

Proposal Summary

Title: Course and Curricular Changes for Hospitality Management – Banner Code HSPM

Subject Specification: Make revisions to the Bachelor of Science Degree, Food and Nutrition: Hospitality Management (Major Code: HM)

Background Information: Actions include addition, revisions, and abandonment of HM courses and updates to HM curriculum. These actions are consistent with the recommendations of internal and external accreditation review teams and the accreditation commission. The Hospitality Management program received full accreditation from the Accreditation Commission for Programs in Hospitality Administration in 2002. Ongoing input from students, alumni, and hospitality management advisory board members also has factored into the decision process leading to these proposed changes. Additionally, these changes will enhance the recruitment of students into the Hospitality Management program and are anticipated to benefit students and graduates seeking positions in hospitality positions. Thus, in terms of fiscal impact, we believe that these curriculum changes are likely to increase program enrollment and retention. We do not believe that these curriculum changes will have a negative impact on either program enrollment or retention.

Alternatives and Consequences: The alternative is to leave the program as is; however, this would not be desirable in that the proposed curriculum changes will strengthen the program in relationship to the accreditation guidelines of the Accreditation Commission for Programs in Hospitality Administration. These curricular changes as a whole will further enhance student recruitment, retention, and workplace marketability.

Specific Recommendations and Justification: During the site visit for accreditation of the Hospitality Management program, the site visitation team recommended that the faculty re-examine the number of credits hours within the program devoted to courses with food labs since it is much higher than most other Hospitality Management programs. Furthermore, the emphasis on this aspect of the industry within the curriculum reduces students' ability to take courses focusing on other areas of the hospitality industry. At this time, as high as fifty percent of our graduating class are employed in hotel properties as managers or meeting planners.

Current students and program alumni also have expressed a need for additional professional elective hours. This enables them to take more courses geared towards their professional interests in foodservice, lodging, events, clubs, etc.

The curriculum changes discussed in this proposal are designed to strengthen program in relation to accreditation guidelines, align the program more closely with other top-rated hospitality management programs and better prepare students for management positions within the field of hospitality. Specific examples include revisions of course descriptions, changes in credit hours for courses, and specification of courses HM majors have to take to fulfill MATH LER requirements.

Timetable and Action Required: The proposal has been approved by the HM faculty. It will be voted on by the FCS Curriculum Committee and the School of Family and Consumer Studies FAC in August/September 2007. The proposal will be presented to the EHHS Undergraduate Committee and to the Educational Policies Committee in fall 2007. Upon approval, the proposed curriculum changes would take effect fall 2008.

Proposal Summary
Title: Course and Curricular Changes for Hospitality Management
Banner Code: HSPM

Subject Specification

Make revisions to the Bachelor of Science Degree, Food and Nutrition: Hospitality Management (Major Code: HM)

Background Information

The School of Family and Consumer Studies has a Bachelor of Science degree in Food and Nutrition: Hospitality Management (HM). The proposed curriculum changes include:

- Addition of one Hospitality Management Course
- Revision of Hospitality Management Courses
- Abandon one Hospitality Management Course
- Update to Hospitality Management Curriculum

Rationale for Modification of Curriculum

The Hospitality Management program received full accreditation from the Accreditation Commission for Programs in Hospitality Administration in 2002. During the accreditation self-study process and the site reviewer visitation, several recommendations to further enhance the program were made from internal constituencies and the external accreditation site team and accreditation commission. Ongoing input from students, alumni, and hospitality management advisory board members also has factored into the decision process leading to these proposed changes.

The curriculum changes discussed in this proposal are designed to strengthen program in relation to accreditation guidelines, align the program more closely with other top-rated hospitality management programs and better prepare students for management positions within the field of hospitality.

1) New Course

- a) Add new undergraduate course HM 33091 Professional Practices in Hospitality Management

- i) This course is proposed to enhance preparation of students for the professional work setting as practicum students and as professionals following graduation.

The proposed course description is "Preparation of students for professional work experiences in hospitality management. Career development and professional workplace issues will be addressed. Prerequisite: Junior Standing."

2) Course Revisions

- a) Revise HM 13023 Techniques of Food Production I and change course title to HM 13023 Techniques of Food Production.

- i) Revise HM 13023 to combine the content previously covered in HM 13023 (Techniques of Food Production I) and HM 23023 (Techniques of Food Production II).
- ii) Change course title to HM 13023 Techniques of Food Production. The designation of "I" has been removed.

- iii) During the site visit for accreditation of the Hospitality Management program, the site visitation team recommended that the faculty re-examine the number of credits hours within the program devoted to courses with food labs since it is much higher than most other Hospitality Management programs. Furthermore, the emphasis on this aspect of the industry within the curriculum reduces students' ability to take courses focusing on other areas of the hospitality industry. At this time, as high as fifty percent of our graduating class are employed in hotel properties as managers or meeting planners.
 - iv) Currently the Kent State Hospitality Management program requires 14 credit hours of courses with food labs (HM 13023 – 5 credits; HM 23023 – 4 credits; and HM 33029 – 5 credits). Combining the content of the HM 13023 and HM 23023 into ONE 5 credit course will still provide significant content on food production techniques, however, will more closely align the curriculum with other well respected Hospitality Management Programs nationwide such as those at Purdue University, Kansas State University, and University of Houston.
 - v) The Basic Data Sheet provides the course content for this revised Techniques of Food Production Course. All of the food quality and preparation topics previously covered in HM 13023 and HM 23023 will be included in the new course. Some content related to food safety and food costing, previously included, will be minimized in the revised course to reduce redundancy with other required courses in the curriculum. Students will have less lab time however, the program does have industry work experience requirements and students should strengthen their knowledge and ability in the food area through these experiences. No change is being made to the existing lab fee for HM 13023.
 - vi) The revised HM 13023 course description is *"Commercial food production principles for milk, cheese, eggs, produce, grains, meats, poultry, and fish are covered. Sauces, soups, salads, entrees, side dishes, and desserts are prepared with an emphasis on food quality and safety, effective equipment use, work planning and simplification, recipe standardization, pricing, and presentation."*
- b) Abandon HM 23023 Techniques of Food Production II.
 - i) Abandon HM 23023 Techniques of Food Production II. The majority of the content previously included in HM 23023 is added to the revised HM 13023 Techniques of Food Production course discussed above.
- c) Revise prerequisites for Hospitality Management courses to reflect the revised HM 13023 Techniques of Food Production course. HM 23023 (abandoned) was previously the prerequisite for these courses.
 - i) HM 33026 Hospitality Cost Control and Analysis
 - ii) HM 33028 Hospitality Purchasing. Includes minor updates in content.
 - iii) HM 43025 Hospitality Marketing
- d) Revise prerequisite for HM 43092 Practicum. Add HM 33091 Professional Practices in Hospitality Management as a prerequisite.
- e) Revise HM 43031 Layout and Design of Food Service Operations
 - i) Revise course description, course content, and prerequisites.
 - ii) The basic data sheet provides the course content of the current course. This course contains the content covered previously and adds content related to the development of a pro forma and break even calculations.
 - iii) The previous prerequisite was HM 13023, HM 23023 or equivalent. New prerequisite is HM 33026 Hospitality Cost Control and Analysis

- iv) This is a senior-level course that should be taken after students have completed the HM 13023 Techniques of Food Production course and the HM 33026 Hospitality Cost Control and Analysis. The content of the course expects students to plan the layout and design of an operation mindful of financial consideration. By listing HM 33026 as the prerequisite, students would have had the HM 13023 since it is a prerequisite for the HM 33026 and students will be better prepared to analyze and control costs incurred in hospitality operations.
- v) The revised course description is *"Analysis and planning for the layout and design of commercial food service operations. Includes basic principles of design; space analysis; and equipment use, care, selection, and layout for food service facilities based on the financial performance of the operation; food codes; and related regulations. An appreciation for engineering and architecture concerns pertaining to foodservice operations is developed. Prerequisite: HM 33026."*
- f) Revise HM 43043 Hospitality Meetings Management
 - i) This course currently includes a one credit lab and a two credit lecture component. The course was offered for the first time in spring 2007. At the conclusion of the semester, it was found that the number of contact hours in the lab component has exceeded the university guidelines by a factor of 2. Students spent an average of 55-60 hours to complete all the tasks required in the lab component. This reflects a 2-credit lab according to university guidelines.
 - ii) Hence, the number of credit hours for the course should be revised to four credits to reflect time spent by students (two credit lecture and a two credit lab component). It was difficult to gauge hours initially because a benchmark was unavailable when the class was created.
- g) Revise HM 43040 Strategic Lodging Management
 - i) Change this three credit *theory* course to a three credit *lecture and lab* course. The revised course will include 2 credits theory and 1 credit lab. This change will result in an adjustment of the class contact time.
 - ii) This course was developed to incorporate the use of simulation software titled Hotel Operations Tactics and Strategy (HOTS). HOTS is a computer-based simulation in which teams operate a hotel in a dynamic and competitive environment, making decisions in accelerated real-time and analyzing results from comprehensive management reports and market feedback. The initial design of the course (3 credit theory) was gauged based on an older version of HOTS simulation.
 - iii) The instructor of the course recently completed a training session with the manufacturer to review HOTS program enhancements and upgrades. Based on recommendations provided by the trainer and other university faculty who use the software in advanced lodging courses, it is essential to convert the course into a 2 credit theory and a one credit lab course to include the advanced simulation features to the best advantage and to achieve course objectives.

3) Hospitality Management Curriculum Revisions

- a) Revise Liberal Education Requirements
 - i) Math LER
 - Designate MATH 11008 Explorations of Modern Math or MATH 11009 Modeling Algebra as a required MATH LER course.

- Requiring students to complete a math course will improve students' math skills and provide a better foundation for required business courses (Accounting and Economics) and upper-level HM courses such as HM 43031 Layout and Design of Food Service Operations and HM 33026 Hospitality Cost Control and Analysis. Giving students a choice of one of two courses will accommodate needs of different students.
 - Letters of support from the Department of Mathematical Sciences and the Department of Economics are attached.
- b) Remove General Requirement
- i) Historically, ENG 30063 was listed with the English LER's on the Hospitality Management curriculum. When the new LER changes took effect however, this course was moved to a new category called General Requirement since this course is not an LER and thus should not be listed with a LER category.
 - ii) To reduce student confusion, this course is being moved to the Hospitality Core Requirements and thus the "General Requirement" category is no longer needed
- c) Revise Hospitality Management Core Requirements
- i) Add ENG 30063 Business and Professional Writing. Note this course was previously listed under General Requirement. This change should facilitate advising and reduce confusion.
 - ii) As previously explained change title of HM 13023 to Techniques of Food Production and remove HM 23023
 - iii) Add HM 33091 Professional Practices in Hospitality Management
- d) Revise Hospitality Management Professional Electives
- i) Add HM 23012 Food Study. This course includes lecture and lab components and emphasizes the science behind food preparation and ingredients. This course is being added to the Hospitality Management Professional Electives to provide an additional course focused on food for those students interested in food management and recipe development.
 - ii) As previously explained, increase credit hours for HM 43043 Hospitality Meetings Management to 4 credits.
 - iii) As previously explained, make the current 3 credit theory HM 43040 Strategic Lodging Management to 3 credit course composed of 2 credits theory plus 1 credit lab.
 - iv) Add RPTM 26060 Introduction to Global Tourism
 - This course provides a useful foundation for students who may be managing hospitality properties in popular tourist destination around the world.
 - A letter of the support from RPTM is provided in the Appendix.
- e) Change credit hours for Hospitality Management, Hospitality Professional Elective Requirements, and General Electives due to the curriculum revisions presented in this proposal.
- i) Credit hours for Hospitality Management Requirements will be changed to 57-63.
 - ii) Credit hours for Hospitality Professional Electives will be changed to 9-12. The Hospitality Management Professional electives enable students to select courses closely related to their professional interests such as lodging, foodservice, meeting planning, etc.

iii) Credit hours for General Electives will be changed to 4-12.

f) Catalog copy of the course additions and the curriculum revisions are provided in Appendix B.

