COURSE SYLLABUS

Please read this syllabus in its entirety. It is a part of the course content. Further, it is important that you understand what is required in this course and the time frames for completing assignments and activities. It is required to print this syllabus and have access to it in class.

SECTION 1: COURSE INFORMATION

Course Number & Name: FSS 3338C – Introduction to Food & Beverage Management
CRN’s: 11163(M), 11165(T), 11164(Th)
Course Credit Hours: 3
Semester: Spring 2016 – Wednesday, January 6th – Monday, April 25th
            Monday, April 25th - Last Day of Classes
Department/Program: Resort and Hospitality Management (RHM)
Meeting Times/Location: 11163 M -- 11:00am - 01:45pm Wine Lab (Room 117)
                       11165 T -- 11:00am - 01:45pm Wine Lab (Room 117)
                       11164 Th -- 11:00am - 01:45pm Wine Lab (Room 117)

Instructor Name: James E. Fraser M.B.A., C.E.C
Chef Instructor
Office Location: Florida Gulf Coast University
                Lutgert College of Business
                Resort & Hospitality Management
                Sugden Hall Room 220
                10501 FGCU Blvd.
                Fort Myers, FL 33965
                jfraser@fgcu.edu
Contact Information: 239-590-1357

Office Hours:
Monday – 10:00am – 11:00am & 1:45pm – 2:45pm
Tuesday – 10:00am – 11:00am & 1:45pm – 2:45pm
Wednesday – 1:45pm – 2:45pm
Thursday – By Appointment
Friday – 1:45pm – 2:45pm

James E. Fraser M.B.A., C.E.C.
FSS3338C, Intro Food & Beverage Management
CRN 11163, 11165, 11164
Pre/Co-Requisites: RHM & PGM majors with 60 or more earned credit hours or 45 credit hours with advisor permit/HFT 1000

Course Description:
This course covers the management concepts and practices in food & beverage. It explains the theories and principles of organization with emphasis on basic cooking techniques and practices in the safe handling of food.

Required Text: Planning and Control for Food and Beverage Operations, Jack D. Ninemeier
Covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control, and computer applications.

Recommended Text: How to Cook Everything, Mark Bittman (Recommended – App or book)

Recommended TED Talk: http://www.ted.com/talks/mark_bittman_on_what_s_wrong_with_what_we_eat.html

Course Website (Canvas): http://canvas.fgcu.edu/

ADDITIONAL LINKS/RESOURCES:
http://www.icare4food.org/
http://www.foodtimeline.org/
http://www.foodservice.com/
http://www.ifdaonline.org/
http://www.frla.org/
http://www.foodarts.com/
http://www.restaurant.org/
http://www.culinarytrends.net/
Art Culinaire

SECTION 2: MISSION, LEARNING OUTCOMES, & MEASUREMENTS

A. PROGRAM MISSION
“The mission of the Resort and Hospitality Management program is to provide students with core competencies and experiential learning opportunities in preparation for successful management careers and leadership roles in the resort and hospitality industry and to instill values of lifelong learning and community service.”

B. PROGRAM LEARNING OUTCOMES (PLOs)
Content/discipline knowledge and skills:
1. PO1: Illustrate proficiencies and skills relevant to the operational areas of Resort and Hospitality Management.
Communication Skills:
2. PO2: Apply effective communication skills.
Critical Thinking Skills:
3. PO3: Evaluate information and make decisions using critical thinking and problem solving skills.
4. PO4: Apply ethical reasoning and professional judgment.

C. COURSE LEARNING OUTCOMES

1. Apply food safety standards and practices.
2. Explain how control procedures help managers assess operational results.
3. Determine standard yields and portion costs for food and beverage products.
4. Explain how a system of critical control points helps managers.
5. Identify factors that food and beverage managers should assess when purchasing inventory.
6. Recognize a variety of food service segments.
7. Analyze trends to estimate food production requirements.
8. Describe the importance and function of food production planning.
9. Explain how managers determine variances in cost standards to create control strategies.
10. Apply effective communication skills.
11. Apply critical thinking and problem solving skills.

