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.

SECTION 1: COURSE INFORMATION

Course Number & Name: HFT 3670 – Resort & Hospitality Management Law, Legal Issues & Risk Management
CRN: 11194
Course Credit Hours: 3
Semester: Spring 2016
Department/Program: Resort and Hospitality Management
Meeting Times/Location: Virtual via Canvas
Instructor Name: Kelly Werder, JD/MBA
Office Location: RHM 219
Contact Information: email: kwerder@fgcu.edu
Office Hours: Tuesday 11 a.m. – 2 p.m.; Wednesday Noon – 2 p.m.; Or by Appointment
Prerequisites: None

Course Description: A managerial approach to legal aspects of the resort and hospitality industry, with emphasis on compliance and prevention of liabilities. It focuses on the understanding of the law and its implications, and provides specific perspectives on managerial risk.

ISBN13: 9781118085639
Online eTextbook available at: http://www.coursesmart.com/IR/5657767/9781118085639?__hdv=6.8
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)

Upon successful completion of the program students will be able to:

Content/discipline knowledge and skills:
PLO1: Illustrate proficiencies and skills relevant to the operational areas of Resort and Hospitality Management.

Communication Skills:
PLO2: Apply effective communication skills.

Critical Thinking Skills:
PLO3: Evaluate information and make decisions using critical thinking and problem solving skills.
PLO4: Apply ethical reasoning and professional judgment.

C. COURSE LEARNING OUTCOMES

At the completion of this course, students should be able to:

- Demonstrate a general understanding and working knowledge of typical and reoccurring legal problems that managers may encounter.
- Recognize, analyze, and evaluate legal issues affecting the hospitality industry from management perspective when making and articulating appropriate decisions in performing managerial responsibilities.
- Recognize the rights and responsibilities of a manager/owner with regards to employee unions, the immigration reform and control act of 1986 and employment discrimination.
- Demonstrate oral/written presentation skills in presentations and assignments.
- Demonstrate the ability to read and analyze a legal case and formulate solutions to cases and practical examples using analytical and critical thinking 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.
<table>
<thead>
<tr>
<th>ALC/ILO/ PLO Learning Objectives</th>
<th>Course Learning Outcomes</th>
<th>Assessment Use To Measure Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content/Discipline</strong></td>
<td><strong>Course Learning Outcomes</strong></td>
<td><strong>Assessment Use To Measure Outcomes</strong></td>
</tr>
<tr>
<td><strong>Knowledge &amp; skills</strong></td>
<td>Demonstrate a general understanding and working knowledge of typical and reoccurring legal problems that managers may encounter. (ILO1, PLO1)</td>
<td>Exams, Discussions and Assignments</td>
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<tr>
<td></td>
<td>Recognize, analyze, and evaluate legal issues affecting the hospitality industry from management perspective when making and articulating appropriate decisions in performing managerial responsibilities. (ILO1&amp;3, PLO1, 3 &amp;4)</td>
<td></td>
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<tr>
<td></td>
<td>Recognize the rights and responsibilities of a manager/owner with regards to employee unions, the immigration reform and control act of 1986 and employment discrimination (ILO1, PLO1)</td>
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<td></td>
<td>Demonstrate the ability to read and analyze a legal case and formulate solutions to cases and practical examples using analytical and critical thinking skills (ILO1&amp;3, PLO1&amp;3)</td>
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<tr>
<td><strong>Communication</strong></td>
<td>Demonstrate oral/written presentation skills in presentations and assignments</td>
<td>Written Assignments and Discussions</td>
</tr>
<tr>
<td>ILO2 &amp; 3, PLO 2</td>
<td></td>
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<tr>
<td><strong>Critical/Analytical Thinking</strong></td>
<td>Recognize, analyze, and evaluate legal issues affecting the hospitality industry from management perspective when making and articulating appropriate decisions in performing managerial responsibilities. (ILO1&amp;3, PLO1, 3 &amp;4)</td>
<td>Exams and Assignments</td>
</tr>
<tr>
<td></td>
<td>Demonstrate the ability to read and analyze a legal case and formulate solutions to cases and practical examples using analytical and critical thinking skills (ILO1&amp;3, PLO1&amp;3)</td>
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**ALC – Academic Learning Compact (State of Florida requirements)**  
**ILO – University Learning Outcomes**  
**PLO – RHM Program Learning outcomes**
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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INDIVIDUAL ASSIGNMENTS</strong></td>
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</tr>
<tr>
<td>Chapter Quizzes (6 @ 5 points each)</td>
<td>30</td>
<td>30%</td>
</tr>
<tr>
<td>Weekly Discussion Forums (8 @ 5 points each)</td>
<td>40</td>
<td>40%</td>
</tr>
<tr>
<td>Legislation Review/Case Analysis Papers (2 @10 points each)</td>
<td>20</td>
<td>20%</td>
</tr>
<tr>
<td>Safety and Security Inspection OR ADA Inspection (1)</td>
<td>10</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total Course Points</strong></td>
<td>100</td>
<td>100%</td>
</tr>
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</table>