Effect on the Program and Fiscal Impact: These actions are necessary to strengthen the program in relation to accreditation standards. Additionally, these changes will enhance the recruitment of students into the Hospitality Management program and are anticipated to benefit students and graduates seeking positions in the hospitality industry. Thus, in terms of fiscal impact, we believe that these curriculum changes are likely to increase program enrollment and retention. Current students and program alumni have expressed a need for additional professional elective hours. This enables them to take more courses geared towards their professional interests in foodservice, lodging, events, clubs, etc. We do not believe that these curriculum changes will have a negative impact on either program enrollment or retention.

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APPENDIX A

Memos from:

School of Exercise, Leisure, and Sport

Department of Mathematical Sciences

Department of Economics

Attachments can contain viruses that may harm your computer. Attachments may not display correctly.

Dellman-Jenkins, Mary

From: MUNSON, WAYNE **Sent:** Fri 7/20/2007 3:12 PM
To: Dellman-Jenkins, Mary
Cc: 'pwang@kent.edu'
Subject: FW: undergrad curriculum
Attachments:  RPTM request.doc(27KB)  RPTM Outline.pdf(85KB)

Mary,

Thank you for adding Intro. to Global Tourism to your list of professional electives in the HM curriculum. I hope you have a nice weekend too.

Wayne

From: Dellman-Jenkins, Mary
Sent: Friday, July 20, 2007 3:06 PM
To: MUNSON, WAYNE
Subject: undergrad curriculum

Hi, Wayne,
Please find sign off via 1st attachment.
Have a great weekend!
Mary

From: AUGUSTINE, SUSAN
Sent: Wed 7/18/2007 3:58 PM
To: Munson, Diane
Cc: Dellman-Jenkins, Mary
Subject: undergrad curriculum

Dr. Wayne Munson, Director

Exercise, Leisure, & Sport

Dear Wayne,

The Hospitality Management (HM) program is updating its undergraduate curriculum in order to better equip their graduates for positions in the industry.

Please consider the request that **RPTM 26060 Introduction to Global Tourism** be added to the "Professional Electives" section of our HM curriculum (see attached outline). Regarding increased enrollment, I would imagine that no more than five to ten HM majors would enroll in RPTM 26060 on a semester basis.

INTER-DEPARTMENTAL CORRESPONDENCE
KENT STATE UNIVERSITY
DEPARTMENT OF MATHEMATICAL SCIENCES

To: Barbara Scheule, Hospitality Management
From: Donald L. White, Undergraduate Coordinator,
Department of Mathematical Sciences
Date: August 23, 2007
Subject: MATH LER Curriculum Proposal

The Department of Mathematical Sciences has reviewed your proposal to require MATH 11008 or MATH 11009 for the Mathematics and Critical Reasoning LER for Hospitality Management students. Either course would be an appropriate choice for students in this major, and we fully support the proposal.

We do not anticipate that additional students in these courses resulting from this requirement will have a significant impact on staffing or resources. It is likely that many of these students would take an LER mathematics course in any case.

CC: Andrew Tonge, Chair, Mathematical Sciences

August 22, 2007

To Whom It May Concern:

This letter serves as the Economics Department's letter of support for having Hospitality Management students take a Math course as part of their required curriculum. The students are required to take Principles of Microeconomics and Principles of Macroeconomics, courses that require mathematic skills and are fairly quantitative in nature. The greatest deficiencies our students have in these classes are basic math skills and ability to use math to problem solve. I believe that improving the math background of students in the program will increase their success in the Economics courses as well as the program. If you have any questions, please don't hesitate to contact me.

Sincerely,

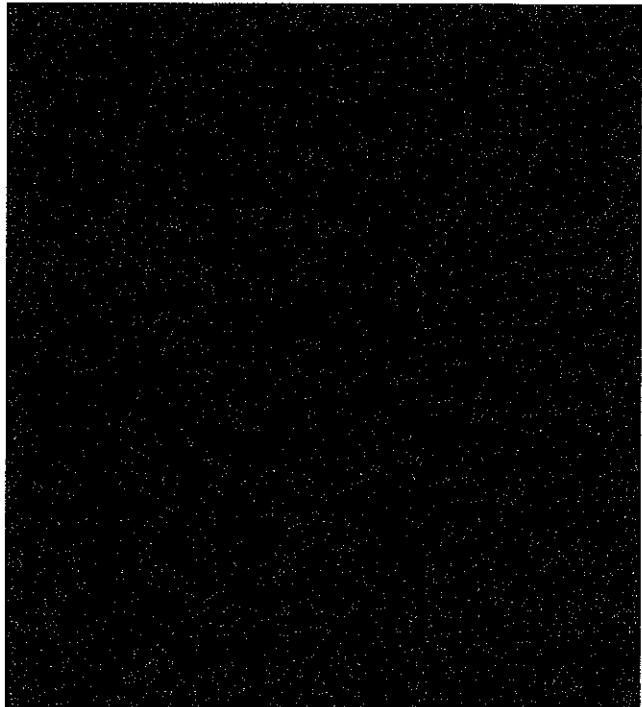
Kathryn Wilson
Interim Chair of Economics
2-1093

APPENDIX B

Catalog Course Descriptions – Undergraduate

Catalog Program Curriculum

Program Curriculum Sheets (Department and College versions)



B.S. in Nutrition and Food

The Bachelor of Science in Nutrition and Food offers two concentrations: hospitality management and nutrition and dietetics.

Hospitality Management Concentration

This program prepares graduates for management careers in restaurant and hospitality organizations. Liberal, technical and professional education, with an emphasis on business management, integrates theory with practical application to prepare students for future career demands. Students develop proficiency in managerial skills and food production. In addition to varied laboratory experiences throughout the program, seniors complete a supervised management practicum.

Three organizations are available for students: a branch of the International Food Service Executives Association, which promotes contacts between students and executives of the food service industry; the Club Managers Association for students interested in management of clubs and organizations; and for students interested in expressing their creativity, the Ice Carving Club.

Admission to the professional program (all upper-division hospitality management courses) is controlled. To be admitted to the professional program, students must show evidence of having met the following requirements:

- Overall GPA of 2.00
- Valid standard first aid certificate

MATH 11008 Explorations in Modern Mathematics...3
(or)
MATH 11009 Modeling Algebra4

- Valid CPR certificate
- 400 approved work hours within the food service industry
- Ohio Certified Manager status
- Completion of the following courses: HM 13022, 13023, 13024 and 23023

I. General College or University Requirements	1
US 10097 First Year Colloquium	1
II. Liberal Education Requirements	36-37 - 38
A complete list of Liberal Education Requirements (LER) courses is on Pages 85-87.	
Composition	
ENG 11011 College Writing I	3
21011 College Writing II	3
Mathematics and Critical Reasoning	3-4
Humanities and Fine Arts	9
Minimum one course from humanities category and minimum one course from fine arts category.	
Social Sciences	6
Must be selected from two curricular areas.	
ECON 22060 Principles of Microeconomics	3
LER course	3
Basic Sciences	6-7
Must include one laboratory course.	
Additional LER Courses	6
COMM 15000 Introduction to Human Communication	3
ECON 22061 Principles of Macroeconomics	3
Diversity Requirement	
Students must complete a two-course diversity requirement, consisting of one course with a domestic (U.S.) focus and one with a global focus. The domestic-focus course is fulfilled in this major with HDFS 24011. A complete list of diversity courses is on Pages 89-91.	
III. Writing-Intensive Requirement	
Students must complete a one-course writing-intensive requirement and earn minimum C (2.0) grade. This requirement is fulfilled in this major with HM 43027. A complete list of writing-intensive courses is on Pages 93-95.	
IV. General Requirement	3
ENG 30063 Business and Professional Writing	3
V. Hospitality Management Requirements	54-59
HM 13022 Sanitation and Safety	3
13023 Techniques of Food Production I	5
13024 Introduction to Hospitality Management	2
23023 Techniques of Food Production II	4
23030 Lodging Operations	3
33020 Legal Issues in the Hospitality Industry	3
33026 Hospitality Cost Control and Analysis	5
33028 Hospitality Purchasing	3
33029 Catering and Banquet Preparation and Service ..	5

HM 33091 Professional Practices in Hospitality Management	1
43025 Hospitality Marketing	3
* 43027 Hospitality Human Resource Management	3
43031 Layout and Design of Food Service Operations ..	3
43092 Practicum/Hospitality Management	3-6
NUTR 23511 Nutrition Related to Health	3
Professional electives, choose from the following:	6-8
FIN 36053 Business Finance (3)	
HDFS**24011 Interpersonal Relationships and Families (3)	
HM 33035 Hospitality Service Quality Management (3)	
33036 Club Management (3)	HM 23012 Food Study
33040 Hotel Convention Group Sales and Services (3)	
41093 Workshop (2-5)	
41095 Special Topics (1-4)	
43029 Hospitality Financial Policy (3)	
43040 Strategic Lodging Management (3)	
43043 Hospitality Meetings Management (3) (4)	
RPTM 26060 Intro to Global Tourism (3)	
RPTM 36060 Commercial Recreation and Tourism (3)	
46000 Tourism Development and Recreational Travel (3)	
V. VI. Business	15
ACCT 23020 Introduction to Financial Accounting	3
M&IS 24053 Introduction to Computer Applications	3
24163 Principles of Management	3
34180 Human Resource Management	3
MKTG 25010 Marketing	3
VI. VII. General electives	6-12
Elective credit hours vary depending on practicum hours chosen.	
TOTAL	121

*Course fulfills writing-intensive requirement.

**Course fulfills diversity requirement.

Minimum of 39 upper-division hours required.

American Assembly of Collegiate Schools of Business accreditation standards prohibit nonbusiness majors from taking more than 25 percent of their degree requirements in business courses. Therefore, no more than 30 semester credit hours may be counted toward stated degree requirements.

40197 Senior Colloquium (1-4)

One-semester course or two-semester sequence exploring interdisciplinary ideas and issues related to single theme by means of readings, discussion and individual papers and projects. IP grade permissible. Prerequisite: honors.

