RSTO 1325: Purchasing for Hospitality Operations | Lecture | CRN#10478
Fall 2019 | 16 Weeks (08/26/2019-12/15/2019)
In-Person | Central Campus-Fine Arts Center (FAC) Rm 312
Fridays 10:30 a.m.-1:20 p.m.
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Shereeta S. Johnson, MBA
Office: FAC, room 310
Office Phone: (713) 718-6072
Office Hours: Tu 12:00-1:00 p.m.
Th 4:30-5:30 p.m. or by appt

HCC Email: shereeta.johnson@hccs.edu
Office Location: Central, Fine Arts Center 310

Instructor’s Preferred Method of Contact

My preferred contact method is via email. I will respond to emails and voice mails within 24 hours Monday through Friday; to weekend messages I will reply on Monday mornings.

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
RSTO 1325 does not have any prerequisites or co-requisites.

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/

Scoring Rubrics, Sample Assignments, etc.
Look in Learning Web for the scoring rubrics for assignments and other information to assist you in the course. (https://learning.hccs.edu/faculty/shereeta.johnson)

Instructional Materials

Textbook Information

The textbook is required for this course. 
*Purchasing: Selection and Procurement for the Hospitality Industry, 9th Edition*
by John M. Stefanelli & Andrew H. Feinstein
You may either use a paper back of the book or the e-book from Wiley.
Other Instructional Resources

1. (1) One Standard Calculator for Simple Math (phone calculator apps will not be allowed)
2. (2) Two Scantron Answer Sheets for Midterm and Final
3. Learning Web
   This section will use Learning Web https://learning.hccs.edu/faculty/shereeta.johnson to supplement in-class assignments, exams, and activities. Weekly learning materials will be available online as well as assignments and their scoring rubrics. HCCS Open Lab locations may be used to access the Internet and Learning Web. It is recommended that you USE FIREFOX OR CHROME AS YOUR BROWSER.
4. Kahoot!
   Kahoot! makes learning fun, engaging and impactful for all students. Used to introduce a topic, review and reinforce knowledge, and run formative assessment. Create an account at https://kahoot.com/.
   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.

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 provided.

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 audiovisual materials. The portal to all libraries’ resources and services is the HCCS library web page at http://library.hccs.edu.

Supplementary 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/.
**Course Overview**

A study of the beverage service of the hospitality industry including spirits, wines, beers, and non-alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods.

**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. Relate local, state, and federal laws pertaining to the service and purchase of alcoholic beverages to include the Dram Shop Act and liquor law liability

2. Identify levels of intoxication and methods to control consumption by guests

3. Discuss the opening and closing procedures of a beverage operation

4. Explain the procedures for internal beverage control

5. Recognize equipment and glassware used for beverage preparation and service
6. Demonstrate the preparation, presentation, and service of alcoholic and non-alcoholic beverages
7. Evaluate the relationship of beverages to food
8. Explain the production processes for distilled spirits, liquors, beer, and brandies
9. Demonstrate knowledge of wines by grape and other fruit variety, country, growing region, and production process

Learning Objectives

1. Relate local, state, and federal laws pertaining to the service and purchase of alcoholic beverages to include the Dram Shop Act and liquor law liability
   1.1. Prohibition and its effects.
   1.2. Regulations on who you can sell to and checking identification.
   1.3. Regulations that affect purchasing.
2. Identify levels of intoxication and methods to control consumption by guest
   2.1. Discuss the fundamentals of responsible alcohol service.
   2.2. Understand alcohol and its effects on humans.
3. Discuss the opening and closing procedures of a beverage operation
   3.1. Sanitation and bar set up.
   3.2. Behind the Bar Behavior
   3.3. Closing the Bar
4. Explain the procedures for internal beverage control
   4.1. Purchasing, Receiving and Storage of Alcohol.
   4.2. Inventory of Alcohol.
5. Recognize equipment and glassware used for beverage preparation and service
6. Identify equipment and glassware used for beverage preparation and service.
7. Demonstrate the preparation, presentation, and service of alcoholic and non-alcoholic beverages
   7.1. Identify and discuss the presentation and service of alcoholic, nonalcoholic, and non-alcohol beverages, including coffee and tea.
8. Evaluate the relationship of beverages to food
9. Explain the production processes for distilled spirits, liquors, beer, and brandies
   9.1. Discuss the basic production process for distillation.
10. Demonstrate knowledge of wines by grape and other fruit variety, country, growing region, and production process
   10.1. History of Wine
   10.2. Discuss the basic production process for fermentation.
   10.3. Distinguish wines by grape and/or other fruit variety, country, growing region and production process.

