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 Corequisites: 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

TO:

RECEIVED SEP 1 4 2015

Registrar's Office

TO:		Select Approp	riate Committee			
FROM (Initiating Depart	tment):	Parks, Recre	ation, and Hospita	lity Adminis	tration	
DATE SUBMITTED:		8/22/2015				
Title		Signatu	ire		Date	
Department Head			h. MeM	.0	Olyllac	
Dean			11/11/11	Man .	9/14/15	<u>) </u>
Teacher Education Cour	ncil (if appli	cable)	geh/Dr	uu-	1/1/15	2
Graduate Council (if app	olicable)					
Registrar		Yar	nny Wlai		9/14/15	
Vice President for Acade	emic Affairs		- They was			
Course Subject: (e.g., ACC	T, ENGL)	Course Number: (e	e.g., 1003)	Effective	Term:	
НА	***************************************	1011 (00)		⊂ Spring	Summer I	
Official Catalog Title: (If of	ficial title e	xceeds 30 character	s, indicate Banner	Title below)	
Orientation to Hospitalit	y Administr	ation	and the second s	ariangia antisenting di kalimata panggangangi katina ini mahamping ga	دوسته بنادين ويومشوه مساهده فاستعدا مناه والمناه والمناه والمناه والمناه والمناه والمناه والمناه والمناه	
Banner Title: (limited to 30	characters, i	ncluding spaces, capit	alize all letters — th	is will display	on the transcript)	
Orientation to Hospitalit	y Adm	er talkan ayan (i bersah eti eta saisian eta	atherennes proposes of the fill the land to make make one to be a fill of the him of him during land as a fill of the first including a set	reference of the second desired desire	, ,	
Will this course be cross-li	sted with a	nother existing cour	se? If so, list cours	e subject an	id number.	
Yes • No				Andrews der Spreads (A) in his eres im Chemister (A) app (A)	Median stratiliset and a land and photographic of debilised is a standing a basel instrument a supplying by debiliser-	
Will this course be cross-lis			t in the undergrad	uate or grad	luate catalog?	ĺ
If so, list course subject an	d number.	⊂ Yes				
Is this course repeatable t	or addition	al earned hours?	⊂ Yes 🍜 No Ho	w many tota	al hours?	-
Grading: © Standard Le		C P/F	Other	property and the second	g	
Mode of Instruction (check	appropria	te box):				
© 01 Lecture	○ 02 Le	cture/Laboratory	C 03 Laborator	only		
© 05 Practice Teaching	€ 06 In	ternship/Practicum	← 07 Apprentice	ship/Externs	hip	
© 08 Independent Study	← 09 Re	adings	← 10 Special To	pics		
12 Individual Lessons	○ 13 Ap	plied Instruction	← 16 Studio Cou	rse		
17 Dissertation	☐ 18 Acc	tivity Course	← 19 Seminar	(*	98 Other	

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) 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)?

Effectiveness web page at http://www.atu.edu/assessment/

http://www.atu.edu/registrar/curriculum_forms.php.

must be attached. The form is located on the Curriculum forms web page at

Attach the Course Addition Assessment Form. The form is located on the Assessment & Institutional

If this course will affect other departments, a Departmental Support Form for each affected department

No

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

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

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

Grading Scale

90-100	=	Α
80-89	=	В
70-79		C
60-69	=	D
Under 60	=	F

HA 1011 Course Outline

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

HAtott 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 1 4 2015

Registrar's Office

TO:	· · · · · · · · · · · · · · · · · · ·	Select Appro	oriate Committee		- Siotial 3 O
FROM (Initiating Depar	tment):	<u> </u>	eation, and Hospita	litv Administr	ation
DATE SUBMITTED:		8/22/2015			
Title	***	Signat	ure		Date
Department Head			A. MeM	. ()	Olyular
Dean				Man	9/14/15
Teacher Education Cou	ncil (if applica	ble)	yen//Dr	eu_	7/1/15
Graduate Council (if ap	plicable)				
Registrar		Jan	MMIN 21 DALL	10	9/14/15
Vice President for Acad	emic Affairs		mny Wlau		1114115
ourse Subject: (e.g., ACC HA fficial Catalog Title: (if o		ourse Number: (hadroning () with the first head to and controlled (see it direct in large till see in a direct head for given in a since	Effective T	erm: • Summer I
fficial Catalog Title: (If or Orientation to Hospitali	ty Administrat	ion	rs, Indicate Banner	Title below)	there has being a to the feel and the thinking the feel to the second of
anner Title: (limited to 30			talize all letters — thi	s will display o	n the transcript)
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ill this course be cross-li	sted with a co	urse currently no	ot in the undergradu	ate or gradu	ate catalog?
so, list course subject ar		Yes • No	meteore polici di indicata de Antonio Polici alla de la	**************************************	
this course repeatable	for additional	earned hours?	← Yes ← No Hov	w many total	hours?
ading: • Standard Le	etter	C P/F	○ Other	A contract of the contract of	
ode of Instruction (chec	k appropriate l	box):		\$	
01 Lecture	← 02 Lectu	re/Laboratory	C 03 Laboratory	only	
05 Practice Teaching	€ 06 Inter	nship/Practicum	○ 07 Apprentices	hip/Externshi	p
08 Independent Study	← 09 Read	ings	○ 10 Special Top	ics	
12 Individual Lessons	← 13 Appli	ed Instruction	← 16 Studio Cour	se	
17 Dissertation	← 18 Activi	ty Course	↑ 19 Seminar	C	98 Other

Arkansas Tech University REQUEST FOR COURSE ADDITION

TO:	Se	lect Appropriate (Committee	
FROM (Initiating Depart	ment): Pa	rks, Recreation, a	ninistration	
DATE SUBMITTED:		une 29, 2015		
Title		Signature		Date
Department Head		Cotair	McMah	7/01/15
Dean		2. \ (a)	11-20	an 7/01/15 6-30-15
Teacher Education Counc	cil (if applicable)	Willy	Halfe	6-30 15
Graduate Council (if appl	icable)		V	
Registrar		Yww		7/23/15
Vice President for Acade	mic Affairs			
ourse Subject: (e.g., ACCT	, ENGL) Cours	e Number: (e.g., 1	instrumentalistis essentialistis estatutus essentialistis essentialistis essentialistis essentialistis essenti	ffective Term:
НА	207	3	C	Spring • Summer I
fficial Catalog Title: (If off	icial title exceeds	30 characters, inc	dicate Banner Title	below)
Introduction to Event Ma	nagement			
anner Title: (limited to 30 o	haracters, includir	g spaces, capitalize	all letters — this wil	l display on the transcript)
Intro to Event Manageme	ent			
/ill this course be cross-lis	ted with another	existing course? I	f so, list course su	bject and number.
Yes • No				
/ill this course be cross-lis		in the same of the	he undergraduate	or graduate catalog?
so, list course subject and	d number. ${}^{\leftarrow}$ Ye	s • No		
s this course repeatable f	or additional ear	ned hours? 🦰 Y	es 🦲 No How m	any total hours?
rading: • Standard Le		P/F	C Other	Notified the content of the content
lode of Instruction (check	appropriate box	:		
01 Lecture	C 02 Lecture/I	aboratory (03 Laboratory only	į
05 Practice Teaching	← 06 Internsh	p/Practicum (07 Apprenticeship	/Externship
08 Independent Study	€ 09 Reading	e th	10 Special Topics	
12 Individual Lessons	← 13 Applied	nstruction (16 Studio Course	
17 Dissertation	C 18 Activity (nurse (* 19 Seminar	C 98 Other

Does this course require	e a fee? 🤍 Yes 🤏 No	How Much?	Select Fee Type
If selected other list fee	type:	ilmi, mari, ma	Anthropium
Elective	☞ Major	l N	Minor
(If major or minor cours program.)	e, you must complete th	e Request for Prog	gram Change form to add course to
If course is required by	major/minor, how frequ	ently will course be	e offered?
Once a year spring se	mester		
2. Cross-listing 3. Offered (e.g., Fall 4. Prerequisites 5. Co-requisites 6. Description 7. Notes (e.g., inform 8. Contact Hours if of 9. Fees (e.g., \$36 art) e. Section for Name of f. Text required for councillations i. Course objectives j. Description of how of education componer General Education Of k. Assessment method l. Policy on absences, of	Transfer System (ACTS) of only, Spring only. Do not in description different than lecture (e.g. fee) instructor, office hours, when the course mental reading list) le for the course course meets general educations.	such as course mag., Lecture three ho contact informatio dication objectives (course meets one of graduate catalog) with specific equiv	ay be repeated for credit) ours, laboratory three hours) on (telephone, email) (courses included in the general or more of the objectives contained in
	any special resources su ning equipment, etc.? No		ntenance costs, library resources, specia
Will this course require	a special classroom (con	nputer lab, smart c	classroom, or laboratory)? No
Attach the Course Addi	tion Assessment Form.	he form is located	on the Assessment & Institutional
Effectiveness web page	at http://www.atu.edu/	assessment/	
must be attached. The	other departments, a Deform is located on the Cegistrar/curriculum form	urriculum forms w	ort Form for each affected department eb page at



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

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**

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
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

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

Arkansas Tech University

Course Addition

Assessment Form

HA 2013

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	Very Good	Average	Poor	Unacceptable
•	4 pts	3 pts	2 pts	1 pts	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		Complete miss. Either omitted or was completely incorrect.
Depth of Project / CriticalThinking	Excellent	Very Good	Average	Poor	Unacceptable

