Instructor Contact Information:

Instructor: Shereeta S. Johnson, MBA
Office Location: Central, Fine Arts Center Rm 310
Office Hours: Wednesdays 1:30-3:30 pm or by appt.
Office Phone: (713) 718-6072
HCC Email: Canvas Inbox

Instructor’s Preferred Method of Contact:

My preferred method of contact is via Canvas Inbox. I usually respond to emails and voice mails within 24 hours (except weekends). I suggest that you get a classmate’s contact information in case you need a faster response to a question.

What’s Exciting About This Course:

Hospitality of course! According to Webster’s Dictionary, hospitality (hos·pi·tal·i·ty) is defined as “the friendly and generous reception and entertainment of guests, visitors, or strangers.” Some of the synonyms provided are “friendliness, hospitableness, welcome, warm reception, helpfulness, neighbourliness, warmth, warm-heartedness, kindness, kind-heartedness, congeniality, sociability, conviviality, cordiality, amicability, amenability, generosity, liberality, bountifulness and open-handedness.”

The hospitality industry is comprised of hotels, resorts, spas, restaurants, catering food services and casinos just to name a few. In 2016, Travel and Tourism contributed over 7.6 Trillion USD to the economy thus providing fun and entertainment to many. The hospitality sector employs 1 in 8 people in the U.S. and is projected to grow to 1 out of 10 within the next 5 years!

Approximately 259 people move to Houston every day! The resurgence of the oil and gas industry and ease of travel has made Houston a hot spot for numerous conventions, new business developments and centralized meetings. Lack of state taxes has allowed many companies such as Amazon, Google, Apple, etc. to relocate to Austin, Dallas and major Texas Metropolitan areas. Therefore, there are plenty of jobs and opportunities in Houston, Texas, the U.S. and abroad. Welcome to the fun, exciting and wonderful world of hospitality!!

My Personal Welcome:

It is my job to put the hospitality back in hospitality! As your instructor for this course, it is my obligation to ensure your future success in the hospitality industry. I will be using a variety of instructional methods for you to gain the knowledge, comprehend the material, and apply the topics to the working hospitality environment. I have been in this wonderful industry for more than 22 years with a career that began as a McDonald’s drive-thru worker and has spanned many states, industries and career progressions. I have worked in restaurants, hotels, casinos, country clubs and even drive for Uber and Lyft on the weekends because I love the guest interaction so much! I hope that your time in this class will build upon your own desire to treat every guest as royalty in “your house” and mastering your way through a job where every day is not the same.
**Prerequisites and/or Co-Requisites**

None.

**HCC Online Information and Policies**

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: [http://www.hccs.edu/online/](http://www.hccs.edu/online/)

**Scoring Rubrics, Sample Assignments, etc.**

Please refer to Canvas for the scoring rubrics for assignments and other information to assist you in the course.

**Instructional Materials:**

![Textbook Image]

The textbook is **required** for this course.

*Purchasing: Selection and Procurement for the Hospitality Industry, 9th Edition*

*By John M. Stefanelli & Andrew H. Feinstein*

*ISBN 978-1-119-14851-7*

**Other Instructional Materials:**

1. Colored Pen, Marker or Highlighter For Trade and Grade.
2. (1) One Standard Calculator for Simple Math (phone calculator apps will not be allowed)
3. (2) Two Scantron Answer Sheets for Midterm and Final
   1. Click Sign Up in upper right-hand corner.
   2. Sign up “as a student” with email account provided to teacher.
   3. Choose a username of your choice (you can use in other classes as well).
   4. When we play in class, I will provide you with a pin to login to the correct Kahoot!
   5. You will enter the **LAST 5 (five)** of your W number as your “nickname” to remain anonymous to your peers while being accountable by me.

***Please bring a fully charged device to every class with Kahoot! Loaded (Laptop, Tablet, Cell Phone, etc. to class). If you do not have access to one of the above, please see me in private or send me an email to make alternative arrangements.***

**HCC Private Wi-Fi:**

HCC provides an open network that can be logged into by anyone within range. Therefore, using the private network with your W number login will provide you with better speeds.

**Libraries:**

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audio-visual materials. The portal to all libraries resources and services is the HCCS library web page at [http://library.hccs.edu](http://library.hccs.edu).
Tutoring:
HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services website for services.

Supplemental Instruction:
Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at http://www.hccs.edu/resources-for/current-students/supplemental-instruction.