D. MEASUREMENTS OF STUDENT LEARNING OUTCOMES

When assessing the learning outcomes below, if a student answer correctly 85 - 100 percent of the questions used to assess their learning outcomes then the student EXCEEDS EXPECTATIONS. With 70 – 84 percent score the students will MEET EXPECTATIONS. If the students obtain less than 70 percent then their performance are BELOW EXPECTATIONS.
### SECTION 3: LEARNING OUTCOME EVALUATION METHODS AND GRADING POLICIES

#### A. Course Grading:

- **Assigned based on the total number of points earned on the following assignments:**

<table>
<thead>
<tr>
<th>GRADE COMPONENT</th>
<th>POSSIBLE POINTS</th>
<th>% OF GRADE</th>
<th>CUMULATIVE TOTAL</th>
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<tr>
<td>Professionalism</td>
<td>2</td>
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<td>Assignment 1</td>
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<tr>
<td>Lab 6 Report</td>
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<td>6.67%</td>
<td>5</td>
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<tr>
<td>Food Safety Quiz</td>
<td>50</td>
<td>5%</td>
<td>50</td>
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<tr>
<td>Final Project</td>
<td>20</td>
<td>20%</td>
<td>20</td>
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<tr>
<td><strong>Total Course Points</strong></td>
<td><strong>120</strong></td>
<td><strong>100%</strong></td>
<td><strong>122</strong></td>
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**ALC – Academic Learning Compact (State of Florida requirements)**

**ILO – University Learning Outcomes**

**PLO – RHM Program Learning outcomes**

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11. Apply critical thinking and problem solving skills.

**Communication**

ILO2 & 3, PLO3 & 4

1. Apply learned principles noted above to realistic case studies and assigned problems.

Written Assignments, Lab Reports and Final Project

**Critical/Analytical Thinking**

ILO1 & 3, PLO1 & 4

1. Apply learned principles noted above to realistic case studies and assigned problems.

Written Assignments, Lab Reports and Final Project
A. **How your final course grade is determined based on percentage points**

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<td>Assignments</td>
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<td>Food Safety Quiz</td>
<td>5%</td>
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<tr>
<td>Final Project</td>
<td>20%</td>
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<tr>
<td><strong>Total %</strong></td>
<td><strong>100%</strong></td>
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<th>Grade</th>
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<tr>
<td>A-</td>
<td>90%   - 92.9%</td>
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<td>C</td>
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<td>D</td>
<td>63%   - 67.9%</td>
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<tr>
<td>D-</td>
<td>60%   - 62.9%</td>
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<tr>
<td>F</td>
<td>Less than 60.0%</td>
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### SECTION 4: TEACHING METHODS, PHILOSOPHY, & MESSAGE TO STUDENTS

**A. TEACHING METHODS**

The methodology for this course will include instructor presentation, class discussions, case studies, written assignments and hands-on lab for experience with food preparation and food safety.

**B. TEACHING PHILOSOPHY**

The best learning experience is an interactive one. This class will offer ample opportunity for student participation and to apply learning principles to realistic case studies and situations.

**C. MESSAGE TO STUDENTS**

*Professionalism* is an important attribute of our industry and is reflected as your daily attendance and dress. Business casual is the required dress code for lecture days in this class and proper dress for kitchen labs.

This class serves as a foundation for the remainder of the Resort and Hospitality Management Curriculum. You should leave this class with knowledge and skills you can use in future employment experiences and/or future classes.
### SECTION 5: TENTATIVE CLASS SCHEDULE OUTLINED FOR Spring 2016