40297 Senior Colloquium (1-4)

See HONR 40197. IP grade permissible. Prerequisite: honors.

40497 Colloquium: International Study (1-4)

See HONR 30497. IP grade permissible. Prerequisite: honors.

HORTICULTURE TECHNOLOGY (HORT)**

16001 Opportunities in Horticulture (1)

A survey of those opportunities available within the "green industry" both in education and as a career option. Guest speakers and field trips are part of the class. Prerequisite: none.

26001 Occupational Regulations and Safety (2)

Presentation of the basic standards, rules, safety regulations and laws pertaining to horticultural and related industries which will affect the work atmosphere. Lecture two hours weekly; offered only at the Salem Campus. Prerequisites: BSCI 16001 and HORT 16001.

26010 Arboriculture (3)

Basics of pruning and tree climbing techniques. This course covers the equipment and safe use of equipment commonly found in the arboricultural industry. Lecture two hours weekly; lab three hours weekly; offered only at the Salem Campus. Prerequisites: BSCI 16001 and HORT 16001 and CHEM 16001. Corequisite: HORT 26011.

26011 Cooperative Work Experience in Tree Care (3)

Cooperative work program through which the skills necessary to perform professionally in this occupation will be acquired. This course offered only at the Salem Campus. Requires a minimum of 30 hours per week of work experience. Not more than 9 credit hours in this or a combination of other work experience classes will be allowed. S/U grading; IP grade permissible. Corequisite: HORT 26010.

26012 Urban Forestry (3)

Urban forestry and the planning and managing of urban green-scapes. Appraisal and computerized GIS/GPS inventory of urban vegetation, urban land use planning and local ordinances, maintenance and management of street and park trees. Outdoor field trips and guest lecturers. Prerequisites: HORT 16001, BSCI 16001.

26014 Plant Propagation and Greenhouse Production (3)

Asexual/vegetative propagation including anatomical and physical concepts. Techniques covered include cuttings, budding, grafting, layering, dividing and micropropagation. Plant propagation by seeding and plugs shall be promoted along with crop production. Prerequisites: HORT 16001, BSCI 16001.

26016 Irrigation Design and Maintenance (3)

Principles of irrigation design, installation, maintenance and drainage. Specific information about the selection of sprinkler heads, pipe, pumps, basic hydraulics, water conservation methods and automatic control systems shall be explored. Drawing of irrigation plans shall be required. Prerequisites: HORT 16001, BSCI 16001.

26018 Landscape Construction (3)

The basic skills and techniques involved in landscape contracting and construction including building material data, site grading, contour mapping, deck construction, water features, lighting, landscape paving and retaining walls. Field trips and outside hands-on experience. Prerequisite: HORT 16001 or advisor's approval.

26020 Professional Landscape Management (3)

A detailed discussion and practice of managing trees, shrubs and flowers within the landscape. Additional concepts such as the types of equipment used in the "green industry," marketing, writing specifications, bidding projects and personnel management. Prerequisites: BSCI 16001 and HORT 16001.

26021 Cooperative Work Experience in Landscape Management (3)

Cooperative work program through which the skills necessary to perform professionally in this occupation will be acquired. This course offered only at the Salem Campus. Requires a minimum of 30 hours per week of work experience. Not more than 9 credit hours in this or a combination of other work experience will be allowed. S/U grading; IP grade permissible. Corequisite: HORT 26020.

26030 Turf Grass Management (3)

Basic principles of turf management. This course covers turf equipment and the safe use of equipment commonly found in the turf industry. Lecture two hours; lab three hours weekly; course offered only at the Salem Campus. Prerequisites: BSCI 16001, and HORT 16001 and CHEM 16001. Corequisite: HORT 26031.

26031 Cooperative Work Experience in Turf Grass Management (3)

Cooperative work program through which the skills necessary to perform professionally in this occupation will be acquired. This course offered only at the Salem Campus. Requires a minimum of 30 hours per week of work experience. Not more than 9 credit hours in this or a combination of other work experience classes will be allowed. S/U grading; IP grade permissible. Pre/corequisite: HORT 26030.

26032 Golf Course Management (3)

The golf course environment as it relates to turf grass maintenance and pest/disease management. The construction and management of greens, tees, water and bunker management practices, turf aerification issues, topdressing and administrative concerns. Prerequisite: HORT 16001, 26031, BSCI 16001.

26046 Landscape Design I (3)

An introduction to landscape appreciation and history, the landscape industry and elements of the landscape design process. Students will assess proper plant placement and uses, develop graphic communication skills and present a project. Field trips and project site work as required. Prerequisite: HORT 16001, BSCI 16001, 26003.

26047 Landscape Design II (3)

The landscape process with emphasis on commercial size design projects including client communications, landscape presentations, topography issues and landform ecology. Color rendering, combining irrigation and construction details are covered. Prerequisite: HORT 26046.

HOSPITALITY MANAGEMENT (HM)

13022 Sanitation and Safety Principles and Practices (3)

Safety and sanitation practices pertinent to food service. Emphasis is on laws, food microbiology, storage practices and accident prevention. Prerequisite: none.

13023 Techniques of Food Production I (5)

Introduction to quantity food production. Includes work simplification, equipment usage, safety, sanitation, recipe and yield analysis. Salads, soups, sauces, vegetable, milk, cheese and egg preparation. Prerequisite: majors only. Special fee: \$12/credit hour—subject to change.

13023 Techniques of Food Production (5)

Commercial food production principles for milk, cheese, eggs, produce, grains, meats, poultry, and fish are covered. Sauces, soups, salads, entrees, side dishes, and desserts are prepared with an emphasis on food quality and safety, effective equipment use, work planning and simplification, recipe standardization, pricing, and presentation. Prerequisite: HM 13022 or concurrent. Special fee: \$12/credit hour—subject to change.

*Course ineligible to be repeated for GPA recalculation—effective spring 2008.

**Courses offered only at Regional Campuses.

13024 Introduction to Hospitality Management (2)

Career opportunities and the scope, development and history of the hospitality industry. Introduction to management in the hospitality industry including food service, lodging and tourism. Prerequisite: none. Special fee: \$5/credit hour—subject to change.

23012 Food Study (3)

Principles of food preparation and quality evaluation with consideration of nutritive value and retention. One hour of lecture and four hours of lab. (Note: nutrition and dietetics majors should take CHEM 10060, 10061 and 20481; students in other majors should take CHEM 10050 and 10052 as prerequisites for this course.) Prerequisite: NUTR 23511. Special fee: \$11/credit hour—subject to change.

23023 Techniques of Food Production II (4)

Quantity food production. Includes equipment usage, safety, sanitation, baked goods, meat, fish, seafood and poultry. Prerequisites: HM 13022 and 13023. Special fee: \$15/credit hour—subject to change.

Abandon Course.

23030 Lodging Operations (3)

This course provides students with an introduction to lodging, resort operations and management. Skills needed to succeed in the field and career opportunities are emphasized. Prerequisite: none.

33020 Legal Issues in the Hospitality Industry (3)

Overview and analysis of legal issues of concern to the hospitality operation. Topics include: employment law; food and beverage liabilities; patron civil rights, local, state, and federal regulations; and franchising. Prerequisite: junior standing.

33026 Hospitality Cost Control and Analysis (5)

Prepares students to analyze and control costs encountered in hospitality operations. Includes computer applications, math drills and simulations. Prerequisites: M&IS 24053, ACCT 23020, HM 13023; ~~prerequisite: HM 23023~~

33028 Hospitality Purchasing (3)

Emphasis on the selection of food, goods and services for the management of hospitality organizations. Emphasis is placed on product identification, grading and quality standards. Prerequisite: HM 23023—13023

33029 Catering and Banquet Preparation and Service (5)

Combines theoretical and practical applications of planning, merchandising, costing, producing and serving catered meals. Prerequisite: HM 33026. Special fee: \$5/credit hour—subject to change.

33035 Hospitality Service Quality Management (3)

The unique issues associated with managing guest satisfaction will be explored. The delivery of quality services and recovery from service failure in hospitality organizations will be studied from a human resource and organizational perspective. Prerequisite: M&IS 24163.

33036 Club Management (3)

Introduction to private club management and operations. Strategic planning, marketing, human resources, service excellence, legal issues and financial management will be emphasized within the context of food and beverage, golf and recreation. Prerequisite: junior standing.

33040 Hotel Convention Group Sales and Services (3)

From a hotel sales and convention services perspective, the convention and meetings industry is examined. Students are introduced to all facets of the conventions and meetings industry. Prerequisites: HM 23030 and junior standing.

33091 see above**34050 Promotions for Electronic Media (3)**

Fundamentals and latest trends in broadcast and cable promotion, including branding, advertising and marketing. Prerequisites: JMC 20008; JMC major or minor.

not HM courses belongs elsewhere

41003 Advertising Account Management (3)

An introduction to advertising account management including the functions of an account manager, skills required to be an account manager and how to effectively lead a team of professionals. Prerequisites: JMC 31002 and 31003.

41093 Variable Topic Workshop in Hospitality Management (1-3)

Workshop setting dealing with a topic or topics in hospitality management. Learning experiences are provided in a wide range of areas. S/U grading. Prerequisite: none.

41095 Special Topics in Hospitality Management (1-4)

Discussion of a major topic within a specific field of hospitality management. Prerequisite: none.

41096 Individual Investigation (1-3)

Independent study in hospitality management. Prerequisite: written special approval from instructor.

43025 Hospitality Marketing (3)

Application of marketing principles, practices and theories relevant to hospitality organizations. Case studies drawn from the hospitality industry are incorporated. Prerequisites: HM 23023; M&IS 24163 and MKTG 25010. **13023**

*Course ineligible to be repeated for GP.
**Courses offered only at Regional Camp

43091 Professional Practice in Hospitality Management (3)

Preparation of students for professional work experiences in hospitality management. Career development and professional workplace issues will be addressed. Prerequisite: Junior Standing.

43027 Hospitality Human Resource Management (3)

Application of human resource management principles, practices, theories and legal issues relevant to hospitality organizations. Hospitality management-focused case studies are incorporated. Prerequisites: HM 33026; M&IS 34180. This course may be used to satisfy the writing-intensive requirement with approval of major department.

43029 Hospitality Financial Policy (3)

Strategic financial decision making for short- and long-term financial management problems in various hospitality organizations such as hotels, restaurants, clubs and resorts, through case analysis. Prerequisite: FIN 36053.

43030 Food Service Systems Management (3)

The study of food service systems management, including menu planning and evaluation, recipe development, purchasing, equipment, financial management, marketing and human resources. Prerequisite: HM 23012.

43031 Layout and Design of Food Service Operations (3)

Emphasizes food service equipment, selection and maintenance. Develops skills in kitchen layout and design as it applies to productivity. Prerequisite: HM 13023, 23023 or equivalent

Revise see below

43032 Food Production and Service Management (3)

The application of management principles in food production and service systems, including production management, quality control, distribution and service and physical facilities. A laboratory is included in the course. Prerequisites: HM 23012 and 43030.

