

APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR and MINOR

1. Submitted by the College of Agriculture Date: 10/3/2007 OFFICE OF THE SENATE COUNCIL
 Department/Division offering course: Nutrition and Food Science

2. What type of change is being proposed? Major Minor*
 *See the description at the end of this form regarding what constitutes a minor change. Minor changes are sent directly from the dean of the college to the Chair of the Senate Council.

If the Senate Council chair deems the change not to be minor, the form will be sent to the appropriate Council for normal processing and an email notification will be sent to the contact person.

PROPOSED CHANGES

Please complete all "Current" fields.

Fill out the "Proposed" field only for items being changed. Enter N/A if not changing.

Circle the number for each item(s) being changed. For example: (6.)

3. Current prefix & number: HMT 208 Proposed prefix & number: HMT 308

4. Current Title Introduction to Food and Beverage

Proposed Title† Principles of Food and Beverage

†If title is longer than 24 characters (including spaces), write a sensible title (24 characters or less) for use on transcripts:

Prin of Food & Beverage

5. Current number of credit hours: 3 Proposed number of credit hours: 3

6. Currently, is this course repeatable? YES NO If YES, current maximum credit hours: _____

Proposed to be repeatable? YES NO If YES, proposed maximum credit hours: _____

7. Current grading system: Letter (A, B, C, etc.) Pass/Fail

Proposed grading system: Letter (A, B, C, etc.) Pass/Fail

8. Courses must be described by at least one of the categories below. Include the number of actual contact hours per week for each category, as applicable.

Current:

() CLINICAL () COLLOQUIUM () DISCUSSION () LABORATORY (3) LECTURE
 () INDEPEND. STUDY () PRACTICUM () RECITATION () RESEARCH () RESIDENCY
 () SEMINAR () STUDIO () OTHER - Please explain: _____

Proposed:

() CLINICAL () COLLOQUIUM () DISCUSSION (2) LABORATORY (2) LECTURE
 () INDEPEND. STUDY () PRACTICUM () RECITATION () RESEARCH () RESIDENCY
 () SEMINAR () STUDIO () OTHER - Please explain: _____

9. Requested effective date (term/year): January / 2008

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10. Current teaching method: N/A Community-Based Experience Service Learning Component Both
Proposed teaching method (if applicable): Community-Based Experience Service Learning Component Both

11. Current cross-listing: N/A _____
Prefix and Number NAME of current cross-listing DEPARTMENT
- a. Proposed – REMOVE the current cross-listing:
- b. Proposed – ADD a cross-listing: _____
Prefix and Number Signature of chair of proposed cross-listing department

12. Current prerequisites:
For Hospitality Management and Tourism majors only.
- _____

Proposed prerequisites:
HMT 120; NFS 241; Hospitality Management and Tourism majors only
- _____

13. Current Bulletin description:
An introductory review of food and beverage terminology, menu development and service for the various segments of the hospitality and tourism industries. Food and beverage demonstrations will be included. A fee to cover materials and activities may be addressed for students.
- _____

- Proposed Bulletin description:
This course provides an overview of the principles of food and beverage concepts, menu development and food service operations in various segments of the hospitality and tourism industries. Food and beverage demonstrations and labs are included. A fee to cover materials and activities may be assessed from students. Lecture 2 hours; laboratory 2 hours per week.
- _____

14. What has prompted this change?
The change of HMT 208 to HMT 308 takes the course from a comprehension level to an application level based upon Bloom's Taxonomy. It also incorporates a laboratory component which will enhance the course through active, hands-on learning. This course will now be a required course in the HMT curriculum. For prerequisites, HMT 120 is added so students have a basic understanding of the hospitality industry. NFS 241 is added so students have the minimum skills in food safety and sanitation practices before taking this lab-based course. Due to limitations in lab capacity, this course is limited to HMT majors only.
- _____

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*DATE of Approval by Senate Council

Reported by Office of the Senate Council

*DATE of Approval by the University
Senate

Reported by the Office of the Senate Council

*If applicable, as provided by the *University Senate Rules*. (<http://www.uky.edu/USC/New/RulesandRegulationsMain.htm>)

Excerpt from *University Senate Rules*:

SR 3.3.0.G.2: Definition. A request may be considered a minor change if it meets one of the following criteria:

- a. change in number within the same hundred series;
- b. editorial change in the course title or description which does not imply change in content or emphasis;
- c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s);
- d. a cross-listing of a course under conditions set forth in *SR 3.3.0.E*;
- e. correction of typographical errors.

