

 FLORIDA ATLANTIC UNIVERSITY	COURSE CHANGE REQUEST Undergraduate Programs	UUPC Approval <u>2/24/25</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
Department Marketing-Hospitality & Tourism Management College Business		
Current Course Prefix and Number HFT 3263		Current Course Title Principles of Food & Beverage Management
Syllabus must be attached for ANY changes to current course details. See <u>Template</u> . Please consult and list departments that may be affected by the changes; attach documentation.		
Change title to: Food & Beverage Management Change prefix From: _____ To: _____ Change course number From: _____ To: _____ Change credits* From: _____ To: _____ Change grading From: _____ To: _____ Change WAC/Gordon Rule status** Add <input type="checkbox"/> Remove <input type="checkbox"/> Change General Education Requirements*** Add <input type="checkbox"/> Remove <input type="checkbox"/> <small>*See Definition of a Credit Hour. **WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See <u>WAC Guidelines</u>. ***GE criteria must be indicated in syllabus and approval attached to this form. See <u>Intellectual Foundations Guidelines</u>.</small>		Change description to: Change prerequisites/minimum grades to: Change corequisites to: Change registration controls to: <small>Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).</small>
Effective Term/Year for Changes: Spring 2025		Terminate course? Effective Term/Year for Termination:
Faculty Contact/Email/Phone Stella Quintero/SQuinte1@fau.edu/(954)263-7857		
Approved by Department Chair <u></u> College Curriculum Chair <u></u> College Dean <u></u> UUPC Chair <u></u> Undergraduate Studies Dean <u></u> UFS President _____ Provost _____		Date 9/9/2024 <u>2-16-25</u> <u>2/19/25</u> <u>2/24/25</u> <u>2/24/25</u> _____ _____

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.



FLORIDA ATLANTIC UNIVERSITY

HFT 3263-002 11951

Food & Beverage Mgmt

Date: Wednesday, Friday 11:00 AM - 12:20 PM

Building: Phil Smith Hall Boca **Room:** 308

3 Credit(s)

Spring 2025 - 1 Full Term

Instructor Information

Stella Quintero

Email: squinte1@fau.edu

Office: Fleming Hall, 313

Office Hours: Tuesdays 9:00 a.m. - 12:00 p.m., Wednesdays 8:30 a.m.-10:45 a.m. or by appointment

Phone: Cell: (954)263-7857

Course Description

A full overview of necessary managerial skills required for hospitality management minors and majors who choose to enter the food service portion of the Hospitality industry: catering, restaurant operations, non-commercial/institutional food service, and private restaurant ownership. The course teaches the basics of menu planning and pricing, food cost, nutrition concerns, restaurant marketing, and production responsibilities.

N/A

Instructional Method

Mixed Online and Classroom

50%-79% of the course is delivered online. (Hybrid)

Required Texts/Materials

Professional Restaurant Manager

ISBN: 9780132739924

Publisher: Pearson

Professional Restaurant Manager, The

ISBN: 9780133055719

Publisher: Pearson Lifetime eBooks

Pearson eText for The Professional Restaurant Manager -- Instant Access Pearson+ Single Title Subscription, 4-Month Term

ISBN: 9780137522941

Publisher: Pearson+ Subscriptions

Course Objectives/Student Learning Outcomes

Upon completion of this class, students will be able to:

- ▯ Identify common characteristics of restaurant operations.
- ▯ Provide an overview of the restaurant industry in the United States.
- ▯ Recognize contributing factors and practices that help restaurants succeed.
- ▯ Identify the key indicators that measure the financial performance of a restaurant.
- ▯ Describe the significance of employee selection, training, and development.
- ▯ Explain the importance of cost control to the success of a restaurant.
- ▯ Describe the role that beverages play in a food service operation.

Faculty Rights and Responsibilities

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

- Establish and implement academic standards.
- Establish and enforce reasonable behavior standards in each class.
- Recommend disciplinary action for students whose behavior may be judged as disruptive under the Student Code of Conduct [University Regulation 4.007](#).

Disability Policy

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

Course Evaluation Method

Grading Criteria

Introductions and Syllabus Quiz

You will post an introduction in the student introductions discussion board and take a syllabus quiz. You can take the syllabus quiz as many times as necessary to achieve 100%.

Midterm 25% of final grade

Multiple choice, True/False and short answer format

Final 25% of final grade

Multiple choice, True/False and short answer format

Assignments 50% of Final grade

10 Modules each worth 5% of Final grade

The instructor will calculate your grade based on the following weighted distribution:

Assessment	Weight (%)
Midterm	25%
Final	25%
Module Assignments (10 @ 5%)	50%

Curving: There are no curves provided in this course on any individual assessments or on overall course grades.

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

Code of Academic Integrity

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 4.001](#).

Attendance Policy Statement

Students are expected to attend all their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Attendance is not graded in this class.

Religious Accommodation Policy Statement

In accordance with the 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 regarding admissions, registration, class attendance, and the scheduling of examinations and work assignments. University Regulation 2.007, Religious Observances, sets forth this policy for FAU and may be accessed on the FAU website at www.fau.edu/regulations.

Any student who feels aggrieved regarding religious accommodations may present a grievance to the executive director of The Office of Civil Rights and Title IX. Any such grievances will follow Florida

Atlantic University's established grievance procedure regarding alleged discrimination.

Time Commitment Per Credit Hour

For traditionally delivered courses, not less than one (1) hour of classroom or direct faculty instruction each week for fifteen (15) weeks per Fall or Spring semester, and a minimum of two (2) hours of out-of-class student work for each credit hour. Equivalent time and effort are required for Summer Semesters, which usually have a shortened timeframe. Fully Online courses, hybrid, shortened, intensive format courses, and other non-traditional modes of delivery will demonstrate equivalent time and effort.