43040 Strategic Lodging Management (3)

The hotel manager's role as a strategic thinker is emphasized. Techniques such as co-alignment model, brand strategy, competitor analysis, market research, risk management and finance options are used to develop strategic plans in hotels. Prerequisites: HM 23030 and 33026.

43043 Hospitality Meetings Management (3) (4)

Exploration of the unique issues associated with managing hospitality meeting and event planning. Emphasis on management of social, association and banquets, receptions and annual meetings held in hospitality venues requiring food and beverage and/or lodging. Prerequisites: HM 23030 and 33026.

43031 Layout and Design of Foodservice Operations (3)

Analysis and planning for the layout and design of commercial food service operations. Includes basic principles of design; space analysis; and equipment use, care, selection, and layout for food service facilities based on the financial performance of the operation; food codes; and related regulations. An appreciation for engineering and architecture concerns pertaining to foodservice operations is developed. Prerequisite: HM 33026.

43092 Practicum/Hospitality Management (3-6)
Supervised professional experience in the hospitality industry including operations such as restaurants, hotels, clubs, health care, theme parks and food distribution. Bimonthly seminars course assignments are included. Repeatable for a total of 6 credits. Prerequisites: majors only with junior or senior standing and special approval of instructor.

HM 33091

HUMAN DEVELOPMENT AND FAMILY STUDIES (HDFS)

14027 Introduction to Human Development and Family Studies (2)

Introduction to human services related to human development and family studies, the career opportunities available and the skills required to succeed in the field. Prerequisite: none.

24011 Interpersonal Relationships and Families (3)

(Cross-listed with SOC 24011) Exploration of the sociological nature of families across the life span, focusing on structure, diversity and life-course processes, such as dating, mate selection, cohabitation, marriage, parenthood, divorce, remarriage, singlehood, widowhood, parent-child interactions, sexual orientation, inequality and difference. Prerequisite: none. This course may be used to satisfy the diversity requirement.

24012 Child Development (3)

General development of the child from prenatal through middle childhood. Prerequisite: HDFS 24011.

24013 Early Adolescence (3)

Examines the fundamental transitions, social contexts and psychosocial processes involved in human development from ages 10 through 15. Implications for working with this age group within schools, human services agencies and youth development programs. Prerequisite: none.

24095 Special Topics in Human Development and Family Studies (1-4)*

Discussion of a major topic within human development or family studies. Prerequisite: HDFS 24011.

25512 Management of Family Resources (3)

Management as applied to individuals, families and human service professionals. Prerequisite: HDFS 24011.

34013 Development in Infancy (3)

Study of genetic influences, prenatal development and birth, and the developmental characteristics of the infant and toddler. Prerequisites: HDFS 14027 and 24012.

34031 Cultural Diversity: Implications for the Helping Professions (3)

This class is designed to enhance the competence and success of students planning to work in human services. Learning how different cultural backgrounds influence the perceptions and behaviors of clients in the human service setting is emphasized. Prerequisite: none.

41093 Variable Topic Workshop: Human Development and Family Studies (1-3)

Workshop setting dealing with a topic or topics in human development and family studies. Learning experiences are provided in a wide range of areas. S/U grading. Prerequisite: none.

41095 Special Topics in Human Development and Family Studies (1-4)

Discussion of a major topic within human development or family studies. Prerequisite: none.

41096 Individual Investigation (1-3)

Independent study in human development and family studies. Prerequisite: written special approval from instructor.

44018 Professional Development in Human Development/Family Studies (3)

Preparation of students for professional work experiences as well as providing an opportunity to discuss recent developments in the fields of human development and family studies and gerontology. Prerequisites: human development and family studies majors only and senior standing.

44020 Adolescent Development (3)

Study of adolescent development with emphasis on forces related to adolescent behavior in the family and society. Evaluation of current research. Prerequisite: human development and family studies majors only.

44021 Family Intervention Across the Lifespan (3)

Evaluation of research and theoretical models in the area of family intervention. Focus on strategies for assisting families in coping with a variety of critical issues over the family life cycle. Prerequisite: human development and family studies majors only.

44022 Changing Roles of Men and Women (3)

A study of roles of men and women—past, present and future. Prerequisite: human development and family studies majors only or SOC 12050.

44023 Building Family Strengths (3)

The Building Family Strengths Model builds upon family life potential; based on extensive research emphasizing identified family strengths. Prerequisite: human development and family studies majors only.

44028 Parent-Child Relationships (3)

Study of parent-child relationships across the life span and within various contexts. Emphasis on the process of socialization and determinants of parent-child relationships based on current research. Prerequisite: human development and family studies majors only.

44029 Family Policy (3)

Understanding federal, state and local policy issues affecting families. Role of family life educator in promoting a family-friendly perspective in policy making. Prerequisite: GERO 44030.

44030 Family Life Education Methodology (3)

Developing teaching methods and techniques for family life education and the study of family life education content areas. Prerequisite: GERO 44030.

44032 Nonprofit Fundraising and Grantwriting (3)

Provides comprehensive preparation in planning, seeking and acquiring funding from available resources in supporting the mission of nonprofit human service agencies. Prerequisite: none.

44033 Nonprofit Management I (3)

An overview of nonprofit/human service organizations, including how to start and manage one, leadership, ethics, program development, service learning, board development, budgeting, legal aspects, advocacy and lobby, mission and vision and fundraising. Prerequisite: none.

44034 Nonprofit Management II (3)

An overview of nonprofit/human service organizations, including conflict resolution, human resource management, risk management, marketing, ethics, leadership, intercultural sensitivity and social entrepreneurship. Prerequisite: none.

44092 Practicum in Human Development and Family Studies (3-10)

(Repeatable for a total of 20 credit hours) Observation and participation in child, family and social service agencies. One class discussion per week. S/U grading. Prerequisites: human development and family studies majors only; HDFS 44018; senior standing with an overall GPA of 2.50.

HUMAN SERVICES TECHNOLOGY (HST)**

11000 Introduction to Human Services (1)

A survey of the role of human service technologists, their professional and ethical responsibilities, employment possibilities and avenues for professional advancement. Prerequisite: none.

*Course ineligible to be repeated for GPA recalculation—effective spring 2008.

**Courses offered only at Regional Campuses.

KENT STATE UNIVERSITY, COLLEGE OF
EDUCATION, HEALTH, AND HUMAN SERVICES

Name: _____

S.S.#: _____

Please note: This requirement sheet will become void unless 12 hours of credit at Kent State University have been earned in a two-year period. Preserve this sheet. It is your only assured official statement of degree requirements.

US	10097	First Year Colloquium	1
Composition			
ENG	11011	College Writing I	3
ENG	21011	College Writing II	3

Mathematics & Critical Reasoning

<i>Choose ONE from LER Mathematics & Critical Reasoning</i>			
Math 11008	Explorations in Modern Mathematics	OR	3-4
Math 11009	Modeling Algebra		
ECON	22060	Principles of Microeconomics	3
<i>Choose ONE from Social Sciences (See Reverse)</i>			
			3

General Requirement

ENG	30063	Business & Prof. Writing	3
-----	-------	--------------------------------	---

Diversity requirements met? ☐ Global ☐ Domestic

Hospitality Management 121 hours
N&F CAA (Admission to the major is controlled) CY ~~2007~~ 2008

Catalog Year: _____

Date: _____

General Course Work (40-41 hours) 37-39

Humanities and Fine Arts

Select THREE from LER Humanities & Fine Arts. One must be from Arts & Sciences and one must be a fine arts course.

(A&S)	3
	3
(Fine Arts)	3

Basic Sciences

Select TWO from LER Basic Sciences (See Reverse)

	3
	3
	lab	(1)

Additional

COMM	15000	Intro to Human Communication	3
ECON	22061	Principles of Macroeconomics	3

Major Course Work (69-74 Hours) 72-78

A minimum 2.25 GPA or better is required in all major coursework

Core Requirements (48-51 hours) (51 may be recommended=121)

HM	13022	Sanitation & Safety (*ServSafe certificate)	3
HM	13023	Techniques of Food Production (Spring Only)	5
HM	13024	Intro to Hospitality Management	2
HM	23023	Techniques of Food Production (Fall Only)	4
HM	23030	Lodging Operations	3
HM	33020	Legal Issues in Hospitality Industry	3
HM	33026	Hosp. Cost Control & Analysis	5
HM	33028	Hosp. Purchasing (Spring Only)	3
HM	33029	Catering & Banquet Oper. Services	5
HM	43025	Hospitality Marketing (Fall Only)	3
HM	43027	Hospitality Human Resource Mgmt	3
HM	43031	Layout/Design of Food Service Ops	3
HM	43092	Practicum in Hospitality Mgmt	3-6
NUTR	23511	Nutrition Relation to Health	3

*ServSafe certification should be obtained after this course.

ServSafe, CPR, and First Aid Certifications are required by Junior Year- see faculty advisor.

Professional Electives (6-8 hours) (9 may be recommended=121)

Choose 6-8 hours: <i>9-12</i>			
FIN	36053	Business Finance (prereqs ECON 22061 & ACCT 23020) (3)	
HDFS	24011	Interpersonal Relationships & Families (3)	
HM	33035	Hospitality Service Quality Mgmt (3)	
HM	33036	Club Management (3)	
HM	33040	Hotel Convention Group Sales & Services (3)	
HM	41093	Workshop (2-5)	
HM	41095	Special Topics (1-4)	
HM	43029	Hospitality Financial Policy (3)	
HM	43040	Strategic Lodging Management (3)	
HM	43043	Hospitality Meetings Management (3)	
RPTM	36060	Commercial Recreation & Tourism (3)	
RPTM	46000	Tourism Dev. & Rec. Travel (3)	

Concentration Requirements/Business Courses (15 hours)

ACCT	23020	Intro to Financial Accounting	3
M&IS	24053	Intro to Computer Applications	3
M&IS	24163	Principles of Management	3
M&IS	34180*	Human Resource Management	3
MKTG	25010	Marketing	3

*Call Business (330-672-2872) for permit to get into this class.

General Electives (4-12 hours) (Optional Minor in Business or Management with two additional courses & 2.5 GPA)

I have reviewed the requirement sheet and professional requirements with an advisor and assume responsibility for remaining informed and completing my program.

Student Signature _____

Program Counselor's Signature _____

www.chhs.kent.edu/oss

Please refer to page 2 for program notes.