; !	and critical thinking were execellently	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 wel	No assignment completed
Finish/ Conclusions/ Recomendations	Excellent	Very Good	Average	Poor	Unacceptable
			the state of the s		

	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		VCd	Average	Poor	Unacceptable
Networking Media	Excellent	Very Good	Average	1 001	
Fromo 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	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.
instructions in that area.					
Press Release	Excellent	Very Good	Average	Poor	Unacceptable
You will create a publicity release announcement that must be at least 250 words					

	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	Select Appropriate Committee				
FROM (Initiating Departm	nent): Parl	Parks, Recreation, and Hospitaltiy Administration				
DATE SUBMITTED:	June	e 29, 2015				
Title	J.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Signature	4.	Date		
Department Head		Cata:	MEMal	Pan 6/29/15		
Dean		Will He	alle	Pan 6/29/15		
Teacher Education Counci	il (if applicable)	and be	Sagge -			
Graduate Council (if appli	cable)					
Registrar		y way	1) //	7/23/15		
Vice President for Acaden	nic Affairs	J W.Xu.u		are to the second secon		
ourse Subject: (e.g., ACCT,	ENGL) Course N	Number: (e.g., 100	3) Effe	ective Term:		
HA	3073	3113	and the state of t	Spring • Summer I		
Official Catalog Title: (If offi	cial title exceeds 30		ate Banner Title k	pelow)		
Hospitality Managerial Ac	ta and a facility of the control of the facility of the facility of the control o	ika e (da alimbili serimenti e estre atmente manimente da imazio da la mismo di ce estimato e estra estra estr	nijant jaminja dinkakanininina menimenia menimenia ari minimenia principali principali principali principali p	a tiga kana tini di min keli di Mili keli pelipelipelipelipelipelipelipelipelipeli		
anner Title: (limited to 30 c	haracters, including s	paces, capitalize all	letters — this will o	display on the transcript)		
Hospitality Managerial Ac	en landa di landi di la landi kata etanga may ancalan da etanolan ilandi di landi da landi kati ilandi da etan		alaren kaletarreka erkalariar dele erti. Anteretterette ere jant gan tila delinat aventirada erti. Anteretreta	oci		
Vill this course be cross-list	ted with another ex	kisting course? If s	o, list course subj	ect and number.		
Yes • No						
Vill this course be cross-lis		gininaturiani mininaturi mininatu	undergraduate o	or graduate catalog?		
f so, list course subject and	d number.	• No				
Is this course repeatable fo	or additional earne	d hours? 🦰 Yes	• No How ma	ny total hours?		
Grading: • Standard Le	tter 🦰 I	P/F	○ Other	oppinnen markin mit kalini dik misistim markin dika dika markin katana di misistim da markin dika misistim mar		
Mode of Instruction (check	appropriate box):					
	C 02 Lecture/Lab	ooratory C (03 Laboratory only			
05 Practice Teaching	C 06 Internship/	Practicum (*)	07 Apprenticeship/	Externship		
© 08 Independent Study	€ 09 Readings	(m)	10 Special Topics			
12 Individual Lessons	← 13 Applied Ins	struction	16 Studio Course			
17 Dissertation	← 18 Activity Cou	rse	19 Seminar	○ 98 Other		

Does this course require a fee?	? ← Yes ← No	How Much?	Select Fee Type
If selected other list fee type:	ya niigasti, kaimma kiris marana kani kahkatimiti di Milikinin ya eskili senindi senindi.	and the first the second secon	October Alleiner
Flective	✓ Major	juntur	Minor
(If major or minor course, you program.)	must complete th	e Request for Pro	ogram Change form to add course to
If course is required by major/	minor, how freque	ently will course b	oe offered?
Once a year - Fall semester	interioristica (n. 1-42 consistenti interioristica (n. 144 consistenti interioristica		
entered as they should appear a. Course subject b. Course number c. Catalog course title d. Catalog description 1. Arkansas Course Transfe 2. Cross-listing 3. Offered (e.g., Fall only, Sall only, Sa	r in the catalog) or System (ACTS) conspring only. Do not in description on the course of the course	ourse number, if t enter if offer co such as course n g., Lecture three I contact informati course meets one graduate catalog) with specific equ	nay be repeated for credit) nours, laboratory three hours) on (telephone, email) s (courses included in the general e or more of the objectives contained in
Will this course require any sp software, distance learning eq			intenance costs, library resources, special
Will this course require a spec may need to be taught in the			classroom, or laboratory)? This course
			d on the Assessment & Institutional
Effectiveness web page at http	o://www.atu.edu/	assessment/	
If this course will affect other must be attached. The form is http://www.atu.edu/registrar	s located on the Co	urriculum forms \	oort Form for each affected department web page at

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







COURSE DESCRIPTION

The purpose of HA 3073 (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. <u>Your calculator will be checked by the instructor every class</u>. 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:

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

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 <u>in a mature and professional</u> 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 HOLIDA	Y – NO CLASS	3
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 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 A	Appropriate (Committee			
FROM (Initiating Department)): Parks	Parks, Recreation, and Hospitality Administration				
DATE SUBMITTED:	June 2	June 29, 2015				
Title	l	Signature			Date	
Department Head		Cata	MeMal	2an	6/29/15	
Dean		2. 2.00	Maghe Harefu		6-30-15	
Teacher Education Council (i	f applicable)	will	Day		6.30.13	
Graduate Council (if applicat	ole)					
Registrar		Jul	01106		7/23/15	
Vice President for Academic	Affairs		<u> </u>			
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Attach the Course Addition Ass	essment Form.	The form is loca	ated on the	Assessment & Institutional
Effectiveness web page at				

Arkansas Tech University

Course Addition

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 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 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

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

Prenequisi 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 makeups 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 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

T	Welcome!
Tuesday	
January 12	Review syllabus
	Who are You Activity
	HOMEWORK - Read Chapter 1 Intro to Catering
Thursday	Lecture
January 14	Review Chapter 1
	HOMEWORK Read Chapter 2 Starting Your Catering Business
Tuesday	Lecture
January 19	Review Chapter 2
•	HOMEWORK Read Chapter 4 from Reflections of a Successful Wallflower
Thursday	Lecture
January 21	Review Chapter 4 from Reflections
Juliudi y 2±	HOMEWORK Read Chapter 7 Event Planning
Tuocday	Lecture
Tuesday	The contract of the contract o
January 26	Review Chapter 7
Thursday	QUIZ
Janaury 28	Chapters 1,2, 7
	HOMEWORK
Tuesday	Lecture
February 2	HOMEWORK Read Chapter 5 Staffing
Thursday	Lecture
February 4	Class Discussion Chapter 5
	HOMEWORK Read Chapter 6 Marketing
Tuesday	Lecture
February 9	Class Discussion Chapter 6
(Ebluary 3	HOMEWORK Read Chapter 8 How Can We Serve You?
Thumaday	Role Playing Exercise
Thursday	HOMEWORK Read Chapter 5 From Reflections of a Successful Wallflower
February 11	
Tuesday	HOMEWORK Read Chapter 3 From Reflections of a Successful Wallflower
February 16	
Thursday	Lecture
February 18	Class Discussion about Reflections of a Successful Wallflower
1 Chinal A 10	HOMEWORK Read Chapter 9 Food Preperation and Service
	
Tuesday	Lecture
February 23	Class Discussion Chapter 9
	HOMEWORK Read Chapter 11 Sample Menus and Service
Thursday	Lecture Chapter 11
February 25	
Tuesday	Quiz
March 1	Chapters 5,6,8
i lui Ci i I	7-1

Thursday	Go Over Guidelines for Final Project and Presentation
March 3	The second area containing
Tuesday	In class discussion about citing papers and presentations
March 8	
Thursday	Video
March 10	https://www.youtube.com/watch?v=vBk-zGEXS9U
	10 Tuos on How to Plan a Catering Event
Tuesday	Review videos
March 15	HOMEWORK Read Chapter 10 from Reflections of a Successful
	Wallflower
Thursday	Discussion Control of Malifornia
March 17	Chapter 10 Reflections of a Successful Wallflower
Tuesday	Spring Break
March 22	
Thursday	Spring Break
March 24	
Tuesday	Research Day
March 29	
Thursday	Research Day
March 31	
Tuesday	Quiz
April 5	Chapters 9,11, and Selections from Reflections of a Successful
	Waliflower
Thursday	Presentations
April 7	
Tuesday	Presentations
April 12	
Thursday	Presentations
April 14	1 - 1.
Tuesday	Presentations
April 19	
Thursday	Presentations
April 21	
Tuesday	Last Day of Class
April 26	

Arkansas Tech University REQUEST FOR COURSE ADDITION

TO:	Select Ap	propriate Committee	
FROM (Initiating Department):	Parks, Re	creation, and Hospitality	Administration
DATE SUBMITTED:	June 29,	2015	
Title	Si	gnature	Date
Department Head	(ath MEM	Dan 6/29/15
Dean		Will Haroll	ahan 6/29/15
Teacher Education Council (if app	olicable)	3 27	
Graduate Council (if applicable)			
Registrar		y weare	7123/15
Vice President for Academic Affai	irs		
ourse Subject: (e.g., ACCT, ENGL) A	Course Num 4986	ber: (e.g., 1003)	Effective Term: © Spring • Summer I
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Williamson Hall Dining F	Room	mputer lab, smart classroom, or laboratory)? Food Lab and
Attach the Course Addit	tion Assessment Form.	The form is located on the Assessment & Institutional
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must be attached. The	other departments, a D form is located on the G egistrar/curriculum form	Departmental Support Form for each affected department Curriculum forms web page at ms.php.