7. What other departments could be affected by the proposed change?
 none
8. Is this course applicable to the requirements for at least one degree or certificate at the University of Kentucky? Yes No
9. Will changing this course change the degree requirements in one or more programs? * Yes No
 If yes, please attach an explanation of the change.*
10. Is this course currently included in the University Studies Program? Yes No
 If yes, please attach correspondence indicating concurrence of the University Studies Committee.
11. If the course is a 100-200 level course, please submit evidence (e.g., correspondence) that the Community College System has been consulted.

*NOTE: Approval of this change will constitute approval of the program change unless other program modifications are proposed.

12. If the course is 400G or 500 level, include syllabi or course statement showing differentiation for undergraduate and graduate students in assignments, grading criteria, and grading scales. Check here if 400G-500.
12. Is this a minor change? Yes No
 (NOTE: See the description on this form of what constitutes a minor change. Minor changes are sent directly from the Dean of the College to the Chair of the Senate Council. If the latter deems the change not to be minor, it will be sent to the appropriate Council for normal processing.)
13. Within the Department, who should be consulted for further information on the proposed course change?

Name: Mary Roseman Phone Extension: 7-4965

Signatures of Approval:

<u><i>Jane A. Burgin</i></u> Department Chair	<u>3/07/07</u> Date
_____ Dean of the College	_____ Date
_____ **Undergraduate Council	_____ Date
_____ **Graduate Council	_____ Date
_____ **Academic Council for the Medical Center	_____ Date
_____ **Senate Council	_____ Date of Notice to University Senate

**If applicable, as provided by the Rules of the University Senate.

ACTION OTHER THAN APPROVAL

HMT 308
Principles of Food and Beverage

Lecture/Lab:

COURSE SYLLABUS

Instructors: Mary Roseman, PhD, RD, LD
Office Hours: By appointment only. Contact instructor by phone or e-mail.
Phone Numbers: 257-4965
E-mail: mary.roseman@uky.edu

Teaching Assistant: TBD

Required Text: Restaurant Management, 3rd edition, Robert C. Mill, Prentice Hall, 2001.

Course Description (from University Catalog):

This course provides an overview of the principles of food and beverage concepts, menu development and food service operations in various segments of the hospitality and tourism industries. Food and beverage demonstrations and labs are included. A fee to cover materials and activities may be assessed from students. Lecture 2 hours; laboratory 2 hours per week.

Prerequisites: For Hospitality Management and Tourism majors only. NFS 241 and HMT 120.

Blackboard:

Most elements of this course will be available through Blackboard (Bb). You will not be able to log into Blackboard until you have created an active director (AD) account. Complete instructions regarding this can be found at:

<http://www.uky.edu/IT/CustomerService/docs/blackboard/index.html>.

You can resolve your Blackboard problems by contacting the IT Customer Service Center (111 McVey Hall, 7am – 6pm weekdays, 859-257-1300 or helpdesk@uky.edu).

Accreditation:

The University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The School of Human Environmental Sciences is accredited by the Council of Accreditation of the American Association of Family and Consumer Sciences.

Instructional Accommodations:

Students with disabilities are responsible for ensuring University instructors are aware of their disabilities and required accommodations. Students must provide instructors evidence that they have met with the Disability Resource Center by providing that office's support documentation about their disability and required accommodations.

Instructional Strategies:

Lectures and in class activities are designed to expand upon the food and beverage component of the hospitality industry as a whole and the fundamentals needed to successfully operate this segment specifically. Lab activities will provide students the opportunity to participate in and learn from the actual practices occurring in the industry. The classroom lecture and laboratory climate is intended to be participatory and respectful. Students are expected to prepare in advance for lecture and lab by reading the selected chapters of the textbook and completing any assignments provided.