Total Hours Completed

Hours Needed:

General Coursework	_____
Core	_____
Professional Electives	_____
Concentration	_____
General Electives	_____
Total for Degree	_____

ADD
HM 23012
Food Study
RPTM 26060
Intro to Global Tourism

2008-2009

Bachelor of Science

Name _____

Student # _____

Advisor _____

**SCHOOL OF FAMILY AND CONSUMER STUDIES
HOSPITALITY MANAGEMENT**

1. **Orientation US 10097-First Year Colloquium** 1 _____
2. **Composition (6 hours)**
ENG 11011-College Writing I 3 _____
21011-College Writing II 3 _____
3. **Math and Critical Reasoning (3-4 hours)**
MATH 11008 Explorations in Modern Math (3) 3-4 _____
OR
MATH 11009 Modeling Algebra (4)
4. **Humanities and Fine Arts (9 hours)**
*Minimum of one course from Humanities in Arts & Sciences
and one course from Fine Arts*
Humanities in A&S LER _____ 3 _____
FINE ARTS LER _____ 3 _____
Humanities or Fine Arts _____ 3 _____
5. **Social Sciences (6 hours)**
Courses must be taken in 2 discipline areas
ECON 22060-Principles of Microeconomics 3 _____
LER _____ 3 _____
6. **Basic Sciences (6-7 hours)**
Must include one laboratory course.
LER _____ 3 _____
LER _____ 3 _____
LAB _____ 1 _____
7. **Additional LER courses (6 hours)**
COMM 15000-Intro to Human Communication 3 _____
ECON 22061-Principle Macroeconomics 3 _____
8. **Writing Intensive Requirement:**
*Students must complete a one course writing intensive requirement
and earn a "C" or higher. Within the HM major, HM 43027 will fulfill this
requirement. See the Undergraduate Catalog for a complete list of
writing-intensive courses.*
9. **Diversity Requirement**
*Two diversity courses are required: one with a domestic focus and one
with a global focus. See undergraduate catalog for LER and other course listings.
Many diversity courses also are Social Science, Fine Arts, or Humanities classes
that also fulfill LER requirements noted above.*

10. **Major Requirements (57-63 hours)**

A. Core Requirements

HM	13022-Sanitation & Safety	3	_____
	13023-Techniques of Food Production	5	_____
	13024-Introduction to Hospitality Management	2	_____
	23030-Lodging Operations	3	_____
NUTR	23511-Nutrition Related to Health	3	_____
ENG	30063-Business and Professional Writing	3	_____
HM	33020-Legal Issues in the Hospitality Industry (S)	3	_____
	33026-Hospitality Cost Control & Analysis	5	_____
	33028-Hospitality Purchasing (S)	3	_____
	33029-Catering & Banquet Prep. and Services	5	_____
	33091- Professional Practices in Hospitality Mgmt	1	_____
	43025 -Hospitality Marketing (F)	3	_____
	+43027-Hospitality Human Resource Management	3	_____
	43031-Layout/Design of Food Service Ops.	3	_____
	43092-Practicum in Hospitality Management	3-6	_____

B. Professional Electives (Select 9- 12 hours):

HM	23012- Food Study	3	_____
	33035- Hospitality Service Quality Management	3	_____
	33036- Club Management	3	_____
	33040- Hotel Convention Sales and Services	3	_____
	41093- Workshop	2-5	_____
	41095- Special Topics	1-4	_____
	43029- Hospitality Financial Policy	3	_____
	43040- Strategic Lodging Management	3	_____
	43043- Hospitality Meetings Management	4 2	_____
FIN	36053- Business Finance	3	_____
HDFS	24011- D-Interpersonal Relationships and Families	3	_____
RPTM	26060- Intro to Global Tourism	3	_____
	36060- Commercial Recreation and Tourism	3	_____
	46000-Tourism Dev. and Recreational Travel	3	_____

12. Business Courses (15 hours)

ACCT	23020-Intro to Financial Accounting	3	_____
M&IS	24053-Introduction to Computer Applications	3	_____
	24163-Principles of Management	3	_____
	34180-Human Resource Management	3	_____
MKTG	25010-Marketing	3	_____

13. *General Electives (4-12 hours)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total 121

NOTES:

A minimum of 39 upper division hours (30,000 and 40,000 level courses) is required for graduation.

A minimum of 121 semester hours is required.

*Only General Elective coursework may be taken on a pass/fail basis. Some general elective courses should be taken on the upper division level to ensure the 39 upper division requirement is met.

A minimum of 2.00 overall GPA is required for admission to the "professional phase" of the program.

A minimum of 2.25 in major GPA is required for graduation.

At least one course must be taken from the Writing Intensive course list in the catalog.

+ Indicates courses that fulfill the Writing Intensive Requirement.

D Indicates courses that fulfill the Diversity Requirement.

F Indicates course is normally offered fall semester

S indicates course is normally offered spring semester

Admission to this major is controlled. For details, see the 2004-2005 catalog.

PRE-PROFESSIONAL REQUIREMENTS

VERIFICATION/DATE

G.P.A. (2.0 Minimum)

First Aid Certification

C.P.R. Certification (NURS 10020)

400 Work Hours

Permanent Ohio Certified Manager Status (HM 13022)

Complete the following courses:

HM 13022

HM 13023

HM 13024

HM 23023

Admitted to Professional Program

For further information, please contact:

Mr. Rob Heiman

120 Nixson Hall

330-672-2075

Dr. Barbara Scheule

116 Nixson Hall

330-672-3796

Dr. Swathi Ravichandran

123 Nixson Hall

330-672-7314

Dr. Ning Kuang Chuang

145 Nixson Hall

330-672-2303

APPENDIX C

Certification of Curriculum Proposal and Basic Data Sheets

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **15-Aug-07** Curriculum Bulletin _____

Effective Date **Fall 2008** Approved by EPC _____

Department **Family and Consumer Studies**
 College **EH - Education, Health and Human Services**
 Proposal **Establish Course**
 Course Subject **HM** Course Number **33091**
 Course Title **Professional Practices in Hospitality Management**
 Minimum Credits **01** Maximum Credits **01**

Checked items are new or revised	<input checked="" type="checkbox"/> Subject	<input type="checkbox"/> Cross-Listed / Slash
	<input checked="" type="checkbox"/> Number	<input checked="" type="checkbox"/> Grade Rule
	<input checked="" type="checkbox"/> Title	<input checked="" type="checkbox"/> Credit by Exam
	<input checked="" type="checkbox"/> Title Abbreviation	<input type="checkbox"/> Course Fee
	<input checked="" type="checkbox"/> Credit Hours	<input type="checkbox"/> Liberal Education Requirements (LER)
	<input checked="" type="checkbox"/> Prerequisites	<input type="checkbox"/> Writing-Intensive
	<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Diversity
	<input checked="" type="checkbox"/> Schedule Type	<input type="checkbox"/> Other

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites):

None anticipated

Units consulted (other departments, programs or campuses affected by this proposal):

None

REQUIRED ENDORSEMENTS

 Department Chair / School Director / Campus Dean

____/____/____

 College Dean

____/____/____

 Executive Dean of Regional Campuses

____/____/____

 Senior Vice President for Academic Affairs and Provost

____/____/____

BASIC DATA SHEET

All data entered below should reflect revised information.

Preparation Date **15-Aug-07** Requested Effective Term **Spring 2008**

Course Subject **HM** Course Number **33091**

Course Title **Professional Practices in Hospitality Management**

Title Abbreviation

NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)

Slash Course **/ /** Cross-listed with **4/5, 4/5/7 or 6/7** Cross-list Banner code **_____**
NOTE: To be completed by Curriculum Services.

Minimum Credit **01** ☒ to ☐ or Maximum Credit **01** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)

Contact Hours ☒ Lecture Minimum Hours **01.00** ☒ to ☐ or Maximum Hours **01.00**
Per Week ☐ Laboratory Minimum Hours ☐ to ☐ or Maximum Hours ☐ Other Minimum Hours ☐ to ☐ or Maximum Hours

NOTE: Contact hours should be per week.

Repeat Status **NR - Course may not be repeated**
If repeats, course limit **OR** maximum hours

Course Level **UG - Undergraduate**

Grade Rule **B - Letter**

Schedule Type(s) **LEC - Lecture**

Course Attribute(s) **none**

Credit By Exam **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite

Course(s)

NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s)

Corequisite(s)

Registration is by special approval only ☐ Yes ☒ No

NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration **Junior Standing**

(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES

OBR Program Code **_____**

OBR Subsidy Code **_____**

OBR Course Level **_____**

CIP Code **_____**

Catalog Description **Preparation of students for professional work experiences in hospitality management. Career development and professional workplace issues will be addressed.**

Complete the following only if applicable:

Previous Title

Previous Subject Previous Number

Term Start **_____** Term End **_____** NOTE: To be completed by Curriculum Services.

Content Outline (include contact hours for each section)

Contact Hours	Outline
1.00	Career paths in hospitality management
1.00	Career planning
1.00	Personal inventory
1.00	The role of professional organizations in career development
1.00	Employment search methods
2.00	Resume and cover letter development
1.00	Do your homework--know the company
1.00	Interviews--appearance, etiquette, and pre-interview preparation
2.00	Mock interviews
1.00	Post interview etiquette
1.00	Negotiating compensation packages
2.00	Ethics, company culture and generational differences in the workplace

15.00 Total Contact Hours

Textbook(s) Used in this Course

Selected Readings

Writing Expectations

Resume, Cover Letter, Corporate Profile Paper

Instructor(s) Expected To Teach

H. M. Staff

Instructor(s) Contributing to Content

H. M. Staff

REQUIRED ENDORSEMENT

Department Chair / School Director / Campus Dean

____/____/____

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **14-Aug-07** Curriculum Bulletin _____

Effective Date **Fall 2008** Approved by EPC _____

Department **Family and Consumer Studies**
 College **EH - Education, Health and Human Services**
 Proposal **Revise Course**
 Course Subject **HM** Course Number **13023**
 Course Title **Techniques of Food Production**
 Minimum Credits **05** Maximum Credits **05**

Checked items are new or revised	<input type="checkbox"/> Subject	<input type="checkbox"/> Cross-Listed / Slash
	<input type="checkbox"/> Number	<input type="checkbox"/> Grade Rule
	<input checked="" type="checkbox"/> Title	<input type="checkbox"/> Credit by Exam
	<input checked="" type="checkbox"/> Title Abbreviation	<input type="checkbox"/> Course Fee
	<input type="checkbox"/> Credit Hours	<input type="checkbox"/> Liberal Education Requirements (LER)
	<input checked="" type="checkbox"/> Prerequisites	<input type="checkbox"/> Writing-Intensive
	<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Diversity
	<input type="checkbox"/> Schedule Type	<input checked="" type="checkbox"/> Other Content Outline

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites):

None anticipated

Units consulted (other departments, programs or campuses affected by this proposal):

None

REQUIRED ENDORSEMENTS

 Department Chair / School Director / Campus Dean

____/____/____

 College Dean

____/____/____

 Executive Dean of Regional Campuses

____/____/____

 Senior Vice President for Academic Affairs and Provost

____/____/____

BASIC DATA SHEET

All data entered below should reflect revised information.

Preparation Date **14-Aug-07** Requested Effective Term **Fall 2008**

Course Subject **HM** Course Number **13023**

Course Title **Techniques of Food Production**

Title Abbreviation **Techniques Of Fd Prod**
NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)

Slash Course **/ /** Cross-listed with _____ Cross-list Banner code _____
4/5, 4/5/7 or 6/7 NOTE: To be completed by Curriculum Services.