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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.
- 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

REOUIRED 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	В	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 athletictype 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 athletictype 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	Т	Ch1	Introduction to Purchasing
9/6	T	Ch 2	Quality Requirements
9/13	T	Ch2	Quality Requirements
9/20	Т	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	Т	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	Т	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: slee 17@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.

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:

Menu description Critiques Lab (14 @ 20)	30
Menu description Critiques	30
Evaluation of kitchen manager duties Menu Descriptions	100
Kitchen manager's report	100
Iron Chef Competition peer evaluation	50
Iron chef (=Food production final exam)	100
Exam #2 (Food production)	100
Exam #1 (Food production)	100 100
Exam #2 (purchasing) Final (purchasing)	100
Exam#1 (purchasing)	100

Grading scale

	В	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

Personal grooming

- Good personal hygiene is essential and precautions should be taken to avoid body
- 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-

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 athletictype 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
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- 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

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 - ✓ 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		
8/31	T	Ch1	Introduction to Course
9/6	T	Ch 2	Introduction to Purchasing
9/13	T	Ch2	Quality Requirements
9/20	T	Ch3	Quality Requirements
		ChS	Purchase Quantity Requirements
9/27	Т		Exam 1
10/4	T	Ch 4	
10/11	T	Ch 4	Selecting Vendors
0/18	T	Ch 5	Selecting Vendors
0/25	Т	Ch 5	Ordering Products: Pricing Decisions
1/1	T	Ch 6	Ordering Products: Pricing Decisions
1/8	T	Ch 6	Urdering products: Effective Procedures
< 14 B		CHO	Ordering products: Effective Procedures
1/15	T		Exam 2
1/22	Т	Ch 7	Purchasing Ethics and Vendor Relations
1/29	T	Ch 8	
2/6	T	CHO	Purchasing Follow-Up
2/8			Review for Certificate Exam
			Final Exam

Tentative LECTURE Schedule of "Advanced Food Production"

Date	Day	Chapter	Topic	
8/26	TH		* vpic	Assignment due date
9/2	TH		Introduction to course	
9/9	TH		Menu tasting	
9/16	TH		TBA	
9/23	TH	Cha e 4	TBA	
-/	111	Ch3 & 4	Tools and equipment & Basic	
9/30	TEXT		cooking principles	
2/30	TH	Ch 5	Menus, recipes, and cost	
10/7			management	
10/7	TH	Ch 28	Food presentation	
10/14	TH		Exam #1 (Ch 3,4,5 & 28)	
10/21	TH	Ch 29 &	Bakeshop production	
		30	Voset V	
10/28	TH	Ch 31	Yeast products	
11/4	TH	Ch 11 &	Quick breads	
		13	Cooking meats and game/	
		13	cooking poultry and game	
11/11	TH		birds	
~~	111		Exam #2 (Ch 29, 30, 31, 11, &	
11/18	/IDEE		13)	
	TH		ТВА	
11/25			Thanksgiving Break	
12/2			TBA	
Final			Final exam	

Tentative LAB schedule of "Advanced Food Production"

late	Nav	Topic
3/26	TH	
9/2	TH	Introduction to course/cleaning
9/9	TH	Cooking demonstration
/16	TH	Cooking demonstration
/23	TH	Open to public
/30	TH	Open to public
	111	Open to public
7	TH	0
14	TH	Open to public
/2 i	111	Open to public
/28	TH	Open to public
/4		Open to public
	TH	Open to public
11	TH	Open to public
18	TH	Open to public
25		Thanksgiving
/2		
/9	TH	Open to public Final Exam-Iron Chef

Arkansas Tech University

Course Addition

Assessment Form

HA4986

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

RE	QUEST FOR COURSE DELETION	
то:	Select Appropriate Committee	
FROM (Initiating Department):	Parks Recreation, and Hospitality Administ	tration
DATE SUBMITTED:	June 29, 2015	
Title	Signature	Date
Department Head	Cata: MEM. O.	
Dean	atti 7 Thahan	669/15
Teacher Education Council (if appli	cable)	/ 1/1/15
Graduate Council (if applicable)		*

y wealle

7/23/15

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)
HA	1923
If this course is cross-listed, list course subject and number. CUL 1923	Will the cross-listed course be deleted? ☐ Yes
Official Catalog Title:	

(NOTE: If major or minor course, you must complete the Request for Program Change form to

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

Attach the Course Deletion Assessment Form. The form is located on the Assessment & Institutional

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

Registrar

Vice President for Academic Affairs

delete course from program.)

Effectiveness web page at http://www.atu.edu/assessment/

http://www.atu.edu/registrar/curriculum forms.php.

Office of Assessment and Institutional Effectiveness (2014)

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

Signature	
	Date
Cathi Mc Mahan	
will Hoefen	6-30-15
Man and	1 1
Pullly	7/23/15
	Signature Cathi Mª Mahan Ling Hoefen Glacula

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 C Not Cross-listed	Will the cross-listed course be deleted? C Yes • No
Official Catalog Title:	
Cost Controls	
(NOTE: If major or minor course, you must complete the Req delete course from program.)	uest for Program Change form to
Attach the Course Deletion Assessment Form. The form is local	ated on the Assessment & Institutional
Effectiveness web page at http://www.atu.June edu/assessme	ent/
If this course will affect other departments, a Departmental Sudepartment must be attached. The form is located on the Currents://www.atu.edu/registrar/curriculum_forms.php.	ent/

Office of Assessment and Institutional Effectiveness (2014)

Arkansas Tech University

Course Deletion

Assessment Form

HA2003

Our Mission

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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
	A

Signature	
	Date
	6-30-15
Will Haefen	6-30-15
910) QMI	7123/15
	1103/15
	Signature Cathi Mª Mahan Willy Haefan

Course Subject: (e.g., ACCT, ENGL)	C
HA	Course Number: (e.g., 1003)
1	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 Req delete course from program.)	uest for Program Change form to
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Attach the Course Deletion Assessment Form. The form is local	
Attach the Course Deletion Assessment Form. The form is local Effectiveness web page at http://www.atu.edu/assessment/	ited on the Assessment & Institutional
Attach the Course Deletion Assessment Form. The form is local Effectiveness web page at http://www.atu.edu/assessment/ If this course will affect other departments, a Departmental Surface.	ated on the Assessment & Institutional
Attach the Course Deletion Assessment Form. The form is local Effectiveness web page at http://www.atu.edu/assessment/ If this course will affect other departments, a Departmental Sudepartment must be attached. The form is located on the Currentp://www.atu.edu/registrar/curriculum forms.php.	ated on the Assessment & Institutional
Attach the Course Deletion Assessment Form. The form is local Effectiveness web page at http://www.atu.edu/assessment/ If this course will affect other departments, a Departmental Sudepartment must be attached. The form is located on the Curr	pted on the Assessment & Institutional pport Form for each affected iculum forms web page at

Office of Assessment and Institutional Effectiveness (2014)

Arkansas Tech University

Course Deletion

Assessment Form

HA 3133

Our Mission

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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

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

Title	Signature	
Department Head		Date
	Cathi Mª Mahan	6/29/15
Dean	- Wan	01071115
	Willy Hoefler	6-30-15
Teacher Education Council (if applicable)	any page	6-30-5
•		
Graduate Council (if applicable)		
Registrar	I P / n Course	
	I Welle	1 7/23/15
Vice President for Academic Affairs		16.00.0

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)
НА	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 Requourse from program.)	uest for Program Change form to delete
(NOTE: If major or minor course, you must complete the Requestion and program.) Attach the Course Deletion Assessment Form. The form is local Effectiveness web page at http://www.atu.edu/assessment/	
Attach the Course Deletion Assessment Form. The form is local	ated on the Assessment & Institutional

Arkansas Tech University

Course Deletion

Assessment Form

HA4253

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.

- 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	Data
Department Head	Cata Me Ma Ban	Date
Dean	Calli 7 17 Jahan	6/29/15
Teacher Education Council (if applicable)	willy Doefor	6-30-5
Graduate Council (if applicable)		
Registrar	Jammy Weanu	
Vice President for Academic Affairs	Ju may a rum	1/23/15

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)
НА	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 Req delete course from program.)	uest for Program Change form to
Attach the Course Deletion Assessment Form. The form is loc Effectiveness web page at http://www.atu.edu/assessment/	ated on the Assessment & Institutional
If this course will affect other departments, a Departmental Sudepartment must be attached. The form is located on the Curatip://www.atu.edu/registrar/curriculum_forms.php.	upport Form for each affected riculum forms web page at

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

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- a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable
- 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.

TO:	Select Ap	propriate Committee	
FROM (Initiating Department):	Parks, R	ecreation, and Hospitality Administration	1
DATE SUBMITTED:	June 29,		
Title		Ciana	
Department Head		Signature	Date
		1 th. Mac MA	
Dean		Cathi Mª Mahan Welly Dosephon	6-30-15
		Will Dacker	1
Teacher Education Council (if appli	cable)	Jesepon Jesepon	6-30-15
Graduata Carrell (15			
Graduate Council (if applicable)			
Registrar			*Addriver the Addriver the Addr
-5	4	Falaule	>
lice President for Academic Affairs		20 William	7/25/15
- Teadernic Arians			, , ,
Course Subject: (e.g., ACCT, ENGL)			
HA		Course Number: (e.g., 1003)	
this course cross-listed with anoth		1013	
Yes No CUL 1013	er existing co	<pre> 1013 urse? If so, list course subject and number</pre>	er.
fficial Catalog Title:			
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HA 1011	, 1003)	
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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.