B. How your final course grade is determined based on total points earned?

Grade     Points Range
A        93 - 100.0
A-       90 - 92.9
B+       88 - 89.9
B        83 - 87.9
B-       80 - 82.9
C+       78 - 79.9
C        70 - 77.9
D+       68 - 69.9
D        60 - 67.9
F        Less than 60.0

C. Course Requirements:

**READING**

This course will be delivered online via Canvas. In preparation for each week, students are responsible for reading the assigned chapter(s) prior to class. Students are also responsible for learning the material in the chapters, demonstrating understanding of topics in the discussions, and assignments. You are expected to ask questions about any area you do not understand and are also required to be aware of current lawsuits that affect the hospitality industry.
SUPPLEMENTAL READING:

Please visit the following websites and/or read the following periodicals and newspapers for current information:

www.fmi.org  www.hsmai.org  www.iaapa.org

QUIZZES

You will have six (6) quizzes throughout the course covering key concepts, terms from the designated chapters. Quizzes will be available online on the designated date and must be completed the day they are due. PLEASE NOTE: I will NOT accept late submissions for quizzes. All Quizzes are open book but you will be expected to complete them on your own. Any academic dishonesty will result in a 0 on the quiz and other possible consequences.

DISCUSSIONS

Discussions are a key aspect of this virtual course. Most weeks, you will have a Discussion topic posted related to Hospitality Law. To receive full credit, you must post your initial response by Thursday of that week (approx. 200 words) addressing the key issues and related legal concepts, and a minimum of two replies by Sunday of that week. Please make sure that your initial response includes support from sources such as the textbook or related cases. Be sure to proofread carefully – yes, spelling and grammar due count! PLEASE NOTE: Discussion posts will NOT be accepted after the week they are due.

ASSIGNMENTS

Legislation/Regulation Review due Week 6: You will review a current statute, piece of legislation or a regulation related to hospitality law. This should be a Federal Law (or proposed law) or Regulation OR a Florida State Law or Regulation. Please select something that relates to the area of hospitality in which you have an interest (e.g. Restaurant regulation, Spa, Hotel, Country Clubs, etc.). Each student will complete their own research and prepare a paper individually. Papers must be submitted in APA format with Cover Page and Reference Page, and proper citation. Please make sure to cite the law or regulation you are reviewing. Content pages should be a minimum of 2-3 pages. Submission due online by Sunday of Week 6. Late submissions will be accepted but a 10% grade reduction penalty per week will be applied. Assignments will NOT be accepted beyond Week 8.

Case Analysis due Week 14: You will prepare a case analysis related to an assigned fact pattern. Each student will a paper individually. You will need to apply the fact pattern to the applicable law and demonstrate understanding of the legal issues that apply. Papers must be submitted in APA format with Cover Page and Reference Page, and proper citation. Content pages should be a minimum of 2-3 pages. Submission due online by Sunday of Week 10. Late
submissions will be accepted but a 10% grade reduction penalty per week will be applied. Case Analysis Assignment will not be accepted beyond Week 15.

Your analysis should contain the following at a minimum:

- Summary of the Facts of the hypothetical case
- Legal Issue of the hypothetical case
- Applicable Laws, Cases, Regulations etc. that apply to the case
- If you were the judge/jury, how would you rule in this case and why?

**Inspection reports: Safety and Security OR ADA Assessment due Week 11:**

You will conduct a Safety and Security inspection (hotel) OR ADA Inspection (restaurant or country club). **PLEASE NOTE:** If you reviewed ADA for the legislative review assignment you may NOT use the ADA for this assignment. **Also NOTE:** You may not use a previously submitted similar assignment for another class for this assignment. Your report will consist of a minimum of two (2) content pages discussing your experience during your inspection (beyond a checklist) in addition to your cover page and reference page. In the content, make sure you discuss the applicable laws.

Use APA style for all written assignments. **Include a photo** of you at the location you chose to review (with the business name visible!). Submit your paper online individually under the “Assignment” link by Sunday of Week 14. **Late submissions will be accepted but a 10% grade reduction penalty per week will be applied. Assignments will not be accepted beyond Week 13.**

**A Safety/security inspection on a lodging property** – Research online and locate a safety/security checklist for a hotel property online or create your own based on what you have learned thus far during this class. Please be sure to note the website or any resources used to create your checklist. Using your checklist, review a hotel/lodging property and report your findings.

**OR**

**An ADA inspection of a restaurant or country club** – Research online and locate an ADA inspection checklist or create your own based on what you have learned thus far during this class. Please be sure to note the website or any resources used to create your checklist. Using your checklist, review a restaurant or country club property and report your findings.

**You may want to consult** www.HospitalityLawyer.com or www.usdoj.gov for assistance.

Within these guidelines, the location for the independent field trips will be left to the option of the student. It is each student’s responsibility to choose a destination, make the necessary arrangements for each trip, conduct the inspection, and report their findings utilizing the appropriate checklists and the risk assessment guidelines.