Student Resources:
**Academic Advising:** Patrice Terry, Patrice.Terry@hccs.edu
**Student Success Coach:** Lanitra Fields, Lanitra.Fields@hccs.edu
**Career Services:** Leslie Landrey, Leslie.landrey@hccs.edu
**Department Chair:** Andrea Bonner, andrea.bonner2@hccs.edu

Housing and Food Assistance for Students:
Any student who faces the challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor or Department Chair if you are comfortable in doing so.

Numerous others are listed on Canvas:
- Ability Services
- Campus Open Computer Labs - Locations & Hours of Operation
- Canvas App
- Canvas How-To
- Counseling Department
- Drug & Alcohol Abuse Prevention Program
- Emergency Management
- F-1 International Student Resources
- Financial Emergencies and Disaster Recovery
- Laptop Rental and Software Downloads
- Library Locations, Hours and Services
- Lock-Down Browser
- Parking Rules and Regulations
- Scholarship Information
- Setting Your Notification Preferences
- Student Handbook
- Student Health Insurance
- Supplemental Instruction (Peer Assistance)
- Technical Support for Students!
- Tutoring
- Veteran & Military-Affiliated Student Resources

Course Overview:
This course is the study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis is placed on product cost analysis, yields, pricing formulas, controls, and record-keeping at each stage of the purchasing cycle as it relates to a hospitality business.
Core Curriculum Objectives (CCOs)
The HCCS Hospitality Discipline Committee has specified that the course address the following core objectives:

1. **Critical Thinking**: Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.

2. **Communication Skills**: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.

3. **Quantitative and Empirical Literacy**: Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #2 below.

4. **Social Responsibility**: Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #4 below.

Program Student Learning Outcomes (PSLOs)
Upon graduation from the Program in Hospitality Administration at Houston Community College:

1. Students will be exposed to the technical knowledge of operations required for career advancement in the global hospitality industry.
2. Students will demonstrate social, critical thinking, and communication skills necessary for successful careers and for becoming lifelong learners.
3. Students will practice hands-on and real-world experiences necessary to become successful professionals.
4. Students will examine the importance of community and social responsibilities.

Course Student Learning Outcomes (CSLOs)
Upon completion of this course, the student will be able to:

1. Explain market factors affecting cost and availability of goods including seasonality, supply and demand, distribution channel costs, and quality levels
2. Describe the mechanics of purchasing including food and supply sources, formal and informal bid procedures, on-line computer purchasing, and legal and ethical considerations
3. Explain inspection and grading of foods and the various designations of quality
4. Conduct yield and quality tests to determine actual costs and product quality
5. Write effective purchase specifications
6. Conduct proper receiving procedures assuring conformity of goods with specifications, prices with quotations, and quantities received with quantities ordered
7. Explain inventory management principles including stock rotation, proper storage conditions, and effective issue procedures

Learning Objectives
1. Explain market factors affecting cost and availability of goods including seasonality, supply and demand, distribution channel costs, and quality levels
   1. Discuss the flow of goods in a food service operation
   2. Explain the market fluctuations and economic values added to products and services as they journey through the channel of distribution
   3. Identify practices used to control costs throughout the purchasing process
   4. Practice sustainability through Purchasing/Procurement
2. Describe the mechanics of purchasing including food and supply sources, formal and informal bid procedures, on-line computer purchasing, and legal and ethical considerations
   1. Outline the organization, structural and functional areas in a hospitality operation as it relates to purchasing
   2. Discuss technology used in the purchasing process for both buyers and suppliers
   3. Describe formal and informal purchasing methods
   4. Discuss legal and ethical considerations as it relates to purchasing

3. Explain inspection and grading of foods and the various designations of quality
   1. Explain regulations for inspecting and grading of meats, poultry, seafood, eggs, dairy, and produce
   2. Outline yield and quality grades for meat using the National Association of Meat Purveyors (NAMP) specifications

4. Conduct yield and quality tests to determine actual costs and product quality
   1. Perform basic math functions to convert recipes and determine product yield and order amounts
   2. Calculate and forecast purchase and preparation requirements based on a product’s yield on cooking, fabrication, and intangible waste factors
   3. Determine food and beverage costs and percentages to further determine the selling price of menu items

5. Write effective purchase specifications
   1. Write a product specification and a bid specification
   2. Determine the proper use of each specification and when to use them