- 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.

TO:	Select A	ppropriate Committee	
FROM (Initiating Department):	Parks,	Recreation, and Hospitaltiy Administra	tion
DATE SUBMITTED:	June 29	9, 2015	
	1		
Title		Signature	-
Department Head			Date
Dean		Cathi Mc Mahan	6-30-15
Teacher Education Council (if ap	plicable)	Willy Haffer	6-30-15
Graduate Council (if applicable)			
Registrar		Yweam	
Vice President for Academic Affa	iirs	C) Wearing	7/23/1
Course Subject: (e.g., ACCT, ENG	L	Course Number: (e.g., 1003)	
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	New Prerequisite (list all, as you what HA 1043 and COMS 1003 New Co-requisite (list all, as you was a list of the Course Addition Assess of the Course was a list of the Course and the course at http://www.commons	want them to appear in the want form. The form is leave.	The catalog): In e catalog): In e catalog): In e catalog): In our of the Assessment & Institutional of the Institutional of the Institutional of the Institution & Institutional of the Institution & In

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.

- 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.

	REQUEST FO	R COURSE CHAN	GF	
TO:		propriate Committee		
FROM (Initiating Department):	Parks, R	ecreation, and Hospit	ality Administratio	on
DATE SUBMITTED:	June 29,			

Title		Signature		Det
Department Head		<u> </u>		Date
Dean		will sheft	Mahan	20129/15
Teacher Education Council (if app	licable)	Willy Hoefle		6-30-15
Graduate Council (if applicable)				
Registrar				
	6	4 Wlaur		7/25/15
Vice President for Academic Affair	rs			1100/15
Course Subject: (e.g., ACCT, ENGL)				
HA		Course Number: (e.	g., 1003)	
Is this course cross-listed with ano Yes C No	ther evisting so	2023		
Yes ← No	ener existing CO	urse? IT so, list course	subject and num	ber.
CUL 2023		and the second section of the		
Official Catalog Title:				
Hospitality Supervision and Lead	ershin	in the damage of the control of the		
Request to change: (check appropr	iate box):			
Course Number	▼ Title	IA	/ Course Descriptio	n
	Prerequisite		Co-requisite	•
	Fee		•	
Other	airinaine, eti a 12,000 irinainen (orinainen principalen propentainen (orinainen principalen principal	ana dipuning papulang kating ang kating ang kating ana kating kan at ana papulang ang ang ang ang ang ang ang		
OTC. TI]

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

2023		
New Official Catalog	Title: (If official title exceeds 30 cl	naracters, indicate Banner Title below)
Hospitality Leader	ship and Ethics	Taracters, mulcate Banner Title below)
Banner Title: (limited	to 30 characters at a second	
Hospitality Ledersh	in /Fat:	pitalize all letters - this will display on the transcrip
New Course Deserted	ip/etnics	The second secon
will explore their exist	e analysis of organizational work e	ent skills necessary to lead and manage y, economically, and socially acceptable nvironments and critical situations. Students ational principles, and commit to their own values, and best practices relative to the
New Cross List:		
Adding Cross-Listing	Changing Cross-Lis	oting Deleting Cross Live
f adding or changing c		
detail the difference in	Tundergraduate course subject	t and number
detail the difference in	ross-listing, indicate course subjec 1 undergraduate and graduate cou	t and number larse below, if appropriate)
	and graduate cou	irse below, if appropriate)
ew Prerequisite (list al	ll, as you want them to appear in t	irse below, if appropriate) he catalog):
lew Prerequisite (list al	and graduate cou	irse below, if appropriate) he catalog):
ew Prerequisite (list al ew Co-requisite (list al	ll, as you want them to appear in t	irse below, if appropriate) he catalog):
ew Prerequisite (list al ew Co-requisite (list al Elective	II, as you want them to appear in t	irse below, if appropriate) he catalog): he catalog):
ew Prerequisite (list al ew Co-requisite (list al Elective	II, as you want them to appear in t	irse below, if appropriate) he catalog): he catalog):
ew Prerequisite (list al ew Co-requisite (list al Elective	II, as you want them to appear in t	irse below, if appropriate) he catalog): he catalog):
ew Prerequisite (list al ew Co-requisite (list al Elective major or minor course ogram.)	II, as you want them to appear in to appear in the Major e, you must complete the Request	he catalog): he catalog): Minor for Program Change form to add course to
ew Prerequisite (list allew Co-requisite (list allew Co-requisite (list allew Co-requisite (list allew Course Major or minor course pagram.) Each the Course Addition ectiveness web page a	II, as you want them to appear in to appear in the Major P. Major P. you must complete the Request on Assessment Form. The form is the http://www.atu.edu/assessment	he catalog): Minor for Program Change form to add course to located on the Assessment & Institutional
ew Prerequisite (list allew Co-requisite (list allew Co-requisite))).	II, as you want them to appear in to appear in the Major A you must complete the Request on Assessment Form. The form to appear in the Major	he catalog): Minor for Program Change form to add course to located on the Assessment & Institutional

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.

- 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.

FROM (Initiating Department): DATE SUBMITTED: Title	Parks, Ro	ecreation, and Hospitality Administratio	n
	June 29,	2015	
litle little		2013	
Γitle			
		Signature	
Department Head			Date
Dean		Cattle 11/2/Vallan	6-30-15
eacher Education Council (if appli	icable)	Cathi Me Ma Dan Well Hoofer	6-30-15
	icable)		
Graduate Council (if applicable)			
Registrar	,	Il laur	
ice President for Academic Affairs	<u> </u>	SWILL STORY	7/8/3/15
ourse Subject: (e.g., ACCT, ENGL)		Course Number: (e.g., 1003)	
НА		2043	
this course cross-listed with anot	her existing co	ourse? If so, list course subject and num	ber.
res ·• No			veliveliveldangimispanijspapijspapipepiliveldanimismappvaliveliveldinidangangysegii
fficial Catalog Title:	والمستعدد المستعدد والمستعدد والمستعد والمستعدد والمستعد		
Front Office Management			 **Advision transition (Later and Later) **Advision and Advisory (Later and Later an
equest to change: (check appropri	ate box):		
Course Number	▼ Title	☐ Course Descript	ion
Cross-Listing	☐ Prerequisite	,	
Grading	Fee	,	
Other			demindrich die der der der der der der der der der de
OTES: These changes will become	effective in th	e Summer I Term of the new catalog year e/co-requisite, or included in the course	N

New Course Number: (e.g., 10	03)	
2043	Additional improvement of the Control of the Contro	
New Official Catalog Title: (If o	official title exceeds 30 charac	cters, indicate Banner Title below)
Lodging Operations Manage	ement I	
Banner Title: (limited to 30 chara	acters, including spaces, capital	ize all letters - this will display on the transcri
Lodging Operations Mgmt I	ananaman (refer alian ang refer anima) of anima period and an ananan period anima in a standard period anima de del antenda period anima de del antenda period anima del anima a	namen and a second and included an amendment of the district of the second and an artist of the second and an artist of the second and are second as a second and a second and a second and are second as a second and a second an
New Course Description: N/A		
New Cross List:		
Adding Cross-Listing	Changing Cross-Listin	g
If adding or changing cross-listi (detail the difference in underg	ng, indicate course subject a	nd number
New Prerequisite (list all, as you	u want them to appear in the	e catalog):
New Prerequisite (list all, as you New Co-requisite (list all, as you		
New Co-requisite (list all, as you	u want them to appear in the Major	e catalog):
New Co-requisite (list all, as you Elective (If major or minor course, you no	u want them to appear in the ✓ Major nust complete the Request fo	e catalog): Minor or Program Change form to add course to
New Co-requisite (list all, as you Elective (If major or minor course, you n program.)	want them to appear in the Major Must complete the Request for the Request f	Minor or Program Change form to add course to

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.

- 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.