Minimum Credit **05** ☒ to ☐ or Maximum Credit **05** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)

Contact Hours ☒ Lecture Minimum Hours **02.50** ☒ to ☐ or Maximum Hours **02.50**
Per Week ☒ Laboratory Minimum Hours **05.00** ☒ to ☐ or Maximum Hours **05.00**
☐ Other Minimum Hours _____ ☐ to ☐ or Maximum Hours _____
NOTE: Contact hours should be per week.

Repeat Status **NR - Course may not be repeated**
If repeats, course limit _____ OR maximum hours _____

Course Level **UG - Undergraduate**

Grade Rule **B - Letter**

Schedule Type(s) **LEC - Lecture LAB - Laboratory**

Course Attribute(s) **none**

Credit By Exam **D - Credit by Exam as Approved by Department**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite

Course(s)

NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s)

Corequisite(s) **HM 13022**

Registration is by special approval only ☐ Yes ☒ No

NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration **HM Majors or Department Permission**

(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

Catalog Description **Commercial food production principles for milk, cheese, eggs, produce, grains, meats, poultry, and fish are covered. Sauces, soups, salads, entrees, side dishes, and desserts are prepared with an emphasis on food quality and safety, effective equipment use, work planning and simplification, recipe standardization, pricing, and presentation.**

Course fee: \$12 per credit hour

COMPLETED BY CURRICULUM SERVICES

OBR Program Code _____

OBR Subsidy Code _____

OBR Course Level _____

CIP Code _____

Complete the following only if applicable:

Previous Title **Techniques of Food Production I**

Previous Subject _____ Previous Number _____

Term Start _____ Term End _____ NOTE: To be completed by Curriculum Services.

.. Content Outline (include contact hours for each section)

Contact Hours	Outline
4.00	Professionalism, food safety, recipes
2.00	Measurements, tools, equipment
1.00	Cooking methods and Mise en place
3.00	Flavorings, dairy foods
4.00	Stocks, sauces, soups
4.00	Vegetables, potatoes, grains, pasta, vegetarian dishes
3.00	Salads, salad dressings, fruit
8.50	Meat cookery; beef, veal, lamb, pork, game, poultry, fish and shellfish
2.00	Eggs
6.00	Baking principles, quick breads, yeast breads, pies, pastries, cookies, cakes, icing, custards, creams and frozen desserts

37.50 Total Contact Hours

Textbook(s) Used in this Course **Labensky, S.R. & Hause, A.M. (2007). On Cooking: A Textbook of Culinary Fundamentals (4th ed.). Upper Saddle River, NJ: Prentice Hall.**

Computer Software: CD that comes with On Cooking for MasterCook Deluxe

Writing Expectations **Abstracts of professional articles on assigned topics. Lab plans are prepared.**

Instructor(s) Expected To Teach **Barbara Scheule, PhD/ Staff**

Instructor(s) Contributing to Content **Barbara Scheule, PhD**

REQUIRED ENDORSEMENT

Department Chair / School Director / Campus Dean

____/____/____

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **4-Aug-07**

Curriculum Bulletin _____

Effective Date **Fall 2008**

Approved by EPC _____

Department **Family and Consumer Studies**
 College **EH - Education, Health and Human Services**
 Proposal **Revise Course**
 Course Subject **HM** Course Number **33026**
 Course Title **Hospitality Cost Control and Analysis**
 Minimum Credits **05** Maximum Credits **05**

Checked Items are new or revised	<input type="checkbox"/> Subject	<input type="checkbox"/> Cross-Listed / Slash
	<input type="checkbox"/> Number	<input type="checkbox"/> Grade Rule
	<input type="checkbox"/> Title	<input type="checkbox"/> Credit by Exam
	<input type="checkbox"/> Title Abbreviation	<input type="checkbox"/> Course Fee
	<input type="checkbox"/> Credit Hours	<input type="checkbox"/> Liberal Education Requirements (LER)
	<input checked="" type="checkbox"/> Prerequisites	<input type="checkbox"/> Writing-Intensive
	<input type="checkbox"/> Description	<input type="checkbox"/> Diversity
	<input type="checkbox"/> Schedule Type	<input type="checkbox"/> Other

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites):

None anticipated

Units consulted (other departments, programs or campuses affected by this proposal):

None

REQUIRED ENDORSEMENTS

 Department Chair / School Director / Campus Dean

____/____/____

 College Dean

____/____/____

 Executive Dean of Regional Campuses

____/____/____

 Senior Vice President for Academic Affairs and Provost

____/____/____

BASIC DATA SHEET

All data entered below should reflect revised information.

Preparation Date	14-Aug-07	Requested Effective Term	Fall 2008
Course Subject	HM	Course Number	33026
Course Title	Hospitality Cost Control and Analysis		
Title Abbreviation	Hospitality Cost Ctrl		
NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)			
Slash Course	/ /	Cross-listed with	Cross-list Banner code _____
	4/5, 4/5/7 or 6/7		NOTE: To be completed by Curriculum Services.
Minimum Credit	05 <input checked="" type="checkbox"/> to <input type="checkbox"/> or	Maximum Credit	05 (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)
Contact Hours	<input checked="" type="checkbox"/> Lecture	Minimum Hours	05.00 <input checked="" type="checkbox"/> to <input type="checkbox"/> or
Per Week	<input type="checkbox"/> Laboratory	Minimum Hours	<input type="checkbox"/> to <input type="checkbox"/> or
	<input type="checkbox"/> Other	Minimum Hours	<input type="checkbox"/> to <input type="checkbox"/> or
		Maximum Hours	05.00
NOTE: Contact hours should be per week.			
Repeat Status	NR - Course may not be repeated		
	If repeats, course limit OR maximum hours		
Course Level	UG - Undergraduate		
Grade Rule	B - Letter		
Schedule Type(s)	LEC - Lecture		
Course Attribute(s)	none		
Credit By Exam	N - Credit by Exam Not Approved		

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite

Course(s) **M&IS 24053, ACCT 23020, and HM 13023, or**

Permission

NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s)

Corequisite(s)

Registration is by special approval only ☐ Yes ☒ No

NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration

(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES

OBR Program Code _____

OBR Subsidy Code _____

OBR Course Level _____

CIP Code _____

Catalog Description **Prepares students to analyze and control costs encountered in hospitality operations. Included computer applications, math drills, and simulations.**

Complete the following only if applicable:

Previous Title

Previous Subject

Previous Number

Term Start _____ Term End _____ NOTE: To be completed by Curriculum Services.

Content Outline (include contact hours for each section)

Contact Hours	Outline
6.00	Cost and Sales Concepts
6.00	Cost/Volume Relationships
14.00	Financial Statement Management
6.00	Forecasting
6.00	Yield/Cost Analysis
6.00	Inventory Management
8.00	Pricing Concepts
6.00	Menu Engineering
6.00	Controlling Sales
6.00	Production Control and Management
6.00	Spreadsheet Programming (Computer Application of Topics Covered)

76.00 Total Contact Hours

Textbook(s) Used in this Course	Dittmer, Principles of Food, Beverage, and Labor Cost Control. 7th Edition, Van Nostrand & Reinhold Publishing.
Writing Expectations	Not applicable
Instructor(s) Expected To Teach	Rob Helman
Instructor(s) Contributing to Content	Rob Helman

REQUIRED ENDORSEMENT

Department Chair / School Director / Campus Dean

____/____/____

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **14-Aug-07** Curriculum Bulletin _____

Effective Date **Fall 2008** Approved by EPC _____

Department **Family and Consumer Studies**
 College **EH - Education, Health and Human Services**
 Proposal **Revise Course**
 Course Subject **HM** Course Number **33028**
 Course Title **Hospitality Purchasing**
 Minimum Credits **03** Maximum Credits **03**

Checked items are new or revised	<input type="checkbox"/> Subject	<input type="checkbox"/> Cross-Listed / Slash
	<input type="checkbox"/> Number	<input type="checkbox"/> Grade Rule
	<input type="checkbox"/> Title	<input type="checkbox"/> Credit by Exam
	<input type="checkbox"/> Title Abbreviation	<input type="checkbox"/> Course Fee
	<input type="checkbox"/> Credit Hours	<input type="checkbox"/> Liberal Education Requirements (LER)
	<input checked="" type="checkbox"/> Prerequisites	<input type="checkbox"/> Writing-Intensive
	<input type="checkbox"/> Description	<input type="checkbox"/> Diversity
	<input type="checkbox"/> Schedule Type	<input checked="" type="checkbox"/> Other Writing Expectations, Content Outline, Textbooks

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites):

None anticipated

Units consulted (other departments, programs or campuses affected by this proposal):

None

REQUIRED ENDORSEMENTS

 Department Chair / School Director / Campus Dean

____/____/____

 College Dean

____/____/____

 Executive Dean of Regional Campuses

____/____/____

 Senior Vice President for Academic Affairs and Provost

____/____/____

BASIC DATA SHEET

All data entered below should reflect revised information.

Preparation Date **4-Aug-07** Requested Effective Term **Spring 2008**
 Course Subject **HM** Course Number **33028**
 Course Title **Hospitality Purchasing**
 Title Abbreviation **Hospitality Purchasing**
 NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)
 Slash Course **/ /** Cross-listed with _____ Cross-list Banner code _____
 4/5, 4/5/7 or 6/7 NOTE: To be completed by Curriculum Services.
 Minimum Credit **03** ☒ to ☐ or Maximum Credit **03** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)
 Contact Hours ☒ Lecture Minimum Hours **3** ☒ to ☐ or Maximum Hours **03.00**
 Per Week ☐ Laboratory Minimum Hours _____ to _____ or Maximum Hours _____
☐ Other Minimum Hours _____ to _____ or Maximum Hours _____
 NOTE: Contact hours should be per week.
 Repeat Status **NR - Course may not be repeated**
 If repeats, course limit _____ OR maximum hours _____
 Course Level **UG - Undergraduate**
 Grade Rule **B - Letter**
 Schedule Type(s) **LEC - Lecture**
 Course Attribute(s) **none**
 Credit By Exam **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite

Course(s) **HM 13023**

NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s) _____

Corequisite(s) _____

Registration is by special approval only ☐ Yes ☒ No

NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration

(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES

OBR Program Code _____

OBR Subsidy Code _____

OBR Course Level _____

CIP Code _____

Catalog Description **Emphasis on the selection of food, goods, and services for the management of hospitality organizations. Emphasis is placed on product identification, grading, and quality standards.**

Complete the following only if applicable:

Previous Title _____

Previous Subject _____

Previous Number _____

Term Start _____ Term End _____ NOTE: To be completed by Curriculum Services.

Content Outline (include contact hours for each section)

Contact Hours	Outline
2.00	Overview of procurement in hospitality organizations
3.00	Distribution Systems for hospitality products, services, and supplies
3.00	Types of distributors and role of distributor reps, brokers, manufacturer reps
2.00	Technology and procurement functions
3.00	Economic, ethical, and legal forces on procurement
4.00	Government regulations of food products
3.00	Administration of purchasing - roles and responsibility of buyers
3.00	Product specifications
2.00	Bid purchasing - formal and informal bids
4.00	Orders - quantity, price, payment
5.00	Receiving, storage, and security of products
16.00	Procurement considerations for nonfood supplies (uniforms and cleaning supplies), services (laundry, linen, advertising, interior design services, pest control, etc.), furniture, fixtures, equipment, food and beverage products.

