FLORIDA ATLANTIC UNIVERSITY™

Graduate Programs—NEW COURSE PROPOSAL[1]

UGPC APPROVAL _____
UFS APPROVAL _____
SCNS SUBMITTAL _____
CONFIRMED _____
BANNER POSTED _____
CATALOG _____

DEPARTMENT: HOSPITALITY MANAGEMENT | COLLEGE: COLLEGE OF BUSINESS

RECOMMENDED COURSE IDENTIFICATION:

PREFIX ___HFT___ COURSE NUMBER __6930__ LAB CODE (L or C) _____

(TO OBTAIN A COURSE NUMBER, CONTACT MJENNING@FAU.EDU)

COMPLETE COURSE TITLE: DIRECTED INDEPENDENT STUDY IN HOSPITALITY MANAGEMENT

EFFECTIVE DATE
(first term course will be offered)

FALL, 2015

CREDITS[2]: 3 | TEXTBOOK INFORMATION: NOT APPLICABLE

GRADING (SELECT ONLY ONE GRADING OPTION): REGULAR ___X___ SATISFACTORY/UNSATISFACTORY _____

COURSE DESCRIPTION, NO MORE THAN THREE LINES: THE DIRECTED INDEPENDENT STUDY COURSE PERMITS A STUDENT TO DEVELOP A RESEARCH PROJECT OF ADVANCED LEVEL WITHIN THE HOSPITALITY INDUSTRY. STUDENTS MAY DEVELOP A REVIEW OF LITERATURE ON A HOSPITALITY TOPIC OR PERFORM APPLIED RESEARCH. THE TOPIC AND PROJECT ARE DESIGNED IN CONCERT WITH THE PROFESSOR.

PREREQUISITES *: NONE | COREQUISITES*: NONE | REGISTRATION CONTROLS (MAJOR, COLLEGE, LEVEL)*: GRADUATE STANDING

* PREREQUISITES, COREQUISITES AND REGISTRATION CONTROLS WILL BE ENFORCED FOR ALL COURSE SECTIONS.

MINIMUM QUALIFICATIONS NEEDED TO TEACH THIS COURSE: A MINIMUM OF 18 GRADUATES HOURS OF HOSPITALITY, TOURISM, OR CULINARY ARTS EDUCATION ALONG WITH A MASTER'S DEGREE; HOWEVER, A TERMINAL DEGREE IN HOSPITALITY, TOURISM, CULINARY, AND/OR COMMERCIAL RECREATION OR HIGHER EDUCATION ADMINISTRATION IS PREFERRED. THE INDIVIDUAL MUST ALSO BE APPROVED AS PART OF THE GRADUATE FACULTY OF FAU AT THE TIME OF INSTRUCTION.

Faculty contact, email and complete phone number:
Dr. Peter Ricci, Director, Hospitality
Management   561-297-3666
peter.ricci@fau.edu

Please consult and list departments that might be affected by the new course and attach comments.[3] **Not applicable**

Approved by:

Director/Chair: _Peter Ricci_ Date: 9/11/14

College Curriculum Chair: _Wm R McDaniel_ 9-10-2014

College Dean: _Ken H Johnson_ 9-11-2014

UGPC Chair: _____ 10/8/14

Graduate College Dean: _____ 10-15-14

UFS President: _____

Provost: _____

1. Syllabus must be attached; see guidelines for requirements:
www.fau.edu/provost/files/course_syllabus.2011.pdf

2. Review **Provost Memorandum: Definition of a Credit Hour**
www.fau.edu/provost/files/Definition_Credit_Hour_Memo_2012.pdf

3. **Consent** from affected departments (attach if necessary)

Email this form and syllabus to UGPC@fau.edu **one week before** the University Graduate Programs Committee meeting so that materials may be viewed on the UGPC website prior to the meeting.
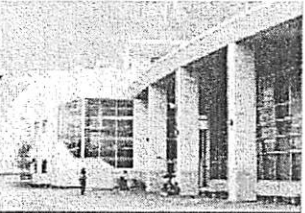
HFT 6930.001, Course Reference Number (CRN) XXXXX
Directed Independent Study (DIS) in Hospitality Management
Fall Semester, 2015
No assigned classroom
OFFERED VIA eLEARNING – NOT FACE-TO-FACE (see eLEARNING BELOW)

Professor Information

Name: Dr. Peter Ricci, CHA, CHSE, CRME
Email address: peter.ricci@fau.edu ***Email is my preferred method of communication**
Phone Number: 561-297-3666 (office), 954-234-3847 (cellular)

Office Hours and Location

Office Location: Boca Raton campus, Fleming Hall, 3rd Floor, Office #320
Office Hours: TBD
Dr. Ricci is also available by appointment any day or evening with advance notice. Further, he may be reached via cell phone or email 7 days per week.