6. Conduct proper receiving procedures assuring conformity of goods with specifications, prices with quotations, and quantities received with quantities ordered
   1. Evaluate received goods to determine conformity with user specifications
   2. Describe and demonstrate best practices when receiving food and non-food products
   3. Discuss how HACCP practices are addressed in the receiving process
   4. Identify methods used to prevent security problems related to receiving

7. Explain inventory management principles including stock rotation, proper storage conditions, and effective issue procedures
   1. Define and describe Par Stock
   2. Explain the procedures for rotation of stock and for costing and evaluating inventory, including FIFO and LIFO
   3. Discuss how HACCP practices are addressed in the storage and issuing process
   4. Describe proper procedures of issuing product according to a requisition
   5. Practice taking inventory of food and non-food items

**Student Success:**

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time may be required for written assignments. The assignments provided enhance classroom discussions and textbook materials. For you to be successful in this class, it is your responsibility to:

- Attend class
- Read and comprehend the textbook
- Participate in classroom discussions
- Complete and turn in all assignments by the due date
- Complete the required quizzes and exams
- Submit the course paper by the due date
- Ask questions
- Maintain a passing grade
Instructor and Student Responsibilities

As your Instructor, it is my responsibility to ensure your future success in the hospitality industry by:

- Facilitating an effective learning environment through learner-centered instructional techniques.
- Providing the course outline and class calendar.
- Providing a description of any special projects or assignments.
- Providing the grading scale and explain how grades are calculated.
- Informing students of policies such as attendance, withdrawal tardiness, and make up policies.
- Maintain office hours (see above) to meet with individual students as needed.

As a student interested in learning about the hospitality industry, it is your responsibility to:

- Attend class in person and/or online (if applicable).
- Prepare before class by reviewing course material prior to class.
- Actively participate in class and group assignments, discussions, and projects.
- Complete the required assignments and exams by due date (no late work/make ups)
- Ask for clarification or additional support as needed.
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

As we can all learn together, it is important to share your knowledge on topics that you have experience for your classmates to hear other examples. Our diverse backgrounds and experiences in the industry are all applicable to the various topics that are covered throughout this course. Let’s educate one another!

Assignments, Exams, and Activities

Assignments were developed for this course to ensure students understand the material and can apply the knowledge to a working environment. No handwritten or printed assignments will be collected (we are environmentally friendly)! All assignments are due via Canvas (please see calendar for due dates/times). For Review Questions (Points to Ponder) you do not have to type the questions, but you do need to write in complete sentences!!

***NO LATE ASSIGNMENTS ACCEPTED but early submissions are strongly encouraged!

Current Events:

Occasionally you will submit via Canvas, a current event relating to the chapter we are discussing. Please include the link to the video, article, etc. or a scanned copy of article along with a 5-10 sentence synopsis of the article, how it applies to the industry, what you found interesting, repercussions, preventative methods, future impacts, how it makes you feel, etc. Be prepared to share with the class.

Quizzes

There will be weekly quizzes covering the material from the previous week. The quizzes will consist of questions in various formats such as true/false, multiple choice, matching, and/or short answer. Please refer to the course calendar for the quiz dates and the material it will cover. Quizzes will be administered in person at the beginning of class. There will be 10 questions and a 10-minute time limit. If you are late to class, you will have the remaining time but no extensions. There are no make-ups allowed. You may drop (2) two quiz grades. If you miss a class, you will be given a score of 0, however, you may use one of your drops to offset it.

Midterm/Final Exams

There will be a midterm and final exam in class covering the material presented in this course. The exams will consist of questions in various formats such as true/false, matching, multiple choice, and/or short answer. Please refer to the course schedule for the material being covered in the exam and when the exam will take place. Each exam requires (2)#2 pencils, (1) scantron, and a standard calculator (cell phones are not permitted). Please note that scantrons are sensitive so bubble and erase fully.
Course Project
Students will identify a specific hotel located in the United States and research the various concepts we will be discussing in class as it relates to that hotel. Once the research is completed, students will then complete a SWOT analysis on their hotel listing the strengths, weaknesses, opportunities, and threats. The information will be rolled up into a professional format and presented to the class in a 10-minute oral-presentation.