<table>
<thead>
<tr>
<th>Class Session</th>
<th>Class Date</th>
<th>Chapters, Topics, Assignments, &amp; Deadlines</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Th 01/07, M 01/11, T 01/12, Th 01/14</td>
<td><strong>Lecture and Discussion</strong>&lt;br&gt;Introduction, Review Syllabus, Course Objectives and Course Calendar&lt;br&gt;Kitchen and Facilities Tour&lt;br&gt;<strong>Product Selection:</strong>&lt;br&gt;Proteins</td>
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<td></td>
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<td>Salmon</td>
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<td>Chicken</td>
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<td></td>
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<td>Beef Tenderloin</td>
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<td><strong>Lab:</strong>&lt;br&gt;Service, Staff, and Guest Experience&lt;br&gt;The class objective is to execute a full service four course limited selection menu to seated guests.&lt;br&gt;The class will be broken down into 6 Teams that will rotate positions for each lab.&lt;br&gt;Each Team will be rotated equally and should consist of 5 Members&lt;br&gt;<strong>Lab Assignment:</strong>&lt;br&gt;Position A - Labor schedule, Labor Report, Labor Cost, Incident Report&lt;br&gt;Position B - Menu Design, Food Budget, Pricing Strategy, Food Cost Analysis&lt;br&gt;Position C - Beverage Menu and Budget, Pricing Strategy, Daily Revenue Report&lt;br&gt;Position D - Write, Analyze, Describe and Summarize Guest Satisfaction Survey&lt;br&gt;Position E - Fill Out Guest Satisfaction Survey, Service Observations and Recommendations&lt;br&gt;Position F - Fill Out Guest Satisfaction Survey, Service Observations and Recommendations&lt;br&gt;<strong>Lecture &amp; Discussion:</strong>&lt;br&gt;Assignment will be discussed during class so late submission will not be allowed.&lt;br&gt;Chapter 2 Mini Case Studies&lt;br&gt;Discussion of Final Projects&lt;br&gt;<strong>Assigned Readings:</strong>&lt;br&gt;<strong>Part I - Introduction to Food and Beverage Control</strong>&lt;br&gt;Chapter 1: The Challenge of Food and Beverage Operations&lt;br&gt;Chapter 2: The Control Function&lt;br&gt;Due By Class Session 2</td>
</tr>
<tr>
<td>2</td>
<td>M 01/18, T 01/19, Th 01/21</td>
<td><strong>Demonstration</strong>&lt;br&gt;Lecture – Food Safety, HACCP and Other Control Strategies to Keep Food Safe&lt;br&gt;Discussion – The Importance of Food Safety and Sanitation&lt;br&gt;<strong>Demonstration –</strong>&lt;br&gt;Rice Techniques – Steam, Pilaf, Risotto&lt;br&gt;Chicken Preparation&lt;br&gt;Vegetable Preparation</td>
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James E. Fraser M.B.A., C.E.C. 6FSS3338C, Intro Food & Beverage Management CRN 11163, 11165, 11164
Sauce and Garnish  
Basic Plating Styles

**Reading Review:**  
**Part I - Introduction to Food and Beverage Control**  
Chapter 1: The Challenge of Food and Beverage Operations  
Chapter 2: The Control Function

**Assigned Reading:**  
**Part II - Planning for Food and Beverage Control**  
Chapters: 3, 4, 5  
Due by Class Session 3

| 3 | M 01/25 | T 01/26 | Th 01/28 | Lecture and Discussion 2  
Chapter 3 Case Study page 102  
**Review Readings:**  
**Part II - Planning for Food and Beverage Control**  
Chapter 3: The Menu: The Foundation for Control  
Chapter 4: Operations Budgeting and Cost-Volume-Profit Analysis  
Chapter 5: Determining Food and Beverage Standards

**Assignment 1:** Please submit online by **END OF Class Section 3**  
Assignment will be discussed during class so late submission will not be allowed.  
Chapter 3 – page 106, Problem 1 & 2  
Chapter 4 – page 143, Problem 5  
Chapter 5 – page 180, Problem 9

**Assigned Readings:**  
**Part III**  
Chapter: 6, 7, 8  
Due by Class Session 5

| 4 | M 02/01 | T 02/02 | Th 02/04 | **LAB 1**  
Kitchen Lab  
Service, Staff, and Guest Experience  
The class objective is to execute a full service four course limited selection menu to seated guests.  
The class will be broken down into 6 Teams that will rotate positions for each lab.  
Each Team should consist of 6 Members