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 email prior to class start time. **NO LATE ASSIGNMENTS ACCEPTED** but early submissions are encouraged!

Review Questions (Points to Ponder)
Each week, you will submit via email Chapter Review Questions. You do not have to type the questions, but you **do need to write in complete sentences!!**

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 15-minute time limit. You may drop (2) two quizzes and there are no make-ups allowed.

Midterm/Final Exams
There will be a midterm and final exam 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 and (1) scantron.
Course Group Project

Students will be work in groups of (2) Two. The group will identify a purchasing manager of a hospitality operation (hotel, restaurant, quick service, etc.) and interview them. Students should have a preset list of questions covering the purchasing process including price negotiations, ordering, receiving, inventory and storage management. 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.

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. 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! **Please note** Group members will be submitting evaluations of each other and how well they contributed to the overall success of the project.

Grading Formula

Weighted grades will be computed according to the formula below:

- Attendance 5%
- Participation 10%
- Quizzes 15%
- Course Paper 20%
- Midterm 25%
- Final Exam 25%
- TOTAL 100%

HCC Grading Scale:

- A = 100 – 90 4 points per semester hour
- B = 89 – 80 3 points per semester hour
- C = 79 – 70 2 points per semester hour
- D = 69 – 60 1 point per semester hour
- F = 59 and below 0 points per semester hour
- FX (Failure due to non-attendance) 0 points per semester hour
- W (Withdrawn) 0 points per semester hour
- I (Incomplete) 0 points per semester hour

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

<table>
<thead>
<tr>
<th>Wk</th>
<th>Date</th>
<th>Class Discussion</th>
<th>Assignment</th>
</tr>
</thead>
</table>
| 1  | 8/30 | Complete Student Profile  
Activity – Student Introductions/Linked In  
Review Syllabus and Expectations  
Review Course Project Requirements | Purchase Text  
Read Ch. 1 & 2  
Review Questions |
| 2  | 9/4  | Discussion - Ch. 01 The Concepts of Selection and Procurement  
Discussion - Ch. 02 Technology Applications in Purchasing | Read Ch. 3  
Read Ch. 4 |
| 3  | 9/13 | Quiz – Chapters 1 & 2  
Discussion - Ch. 03 Distribution Systems  
Discussion - Ch. 04 Forces Affecting the Distribution Systems | Read Ch. 5  
Read Ch. 6 |
| 4  | 9/20 | Quiz – Chapters 3 & 4  
Discussion - Ch. 05 An Overview of the Purchasing Function  
Discussion - Ch. 06 Organization, Administration & Evaluation | Read Ch. 7  
Read Ch. 8 |
| 5  | 9/27 | Quiz – Chapters 5 & 6  
Discussion - Ch. 07 The Purchase Specification: An Overall View  
Discussion - Ch. 08 The Optimal Amount | Read Ch. 9  
Read Ch. 10 |
| 6  | 10/4 | Quiz – Chapters 7 & 8  
Discussion - Ch. 09 Determining Optimal Price & Payment Policies  
Discussion - Ch. 10 The Optimal Supplier | Read Ch. 11  
Read Ch. 12 |
| 7  | 10/11| Quiz – Chapters 9 & 10  
Discussion - Ch. 11 Typical Ordering Procedures  
Discussion - Ch. 12 Typical Receiving Procedures  
Midterm Review (Chapters 1-12) | Study! |
| 8  | 10/18| Midterm (Chapters 1-12)  
(1) Scantron and (2) #2 Pencils Required | Read Ch. 13  
Read Ch. 14  
Read Ch. 24 |