1. Students will be work in groups of (3-4) three-four.
2. The group will identify a purchasing manager of a hospitality operation (hotel, restaurant, quick service, etc.) and interview them.
3. Students should have a preset list of questions covering the purchasing process including
   a. How they negotiate prices
   b. What their ordering/receiving processes are
   c. Some of their inventory and storage management techniques
4. Presentation should include tips of the trade, best practices, how to overcome a challenge associated with the process. Challenge may consist of anything from creating par sheets to vendor selection or special dietary requests.
5. The information will be rolled up into a professional format and presented to the class in a 10-minute oral-presentation via PowerPoint, Prezi, video, etc. on each student’s interview to share the various aspects of purchasing in our industry.
6. Presentation should be 10 minutes followed by a 5-minute opportunity for Questions and Answers. Class Participation Points for this day will be based upon asking intellectual and appropriate questions about the presentation. Select wisely and start early!
7. **Please note** Group members will be submitting evaluations of each other and how well they contributed to the overall success of the project.

Scoring Rubric for Course Project:

<table>
<thead>
<tr>
<th>Possible Points</th>
<th>Segment</th>
<th>Expectations</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Establishment / Purchasing Agent</td>
<td>Student clearly identifies the name of establishment, person interviewed, department hierarchy and quantity of vendors.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Research I Purchasing / Ordering</td>
<td>Student explains general purchasing information and how orders are placed.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Research II AP Prices</td>
<td>Student explains price negotiations and discounts the establishment takes advantage of with their suppliers.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Research III Inventory</td>
<td>Student explains the inventory process and who within the organization completes it.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Research IV Receiving</td>
<td>Student explains information on the receiving process and determines who receives the order, when the delivery comes, and they look for.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Research V Storage</td>
<td>Student explains how are supplies stored and the procedures to obtain items from storeroom.</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Oral Presentation</td>
<td>Informative, clear spoken, projects voice, eye contact, cadence, Q &amp; A.</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Professionalism of PPT and Paper</td>
<td>Proper grammar, punctuation, spelling, industry terminology, images, credible sources and</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Partner Evaluations</td>
<td>How well did your partner communicate? Were they easy to collaborate with? Were they on time with their contributions? Did they do their fair share?</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL GRADE
Overall Course Grading Formula:

Weighted grades will be computed according to the formula below:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>5%</td>
</tr>
<tr>
<td>Participation</td>
<td>5%</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>10%</td>
</tr>
<tr>
<td>Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Midterm</td>
<td>20%</td>
</tr>
<tr>
<td>Group Project</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

HCC Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points per semester hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 90</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>89 – 80</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>79 – 70</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>69 – 60</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
<td>0</td>
</tr>
<tr>
<td>FX</td>
<td>Failure due to non-attendance</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>0</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>0 points per semester hour</td>
<td></td>
</tr>
</tbody>
</table>

The grade of “I” (Incomplete) is only provided under special circumstances (i.e. FMLA). A student receiving an “I” must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the “I” becomes and “F.” Upon completion of the course work, the grade will be entered as I/grade on the student transcript. All “I”s must be changed to grades prior to graduation.

HCC Grading Scale can be found on this site under Academic Information:
http://www.hccs.edu/resources-for/current-students/student-handbook/
## Course Calendar:  

