan (HA 4013)	Marketing Plan (HA 4013)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
Produce management concepts in hospitality operations.	Syllabus (HA 2053)	Agency Final Evaluation (HA 2053) Final Report (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
	Syllabus and Internship Manual (HA 4116)	Final Report (HA 4116) Special Project Assignment (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		

Produce management concepts in hospitality technology.	Syllabus (HA 1063)	Course Exam (HA 1063) Case Study (HA 1063)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		

At the conclusion of the program, students will be able to describe the fundamental principles of leadership and demonstrate successful leadership skills.

Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Identify the fundamental principles of leadership.	Syllabus (HA 2023)	Course Exams (HA 2023) Class Presentations (HA 2023)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
	Syllabus (HA 4113)	Case Study (HA 4113)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
Demonstrate successful leadership skills.	Syllabus (HA 2053)	Student Initial and Final Self-Evaluation (HA 2053) Agency Final Evaluation (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
	Syllabus and Internship Manual (HA 4116)	Student Initial and Final Self-Evaluation (HA 2053) Agency Final Evaluation (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
	Syllabus (HA 2063)	Weekly Lab Reports (HA 2063) Role Play Activities (HA 2063)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		

At the conclusion of the program, students will be able to utilize critical thinking, problem solving, written and oral communication and investigative skills specific to Hospitality Administration.

Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Identify critical thinking skills specific to hospitality administration.	Syllabus (HA 1043)	Class Presentation (HA 1043) Group Presentations (HA 1043)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
	Syllabus (HA 2023)	Class Presentation (HA 2023) Written Assignment (HA 2023)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
	Syllabus (HA 2053)	Mid-Term Evaluation (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4116)	Mid-Term Evaluation (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
Execute critical thinking skills specific to hospitality administration.	Syllabus (HA 4113)	Case Study (HA 4113) Ethical Dilemma (HA 4113)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
	Syllabus (HA 4203)	Research Project (HA 4203) Role Play (HA 4203)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
	Syllabus (HA 2053)	Agency Final Evaluation (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4116)	Agency Final Evaluation (HA 4116)	70% of students will earn a 75% or higher on related educational/learning		

			outcome which includes the listed course assignment		
Identify problem solving skills.	Syllabus (HA 2053)	Mid-Term Evaluation (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4116)	Mid-Term Evaluation (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4203)	Course Exams (HA 4203)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
Execute problem solving skills.	Syllabus (HA 2053)	Agency Final Evaluation (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4116)	Agency Final Evaluation (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4203)	Research Project (HA 4203)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
Execute oral and written communication.	Syllabus (HA 1043)	Presentation (HA 1043)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
		Research Paper (HA 1043)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 2063)	Guest Service Performance (HA 2063)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		

		Weekly Lab Reports (HA 2063)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 2053)	Agency Final Evaluation (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
		Final Report (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4023)	Project Presentation (HA 4023)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
		Project Binder (HA 4023)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
		Story Board (HA 4023)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4033)	Journal Article Reviews (HA 4033)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4203)	Research Project (HA 4203)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4001)	Portfolios (HA 4001)	70% of students will earn a 70% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus and Internship Manual (HA 4116)	Agency Final Evaluation (HA 4116)	70% of students will earn a 75% or higher on related		

			educational/learning outcome which includes the listed course assignment		
		Final Report (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
Execute investigative skills.	Syllabus (HA 1043)	Presentation (HA 1043)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4013)	Marketing Plan (HA 4013)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4203)	Research Project (HA 4203)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		

At the conclusion of the program, students will be able to apply experiential learning experiences acquired through courses, work experience, and internship to become a successful professional.

Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Relate experiential learning experiences to become a successful professional.	Syllabus (HA 2053)	Initial and Final Self-Evaluation	70% of students' scores will have improved from the initial self-evaluation to the final self-evaluation		
		Agency Final Evaluation	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
		Final Report	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		

	Syllabus (HA 2063)	Weekly Lab Reports (HA 2063)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4023)	Implementation of Design (HA 4023)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus and Internship Manual (HA 4116)	Initial and Final Self-Evaluation (HA 4116)	70% of students' scores will have improved from the initial self-evaluation to the final self-evaluation		
		Agency Final Evaluation (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
		Final Report (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		

At the conclusion of the program, students will be able to demonstrate best practices to meet ever changing guest needs and expectations.

Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Relate best practices learned in the classroom to meet ever changing guest needs and expectations.	Syllabus (HA 2053)	Initial and Final Self-Evaluation	70% of students' scores will have improved from the initial self-evaluation to the final self-evaluation		
		Agency Final Evaluation	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
		Final Report	70% of students will earn a 75% or higher on related educational/learning outcome which		

			includes the listed course assignment		
	Syllabus (HA 2063)	Weekly Lab Reports (HA 2063)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus and Internship Manual (HA 4116)	Initial and Final Self-Evaluation (HA 4116)	70% of students' scores will have improved from the initial self-evaluation to the final self-evaluation		
		Agency Final Evaluation (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
		Final Report (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		

Lodging and Club Management Emphasis

At the conclusion of the program, students will be able to understand and analyze the functions of lodging and club operations.

Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Explore the day to day operations of lodging and club management.	Syllabus (HA 1043)	Course Exam Questions (HA 1043)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
	Syllabus (HA 2043)	Course Exam Questions (HA 2043)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
		Lab Assignments (HA 2043)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4253)	Course Exam Questions (HA 4253)	70% of students will earn a 75% or higher on related educational/learning		

			outcome questions on the course exam		
		Property Critiques (HA 4253)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4093)	Simulation Activity (HA 4093)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
Interpret the functions of lodging and club management.	Syllabus (HA 2043)	Night Audit Assignment (HA 2043)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4253)	Course Exam Questions (HA 4253)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
		Property Evaluations (HA 4253)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4093)	Simulation Activity (HA 4093)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		

Lodging and Club Management Emphasis

At the conclusion of the program, students will be able to distinguish guest needs specific to operational settings.

Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Analysis guest needs specific to operational settings.	Syllabus (HA 3143)	Lab Field Trips (HA 3143)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		

		Course Exams (HA 3143)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
		Journal Assignment (HA 3143)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4093)	Course Exam Questions (HA 4093)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
	Syllabus (HA 4253)	Presentations (HA 4253)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
		Field Trip Analysis (HA 4253)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4063)	Field Trip Report (HA 4063)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
		Target Market Project (HA 4063)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4116)	Agency Final Evaluation (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		

Tourism and Event Management Emphasis

At the conclusion of the program, students will be able to understand and analyze the role of tourism and event management.

Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Explore the role of tourism and event management.	Syllabus (HA 2133)	Course Exams (HA 2133)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
		Semester Project (HA 2133)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 1043)	Course Exam Questions (HA 1043)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
Distinguish the role of tourism and event management.	Syllabus (HA 2133)	Course Exams (HA 2133)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
	Syllabus (HA 4053)	Mid-term Exam (HA 4053)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
		Debate Assignment (HA 4053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		

Tourism and Event Management Emphasis

At the conclusion of the program, students will be able to plan, organize, coordinate, develop, and evaluate the issues related to tourism planning and event management.

Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Compile the issues and trends related to tourism planning and event management.	Syllabus (HA 3133)	Class Assignment (HA 3133)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4053)	Execution of events (2) (HA 4053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (RP 3033)	Business Plan (RP 3033)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (RP 3503)	Class Assignment (RP 3503)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
Critique the issues and trends related to tourism and event management.	Syllabus (HA 3133)	Class Assignment (HA 3133)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4053)	Execution of Events (2) (HA 4053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (RP 3033)	Business Plan (RP 3033)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (RP 3503)	Class Assignment (RP 3503)	70% of students will earn a 75% or higher on related		

			educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4116)	Agency Final Evaluation (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		

Food and Beverage Management Emphasis

At the conclusion of the program, students will be able to understand and analyze the function of food and beverage operations.

Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Explore the functions of food and beverage operations.	Syllabus (HA 1923)	Course Exams (HA 1923)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
		Field Trip Reports (HA 1923)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 2913)	Lab Reports (HA 2913)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 2813)	Menu Analysis (HA 2813)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 1013)	National Certification Exam (Serve Safe) (HA 1013)	100% of students will earn a 75% or higher on related educational/learning outcome which includes the national certification exam		
Distinguish the functions of food and beverage operations.	Syllabus (HA 1923)	Course Exams (HA 1923)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		

		Field Trip Reports (HA 1923)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 2913)	Lab Reports (HA 2913)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4063)	Course Exams (HA 4063)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		

Food and Beverage Management Emphasis

At the conclusion of the program, students will be able to manage the entire operation; coordinate and evaluate all aspects of food and beverage services.

Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Appraise all aspects of food and beverage services.	Syllabus (HA 4983)	Final Exam (HA 4983)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
		Kitchen Manager's Report (HA 4983)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus (HA 4116)	Agency Final Evaluation (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		

Other Assessment Tools

Course Certifications. Certifications may/should be obtained in the following courses:
HA 1013 Sanitation Safety (Servsafe)
HA 4063 Beverage Management (Servsafe Alcohol)

Student Evaluations
Mid-term and end-of-semester student evaluations for every HA course, each semester

Senior Exit Surveys. Graduating seniors in Hospitality Administration will be sent a survey via e-mail to be completed before graduation. This survey is used as an assessment tool to get student feedback on preparedness for the RP profession, study habits, use of textbooks, academic advising, amount of work during their collegiate years, membership in student organizations, overall impression of their education and major, as well as their knowledge and skills in areas of professional competency. An informal Senior Exit Survey is also conducted in HA 4001 Internship Preparation.

A Senior Exit Survey will be completed in the Fall of 2014 and in the Spring of 2015.

Alumni Survey. At least once every five years there will be a survey of alumni to maintain contact with graduates, track who is working (or not) in the Hospitality Administration profession, areas in which they are working, salaries, ect.

Arkansas Tech University
DEPARTMENTAL SUPPORT FORM

This form must be completed for every department affected by the course change.

Department Affected:	This department
Health and Physical Education	☑ supports the change.
Comments: The HPE Department supports adding PE2513, First Aid, to the Hospitality Administration curriculum requirements.	

Department Head Signature: Annette Holeyfield

Date: 06/29/2015

Arkansas Tech University
DEPARTMENTAL SUPPORT FORM

This form must be completed for every department affected by the course change.

Department Affected: College of Business	This department ☒ supports ☐ does not support the change.
Comments: Changes in Hospitality Administration programs to delete ACCT 2013 as a required course.	

Department Head Signature: _____

Stephen Jones, Associate Dean
College of Business

Date: 06/25/2015

Arkansas Tech University
DEPARTMENTAL SUPPORT FORM

This form must be completed for every department affected by the course change.

Department Affected: **BIOS**	This department ☒ supports ☐ does not support the change.
Comments: **The BIOS department is happy to support HA students in BIOL 1014 and we anticipate no difficulty providing sufficient seats in that course.**	

Department Head Signature: Charlie Hogan

Date: 6-29-15