This course will consist of lectures and 2-3 labs in the Erikson Lab (next to Room 202) on Mondays beginning at 3:00 pm and ending at 5:50 pm. Other lab requirements will include completing specific required lab activities for 15 hours at UK events sponsored by UK Dining Services. These lab activities will take place outside of regular class hours. A schedule for lab requirements will be provided to students at the beginning of the semester through Blackboard for you to pick and choose when you will complete your requirements. That way, you can work around your class and work schedules. However, you are required to notify the TA through e-mail of which activities you will participate in to achieve your required 15 hours. Please dress and behave professionally at all times and follow rules and policies as provided by UK Dining Services (see Bb for more details).

Course Learning Objectives:

Upon completion of the course, the student will be able to:

1. Identify and describe the key functional roles involved in operating a food service operation in the restaurant, hotel and tourism industry.
2. Analyze real-world food and beverage operations and examine operational strengths and weaknesses.
3. Apply best practices of foodservice operations through in-class and campus laboratory experiences.
4. Work effectively in a team to design and execute a food and beverage function.
5. Create a new menu concept that appeals to diverse customer wants and includes the principles of menu design, menu management, foodservice operations, product development, human resources, marketing and budgeting.

Students Responsibilities and Criteria for Evaluation:

Class Readings: Reading the text and other reading assignments before class is essential and will enhance your ability to comprehend and apply the information covered in class.

Tests and Exams: Students knowledge of the subject will be tested using a variety of test questions. Students must be present for all in-class tests and exams at their scheduled time. Make-up tests and exams will only be given for excused absences (must provide documentation to support the reason for missing the exam). See below for a list of what constitutes an excused absence. Any test or exam missed due to an unexcused absence will receive a zero grade. Please call and e-mail the major course instructor if an illness or emergency causes you to miss a test or exam. A test missed due to an excused absence will be given at a time chosen by the major course instructor. If you have a question about the quiz or exam grading, please see the instructor no later than one week after the quiz or exam.

Excused Absences:

- **Serious illness**
- **Illness or death of family member**
- **University related trips**

Assignments/Projects/Lab: Students are responsible for completing class assignments and to participate in lab assignments. See policy on making up class and lab assignments.

Details for each class assignment and lab activity will be provided in class and through Blackboard. Grading of group projects will be based on individual contributions to the project, as well as a student peer evaluation by team members and/or outside participants. All projects must be word processed unless otherwise indicated by the instructor. In the event a student is late turning in an assignment, points will be deducted for each day it is late at a rate of **10 points each day** and an assignment will not be accepted beyond one week after the due date. Missed assignments after 1 week cannot be made up unless the student has an "excused absence" (definition above). Lab activities cannot be made up if missed due to an "unexcused absence." Immediately see/contact the major course instructor if an emergency or illness occurs. Students with an "unexcused absence" in lab activities or an "unexcused" missing assignment will be asked to withdraw from the class before _____ in order to receive a "W" in the course. "Unexcused absences" in lab activities or with assignments after the "withdraw" period will most likely result in failing the course. Lab activities missed due to an excused absence will be able to be made up, but assignments will be determined by major course instructor. Student must request and complete the make up assignment by the deadline given by the major course instructor.

Class and Lab Participation: Active class and lab participation is a key element for your success in this course. Actively participating in class and labs will allow you to learn how to express your ideas and opinions on the subject being discussed. Class and lab participation should demonstrate your knowledge of the subject matter and will be part of your grade.

At the discretion of the major course instructor, points will be deducted to the student's final grade when there is excessive unexcused tardiness, several lecture classes are missed or if there are any issues with student's performance during lab activities. See the major course instructor immediately for making up "excused absences."

NOTE: This course starts at 3:00 and ends at 5:50. You are not excused from lecture or lab for work schedules during this time period (this includes request to arrive late or leave early due to travel to and from work). It is your responsibility to make sure your employer knows when you are available to work as to not interfere with any portion of the lecture or lab time.