**Lab 1 Rotation**  
Team 1 Position A stewards, bussers, dish washers, expeditor  
Team 2 Position B Cooks Soup/Salad, Appetizer, Entrée, Dessert  
Team 3 Position C Servers, Bartenders, (flavored beverage, water, and coffee service)  
Team 4 Position D Guests a  
Team 5 Position E Guests b  
Team 6 Position F Guests c
|   | Lab Assignment 1: Please submit online by **END OF Class Section 5**  
|   | • Position B - Menu Design, Food Budget, Pricing Strategy, Food Cost Analysis  
|   | • Position C - Beverage Menu and Budget, Pricing Strategy, Daily Revenue Report  
|   | • Position D - Write, Analyze, Describe and Summarize Guest Satisfaction Survey (Pie&Bar Graph)  
|   | • Position E - Fill Out Guest Satisfaction Survey, Service Observations and Recommendations  
|   | • Position F - Fill Out Guest Satisfaction Survey, Service Observations and Recommendations  
|   | 5 M 02/08  
|   | T 02/09  
|   | Th 02/11  
|   | **Demonstration**  
|   | **Lecture** – Menu Design, Contribution Margin, and Profit Strategies  
|   | **Discussion** – Multiple Course Meals and Styles of Service  
|   | **Demonstration** – Course Menu: Appetizer, Soup/Salad, Entrée  
|   | **Product Selection:**  
|   | Shrimp, Bacon, Salmon  
|   | Grits, Polenta, Potatoes  
|   | Eggplant, Red Peppers, Tomatoes, Onions, Asparagus  
|   | Garlic, Spinach, Olive Oil, Basil, Lemon  
|   | White Wine  
|   | Milk, Cream  
|   | **Review Readings:**  
|   | Part III Designing Effective Food and Beverage Control Systems  
|   | Chapter 6 Purchasing and Receiving Controls  
|   | Chapter 7 Storing and Issuing Controls  
|   | Chapter 8 Production and Serving Controls  
|   | **Assignment 2: Please submit online by **END OF Class Section 5**  
|   | Assignment will be discussed during class so late submission will not be allowed.  
|   | Chapter 6 – page 220, problem 3  
|   | Chapter 7 – page 257, problem 1, problem 2  
|   | Chapter 8 – page 300-301, problem 1, problem 2  
|   | **Assigned Readings:**  
|   | Part IV  
|   | Chapter: 9,10  
|   | Due by Class Session 7  
|   | 6 M 02/15  
|   | T 02/16  
|   | Th 02/18  
|   | **LAB 2**  
|   | Kitchen Lab  
|   | **Service, Staff, and Guest Experience**  
|   | The class objective is to execute a full service four course limited selection menu to seated guests.  

James E. Fraser M.B.A., C.E.C.  
8FSS3338C, Intro Food & Beverage Management  
CRN  11163, 11165, 11164
The class will be broken down into 6 Teams that will rotate positions for each lab. Each Team should consist of 6 Members

**Lab 2 Rotation**
Team 6 Position A stewards, bussers, dish washers, expeditor  
Team 1 Position B Cooks Soup/Salad, Appetizer, Entrée, Dessert  
Team 2 Position C Servers, Bartenders, (flavored beverage water and coffee service)  
Team 3 Position D Guests a  
Team 4 Position E Guests b  
Team 5 Position F Guests c

**Lab Assignment 2:** Please submit online by END OF Class Section 7
- Position B - Menu Design, Food Budget, Pricing Strategy, Food Cost Analysis  
- Position C - Beverage Menu and Budget, Pricing Strategy, Daily Revenue Report  
- Position D - Write, Analyze, Describe and Summarize Guest Satisfaction Survey (Pie&Bar Graph)  
- Position E - Fill Out Guest Satisfaction Survey, Service Observations and Recommendations  
- Position F - Fill Out Guest Satisfaction Survey, Service Observations and Recommendations