Required Text and Materials

There is no required textbook for this course; however, students will need a valid OWL Library card to perform their research activities.

Course Description

Independent study formulating and executing a self-directed research project used to expand and integrate student's knowledge and professional expertise on a research subject specific to hospitality management operations.

Prerequisite/Co-requisite

Prerequisite: None required

Co-Requisite: None required

Credit Hours

3

Class Time Commitments

According to Florida Administrative Code, Rule 6A-10.033, students must spend a minimum 37.5 hours of in class time during a 3-credit course. Additionally, students enrolled in a 3-credit course are expected to spend a minimum of 75 hours of out-of-class-time specifically working on course-related activities (i.e., reading assigned pieces, completing homework, preparing for exams and other assessments, reviewing class notes, etc.) and fulfilling any other class activities or duties as required.

The course schedule for this course reflects these expectations of students.

Course Learning Objectives

Upon completion of this course students will be able to:

- Share self-directed research with the academic community
- Present to an industry and/or academic audience findings of their personal resarch activity
- Use current American Psychological Association (APA) formatting standards for a professional paper
- Evaluate a hospitality management topic using an advanced level of research and inquiry
- Compare and contrast various professional opinons and factual data on a hospitablity subject matter of interest

Grading Scale

A 93% of higher
B+ 90%-92.99%
B- 87.00-89.99%
B 83%-86.99%
C+ 80%-82.99%
C 73%-79.99%
D+ 70%-72.99%
D 60%-69.99%
F < 60%

Curving: There is no curving in this course.

Extra Credit: There are no opportunities for extra credit in this course.

Course Evaluation Method

There is only one assignment in this course. This research project is the ONLY graded assessment for the students enrolled in HFT 6XXX.

The professor will meet with the student a minimum of three times during the semester to review the student's progress, give advice and suggestions, and to answer any questions the student may have. These

meetings may be face-to-face, virtual chat, or via telephone depending on the student's schedule and preference.

Additional Course Policies

Late Assignments

No assignments, projects, or assessments (i.e., midterm or final) may be taken late or turned in late *except* as indicated elsewhere in the syllabus for approved reasons (i.e., illness, university-approved absences, religious accommodations, extreme emergencies, etc.). Exams submitted late will only have questions graded that were submitted prior to the end time of the examination.

Attendance Policy

There are no formal class meetings; hence, there is no attendance policy for this course.

Approved FAU Holidays – No Class

There are no formal class meetings; hence, holidays do not apply for this course.

Email Account Requirements

FAU students sometimes have problems if they have their FAU emails forwarded to their personal account on another Internet Service Provider (ISP).

As a student in this course, you are **required** to utilize your FAU email for all correspondence.

All electronic mail correspondence from the professor will be sent to the FAU email address you have on file. Please make sure this address is functioning and able to accept incoming emails.

Illness or Extreme Emergency Causing a Missed Assignment

A student who misses the due date for his or her research assignment may be given an extension if he or she suffered from a documented medical illness or extreme emergency. By "documented illness," the professor **requires** a note from a medical professional (doctor, on-campus clinic visit, etc.). An emergency is considered "extreme" if the incident warrants medical attention or otherwise *prohibits* a student from submitting his or her assignment. Items such as car problems, computer failure, forgetting, having to work, etc. are *not* considered extreme. The professor will use fairness and ethical behavior in all determinations of what is considered an *extreme* emergency. Determination of whether consideration will be provided depends on the situation under review.

In addition to documentation, the student (or his or her designee) MUST notify the professor within 24 hours of the missed event (i.e., submitting the research project) regardless of whether it was missed due to an illness *or* an extreme emergency. The professor may be reached via telephone or email (contact information listed above). Failure to contact the professor in the time frame provided will result in a grade of 0 being recorded for the assignment.

If documentation is provided (for an illness) and/or a determination is made that the emergency *was* indeed extreme, a reasonable extension will be provided to the student along with a reasonable grade penalty

Illness or Extreme Emergency Causing a Missed Assignment (Continued)

Late assignments for <u>any</u> other reason than a documented illness or extreme emergency will not be given a any consideration and will result in a recorded grade of 0.