45.00 Total Contact Hours

Textbook(s) Used in this Course	Feinstein, A.H. & Stefanelli, J.M. (2005). Purchasing: Selection and Procurement for the Hospitality Industry. (6th ed.). New York: John Wiley & Sons, Inc.
Writing Expectations	Paper and presentation on assigned topic. One to two page paper summarizing main points of guest speakers.
Instructor(s) Expected To Teach	Barbara Scheule, PhD
Instructor(s) Contributing to Content	Barbara Scheule, PhD

REQUIRED ENDORSEMENT

Department Chair / School Director / Campus Dean

____/____/____

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **4-Aug-07**

Curriculum Bulletin _____

Effective Date **Fall 2008**

Approved by EPC _____

Department **Family and Consumer Studies**
 College **EH - Education, Health and Human Services**
 Proposal **Revise Course**
 Course Subject **HM** Course Number **43025**
 Course Title **Hospitality Marketing**
 Minimum Credits **03** Maximum Credits **03**

Checked items are new or revised	<input type="checkbox"/> Subject	<input type="checkbox"/> Cross-Listed / Slash
	<input type="checkbox"/> Number	<input type="checkbox"/> Grade Rule
	<input type="checkbox"/> Title	<input type="checkbox"/> Credit by Exam
	<input type="checkbox"/> Title Abbreviation	<input type="checkbox"/> Course Fee
	<input type="checkbox"/> Credit Hours	<input type="checkbox"/> Liberal Education Requirements (LER)
	<input checked="" type="checkbox"/> Prerequisites	<input type="checkbox"/> Writing-Intensive
	<input type="checkbox"/> Description	<input type="checkbox"/> Diversity
	<input type="checkbox"/> Schedule Type	<input type="checkbox"/> Other

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites):

None anticipated

Units consulted (other departments, programs or campuses affected by this proposal):

None

REQUIRED ENDORSEMENTS

 Department Chair / School Director / Campus Dean

____/____/____

 College Dean

____/____/____

 Executive Dean of Regional Campuses

____/____/____

 Senior Vice President for Academic Affairs and Provost

____/____/____

BASIC DATA SHEET

All data entered below should reflect revised information.

Preparation Date **14-Aug-07** Requested Effective Term **Fall 2008**
 Course Subject **HM** Course Number **43025**
 Course Title **Hospitality Marketing**
 Title Abbreviation **Hospitality Marketing**
 NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)
 Slash Course **4 / 5 /** Cross-listed with **HM 53025** Cross-list Banner code _____
 4/5, 4/5/7 or 6/7 NOTE: To be completed by Curriculum Services.
 Minimum Credit **03** ☒ to ☐ or Maximum Credit **03** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)
 Contact Hours ☒ Lecture Minimum Hours **03.00** ☒ to ☐ or Maximum Hours **03.00**
 Per Week ☐ Laboratory Minimum Hours ☐ to ☐ or Maximum Hours
☐ Other Minimum Hours ☐ to ☐ or Maximum Hours
 NOTE: Contact hours should be per week.
 Repeat Status **NR - Course may not be repeated**
 If repeats, course limit **OR** maximum hours
 Course Level **UG - Undergraduate**
 Grade Rule **B - Letter**
 Schedule Type(s) **LEC - Lecture**
 Course Attribute(s) **none**
 Credit By Exam **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite

Course(s) **HM 13023, M&IS 24163, MKTG 25010**

NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s)

Corequisite(s)

Registration is by special approval only ☐ Yes ☒ No

NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration

(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES

OBR Program Code _____

OBR Subsidy Code _____

OBR Course Level _____

CIP Code _____

Catalog Description **Application of marketing principles, practices, and theories relevant to hospitality organizations. Case studies drawn from the hospitality industry are incorporated.**

Complete the following only if applicable:

Previous Title

Previous Subject

Previous Number

Term Start _____ Term End _____ NOTE: To be completed by Curriculum Services.

Content Outline (include contact hours for each section)

Contact Hours	Outline
	Topics are discussed within the context of hospitality organizations such as hotels, and restaurants.
3.00	Marketing Hospitality and Travel Services, Hospitality and Travel Market System
1.50	Customer Behavior
3.00	Analyzing Marketing Opportunities
3.00	Marketing Research
3.00	Market Segmentation and Trends
3.00	Strategies, Positioning, and Marketing Objectives
1.50	The Marketing Plan and 8Ps
1.50	Product Development and Partnership
3.00	People: Services and Service Quality
3.00	Packaging and Programming
1.50	The Distribution Mix and Travel Trade
1.50	Communications and Promotional Mix
3.00	Advertising
3.00	Sales Promotions and Merchandizing
3.00	Personal Selling and Sales Management
1.50	Public Relations and Publicity
3.00	Pricing
3.00	Marketing Management, Evaluation, and Control

45.00 Total Contact Hours

Textbook(s) Used in this Course	Morrison, A. M. (2002). Hospitality and Travel Marketing (3rd ed.). Albany, NY: Delmar.
Writing Expectations	One 15-20 page paper based on professional literature, written in APA style.
Instructor(s) Expected To Teach	Swathi Ravichandran, MBA, PhD
Instructor(s) Contributing to Content	Swathi Ravichandran, MBA, PhD

REQUIRED ENDORSEMENT

Department Chair / School Director / Campus Dean

____/____/____

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **15-Aug-07**

Curriculum Bulletin _____

Effective Date **Fall 2008**

Approved by EPC _____

Department **Family and Consumer Studies**
College **EH - Education, Health and Human Services**
Proposal **Revise Course**
Course Subject **HM** Course Number **43092**
Course Title **Practicum/Hospitality Management**
Minimum Credits **03** Maximum Credits **06**

Checked items are new or revised	<input type="checkbox"/> Subject	<input type="checkbox"/> Cross-Listed / Slash
	<input type="checkbox"/> Number	<input type="checkbox"/> Grade Rule
	<input type="checkbox"/> Title	<input type="checkbox"/> Credit by Exam
	<input type="checkbox"/> Title Abbreviation	<input type="checkbox"/> Course Fee
	<input type="checkbox"/> Credit Hours	<input type="checkbox"/> Liberal Education Requirements (LER)
	<input checked="" type="checkbox"/> Prerequisites	<input type="checkbox"/> Writing-Intensive
	<input type="checkbox"/> Description	<input type="checkbox"/> Diversity
	<input type="checkbox"/> Schedule Type	<input type="checkbox"/> Other

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites):

None anticipated

Units consulted (other departments, programs or campuses affected by this proposal):

None

REQUIRED ENDORSEMENTS

Department Chair / School Director / Campus Dean

____/____/____

College Dean

____/____/____

Executive Dean of Regional Campuses

____/____/____

Senior Vice President for Academic Affairs and Provost

____/____/____

BASIC DATA SHEET

All data entered below should reflect revised information.

Preparation Date **15-Aug-07** Requested Effective Term **Spring 2008**
 Course Subject **HM** Course Number **43092**
 Course Title **Practicum/Hospitality Management**
 Title Abbreviation **Practicum/Hospitality Mgmt**
 NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)
 Slash Course **/ /** Cross-listed with _____ Cross-list Banner code _____
 4/5, 4/5/7 or 6/7 NOTE: To be completed by Curriculum Services.
 Minimum Credit **03** ☒ to ☐ or Maximum Credit **06** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)
 Contact Hours ☐ Lecture Minimum Hours ☐ to ☐ or Maximum Hours
 Per Week ☐ Laboratory Minimum Hours ☐ to ☐ or Maximum Hours
☒ Other Minimum Hours **17.00** ☒ to ☐ or Maximum Hours **34.00**
 NOTE: Contact hours should be per week.
 Repeat Status **RP - Course may be repeated**
 If repeats, course limit **OR** maximum hours **6**
 Course Level **UG - Undergraduate**
 Grade Rule **F - Satisfactory/Unsatisfactory (S/U)**
 Schedule Type(s) **PRA - Practicum/Internship/Student Teaching**
 Course Attribute(s) **none**
 Credit By Exam **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite

Course(s) **HM 33091**

NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s) _____

Corequisite(s) _____

Registration is by special approval only ☒ Yes ☐ No

NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration **Permission, junior level and above**

(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES

OBR Program Code _____

OBR Subsidy Code _____

OBR Course Level _____

CIP Code _____

Catalog Description **Supervised professional experience in the hospitality industry including operations such as restaurants, hotels, clubs, health care, theme parks, and food distribution. Bimonthly seminars course assignments are included. Repeatable for a total of 6 credits. S/U grading.**

Complete the following only if applicable:

Previous Title _____

Previous Subject _____

Previous Number _____

Term Start _____ Term End _____ NOTE: To be completed by Curriculum Services.

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **15-Aug-07** Curriculum Bulletin _____

Effective Date **Fall 2008** Approved by EPC _____

Department **Family and Consumer Studies**
 College **EH - Education, Health and Human Services**
 Proposal **Revise Course**
 Course Subject **HM** Course Number **43031**
 Course Title **Layout and Design of Food Service Operations**
 Minimum Credits **03** Maximum Credits **03**

Checked items are new or revised	<input type="checkbox"/> Subject	<input type="checkbox"/> Cross-Listed / Slash
	<input type="checkbox"/> Number	<input type="checkbox"/> Grade Rule
	<input type="checkbox"/> Title	<input type="checkbox"/> Credit by Exam
	<input type="checkbox"/> Title Abbreviation	<input type="checkbox"/> Course Fee
	<input type="checkbox"/> Credit Hours	<input type="checkbox"/> Liberal Education Requirements (LER)
	<input checked="" type="checkbox"/> Prerequisites	<input type="checkbox"/> Writing-Intensive
	<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Diversity
	<input type="checkbox"/> Schedule Type	<input checked="" type="checkbox"/> Other Content Outline, Writing Expectations, Textbook

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites):

None anticipated

Units consulted (other departments, programs or campuses affected by this proposal):

None

REQUIRED ENDORSEMENTS

 Department Chair / School Director / Campus Dean

____/____/____

 College Dean

____/____/____

 Executive Dean of Regional Campuses

____/____/____

 Senior Vice President for Academic Affairs and Provost

____/____/____

BASIC DATA SHEET

All data entered below should reflect revised information.