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<th>7</th>
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<th>Lecture and Discussion 3</th>
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<td>T 02/23</td>
<td>Review Readings:</td>
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<tr>
<td></td>
<td>Th 02/25</td>
<td>Part IV Using Information from the Control System</td>
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<td>Chapter 9 Calculating Actual Food and Beverage Costs</td>
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<td>Chapter 10 Control: Analysis, Corrective Action, and Evaluation</td>
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<td><strong>Assignment 3:</strong> Please submit online by END OF Class Section 7</td>
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<td>Assignment will be discussed during class so late submission will not be allowed.</td>
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<td>Chapter 9 – page 331-332, problem 1, problem 3</td>
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<td>Chapter 10 – page 357-358, problem 4</td>
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<td><strong>Assigned Readings:</strong></td>
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<td>Part V</td>
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<td></td>
<td>Chapter: 11,12</td>
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<td>Due by Class Session 9</td>
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<th>8</th>
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<th>Lab 3</th>
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<tbody>
<tr>
<td></td>
<td>T 03/01</td>
<td>Kitchen Lab</td>
</tr>
<tr>
<td></td>
<td>Th 03/03</td>
<td><strong>Service, Staff, and Guest Experience</strong></td>
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<td>The class objective is to execute a full service four course limited selection menu to seated guests.</td>
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<td>The class will be broken down into 6 Teams that will rotate positions for each lab. Each Team should consist of 6 Members</td>
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### Lab 3 Rotation
- Team 5 Position A stewards, bussers, dish washers, expeditor
- Team 6 Position B Cooks Soup/Salad, Appetizer, Entrée, Dessert
- Team 1 Position C Servers, Bartenders, (flavored beverage water and coffee service)
- Team 2 Position D Guests a
- Team 3 Position E Guests b
- Team 4 Position F Guests c

#### Lab Assignment 3: Please submit online by END OF Class Section 9
- Position B - Menu Design, Food Budget, Pricing Strategy, Food Cost Analysis
- Position C - Beverage Menu and Budget, Pricing Strategy, Daily Revenue Report
- Position D - Write, Analyze, Describe and Summarize Guest Satisfaction Survey (Pie&Bar Graph)
- Position E - Fill Out Guest Satisfaction Survey, Service Observations and Recommendations
- Position F - Fill Out Guest Satisfaction Survey, Service Observations and Recommendations

| 9 | M 03/14  
|   | T 03/15  
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|   | Lecture and Discussion 4  
|   | Mid Term Final Project Review  
|   | Final Project presentations  

**Review Readings:**  
Part V Controlling Revenue  
Chapter 11 Revenue Control  
Chapter 12 Preventing Theft of Revenue

**Assignment 4: Please submit online by END OF Class Section 9**  
Assignment will be discussed during class so late submission will not be allowed.  
Chapter 11 – page 381-382, problem 3, problem 4  
Chapter 12 – page 412-413, Mini-Case Study 1 in class discussion & Mini-Case Study 2 - update with recommendation of actual brands of POS on the market currently and a comparison of which might be the best option choose 3. Consider tablet (e.g. iPad) options as well.

**Assigned Readings:**  
Part VI Controlling Labor Costs  
Chapter 13 Labor Cost Control  
Chapter 14 Implementing Labor Cost Controls  
Due by Class Session 11

| 10 | M 03/21  
|    | T 03/22  
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<th>Th 03/24</th>
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|    | Lab 4  
|    | Kitchen Lab  
|    | *Service, Staff, and Guest Experience*  
The class objective is to execute a full service four course limited selection menu to seated guests.
The class will be broken down into 6 Teams that will rotate positions for each lab. Each Team should consist of 6 Members

**Lab 4 Rotation**
Team 4 Position A stewards, bussers, dish washers, expeditor
Team 5 Position B Cooks Soup/Salad, Appetizer, Entrée, Dessert
Team 6 Position C Servers, Bartenders, (flavored beverage, water, and coffee service)
Team 1 Position D Guests a
Team 2 Position E Guests b
Team 3 Position F Guests c

**Lab Assignment 4: Please submit online by END OF Class Section 11**
- Position B - Menu Design, Food Budget, Pricing Strategy, Food Cost Analysis
- Position C - Beverage Menu and Budget, Pricing Strategy, Daily Revenue Report
- Position D - Write, Analyze, Describe and Summarize Guest Satisfaction Survey (Pie&Bar Graph)
- Position E - Fill Out Guest Satisfaction Survey, Service Observations and Recommendations
- Position F - Fill Out Guest Satisfaction Survey, Service Observations and Recommendations