The above policy is only for emergencies; university-approved absences and/or religious holidays **require** advance notification to the professor as stated in the following section.

Make-up Assignments

No assignments may be made up or rescheduled *except* for approved reasons as indicated elsewhere in the syllabus (i.e., documented illness, university-approved absences, religious accommodation, documented extreme emergency, etc.).

Religious Accommodation Policy Statement

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments. For further information, please see
http://www.fau.edu/academic/registrar/catalog/academics.php

Both the midterm and final exam are scheduled from the very first day of class. In order to change the date due to a religious accommodation request, please notify the professor as early as possible to arrange an alternative date.

University Approved Absence Policy Statement

In accordance with rules of Florida Atlantic University, students have the right to reasonable accommodations to participate in University-approved activities, including athletic or scholastics teams, musical and theatrical performances, and debate activities. **It is the student's responsibility to notify the course instructor at least one week prior to missing any class, assignment, assessment, or other activity.** Additionally, proper documentation must be provided to the instructor.

Other University and College Policies

FAU Code of Academic Integrity Policy Statement

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see **University Regulation 4.0001** at http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf

All manuscripts/papers/research projects will be submitted through the Safe Assign and/or Turn It In proprietary software to validate that no plagiarism has occurred.

Disability Policy Statement

In compliance with the Americans with Disabilities Act (ADA), students who require special accommodation due to a disability to properly execute coursework must register with the Office for Students with Disabilities (OSD) – in Boca Raton, SU 133, (561) 297-3880; in Davie, LA 240, (954) 236-1222; or in Jupiter, SR 110, (561) 799-8010 – and follow all OSD procedures. You may also visit their web site at: www.fau.edu/osd

Incomplete Grade Policy Statement

A student who is passing a course, but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete ("I") grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing ("F") grade.

Withdrawals

Any student who decides to drop is responsible for completing the proper paper work required to withdraw from the course by the university deadlines.

Grade Appeal Process

A student may request a review of the final course grade at any time. However, a student may appeal a grade *only* if one of the following conditions applies:

- There was a computational or recording error in the grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor's own grading system.

The procedures for a grade appeal may be found in Regulation 4.002, Student Academic Grievance Procedures for Grade Reviews. This document may be accessed at the following link: http://www.fau.edu/regulations/chapter4/4.002_Student_Academic_Grievance_Procedures for_Grade_Reviews.pdf

Disruptive Behavior Policy Statement

Disruptive behavior is defined in the FAU Student Code of Conduct as *"... activities which interfere with the educational mission within classroom."* Students who behave in the classroom such that the educational experiences of other students and/or the instructor's course objectives are disrupted are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include, but is not limited to: non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct. **As there are no formal class meetings, this policy is for informational purposes only.**

Faculty Rights and Responsibilities

Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions which do not impede their exercise. To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class
- To refer disciplinary action to those students whose behavior may be judged to be disruptive under the "FAU Student Code of Conduct, Regulation 4.007"

To review the FAU Student Code of Conduct, Regulation 4.007, please visit: http://www.fau.edu/studentconduct/Student%20Conduct%202012.pdf

ELEARNING NOTICE: This course will be conducted virtually as it is a fully online (eLearning) course. In order to stay current, it is the student's responsibility to check his or her FAU email on a regular basis. It is highly recommended that students check their emails at least two times per week.

Tentative Course Schedule

Weeks 1-2

Discuss topics with professor either face-to-face, by telephone, or via email. It is the <u>student's</u> responsibility to reach out to the professor. The topic must a of a topic amenable to a research literature review of approximately 20-30 pages (not including references or cover page). The student shall review a topic of interest in the hospitality management literature.

Week 3

Must have topic confirmed with professor.

Weeks 4-14

Touch base with professor on any issues, problems, or items that need attention. Meet with Reference Librarian(s) as necessary.

Weeks 15-16

All manuscripts must be submitted during the final weeks of the semester and no later than **DATE TBD** at 5:00 pm. **NO LATE SUBMISSIONS** will be accepted unless there is an extreme emergency as covered above. Be certain to email in advance of the deadline to verify that the file is able to be opened by the professor without any problems or error messages.

Be certain to use APA style and make sure you use proper citations when quoting the work of others. The professor requires that papers be submitted as MICROSOFT WORD ATTACHMENTS in .doc format or .docx format. The professor will submit your manuscript through the SAFE ASSIGN and/or TURN IT IN plagiarism detection software.