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<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>10/25</td>
<td>Return and Review Midterm&lt;br&gt;Discussion - Ch. 13 Typical Storage Management Procedures&lt;br&gt;Discussion - Ch. 14 Security in the Purchasing Function&lt;br&gt;Discussion - Ch. 24 Services</td>
</tr>
<tr>
<td>10</td>
<td>11/1</td>
<td>Quiz – Chapters 13 &amp; 14, 24&lt;br&gt;Lab: Par Stock Inventory&lt;br&gt;Meet at 3100 Main in basement classroom&lt;br&gt;Wear: Black Pants/Chef’s Coat or White Shirt/Non-slip Shoes&lt;br&gt;Discussion - Ch. 15 Fresh Produce&lt;br&gt;Discussion - Ch. 16 Processed Produce&lt;br&gt;<strong>Last Day to Withdraw (11/1)</strong></td>
</tr>
<tr>
<td>11</td>
<td>11/8</td>
<td>Quiz – Chapters 15 &amp; 16&lt;br&gt;Lab: Quality &amp; Yield Tests&lt;br&gt;Meet at 3100 Main in basement classroom&lt;br&gt;Wear: Black Pants/ Chef’s Coat or White Shirt/Non-slip Shoes&lt;br&gt;Discussion: Ch. 17 Dairy&lt;br&gt;Discussion: Ch. 18 Eggs</td>
</tr>
<tr>
<td>12</td>
<td>11/15</td>
<td>Quiz – Chapters 17 &amp; 18&lt;br&gt;Discussion: Ch. 19 Poultry&lt;br&gt;Discussion: Ch. 20 Fish&lt;br&gt;Discussion: Ch. 21 Meat</td>
</tr>
<tr>
<td>13</td>
<td>11/22</td>
<td><strong>DUE: Course Projects</strong>&lt;br&gt;Brief Discussion: Chapter 23-Nonfood Expense Items&lt;br&gt;Brief Discussion: Chapter 25-Furniture Fixtures and Equipment Project Presentations</td>
</tr>
<tr>
<td>14</td>
<td>11/29</td>
<td><strong>Happy Thanksgiving</strong></td>
</tr>
<tr>
<td>15</td>
<td>12/6</td>
<td><strong>Last Day of Instruction/Comprehensive Final Review</strong></td>
</tr>
<tr>
<td>16</td>
<td>12/13</td>
<td>Final Exam at 10:30am (Comprehensive/Scantron Required)&lt;br&gt;(1) Scantron and (2) #2 Pencils Required</td>
</tr>
</tbody>
</table>

**Syllabus Modifications**<br>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.
Instructor’s Practices and Procedures

Missed Assignments
There are no makeups or late work accepted. All assignments (study guides, current events, etc.) must be emailed to professor no later than start of class. Please include first and last name, class and CRN in subject line.

****i.e. Shereeta Johnson, RSTO 1325-10478.

Quizzes and exams are administered in class within the first 15 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/
**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>
<tr>
<td>100</td>
<td>TOTAL GRADE</td>
<td></td>
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**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.

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 the 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:

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<tr>
<th>Academic Information</th>
<th>Incomplete Grades</th>
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<td>Academic Support</td>
<td>International Student Services</td>
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<td>Attendance, Repeating Courses, and Withdrawal</td>
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<td>Career Planning and Job Search</td>
<td>Libraries/Bookstore</td>
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<td>Childcare</td>
<td>Police Services &amp; Campus Safety</td>
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<td>disAbility Support Services</td>
<td>Student Life at HCC</td>
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<td>Electronic Devices</td>
<td>Student Rights and Responsibilities</td>
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<tr>
<td>Equal Educational Opportunity</td>
<td>Student Services</td>
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<tr>
<td>Financial Aid TV (FATV)</td>
<td>Testing</td>
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<td>General Student Complaints</td>
<td>Transfer Planning</td>
</tr>
<tr>
<td>Grade of FX</td>
<td>Veteran Services</td>
</tr>
</tbody>
</table>

**EGLS³**
The EGLS³ (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. EGLS³ surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

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

**Campus Carry Link**
Here’s the link to the HCC information about 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.

**Housing and Food Assistance for Students**
Any student who faces 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 if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

**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/](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/](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 discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an 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 Abilities 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:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)


**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 to identify the appropriate academic dean or supervisor for informal resolution of complaints.


Department Chair Contact Information
Suzette Brimmer, suzette.brimmer@hccs.edu, Ph: 713-718-6283 & 713-718-6158
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:  Course CRN:  

Student Name:  

Student ID:  

Primary Contact Number:  

Alternative Contact Number:  

Primary Email:  

HCC Email:  

Program Major, AAS or Certificate?  

What are your course goals?  

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  

What are your career goals?  

_______________________________________________________________________________________  

______________________________________________________________________________  

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:  ________________________________