Preparation Date **15-Aug-07** Requested Effective Term **Fall 2008**
 Course Subject **HM** Course Number **43031**
 Course Title **Layout and Design of Food Service Operations**
 Title Abbreviation **Layout & Design Fd Ser Oper**
 NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)
 Slash Course **/ /** Cross-listed with _____ Cross-list Banner code _____
 4/5, 4/5/7 or 6/7 NOTE: To be completed by Curriculum Services.
 Minimum Credit **03** ☒ to ☐ or Maximum Credit **03** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)
 Contact Hours ☒ Lecture Minimum Hours **03.00** ☒ to ☐ or Maximum Hours **03.00**
 Per Week ☐ Laboratory Minimum Hours ☐ to ☐ or Maximum Hours
☐ Other Minimum Hours ☐ to ☐ or Maximum Hours
 NOTE: Contact hours should be per week.
 Repeat Status **NR - Course may not be repeated**
 If repeats, course limit _____ OR maximum hours _____
 Course Level **UG - Undergraduate**
 Grade Rule **B - Letter**
 Schedule Type(s) **LEC - Lecture**
 Course Attribute(s) **none**
 Credit By Exam **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite

Course(s) **HM 33026**

NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s)

Corequisite(s)

Registration is by special approval only ☐ Yes ☒ No

NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration

(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

Catalog Description Analysis and planning for the layout and design of commercial food service operations. Includes basic principles of design; space analysis; and equipment use, care, selection, and layout for food service facilities based on the financial performance of the operation; food codes; and related regulations. An appreciation for engineering and architecture concerns pertaining to foodservice operations is developed.

Complete the following only if applicable:

Previous Title

Previous Subject

Previous Number

Term Start _____ Term End _____ NOTE: To be completed by Curriculum Services.

Revised May 2007

COMPLETED BY CURRICULUM SERVICES

OBR Program Code _____

OBR Subsidy Code _____

OBR Course Level _____

CIP Code _____

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **1-Aug-07**

Curriculum Bulletin _____

Effective Date **Fall 2008**

Approved by EPC _____

Department **Family and Consumer Studies**
College **EH - Education, Health and Human Services**
Proposal **Revise Course**
Course Subject **Hospitality Management** Course Number **43043**
Course Title **Hospitality Meetings Management**
Minimum Credits **04** Maximum Credits **04**

Checked items are new or revised	<input checked="" type="checkbox"/> Subject	<input checked="" type="checkbox"/> Cross-Listed / Slash
	<input checked="" type="checkbox"/> Number	<input checked="" type="checkbox"/> Grade Rule
	<input checked="" type="checkbox"/> Title	<input checked="" type="checkbox"/> Credit by Exam
	<input checked="" type="checkbox"/> Title Abbreviation	<input type="checkbox"/> Course Fee
	<input checked="" type="checkbox"/> Credit Hours	<input type="checkbox"/> Liberal Education Requirements (LER)
	<input checked="" type="checkbox"/> Prerequisites	<input type="checkbox"/> Writing-Intensive
	<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Diversity
	<input checked="" type="checkbox"/> Schedule Type	<input type="checkbox"/> Other

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites):

None anticipated.

Units consulted (other departments, programs or campuses affected by this proposal):

School of Exercise, Leisure, and Sport

REQUIRED ENDORSEMENTS

Department Chair / School Director / Campus Dean

____/____/____

College Dean

____/____/____

Executive Dean of Regional Campuses

____/____/____

Senior Vice President for Academic Affairs and Provost

____/____/____

BASIC DATA SHEET

All data entered below should reflect revised information.

Preparation Date **1-Aug-07** Requested Effective Term **Fall 2008**
 Course Subject **HM** Course Number **43043**
 Course Title **Hospitality Meetings Management**
 Title Abbreviation **Hospitality Meetings Mgmt**
 NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)
 Slash Course **4 / 5 /** Cross-listed with **53043** Cross-list Banner code _____
 4/5, 4/5/7 or 6/7 NOTE: To be completed by Curriculum Services.
 Minimum Credit **04** ☒ to ☐ or Maximum Credit **4** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)
 Contact Hours ☒ Lecture Minimum Hours **02.00** ☒ to ☐ or Maximum Hours **02.00**
 Per Week ☒ Laboratory Minimum Hours **02.00** ☒ to ☐ or Maximum Hours **02.00**
☐ Other Minimum Hours _____ ☐ to ☐ or Maximum Hours _____
 NOTE: Contact hours should be per week.
 Repeat Status **NR - Course may not be repeated**
 If repeats, course limit _____ OR maximum hours _____
 Course Level **UG - Undergraduate**
 Grade Rule **B - Letter**
 Schedule Type(s) **LLB - Combined Lecture and Laboratory**
 Course Attribute(s) **none**
 Credit By Exam **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite

Course(s) **HM 23030 and HM 33026, or Permission**
 NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s)

Corequisite(s)

Registration is by special approval only ☐ Yes ☒ No

NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration

(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES

OBR Program Code _____

OBR Subsidy Code _____

OBR Course Level _____

CIP Code _____

Catalog Description **Exploration of the unique issues associated with managing hospitality meeting and event planning. Emphasis on management of social, association, and corporate events: weddings, reunions, award banquets, receptions, annual meetings held in hospitality venues requiring f&b and/or lodging.**

Complete the following only if applicable:

Previous Title

Previous Subject

Previous Number

Term Start _____ Term End _____ NOTE: To be completed by Curriculum Services.

Content Outline (include contact hours for each section)

Contact Hours	Outline
	Topics are discussed within context of events held in hotels, country clubs, restaurants, and other hospitality venues.
3.00	Introduction to hospitality events
3.00	Anatomy of a hospitality event (transportation and entrance, atmosphere and decor, f&b, group lodging, entertainment, souvenirs)
3.00	Developing the hospitality event site (hotel/conference center/club/restaurant)
3.00	Providing hospitality event infrastructure (utilities, travel and transportation, waste management, labor-- f&b, front desk, meeting setup crew etc.)
3.00	Safety and security issues of hospitality events
3.00	Coordinating the environment of the hospitality event (layers of decor, staging considerations, signage, lighting, and audio-visual)
3.00	Food and beverage operations
3.00	Costing, procurement, and cash flow (Lodging, f&b, room charges, equipment rent)
3.00	Making hospitality event memories (souvenirs from weddings, reunions etc.)
3.00	Knowledge management for the hospitality event
60.00	Lab in hotels/clubs/conference centers/resorts: Students will be required to meet with the event coordinator of an event that has at least overnight accommodation. Subsequently they will meet with the f&b manager, maintenance and custodial department representatives, and front desk manager in charge of the chosen event to gain an understanding of various processes involved in planning and implementing the meeting. They will also attend the actual event.

90.00 Total Contact Hours

Textbook(s) Used in this Course

Software: Meetings Matrix

Writing Expectations

Reflection paper (5-7 pages) based on planning and managing an event at a hotel/conference center during the course of the semester.

Instructor(s) Expected To Teach

Swathi Ravichandran, MBA, PhD

Instructor(s) Contributing to Content

Swathi Ravichandran, MBA, PhD

REQUIRED ENDORSEMENT

Department Chair / School Director / Campus Dean

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **2-Aug-07**

Curriculum Bulletin _____

Effective Date **Fall 2008**

Approved by EPC _____

Department **Family and Consumer Studies**
College **EH - Education, Health and Human Services**
Proposal **Revise Course**
Course Subject **Hospitality Management** Course Number **43040**
Course Title **Strategic Lodging Management**
Minimum Credits **03** Maximum Credits **03**

Checked items are new or revised	<input checked="" type="checkbox"/> Subject	<input checked="" type="checkbox"/> Cross-Listed / Slash
	<input checked="" type="checkbox"/> Number	<input checked="" type="checkbox"/> Grade Rule
	<input checked="" type="checkbox"/> Title	<input checked="" type="checkbox"/> Credit by Exam
	<input checked="" type="checkbox"/> Title Abbreviation	<input type="checkbox"/> Course Fee
	<input checked="" type="checkbox"/> Credit Hours	<input type="checkbox"/> Liberal Education Requirements (LER)
	<input checked="" type="checkbox"/> Prerequisites	<input type="checkbox"/> Writing-Intensive
	<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Diversity
	<input checked="" type="checkbox"/> Schedule Type	<input type="checkbox"/> Other

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites):

None anticipated

Units consulted (other departments, programs or campuses affected by this proposal):

None

REQUIRED ENDORSEMENTS

Department Chair / School Director / Campus Dean

____/____/____

College Dean

____/____/____

Executive Dean of Regional Campuses

____/____/____

Senior Vice President for Academic Affairs and Provost

____/____/____

BASIC DATA SHEET

All data entered below should reflect revised information.

Preparation Date **2-Aug-07** Requested Effective Term **Fall 2008**
 Course Subject **HM** Course Number **43040**
 Course Title **Strategic Lodging Management**
 Title Abbreviation **Strategic Lodging Mgmt**
 NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)
 Slash Course **4 / 5 /** Cross-listed with **53040** Cross-list Banner code _____
 4/5, 4/5/7 or 6/7 NOTE: To be completed by Curriculum Services.
 Minimum Credit **03** ☒ to ☐ or Maximum Credit **03** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)
 Contact Hours ☒ Lecture Minimum Hours **02.00** ☒ to ☐ or Maximum Hours **02.00**
 Per Week ☒ Laboratory Minimum Hours **01.00** ☒ to ☐ or Maximum Hours **01.00**
☐ Other Minimum Hours _____ ☐ to ☐ or Maximum Hours _____
 NOTE: Contact hours should be per week.
 Repeat Status **NR - Course may not be repeated**
 If repeats, course limit _____ OR maximum hours _____
 Course Level **UG - Undergraduate**
 Grade Rule **B - Letter**
 Schedule Type(s) **LLB - Combined Lecture and Laboratory**
 Course Attribute(s) **none**
 Credit By Exam **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite

Course(s) **HM 23030 and HM 33026**

NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s) _____

Corequisite(s) _____

Registration is by special approval only ☐ Yes ☒ No

NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration

(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES

OBR Program Code _____

OBR Subsidy Code _____

OBR Course Level _____

CIP Code _____

Catalog Description **The hotel manager's role as a strategic thinker is emphasized. Techniques such as co-alignment model, brand strategy, competitor analysis, risk management, and finance options will be used to develop strategic plans in hotels.**

Complete the following only if applicable:

Previous Title _____

Previous Subject _____

Previous Number _____

Term Start _____ Term End _____ NOTE: To be completed by Curriculum Services.

Content Outline (include contact hours for each section)

Contact Hours	Outline
35.00	HOTS (Hotel) Simulation Software exercises
5.00	Hospitality management strategies, forces driving change, strategy selection
5.00	Business development, financial, and brand strategy and management
5.00	Marketing, sales, and customer service strategies
5.00	Risk and crisis management, and communications
5.00	Implementation of strategies and leadership

60.00 Total Contact Hours

Textbook(s) Used in this Course **Nykiel, R.A. (2005). Hospitality Management Strategies. Upper Saddle River, NJ: Prentice Hall.;**
HOTS (Hotel Management Simulation) software;
Subscription to www.hotel-online.com (free) to gain access to articles that discuss current issues in the lodging industry;
Various articles discussing lodging operations from peer-reviewed and trade journals.

Writing Expectations **One 12-15 page paper discussing development of strategic plan, results of actions and recommendations for future.**

Instructor(s) Expected To Teach **Swathi Ravichandran, MBA, PhD**

Instructor(s) Contributing to Content **Swathi Ravichandran, MBA, PhD**

REQUIRED ENDORSEMENT

 Department Chair / School Director / Campus Dean

____/____/____