Course Grading Scale

Letter Grade	Letter Grade
A	94 - 100%
A-	90 - 93%
B+	87 - 89%
B	83 - 86%
B-	80 - 82%
C+	77 - 79%
C	73 - 76%
C-	70 - 72%
D+	67 - 69%
D	63 - 66%
D-	60 - 62%
F	Below 60

Grade Appeal Process

You may request a review of the final course grade when you believe that one of the following conditions apply:

- There was a computational or recording error in the grading.
- The grading process used non-academic criteria.
- There was a gross violation of the instructor's own grading system.

[University Regulation 4.002](#) of the University Regulations contains information on the grade appeals process

Policy on Make-up Tests, Late work, and Incompletes

No assessments (i.e., midterm or final) may be taken late except as indicated elsewhere in the syllabus for approved reasons (i.e., illness or extreme emergency, university-approved absences, or religious accommodations). A student is considered “late” for a quiz or exam if he or she does not sign in to take the assessment during the “open hours” as indicated by the professor OR be present in classroom at the time the quiz or exam is administered. The online exam open hours are communicated to students well in advance of the specific assessment for planning purposes. It is fully the student’s responsibility to adhere to these scheduled times.

Further, there are no make-up assessments in this course except for approved scenarios as indicated above (i.e., religious accommodations, illness, or university-approved absences). There are no make-up assessments provided for technical difficulties as stated above in the Technical Difficulties during Assessments section. And, there are no make-ups whatsoever for pop quizzes.

Policy on the Recording of Lectures

Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University’s Student Code of Conduct and/or the Code of Academic Integrity.

Artificial Intelligence Preamble

FAU recognizes the value of generative AI in facilitating learning. However, output generated by artificial intelligence (AI), such as written words, computations, code, artwork, images, music, etc., for example, is drawn from previously published materials and is not your own original work.

FAU students are not permitted to use AI for any course work unless explicitly allowed to do so by the instructor of the class for a specific assignment. [\[Policy 12.16 Artificial Intelligence\]](#)

Class policies related to AI use are decided by the individual faculty. Some faculty may permit the use of AI in some assignments but not others, and some faculty may prohibit the use of AI in their course entirely. In the case that an instructor permits the use of AI for some assignments, the assignment instructions will indicate when and how the use of AI is permitted in that specific assignment. It is the student's responsibility to comply with the instructor's expectations for each assignment in each course. When AI is authorized, the student is also responsible and accountable for the content of the work. AI may generate inaccurate, false, or exaggerated information. Users should approach any generated content with skepticism and review any information generated by AI before using generated content as-is.

If you are unclear about whether or not the use of AI is permitted, ask your instructor before starting the assignment.

Failure to comply with the requirements related to the use of AI may constitute a violation of the [Florida Atlantic Code of Academic Integrity, Regulation 4.001.](#)

Proper Citation: If the use of AI is permitted for a specific assignment, then use of the AI tool must be properly documented and cited. For more information on how to properly cite the use of AI tools, visit <https://fau.edu/ai/citation>

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual therapy, group therapy, and crisis services, to name a few - offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

Student Support Services and Online Resources

- [Center for Learning and Student Success \(CLASS\)](#)
- [Counseling and Psychological Services \(CAPS\)](#)
- [FAU Libraries](#)
- [Math Learning Center](#)
- [Office of Information Technology Helpdesk](#)
- [Center for Global Engagement](#)

- [Office of Undergraduate Research and Inquiry \(OURI\)](#)
- [Science Learning Center](#)
- [Speaking Center](#)
- [Student Accessibility Services](#)
- [Student Athlete Success Center \(SASC\)](#)
- [Testing and Certification](#)
- [Test Preparation](#)
- [University Academic Advising Services](#)
- [University Center for Excellence in Writing \(UCEW\)](#)
- [Writing Across the Curriculum \(WAC\)](#)

Course Topical Outline

TENTATIVE COURSE SCHEDULE

WEEK	TOPICS	READING
Jan 8	Intro to course layout, content and instructor	
Jan 15	The Restaurant Business	Chapter 1
Jan 22	Developing a Restaurant	Chapter 2
Jan 29	Managing a Professional Staff	Chapter 4
Feb 5	Legal Aspects of Restaurant Management	Chapter 3
Feb 12	The Restaurant Facility	Chapter 6
Feb 19	MID TERM EXAM	Chapters 1-4, 6
Feb 26	It all Starts with a Menu	Chapter 5
Mar 3 - Mar 7	Spring Break	
Mar 12	Production	Chapter 7
Mar 19	Quality foods	Chapter 8
Mar 26	Serving Guests	Chapter 9
Apr 2	Beverage Products and Service	Chapter 10
Apr 9	Cost Control	Chapter 11
Apr 16	Managing Revenue	Chapter 12
Apr 30	Final Exam	Chapters 5, 7-12

Title IX Statement

In any case involving allegations of sexual misconduct, you are encouraged to report the matter to the University Title IX Coordinator in the Office of Civil Rights and Title IX (OCR9). If University faculty become aware of an allegation of sexual misconduct, they are expected to report it to OCR9. If a report is made, someone from OCR9 and/or Campus Victim Services will contact you to make you aware of available resources including support services, supportive measures, and the University's grievance procedures. More information, including contact information for OCR9, is available at <https://www.fau.edu/ocr9/title-ix/>. You may also contact Victim Services at victimservices@fau.edu or 561-297-0500 (ask to speak to an Advocate) or schedule an appointment with a counselor at Counseling and Psychological Services (CAPS) by calling 561-297-CAPS.