TO:	Select App	ropriate Committee	
FROM (Initiating Department):	Parks, Re	ecreation, and Hospitality Administration	n
DATE SUBMITTED:	June 29, 2	2015	
Title		Signature	
Department Head		Signature	Date
		tata: Memaa	6/29/15
Dean			610911
Tagahau	- (a		9/14/15
Teacher Education Council (if app	licable)		17.11
Graduate Council (if applicable)			
- addite council (il applicable)			
Registrar		(1/1/2000)	
		y Walu	1/23/15
lice President for Academic Affair	S		
Company Collins			
Course Subject: (e.g., ACCT, ENGL)		Course Number: (e.g., 1003)	
HA		2913	
this course cross-listed with ano	ther existing co	urse? If so, list course subject and numb	per.
Tes 1 NO CUL 2913			a da ka a magangga ga ta ga
fficial Catalog Title:			
Principles of Food Preparations	an The Colonial and An Colonial and Colonia	中央公司中央的股份公司的公司的公司的公司的公司的公司的公司的公司的公司的公司的公司的公司的公司的公	entireti muungi (1), etti viit 1900 kultiviitiiniitiinii ja
equest to change: (check appropr	iate box):		
Course Number	/ Title	┌─ Course Descripti	on
Cross-Listing	✓ Prerequisite		OH
Grading	T Fee	·	
Other	resimenti opphendiment a kining store den estamenta ortifololiste sin ac den estament en sinces in estament e		talan di mataming pembangsa menjangsa menjangsa kan di menjangsa di mataming pengangsa di mataming pengangsa d
OTES : These changes will become	effective in the	Summer I Term of the new catalog yea	P.
u rius com se is rings-list60	, a prerequisite <i>i</i>	(CO-requisite or included to all	
of other courses, a Course (courses.	Change must be	e submitted to address all changes in rel	ated

New Course Number: (e.g.,	1003)	
2914	ikaringiya Maraginikana qoqqali qili.iir	
New Official Catalog Title: (I	f official title exceeds 30 charac	ters, indicate Banner Title below)
Principles of Food Prepara	ations	interpolation in the section of the
Banner Title: (limited to 30 ch	naracters, including spaces, capitali	ze all letters - this will display on the transcrip
Principles of Food Preparat	tion	the windisplay of the transcrip
New Course Description: N/A		
New Cross List:		
Adding Cross-Listing	Changing Cross-Listing	g Deleting Cross-Listing
If adding or changing cross-light (detail the difference in under	sting, indicate course subject ar ergraduate and graduate course	nd number
	/OU want them to annear in tho	catalog).
New Prerequisite (list all, as y	ou want them to appear in the HA 2813, and CHEM 1113 and 2	catalog): 1111
New Prerequisite (list all, as y CUL/HA 1011, HA 1043, CUL/	HA 2813, and CHEM 1113 and 1	1111
New Prerequisite (list all, as y CUL/HA 1011, HA 1043, CUL/	you want them to appear in the YHA 2813, and CHEM 1113 and 1 You want them to appear in the	1111
New Prerequisite (list all, as y CUL/HA 1011, HA 1043, CUL/ New Co-requisite (list all, as y Elective	HA 2813, and CHEM 1113 and 1970 want them to appear in the Major	catalog):
New Prerequisite (list all, as y CUL/HA 1011, HA 1043, CUL/ New Co-requisite (list all, as y Elective If major or minor course, you	HA 2813, and CHEM 1113 and 1970 want them to appear in the Major	catalog):
New Prerequisite (list all, as y CUL/HA 1011, HA 1043, CUL/ New Co-requisite (list all, as y Elective If major or minor course, you program.)	HA 2813, and CHEM 1113 and 2 You want them to appear in the W Major I must complete the Request fo	catalog): Minor r Program Change form to add course to
New Prerequisite (list all, as y CUL/HA 1011, HA 1043, CUL/ New Co-requisite (list all, as y Elective If major or minor course, you program.) Attach the Course Addition As	HA 2813, and CHEM 1113 and 1 You want them to appear in the W Major I must complete the Request fo	catalog):

Arkansas Tech University

Course Change

Assessment Form

HA2913

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.

- 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.

KE	QUEST FO	R COURSE CHANGE	
то:	Select App	ropriate Committee	
FROM (Initiating Department):	Parks, Ro	ecreation, and Hospitality Adm	inistration
DATE SUBMITTED:	June 29,	2015	
Title	1	Signature	
Department Head			Date
Dean	(athi ME Mal	ran 6/29/15
Deall	A. C. Carrier and A. C. Carrie	athi ME Mal	lan 6/39/15
Teacher Education Council (if appli	cable)	Welly Herafte	6-30-15
Graduate Council (if applicable)			
oraduate countri (ii applicable)			
Registrar		V//2001	
/ice President for Academic Affairs	(LW saller	7/23/15
Course Subject: (e.g., ACCT, ENGL) HA		Course Number: (e.g., 1003)	
		3143	
s this course cross-listed with anotl Yes No	ner existing co	ourse? If so, list course subject	and number.
the control of the co	artinant of a second contract of the second c	терительня при денення денення денення при менення денення при денення денення денення денення денення при при	emps shriptenment productions for a
Official Catalog Title:			
Executive Housekeeping	e delegant a material miliografi ya material material ya material material delegant delegant delegant delegant	e artista kaluman para para mangan mangan pangan pangan mangan sa sa dan pangan pangan pangan sa dan sa mana pangan sa mang	er Seame mann man er er en en en en kalende fin de sie entre en kalende fan fan et en ekste kalende fan de sieke eks
equest to change: (check appropri	ate box):	100	
Course Number	7 Title	Correct	Description
			Description
	Prerequisite	Co-requ	iisite
Grading	Fee		
Other	error de la companya		
OTES: These changes will become	effective in th	e Summer I Term of the new ca	atalog year.
ii this course is cross-listed,	a prerequisite	/co-requisite, or included in th	e cource description
courses	nange must b	e submitted to address all char	nges in related

courses.

New Course Number: (e.g.,	1003)	
3143		
New Official Catalog Title: (I	f official title exceeds 30 characters,	indicate Banner Title below)
Lodging Operations Mana	gement II	
Banner Title: (limited to 30 ch	aracters, including spaces, capitalize all	letters - this will display on the transcrip
Lodging Operations Mgmt		rices are and above prime and an interprinciple of contract in the contract in
New Course Description: N/A		
New Cross List:		
Adding Cross-Listing	Changing Cross-Listing	☐ Deleting Cross-Listing
If adding or changing cross-light (detail the difference in under	sting, indicate course subject and nu ergraduate and graduate course belo	mber w, if appropriate)
New Prerequisite (list all, as y	ou want them to appear in the catal	og):
New Co-requisite (list all, as y	ou want them to appear in the catal	Ob).
	,,	-a/-
Elective	✓ Major	Minor
If major or minor course, you program.)	ı must complete the Request for Pro	gram Change form to add course to
Attach the Course Addition As	ssessment Form. The form is located	on the Assessment & Institutional
	var I language order or day 1	······································
Effectiveness web page at http	u.//www.atu.eou/assessment/	

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.

- 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.

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

Title	Signature	Date
Department Head	Cathi Mª Malan	
Dean	· · · · · · · · · · · · · · · · · · ·	
	Welly Haafle	6-30-15
Teacher Education Council (if applicable)	7"/	
Graduate Council (if applicable)		
Registrar		
	YWllu	7/23/15
Vice President for Academic Affairs		

Course Subject: (e.g., ACC	T, ENGL)	Course Number: (e.g., 1003)
HA	mediandrechininganogogyjatic	4013
Is this course cross-listed	with another existing co	urse? If so, list course subject and number.
⊂ Yes • No	•	, and and and maribel.
	omationisti viinistää kunsauti optivoti voi konsususta kärinen johin aikuksim (johin ohin miäkkkun (jän jahin jaineahiin tii minen	offer and registration and your force the contract of the cont
Official Catalog Title:		
Hospitality Marketing a	nd Sales	
Request to change: (check	appropriate box):	
✓ Course Number	igentanie:	
Course infilibet	Title	Course Description
Cross-Listing	☐ Prerequisite	┌ Co-requisite
☐ Grading	Fee	
Other	iiretiintaaninis yhteetivikuviimista, kat oriihteissa karjantiisija taatamistyi kehtoosi osi osa osa ayaitoola	
NOTES: These changes wil	become effective in the	Summer I Term of the new catalog year.
If this course is cro	oss-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
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 Frerequisite (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
(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.

- 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

TO:		OR COURSE CHA ppropriate Committe		
FROM (Initiating Department):	Parks,	Recreation, and Hos	pitality Administrat	ion
DATE SUBMITTED:	June 29			THE LAW AND ADDRESS OF THE PARTY OF THE PART
Title				
Department Head	·	Signature		Date
		1 atto: AM	E-M.A	116011-
Dean		Carra TT	Mahan	6-30-15
		Will Hoofe		6-30-10-
Teacher Education Council (if app	licable)	81		
Graduate Council (if applicable)				
Registrar		. 5		
		y wlaw		7/23/19
lice President for Academic Affair	'S			111011
Course Subject: (e.g., ACCT, ENGL) HA s this course cross-listed with ano Yes No RP 4093		Course Number: 4093 course? If so, list cou	tamanga pangan dan ang pangan ang pangan ang pangan pangan pangan pangan pangan pangan pangan pangan pangan pa	mber.
Official Catalog Title:				
Resort Management	tropinka ali soda ya njethooda ani mpin ya ya doda ma afina mujooya ka soo suu afin	. Per allaha samaya samah sama ^k a adamah samah yang dari samah saya ay dah samah saya da sahasal sahasan ya sasa	office of profession and amount of the second of the secon	, and the states the states are assessed a base of the state of a total state of the state of the state of the
equest to change: (check appropr	iate box):			
Course Number	▼ Title		Course Descript	ion
Cross-Listing	Prerequisit	е	Co-requisite	
Grading	Fee			
Other	t til t springlit ga på enstregt i på sullike en fryg sylle. Før enstrekt i til delse k		and the second	PPA Arthumbressayers, physicists del annihytry physicistics as and grystyly.
OTES: These changes will become	offoctive in t	L . C		
If this course is cross-listed,	enective in f	ne Summer i Term of	the new catalog	aar

courses.