**Subject to Change**

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

<table>
<thead>
<tr>
<th>Wk</th>
<th>Date</th>
<th>Class Discussion</th>
<th>Assignment</th>
</tr>
</thead>
</table>
| 1  | 1/21 | Activity – Student Introductions/Linked In Review Canvas, Syllabus and Expectations Complete Syllabus Acknowledgement Form | Purchase Text  
Read Ch. 1 and 2  
Assignment/DB (Canvas) |
| 2  | 1/28 | Discussion - Ch. 01 The Concepts of Selection and Procurement Discussion - Ch. 02 Technology Applications in Purchasing | Read Ch. 3  
Read Ch. 4  
Assignment/DB (Canvas) |
| 3  | 2/4  | Quiz – Chapters 1 & 2 Discussion - Ch. 03 Distribution Systems Discussion - Ch. 04 Forces Affecting the Distribution Systems | Read Ch. 5  
Read Ch. 6  
Assignment/DB (Canvas) |
| 4  | 2/11 | Quiz – Chapters 3 & 4 Discussion - Ch. 05 An Overview of the Purchasing Function Discussion - Ch. 06 Organization, Administration & Evaluation | Select Group Members Assignment/DB (Canvas) |
| 5  | 2/18 | Quiz – Chapters 5 & 6 Lab: Par Stock Inventory  
Meet at the New Culinary Building!!!  
Wear: Chef Uniform or Black Pants/White Shirt/Non-slip Shoes | Schedule Project Interview  
Submit Lab Report (Canvas) Assignment/DB (Canvas) |
| 6  | 2/25 | Lab: Quality & Yield Tests  
Meet at the New Culinary Building!!!  
Wear: Chef Uniform or Black Pants/White Shirt/Non-slip Shoes | Read Ch. 7  
Read Ch. 8  
Submit Lab Report (Canvas) Assignment/DB (Canvas) |
| 7  | 3/3  | Discussion - Ch. 07 The Purchase Specification: An Overall View Discussion - Ch. 08 The Optimal Amount  
Midterm Review (Chapters 1-8) | Study, Rest & Eat Breakfast! |
| 8  | 3/10 | Midterm (Chapters 1-8)  
(1) Scantron, Standard Calculator and (2) #2 Pencils Required | Read Ch. 9  
Read Ch. 10 Assignment/DB (Canvas) |
| 9  | 3/17 |  | Have Fun and Be Safe! |
| 10 | 3/24 | Midterm Review (Chapter 1-8)  
Discussion - Ch. 09 Determining Optimal Price & Payment Policies Discussion - Ch. 10 The Optimal Supplier  
*Last Day to Withdraw (4/6)* | Read Ch. 11  
Read Ch. 12 Course Project Outline/Questions Assignment/DB (Canvas) |
| 11 | 4/7  | Discussion - Ch. 13 Typical Storage Management Procedures Discussion - Ch. 14 Security in the Purchasing Function | View Special Ch. 15-20 PPT Assignment/DB (Canvas) |
| 12 | 4/14 | Discussion-Chapter 15-20 Summary/Key Points | View Special Ch. 21-25 PPT Assignment/DB (Canvas) |
| 13 | 4/21 | Discussion-Chapter 21-25 Summary/Key Points | Finalize Projects |
| 14 | 4/28 | Project Presentations | Begin Studying |
| 15 | 5/5  | (Cinco De Mayo)  
Last Day of Instruction/Comprehensive Final Review Potluck! | Study, Rest & Eat Breakfast! |
| 16 | 5/12 | 100 Question Comprehensive Final Exam at normal class time  
(1) Scantron, (1) Standard Calculator and (2) #2 Pencils Required | Take Care! |
Instructor’s Practices and Procedures:

Missed Assignments:

There are no makeups and late work is not accepted. All assignments (study guides, currents events, etc.) must be submitted via Canvas before the deadline.

Quizzes and exams are administered in class within the first 10 minutes. The course project must be submitted via email by start of class on due date. Missed quizzes cannot be made-up (you may drop two-2).

Academic Integrity:

Scholastic Dishonesty will result in a referral to the Dean of Student Services. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by instructors, department chairs, and/or instructional deans against a student accused of scholastic dishonesty. “Scholastic Dishonesty” includes, but is not limited to, cheating, plagiarism and collusion.

“Cheating” includes:

- Copying from another student’s work
- Using unauthorized materials including electronic devices for tests, assignments, and classroom activities
- Collaborating with another student during a test without authority
- Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an un-administered test
- Bribing another person to obtain a test that is to be administered
- Unauthorized talking during tests, assignments, and classroom activities

“Plagiarism” means using another person’s words or ideas as one’s own without properly citing where and from whom you obtained the original work.

“Collusion” means the unauthorized collaboration with another person in preparing written work submitted for credit.

Other actions may constitute scholastic dishonesty. This is not an exhaustive list. http://www.hccs.edu/about-hcc/procedures/student-rights-policies-procedures/student-procedures/

Accommodations

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/district/students/disability-services/

Attendance Procedures:

To record attendance, sign the daily attendance sheet including the time of arrival. Being tardy 15 minutes and more results in a 20% deduction of the daily attendance score. Missing a substantial part of the lecture, thirty (30) minutes and more, is recorded as absence. Three tardiness equal one absence. For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), a student can be dropped after 6 hours of absence.
**Withdrawals and Deadline:**
Students must withdraw by the withdrawal deadline in order to receive a “W” on a transcript. Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online Academic Calendar at www.hccs.edu/hccs/current-students/academic, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC advisor to determine class withdrawal deadlines. **April 6, 2020**

Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. It is your responsibility to withdraw officially from a class and prevent an “F” from appearing on your transcript. Senate Bill 1231 and limits the number of W’s a student can have to 6 classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in Fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6-course total. Withdrawals for certain circumstances beyond the student’s control may not be counted toward the 6-drop limit.

In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid.

**Student Conduct:**
Professional and courteous demeanor and proper attire are always expected and enforced since students are representatives and ambassadors of the College to the public, guests and visitors.