LAB ACTIVITIES and REQUIREMENTS:

As previously mentioned, some of your laboratory activities will be during class time and others will be scheduled by the student at UK Dining Services' events. There are three UK Dining Activities (5 hours per event) that you are required to work. A one page paper must be completed and turned in by deadline noted below to receive credit for the UK Dining labs. Signatures from authorized dining service personnel must be obtained immediately after completing the activity and should be stapled to and turned in with the paper. More information can be found on Blackboard. Listed below are the UK Dining Services events that are available for your participation:

Resident Hall:

Thursday, Feb 8 – PassionFest (4pm – 9pm)
Tuesday, Feb 20 – Fat Tuesday (4pm – 9pm)
Thurs, Apr 5 – Puttin' on the Ritz (4pm – 9pm)
Thurs, Apr 19 – Great American Cook-out (4pm – 9pm)

One Page Paper Due:

Monday, Feb 12
Monday, Feb 26
Monday, April 9
Monday, April 23

Catering:

Saturday, Mar 10 – Merit Weekend #1 (9am – 2pm)
Saturday, Mar 17 – Merit Weekend #2 (9am – 2pm)
Tentative, Mar 20 (Taste of our World (9am – 2pm)
Sunday, April 15 – Greek Banquet (3pm – 8pm)

Monday, March 12
Monday, March 19
TBD
Monday, April 23

Required Uniform for Lab Activities:

- Black Pants - NO jeans!
- Black close-toed, non slippery shoes
- Clean shaven or trimmed. Hair pulled back (for example, pony tail).
- Labs in Erikson:
 - Simple top, blouse or shirt
 - Apron with bib or lab coat
 - Hairnet
- Labs with UK Dining Services:
 - They will provide the appropriated shirt and hair cover

Requirements for Lab Activity Credit

- Be on time and in proper uniform
- Fill out lab form and have Dining Service Representative sign it after completing the activity
- Turn in Lab form with your Lab Recap to Teaching Assistant by the deadline

Academic Dishonesty: The University of Kentucky does not tolerate dishonesty in any form. Please read, understand and adhere to the Student Rights and Responsibilities document located on the University of Kentucky website: www.uky.edu/StudentAffairs/Code/.

Class Policies: The following policies relate specifically to this class:

1. **Lab Activities:** You must wear a white lab coat or full (bibbed) apron and closed-toed, flat shoes at all times while in working in a lab capacity. A UK Dining Services' event may have its own uniform requirements. Lab procedures must be followed at all times and all students are responsible for lab clean-up. Points will be deducted after each lab if any of the above stated requirements are not followed.

UK Dining Services will also oversee specific lab activities involving campus events. These will occur outside regular class hours. Each student must work 15 hours at assigned UK campus events and complete a written assignment about their experience.

2. **Cheating, plagiarism:** Cheating on tests, unauthorized possession of exams, or plagiarism of any assignment will result in the minimum punishment of an "E" in the course.
3. **Penalty for late assignments:** Late assignments will lose points for each day they are late (10 points each day). Assignments will not be counted if turned in after one week from their due date. Assignments not turned in will receive a zero grade and cannot be made up. See policy outlined in section **Assignments/Projects/Lab** on page 3 regarding "unexcused" absences or missing assignments.
4. **Missed quizzes and exams:** A test that is missed due to an "unexcused absence" will be given a zero score. Tests or challenges missed due to an excused absence can be made up at a time chosen by the major course instructor.
5. **Cell phone and pagers:** All cell phones/pagers must be turned off during class and lab time.
6. **Sampling of food:** This is a food and beverage course. To maximize students appreciation for food and beverages, students are expected to sample everything unless he/she suffers from a food allergy (provide medical documentation) and for religious reasons.
7. **In order to successfully complete this course, you must take all tests and complete all projects, assignments and activities.**

GRADING

Assignment Value

Exam	10%
Midterm Exam	25%
Erikson Labs (not including Reception)	5%
Reception Rehearsal/Reception	15%
Final Exam	25%
UK Dining Activities	<u>20%</u>
Total	100%

Instructor's Grading Scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
< 60%	E

Points will be deducted from the final grade for unexcused tardiness or missed classes based on the following scale:

3 unexcused absences/tardiness	5 points
4-5 unexcused absences/tardiness	10 points
6 or more unexcused absences/tardiness	15 points