	1.003)	
4093		
New Official Catalog Title: (If	official title exceeds 30 characters,	indicate Banner Title below)
Resort and Club Managem	ent	the desired of the second seco
Banner Title: (limited to 30 cha	aracters, including spaces, capitalize all	letters - this will display on the transcrip
Resort and Club Manageme	ent	territorio de constitución de la
New Course Description: An in-depth study of resorts a management, marketing, visit	and clubs with respect to their planni for characteristics, and environmenta	ng, development, organization, al consequences.
New Cross List:		
Adding Cross-Listing	Changing Cross-Listing	Deleting Cross-Listing
If adding or changing cross-lis (detail the difference in unde	ting, indicate course subject and nu rgraduate and graduate course belo	umber
New Prerequisite (list all, as yo	ou want them to appear in the cata	log):
	ou want them to appear in the cata ou want them to appear in the catal	
New Co-requisite (list all, as yo	ou want them to appear in the catal	og):
New Co-requisite (list all, as yo	ou want them to appear in the catal Major	log): Minor
New Co-requisite (list all, as your list all, as your list all, as you lis	ou want them to appear in the catal Major	log): Minor
New Co-requisite (list all, as your Elective If major or minor course, you program.)	Ou want them to appear in the catal ✓ Major must complete the Request for Pro	og): Minor gram Change form to add course to
New Co-requisite (list all, as your Elective If major or minor course, your program.)	Ou want them to appear in the catal ✓ Major must complete the Request for Pro	log): Minor

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.

- a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable
- 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.

TO:	Select Appropriate Committee			
FROM (Initiating Department):	Parks, Recreation, and Hospitality Administration			
DATE SUBMITTED:	June 29, 2015			
Title		Signature		1.5.
Department Head		^	1.0.	Date
Dean		The same of the sa	wan	WALL
Teacher Education Council (if appli	cable)	Cathi Mª N Welly Duefler	-	6-30-5
Graduate Council (if applicable)		V		
Registrar	-	4 Wlauce		Olosi
Vice President for Academic Affairs		S William		7/23/15
Course Subject: (e.g., ACCT, ENGL) HA s this course cross-listed with anotl Yes No RP 4113	her existing co	Course Number: (e.g. 4113 purse? If so, list course su	نىنى ئەرىكىيىلىكىيىلىكىيىلىكىيىلىكىيىلىكىيىلىكىيىلىكىيىلىكىيىلىكىيىلىكىيىلىكىيىلىكىيىلىكىيىلىكىيىلىكىيىلىكىيىل	Der.
Official Catalog Title:	***************************************			
Personnel Management in Parks,	Doceantie			ininamananan on analysis in an ang ang ang ang ang ang ang ang ang
equest to change: (check appropri	ate box):	iu nospitality Administra	tion	
* _	√ Title		Course Descripti	on
Cross-Listing	Prerequisite		Co-requisite	
Grading	Fee			
Other Parising Contract Contra	annayi nga katang akatang akat	territoria in participata a monte processo de como per in como monte interpreta de como per esta como como com	na de la marca	waken da katika ka ka ka panga 44 kestikan ak kumbe selikan ini k
OTES: These changes will become of this course is cross-listed, of other courses, a Course C courses.	a prerequisite	/co-requisite or includor	dia tha assure	

New Course Number: (e.g., 1	.003)	
3113	AMPAGAMATA MILITANIA MARIANIA	
New Official Catalog Title: (If	official title exceeds 30 characte	ers, indicate Banner Title below)
Human Resource Managen	nent in Parks, Recreation, and Ho	Ospitality Administration
Banner Title: (limited to 30 cha	racters, including spaces, capitalize	all letters - this will display on the transcri
Human Resource Mgmt in P	IRHA	maken and a second a second and
New Course Description: N/A		
New Cross List:		
Adding Cross-Listing	☐ Changing Cross-Listing	☐ Deleting Cross-Listing
If adding or changing cross-list (detail the difference in under	ting, indicate course subject and graduate and graduate course b	number
New Prerequisite (list all, as yo	ou want them to appear in the ca	atalog):
Junior standing and twelve hou	urs of RP or HA courses	
Junior standing and twelve hou	ou want them to appear in the ca urs of RP or HA courses ou want them to appear in the ca	-
Junior standing and twelve hou	urs of RP or HA courses	-
New Co-requisite (list all, as yo	urs of RP or HA courses ou want them to appear in the ca	etalog):
New Co-requisite (list all, as yo	urs of RP or HA courses ou want them to appear in the ca Major	etalog):
New Co-requisite (list all, as yo Elective (If major or minor course, you	urs of RP or HA courses ou want them to appear in the ca Major	etalog):
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New Co-requisite (list all, as yo Filective (If major or minor course, you is program.)	urs of RP or HA courses u want them to appear in the ca Major must complete the Request for F essment Form. The form is local	etalog):

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.

- 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.

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

HO: MEM Q	Date
	6/29/15
Will Howalls	6-30-15
and had a	623
L'Wlaur	7/23/15
	1.7/13
	Ley Hough

Course Subject: (e.g., ACC	T ENGL)	
	I, ENGL)	Course Number: (e.g., 1003)
HA		4203
Is this course cross-listed	with another existing cou	irse? If so, list course subject and number.
⊂ Yes • No	J	to and subject and number.
		and proposation of which the last support to the contract of t
Official Catalog Title:		
Hospitality Operational	Problem Solving	
	J	
Request to change: (check	appropriate hox)	
, 3 (appropriate boxy.	
Course Number	▼ Title	
	i iiie	Course Description
Cross-Listing	✓ Prerequisite	☐ Co-requisite
Consult of	i.	- Oddione
Grading	☐ Fee	
Other	an ingenyilarin minamum pang ing mendangan pangang erita diaman mengangkan penganjanjah managan diaman mengang	
NOTES: These changes will	become effective in the	Summer I Term of the new catalog year.
If this course is cro	ss-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.		and the state of additions an changes in related

Mary		
New Course Number: (e.g., 1	LOO3)	
£		
		racters, indicate Banner Title below)
Hospitality Strategic Mana	gement	The second secon
	aracters, including spaces, cap	talize all letters - this will display on the transcript)
Hospitality Strategic Mgmt		The state of the s
New Course Description:		
The purpose of this course is	to focus on analyzing, evalu	lating, and developing strategies internally
and externally using a case-b	ased approach. Strategic m.	anagement draws upon all previously
completed hospitality admini	istration courses including:	marketing, accounting, operations
management, human resource	ces, and technology.	
New Cross List:		
Adding Cross-Listing	june.	
Adding Cross-Listing	Changing Cross-Lis	ting Deleting Cross-Listing
If adding or changing cross-lis	iting, indicate course subjec	t and number
(detail the difference in unde	rgraduate and graduate cou	urse helow if appropriate)
	g	se selow, it appropriate)
! : !		
New Prerequisite (list all, as y	ou want them to appear in	the catalog): HA major, senior standing, and
completion of 30 hours of HA	courses.	3,
May Canantity /It It		
New Co-requisite (list all, as ye	ou want them to appear in	the catalog):
F Elective	emer hall	gasti
	✓ Major	Minor
(If major or minor course, you	must complete the Reques	t for Program Change form to add course to
program.)		
Attach the Course Addition As	coccmont Form. The fam.	
Effectiveness with page at his	sessment rorm. The form i	s located on the Assessment & Institutional
Effectiveness web page at http	<u>J.//www.atu.eou/assessme</u>	nt/
If this course will affect other	departments, a Department	al Support Form for each affected
department must be attached	. The form is located on the	e Curriculum forms web page at
http://www.atu.edu/registrar/	/curriculum forms.php.	Tambolidin forms web page at
	The same of the sa	

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.

- 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 McMalan	6/29/15
Dean	Wille Dosphe	6-30-15
Teacher Education Council (if applicable)		6 30 75
Graduate Council (if applicable)		
Registrar	I Wlally	7/23/15
Vice President for Academic Affairs		10.011

Programme and the second secon	T
Program Title:	Requested changes will be
Hospitality Administration	effective Summer I for next
	catalog year
Outline change in program: (e.g., list changes in program such as (1) delet	e three hours of elective and

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 Codying Club Mg M
- Change name HA 2043 Front Office Management to HA 2043 Lodging Operations
 Management I and require for all three emphasis areas
- Change HA 2913 Principles of Food Preparation to HA 2914 Principles of Food Preparation require for all three emphasis areas (Add to Logaria) Club Again & Course of Food Preparation –
- Change name of HA 2023 Hospitality Leadership to HA 2023 Hospitality Leadership and Ethics
- 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
- Add new course HA 3 73 Hospitality Managerial Accounting will take the place of ACCT II and HA 2003 Cost Controls – require for all three emphasis areas (21)
- Delete ACCT II and HA 2003 Cost Controls –not required for any of the three emphasis areas any longer ACCT 2013 (211)
- Change course number for HA 1063 Hospitality Technology to HA 3 63 Hospitality Technology
- · 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
- 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 HA 2133
- Foodservice Emphasis change from Food and Beverage Management to Foodservice Management
 - o 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 Catering and Event Management
 Delete HA 3133 Tourism Planning, HA4093, RP303, and RP3503

O Delete HA 3133 Tourism Planning, HA4443, RP 3063, and RP 350 Require CHEM (113/11)

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

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

Junior Fall Semester

Add/Change: Fine Arts and Humanities, HA 2063 Guest Service Management, HA 3 73 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

Senior Fall Semester

Add/Change: HA 3013 Hospitality Marketing and Sales, MGMT 3003 Management and Organizational Behavior, and HA 3 63 Hospitality Technology

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

Total Hours 14:

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 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 PAOS Total Hours: 12