### Lecture and Discussion 5

**Review Readings:**
- Part VI Controlling Labor Costs
- Chapter 13 Labor Cost Control
- Chapter 14 Implementing Labor Cost Controls

**Assignment 5: Please submit online by END OF Class Section 11**
Assignment will be discussed during class so late submission will not be allowed.
- Chapter 13 – page 447 - 448 Review Questions 1 - 12
- Chapter 14 – page 481, problem 1

### LAB 5

**Kitchen Lab**

Service, Staff, and Guest Experience
The class objective is to execute a full service four course limited selection menu to seated guests.
The class will be broken down into 6 Teams that will rotate positions for each lab. Each Team should consist of 6 Members

**Lab 5 Rotation**
Team 3 Position A stewards, bussers, dish washers, expeditor
Team 4 Position B Cooks Soup/Salad, Appetizer, Entrée, Dessert
Team 5 Position C Servers, Bartenders, (flavored beverage, water, and coffee service)
Lab Assignment 5: Please submit online by END OF Class Section 13
- Position B - Menu Design, Food Budget, Pricing Strategy, Food Cost Analysis
- Position C - Beverage Menu and Budget, Pricing Strategy, Daily Revenue Report
- Position D - Write, Analyze, Describe and Summarize Guest Satisfaction Survey (Pie&Bar Graph)
- Position E - Fill Out Guest Satisfaction Survey, Service Observations and Recommendations
- Position F - Fill Out Guest Satisfaction Survey, Service Observations and Recommendations

13 M 04/11
T 04/12
Th 04/14
On Line Food Safety Quiz Review 10% of Final Grade
(This is a timed exam and can only be taken once)

Final Project Due Before: Week 15

Lecture – Kitchen Maintenance and Inventory

Discussion – Managers Insight to What it Takes to Keep it Clean and Knowing Your Inventory Value

Student Experience:
Kitchen Deep Clean
Equipment and Food Inventory
or
Guest Lecture or Special Event as determined by the Instructor

14 M 04/18
T 04/19
Th 04/21
LAB 6

Kitchen Lab
Service, Staff, and Guest Experience
The class objective is to execute a full service four course limited selection menu to seated guests.
The class will be broken down into 6 Teams that will rotate positions for each lab.
Each Team should consist of 6 Members

Lab 6 Rotation
Team 2 Position A stewards, bussers, dish washers, expeditor
Team 3 Position B Cooks Soup/Salad, Appetizer, Entrée, Dessert
Team 4 Position C Servers, Bartenders, (flavored beverage, water, and coffee service)
Team 5 Position D Guests a
Team 6 Position E Guests b
Team 1 Position F Guests c
Lab Assignment 6: Please submit online by END OF Class Section 15
- Position B - Menu Design, Food Budget, Pricing Strategy, Food Cost Analysis
- Position C - Beverage Menu and Budget, Pricing Strategy, Daily Revenue Report
- Position D - Write, Analyze, Describe and Summarize Guest Satisfaction Survey (Pie&Bar Graph)
- Position E - Fill Out Guest Satisfaction Survey, Service Observations and Recommendations
- Position F - Fill Out Guest Satisfaction Survey, Service Observations and Recommendations

15  M 04/25

Demonstration
Lecture – Sustainable Business Practices and Ecologically Conscious Decisions
Discussion – the Opportunities and the Challenges

Demonstration – FGCU Food Forest Tour
Product Selection:
Harvested in season items from Food Forest are discussed, prepared, and tasted

“The instructor reserves the right to amend the tentative schedule as deemed necessary.”

SECTION 6: CLASSROOM FORMAT, POLICIES, MANAGEMENT STATEMENT

A. CLASS ROOM FORMAT
Class will meet once each week unless otherwise noted on the course syllabus above. Each class will provide a mix of lecture, video and interactive discussion to help create a dynamic and interesting environment OR will include a kitchen lab. For all kitchen labs, Aprons, appropriate footwear and attire are required. Written assignments are to be submitted ONLINE by the deadline through the Course Website on Canvas.