**Electronic Devices:**
The use of electronic devices like iPhones, smart phones, tablets, phablets etc. is not permitted unless specifically authorized by the instructor (see Student Handbook pg. 61). These devices must be turned off or kept in silent mode off the table.

**Food & Beverages:**
Small food items like snacks may be consumed as long as they don’t serve as a distraction and interfere with the instructional delivery. Beverages must be kept in locked containers.

**HCC Policies:**
Here’s the link to HCC Student Handbook [http://www.hccs.edu/resources-for/current-students/student-handbook/](http://www.hccs.edu/resources-for/current-students/student-handbook/). In it you will find information about the following:

<table>
<thead>
<tr>
<th>Academic Information</th>
<th>Incomplete Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Support</td>
<td>International Student Services</td>
</tr>
<tr>
<td>Attendance, Repeating Courses, and Withdrawal</td>
<td>Health Awareness</td>
</tr>
<tr>
<td>Career Planning and Job Search</td>
<td>Libraries/Bookstore</td>
</tr>
<tr>
<td>Childcare</td>
<td>Police Services &amp; Campus Safety</td>
</tr>
<tr>
<td>disAbility Support Services</td>
<td>Student Life at HCC</td>
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<tr>
<td>Electronic Devices</td>
<td>Student Rights and Responsibilities</td>
</tr>
<tr>
<td>Equal Educational Opportunity</td>
<td>Student Services</td>
</tr>
<tr>
<td>Financial Aid TV (FATV)</td>
<td>Testing</td>
</tr>
<tr>
<td>General Student Complaints</td>
<td>Transfer Planning</td>
</tr>
<tr>
<td>Grade of FX</td>
<td>Veteran Services</td>
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</table>
EGLS
The EGLS\(^3\) (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS\(^3\) surveys are only available for the Fall and Spring semesters. EGLS\(^3\) surveys are not offered during the Summer semester due to logistical constraints.

http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/.

**Campus Carry Link:**
http://www.hccs.edu/departments/police/campus-carry/

**HCC Email Policy:**
When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID and activate it now. You may also use Canvas Inbox to communicate.

**Office of Institutional Equity:**
Use the link below to access the HCC Office of Institutional Equity, Inclusion and Engagement (http://www.hccs.edu/departments/institutional-equity/)

**disAbility Services:**
HCC Strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/support-services/disability-services/.

**Title IX:**
Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discriminations, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex—including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Ability Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to Institutional.Equity@hccs.edu or David Cross, Director EEO/Compliance Office of Institutional Equity and Diversity 3100 Main St Houston, TX 77266-7517 (713) 718-8271 http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

**Office of the Dean of Students:**
Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or identify the appropriate academic dean or supervisor for informal resolution of complaints. https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/

**Department Chair Contact Information:**
Andrea Bonner, andrea.bonner2@hccs.edu, Ph: 713/718-6150
Hospitality Administration Program

Student Profile & Syllabus Acknowledgement

Please print legibly. Submit this form to your instructor upon completion. This will help your instructor become familiar with your background and course goals. This information will also help the Hospitality Administration Program meet your needs while completing your degree.

Course Instructor: **Johnson**  Course Enrolled: **HAMG 1325-Purchasing**  Course CRN: **10711**

Student Name:  Student ID:

Primary Contact Number:  Alternative Contact Number:

HCC Email:

Program Major, AAS or Certificate?

First Time HCC Student?  Yes  No  If returning, last semester attended?

Have you filed a degree plan with a campus advisor?  Yes  No

Are you interested in transferring to a University upon completion at HCC?  Yes  No

I would like to be emailed:  □ Program Updates  □ Job Opportunities  □ Program Events

Do you have a job in the hospitality industry?  Yes  No

If yes, what is it?  What company?

What are your course goals?

What are your career goals?

During the semester, which class times do you prefer (circle all that apply)  7a-10a  10a-1p  1p-4p  6-9p ?

During the semester, which class times do you prefer (circle all that apply)  M  Tu  W  TH  F ?

Would you be interested in summer classes?  Yes  No. Would you prefer  7a-10a  10a-1p  1p-4p  6-9p ?

Would you be interested in mini semester classes?  Yes  No. Would you prefer  7a-10a  10a-1p  1p-4p  6-9p ?

Acknowledgement of Syllabus

I understand that I am responsible for the course content and will comply with all the course guidelines and syllabus requirements.

Signature:  ____________________________  Date:  ____________________________