Senior Spring Semester

Add/Change: BUAD 3023 Business Communications, HA

4203 Hospitality Strategic Management

Delete: HA 4253 Club Management, Approved Electives

	lospitality Marketing and Sa anagement, HA 4073 Hospit			
Total Hours: 15		4	Total Hours: 13	
Senior 9 th Semeste	r			
Add/Change: HA 4	116			
Delete: HA/RP 411	6 Internship			
Total Hours: 6				

	latrix for Catalog
Curriculum in HA – Foodservice Management empha	
Freshman Fall Semester	orogram changing)
The string of the section of the sec	Freshman Spring Semester
Add/Change: Require BIOL 1014	Add/Change: HA 1011 Sanitation Safety, HA 2133
Poguine IIA 4004 October 11 to 11 to 12	Introduction to Travel and Tourism
Require HA 1001 Orientation to Hospitality Administration	
Administration	Delete: HA 1013 Sanitation Safety and HA 1063
Delete: Delete TECH 1001	Hospitality Technology
Sience W/Lab'T 4hrs	Total Hours 14:
Total Hours: 14	
Sophomore Fall Semester	Sophomore Spring Semester
	Sopriomore Spring Semester
Add/Change: HA 2043 Lodging Operations Management	Add/Change: ACCT 2003 Accounting Principles I, HA
I, CUL/ HA 2813 Basic Human Nutrition, HA 2023	2073 Introduction to Event Management, and HA 2914
Hospitality Leadership and Ethics, and PSY 2003 General	Principles of Food Preparation
Psychology	Doloto, ACCT 2012 Accessed to Division
Delete: ACCT 2003 Accounting Principles, HA/CUL 1923	Delete: ACCT 2013 Accounting Principles II, HA/CUL 20: Hospitality Leadership and Supervision, and PSY 2003
Introduction to Food and Beverage Management, HA	General Psychology
2003 Cost Controls, and HA/CUL 2063 Guest Service	ocheral i sychology
Management	
Total Hours: 15	Total Hours: 16
70ta 170ti 5, 15	100000000000000000000000000000000000000
Junior Fall Semester	Junior Spring Semester
Add/Change IIA 2002 Court Co. 1	3113
Add/Change, HA 2063 Guest Service Management, HA	Add/Change: PE 2513 First Aid, HA 3433 Human
3073 Hospitality Managerial Accounting, and HA 4063 Beverage Management	Resources Management, HA 4073 Hospitality Financial
beverage wanagement	Analysis
Delete: BUAD 3023 Business Communications, HA/CUL	Delete: MGMT 3003 Management and Organizational
2813 Basic Human Nutrition in Hospitality	Behavior
Administration, HA/CUL 2913 Principles of Food	Delete: Approved Electives
Preparation	Delete: Approved Electives
Total Hours: 15	Total Hours: 12 (3000-4000 EVEL)
Senior Fall Semester	Senior Spring Semester
	· ·
	Add/Change: BUAD 3023 Business Communications, **A

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 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 9 th Semester Add/Change: HA 4116 Delete: HA/RP 4116 Internship Total Hours: 6	

Curriculum M	latrix for Catalog				
Curriculum in HA – Event Management					
(enter title for program changing)					
Freshman Fall Semester Freshman Spring Semester					
Add/Change: Require BIOL 1014	Add/Change: Require CHEM 1111 and 1113, HA 1011				
	Sanitation Safety, and HA 2133 Introduction to Travel				
Require HA 1001 Orientation to Hospitality	and Tourism				
Administration					
Delete: Delete TECH 1001	Delete: HA 1063 Hospitality Technology and Approved				
belete. Belete TEGIT 1001	Electives (3)				
Total Hours: 14	Total Hours 14:				
Sophomore Fall Semester	Sophomore Spring Semester				
Add/Change: HA 2043 Lodging Operations Management	Add/Change: ACCT 2003 Accounting Principles I, HA				
I, CUL/ HA 2813 Basic Human Nutrition, HA 2023	2073 Introduction to Event Management, HA 2053				
Hospitality Leadership and Ethics, and Psychology 2003	Work Experience, and HA 2914 Principles of Food				
General Psychology	Preparation				
Doloto: ACCT 2002 Accounting Brimsimber LIA 2003 Co.	Delete ACCT 2002 A				
Delete: ACCT 2003 Accounting Principles,, HA 2003 Cost Controls, HA/CUL 2063 Guest Service Management, and	Delete: ACCT 2013 Accounting Principles II, HA/CUL 2023				
HA/RP 2133 Introduction to Travel and Tourism	Hospitality Leadership and Supervision, HA/RP 3133 Tourism Planning, and PSY 2003 General Psychology				
They in 2235 introduction to Traver and Tourism	Tourism Flatiming, and FST 2003 General Esychology				
Total Hours: 15	Total Hours: 16				
Junior Fall Semester	Junior Spring Semester				
	313				
Add/Change, HA 2063 Guest Service Management and	Add/Change: PE 2513 First Aid, HA 3493 Human				
HA 3073 Hospitality Managerial Accounting	Resources Management, HA 4073 Hospitality Financial				
Delete: BUAD 3023 Business Communications, RP 3033	Analysis, and HA 3163 Catering and Event Management				
Commercial Recreation, and HA/CUL 2053 Work	Delete: MGMT 3003 Management and Organizational				
Experience	Behavior, RP 3503 Recreational Sport Management, and				
Teachtlesses 42	HA 4033 Legal Aspects of Hospitality Administration				
Total Hours: 12	Total Haura de				
	Total Hours: 15				
Senior Fall Semester	Senior Spring Semester Add HA 4033				
	Add/Change: HA 4203 Hospitality Strategic Management				

38	
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	Delete: HA/RP 4093 Resort Management
4073 Hospitality Financial Analysis, HA/RP 4113 Personnel Management in Parks, Recreation, and Hospitality Administration, and Approved Electives (5) Total Hours: 15	Total Hours: 13 *
 Senior 9 th Semester	
Add/Change: #A # 1 6 Delete: HA/RP 4116 Internship Total Hours: 6	
Total Hours. U	

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).

August 2014

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 Managemen	t 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 I	Design 3
HA 4033 Legal Aspects of Hospitality Administra	tion 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		

Apply entry level abilities of the	Syllabus/Work Experience Manual (HA 2053) Syllabus and Course Exam	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 70% of students will	
hospitality industry and profession.	(HA 2003)	(HA 2003)	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	

	Cullabus and Cas-	Coco Chidian	700/ -6 -1 -1 - 1 - 1	1	1
	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		
The state of the s	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		
	Cillabra and	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
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		
		(HA 4073)	includes the course exam and case study		
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	Syllabus (HA 4113)	Course Exam	70% of students will earn a 75% or higher on related		
resources.	Case Study		educational/learning outcome which		
		Ethical Dilemma	includes the listed course assignments		

	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)	70% of students will earn a 75% or higher on related educational/learning outcome which
·		Marketing Plan Assignment (HA 4013)	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
Produce management concepts in hospitality finance.	Syllabus (HA 4073)	Course Exams (HA 4073)	and exam 70% of students will earn a 75% or higher on related educational/learning
		Case Study (HA 4073)	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
	Syllabus and Case Project Assignment (HA 4033)	Case Project Assignment (HA 4033)	course assignments 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			
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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		, , , , , , , , , , , , , , , , , , , ,
I (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	70% of students will earn a 75% or higher on related educational/learning outcome which		
		Assignment (HA 2023)	includes the listed course assignments	T T A SHARLE	
(I	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	And the second s	
	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)	70% of students will earn a 75% or higher on related educational/learning		- 1 MAA-1
	Well-y-list	Role Play (HA 4203)	outcome which includes the listed course assignments	THE PROPERTY OF THE PROPERTY O	
	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		

Identify problem solving skills.			outcome which includes the listed		
	6.11.1	1			1
	6 11 1			1	
		+	course assignment		
solving skills.	Syllabus	Mid-Term	70% of students will		
1	(HA 2053)	Evaluation	earn a 75% or		
1		(HA 2053)	higher on related		
			educational/learning		
1			outcome which		
1			includes the listed		
1					
-	Callebane	1	course assignment		
	Syllabus	Mid-Term	70% of students will		
	(HA 4116)	Evaluation	earn a 75% or		
		(HA 4116)	higher on related		
			educational/learning		
			outcome which		ļ
]			includes the listed		1
	Syllabus	Course France	course assignment	ļ	
		Course Exams	70% of students will		
l i	(HA 4203)	(HA 4203)	earn a 75% or	***************************************	
			higher on related		
] [educational/learning		
Vietness and the second			outcome questions		
			on the course exam		
Execute problem	Syllabus	Agency Final	70% of students will		
solving skills.	(HA 2053)	Evaluation	earn a 75% or]
]		(HA 2053)	higher on related		
il and a second			educational/learning		
			outcome which		
			includes the listed		
			course assignment		
<u> </u>	Syllabus	Acces Final			·
		Agency Final	70% of students will		
	(HA 4116)	Evaluation	earn a 75% or		ļ
İ		(HA 4116)	higher on related		
			educational/learning		
			outcome which		ļ
			includes the listed		1
			course assignment		
 	Syllabus	Doconnols			
		Research	70% of students will		
	(HA 4203)	Project	earn a 75% or		}
1		(HA 4203)	higher on related		
			educational/learning		
İ			outcome which		
			includes the listed		
			course assignment		
Execute oral and	Syllabus	Presentation			
			70% of students will		
1.3	(HA 1043)	(HA 1043)	earn a 75% or		
communication.			higher on related		
İ			educational/learning		ĺ
			outcome which		
-			includes the listed		
			course assignment		
	Í	Research Paper	70% of students will		
		(HA 1043)	earn a 75% or		
ļ]	higher on related		
	ļ		educational/learning	j	
	j	ļ	outcome which	1	
			includes the listed		
]	course assignment	İ	
7	Syllabus	Guest Service	70% of students will		
	(HA 2063)	Performance			
\	(11/1 2003)		earn a 75% or	ļ	
		(HA 2063)	higher on related	and the same of th	
			educational/learning		
			outcome which		į
		d de company de compan	includes the listed	1	ļ
		j	course assignment		ĺ