CLASSROOM POLICIES
Written assignments are to be submitted ONLINE by the deadline through the Course Website on Canvas. Assignments will NOT be accepted late. (Assignments will be reviewed in class.) All other assignments are due by Midnight on the date due. Spelling and Grammar do count! Proof-read Carefully! All assignments are to be submitted in APA format.

Attendance is vital to your success in this course due to the lab component. If you need to miss class due to illness or other University approved absence, please email the professor to let he/she know prior to an expected absence.

Late Assignments: All assignments are expected to be submitted by the due date. Any Late Assignment will have prior instructor approval and will be docked 15% off of the grade for EACH DAY late up to 45%. Assignments will NOT be accepted more than 3 days late without specific written consent from the instructor. It is the student’s responsibility to clearly and effectively communicate critical issues and unforeseen events that would impede an on time submission with due diligence directly with the instructor.
Academic Behavior Standards and Academic Dishonesty - All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under the “Student Code of Conduct” on page 11, and “Policies and Procedures” sections on pages 18 - 24. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at http://studentservices.fgcu.edu/judicialaffairs/new.html

Copyright – The university requires all members of the university community to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under university policies.

Disability Accommodations Services - Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university’s guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please contact the Office of Adaptive Services. The Office of Adaptive Services is located in Howard Hall 137. The phone number is 239-590-7956 or TTY 239-590-7930

University Policy about Student Observance of Religious Holidays - All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence. http://www.fgcu.edu/generalcounsel/files/policies/4.005%20Student%20Observance%20of%20Religious%20Holidays.pdf

Grading Policies and Grading Systems - The grading system at FGCU is described in the FGCU Catalog and is overseen by the Office of Planning and Institutional Performance. (http://www.fgcu.edu/catalog/)
In accordance with FERPA (Family Educational Rights and Privacy Act, 1974), grades may not be announced in class or displayed in any public view by use of the Student ID number (or social security number) in a paper or electronic format. Electronic display format includes email or a web-based environment such as Canvas.

Retention of Papers, Tests, Student and Class Records - University policy dictates that any materials, hardcopy or electronic, that contribute to the determination of a course grade be maintained by individual
faculty for one full academic year after the end of the semester. In addition, departments/programs must maintain all records pertinent to grades for any faculty no longer with the university.

**Eagle Mail** - is Florida Gulf Coast University’s student e-mail system. Your FGCU Eagle Mail account MUST be activated. If you are a first time student, you will need your PIN and Student ID, both of which are assigned at registration.
- If you don’t know your PIN, you will need to go to the Registrar's office to retrieve it.
- To activate your account, visit [http://admin.fgcu.edu/IS/applications/studentaccts/activate.asp](http://admin.fgcu.edu/IS/applications/studentaccts/activate.asp).
- The CANVAS ([at http://elearning.fgcu.edu](http://elearning.fgcu.edu)) will be used as the primary application for learning and communication. Additional course information may be distributed via Eagle Mail, so make sure you know how to retrieve your Eagle mails, and check it very frequently (at least once a day).
- Log in to CANVAS at [http://elearning.fgcu.edu](http://elearning.fgcu.edu). You need to use FGCU Eagle Mail account and password to log in.
- Assignments, instructions, and other course information on CANVAS are integral components of the course material and are hereby incorporated as part of this syllabus.

**The FGCU Writing Center** - assists student writers through free, accessible, learning-based writing consultations. Our primary goals are to help students improve their abilities to think independently, to write critically, and to learn and implement strategies that will assist them in producing effective writing assignments. Consultants help writers with brainstorming, formulating a clear thesis, developing their ideas, and revising. Writing Center sessions are designed to assist writers in improving their ability to revise independently. Writing Consultants also help writers identify issues of style and mechanics; however, they do not edit or proofread. The Writing Center is located in Library West, 202C. Library West is not accessible from the main Library building (Library East). Phone: 239/590-7141