		1		
		Weekly Lab	70% of students will	
		Reports	earn a 75% or	
		(HA 2063)	higher on related	
		` '	educational/learning	
			outcome which	
***			includes the listed	ļ
			course assignment	
	Syllabus	Agency Final	70% of students will	
	(HA 2053)	Evaluation	earn a 75% or	
1		(HA 2053)	higher on related	
		` ′	educational/learning	
			outcome which	
			includes the listed	
			course assignment	
		Final Report	70% of students will	
		(HA 2053)	earn a 75% or	
A. Marian		1 '	higher on related	
			educational/learning	1
			outcome which	

			includes the listed	
	<u> </u>		course assignment	
	Syllabus	Project	70% of students will	
	(HA 4023)	Presentation	earn a 75% or	1
	1	(HA 4023)	higher on related	
		(1023)		
			educational/learning	
			outcome which	1
			includes the listed	were the second
			course assignment	
}		Project Binder	70% of students will	***************************************
	1	(HA 4023)	earn a 75% or	
		(13/ 10/25)		
			higher on related	ļ
			educational/learning	
İ			outcome which	
			includes the listed	
			course assignment	ļ ,
İ		Story Board	70% of students will	
}			,	0.00
	1	(HA 4023)	earn a 75% or	
			higher on related	
İ			educational/learning	
	1		outcome which	
			includes the listed	1
			course assignment	Name of the last o
	Syllabus	Journal Article	70% of students will	···
	(HA 4033)	Reviews	earn a 75% or	
		(HA 4033)	higher on related	ļ
			educational/learning	7
			outcome which	į į
			includes the listed	
]	course assignment	
	Syllabus	Pocoarch		
		Research	70% of students will	} l
	(HA 4203)	Project	earn a 75% or	
		(HA 4203)	higher on related	
			educational/learning	
			outcome which	
			includes the listed	

	Cullabora	D 46.5	course assignment	
	Syllabus	Portfolios	70% of students will	
	(HA 4001)	(HA 4001)	earn a 70% or	
			higher on related	
			educational/learning	
			outcome which	
		1	1	1
			includes the listed	-
			course assignment	
1	Syllabus and	Agency Final	70% of students will	
				1
	Internship Manual	Evaluation	earn a 75% or	ļ
		Evaluation (HA 4116)	earn a 75% or higher on related	

		Final Report (HA 4116)	educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed
Execute investigative skills.	Syllabus (HA 1043)	Presentation (HA 1043)	course assignment 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	Weekly Lab	70% of students will		
	(HA 2063)	Reports	earn a 75% or		
	(11/1 2005)	(HA 2063)	higher on related		
		(11/1 2005)	educational/learning	ļ	
			outcome which		
es es es es es es es es es es es es es e			1		
			includes the listed	•	
	C. Halana	Tarakan	course assignment		
	Syllabus	Implementation	70% of students will		
	(HA 4023)	of Design	earn a 75% or		
		(HA 4023)	higher on related		
			educational/learning		
			outcome which		
			includes the listed		
			course assignment		
	Syllabus and	Initial and Final	70% of students'		
	Internship Manual	Self-Evaluation	scores will have		İ
	(HA 4116)	(HA 4116)	improved from the	i	
			initial self-evaluation		
			to the final self-		
			evaluation		
		Agency Final	70% of students will		
		Evaluation	earn a 75% or		
		(HA 4116)	higher on related		
		, ,	educational/learning		
			outcome which		
			includes the listed		
			course assignment		
		Final Report	70% of students will	***************************************	
		(HA 4116)	earn a 75% or		
		(, ,,	higher on related		
			educational/learning		
			outcome which		
			includes the listed		
			course assignment		
			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	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		
expectations.		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	Weekly Lab	70% of students will
(HA 2063)	Reports (HA 2063)	earn a 75% or
	(TIM 2003)	higher on related educational/learning
		outcome which
		includes the listed
		course assignment
Syllabus and	Initial and Final	70% of students'
Internship Manual	Self-Evaluation	scores will have
(HA 4116)	(HA 4116)	improved from the
		initial self-evaluation
		to the final self- evaluation
	Agency Final	70% of students will
	Evaluation	earn a 75% or
	(HA 4116)	higher on related
		educational/learning
		outcome which
		includes the listed
	Final B	course assignment
	Final Report	70% of students will
	(HA 4116)	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	70% of students will	
		Critiques	earn a 75% or	
		(HA 4253)	higher on related	
			educational/learning	
			outcome which	
			includes the listed	
ļ		<u>j</u>	course assignment	
-	Syllabus	Simulation	70% of students will	
	(HA 4093)	Activity	earn a 75% or	
		(HA 4093)	higher on related	
	ļ	-	educational/learning	
			outcome which	
			includes the listed	i
			course assignment]
Interpret the	Syllabus	Night Audit	70% of students will	
functions of	(HA 2043)	Assignment	earn a 75% or	
lodging and club		(HA 2043)	higher on related	ı
management.			educational/learning	
			outcome which	
			includes the listed	-
			course assignment	
	Syllabus	Course Exam	70% of students will	
	(HA 4253)	Questions	earn a 75% or	İ
		(HA 4253)	higher on related	
		İ	educational/learning	1
			outcome questions	i
			on the course exam	
		Property	70% of students will	
		Evaluations	earn a 75% or	
		(HA 4253)	higher on related	ĺ
			educational/learning	ĺ
			outcome which	
			includes the listed	
	Cullahara	6: 1.1	course assignment	
	Syliabus	Simulation	70% of students will	
1	(HA 4093)	Activity	earn a 75% or	ı
-		(HA 4093)	higher on related	
			educational/learning	
			outcome which	
			includes the listed	1
	·		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		

}	1	~~ <u>-</u>	T		
§		Course Exams	70% of students will		
		(HA 3143)	earn a 75% or		
			higher on related		
			educational/learning		
	}		outcome questions		
			on the course exam		
		1			
		Journal	70% of students will		
		Assignment	earn a 75% or		
]	(HA 3143)	higher on related		
			educational/learning		
			outcome which		
			includes the listed		
			course assignment		
1	Syllabus	Course Exam	70% of students will		
	(HA 4093)	Questions	earn a 75% or		
		(HA 4093)	higher on related		
****]		educational/learning		
		İ	outcome questions		
			on the course exam		
	Syllabus	Presentations	70% of students will		1
	(HA 4253)	(HA 4253)	earn a 75% or		
	,		higher on related	}	
		1	educational/learning		1
			outcome which		1
1			includes the listed		
			course assignment		
		Field Trip	70% of students will		
		Analysis	earn a 75% or		
	}	(HA 4253)	higher on related		
		(,	educational/learning	-	
			outcome which		-
	1				
1	}		includes the listed	ļ	
			course assignment		
	Syllabus	Field Trip Report	70% of students will		
	(HA 4063)	(HA 4063)	earn a 75% or		
1			higher on related		
			educational/learning	ļ	
			outcome which		
			includes the listed		
		Tanaat Mariant	course assignment	<u></u>	
		Target Market	70% of students will	1	1
	1				
4		Project	earn a 75% or		
1		(HA 4063)	higher on related		
			higher on related		
			higher on related educational/learning outcome which		
			higher on related educational/learning outcome which includes the listed		
	Syliabus	(HÁ 4063)	higher on related educational/learning outcome which includes the listed course assignment		
	Syllabus	(HA 4063) Agency Final	higher on related educational/learning outcome which includes the listed course assignment 70% of students will		
	Syllabus (HA 4116)	(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or		
		(HA 4063) Agency Final	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed		
		(HA 4063) Agency Final Evaluation	higher on related educational/learning outcome which includes the listed course assignment 70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed		

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.	Syliabus (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 1043)		Semester Project (HA 2133)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
		Course Exam Questions (HA 1043)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam	And the second s	
Distinguish the role of tourism and event management. Syllabus (HA 2133) Syllabus (HA 4053)		Course Exams (HA 2133)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
		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		
Syllabus (HA 2913) Syllabus (HA 2813)		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		
		Lab Reports (HA 2913)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
		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
	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:

Department Affected:	This department	
Health and Physical Education	☐ supports	the change.
Comments:	Samuel Control of the	
The HPE Department supports adding PE2513, First /	Aid, to the Hospitalit	v Administration curriculum
requirements.	,	,
Department He	ead Signature:	nnette 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:	This department ⊠ supports □ does not support
College of Business	the change.
Comments:	
Changes in Hospitality Administration programs to d	elete 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 stude providing sufficient seats in that course.	ents in BIOL 1014 and we anticipate no difficulty

Department Head Signature: Market Hogen

Date: 6-29-15