**SECTION 4: TEACHING METHODS, PHILOSOPHY, & MESSAGE TO STUDENTS**

**A. TEACHING METHODS**

The methodology for this course will include instructor presentation, online discussions, written assignments.
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
This Class prepares students for applying the law to Resort & Hospitality management. You should leave this class with knowledge and skills you can use in future employment experiences and/or future classes.

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

SECTION 5: TENTATIVE CLASS SCHEDULE OUTLINED FOR SPRING 2016

NOTE: Class meets on Canvas. Reading should be completed BEFORE class. All Assignments will be due by Sunday, 11:59 p.m. of the week assigned.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>Class Date</th>
<th>Chapters, Topics, Assignments, &amp; Deadlines</th>
</tr>
</thead>
</table>
| 1    | Week of Jan. 6 | Introductions, Review Syllabus & Assignments, Course Objectives and Course Calendar  
Discussion Forum due: Introductions  
Pre-course Assessment due – on Canvas. Please complete the quiz by Sunday on Canvas. This is a closed book assessment. You will receive full credit for completing the quiz regardless of how many answers you have correct. This is merely an assessment of your hospitality law knowledge prior to the course. |
| 2    | Week of Jan. 11 | Readings:  
**Chapter 1:** Prevention Philosophy  
- Why the study of laws related to hospitality is important.  
- The historical origins of the law and its evolutionary nature.  
- A philosophical framework to help prevent legal difficulties before they begin.  
- How to evaluate management actions on an ethical basis.  
  
**Chapter 2:** Government Agencies That Impact The Hospitality Industry  
Discussion Forum due – initial post due by Thursday, replies due by Sunday |
| 3    | Week of Jan. 18 | Reading:  
**Chapter 3:** Hospitality Business Structures  
Quiz 1 due by Sunday – Chapters 1, 2, and 3 |
<table>
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<tr>
<th>Week</th>
<th>Reading</th>
<th>Discussion Forum due – initial post due by Thursday, replies due by Sunday</th>
</tr>
</thead>
</table>
| 4    | Week of Jan. 25 Reading:  
Chapter 4: Contract Basics  
Chapter 5: Significant Hospitality Contracts | |
| 5    | Week of Feb. 1 Reading:  
Chapter 6: Legally Managing Property | Quiz 2 due by Sunday – Chapters 4, 5 and 6 |
| 6    | Week of Feb. 8 Reading:  
Chapter 7: Legally Selecting Employees | Discussion Forum due – initial post due by Thursday, replies due by Sunday |

**Legislation/Regulation Review due by Sunday, February 14:** You will review a current piece of legislation or a regulation related to hospitality law. This should be a Federal Law (or proposed law) or Regulation OR a Florida State Law or Regulation. Please select something that relates to the area of hospitality in which you have an interest (e.g. Restaurant regulation, Spa, Hotel, Country Clubs, etc.). For assistance, please consult with the Legal Research Librarian in the campus Library. Each student will complete their own research and prepare a paper individually. Papers must be submitted in APA format with Cover Page and Reference Page, and proper citation. Please make sure to cite the law or regulation you are reviewing. Content pages should be a minimum of 2-3 pages. Submission due online by Sunday. **Late submissions will be accepted but a 10% grade reduction penalty per week will be applied. Assignments will not be accepted beyond March 6.**

<table>
<thead>
<tr>
<th>Week</th>
<th>Reading</th>
<th>Discussion Forum due – initial post due by Thursday, replies due by Sunday</th>
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</table>
| 7    | Week of Feb. 15 Reading:  
Chapter 8: Legally Managing Employees | Quiz 3 due by Sunday – Chapters 7 and 8 |
| 8    | Week of Feb. 22 Reading:  
Chapter 9: Your Responsibilities As A Hospitality Operator | |
| 9    | Week of Feb. 29 Readings:  
Chapter 10: Your Responsibilities As A Hospitality Operator To Guests | Discussion Forum due – initial post due by Thursday, replies due by Sunday |
<table>
<thead>
<tr>
<th>Week</th>
<th>Reading/Quiz/Discussion</th>
<th>Due Date</th>
<th>Notes</th>
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<tbody>
<tr>
<td>10</td>
<td>NO CLASS</td>
<td>SPRING BREAK</td>
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<tr>
<td>11</td>
<td>Week of Mar. 14</td>
<td>Readings: Chapter 11: Your Responsibilities For Guests’ Property</td>
<td>Quiz 4 due by Sunday – Chapters 9, 10 and 11</td>
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<td><strong>INSPECTION REPORT DUE by Sunday, March 20 – please see details under “Assignments.”</strong> Late submissions will be accepted but a 10% grade reduction penalty per week will be applied. Assignments will not be accepted beyond Sunday, April 3.</td>
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<td>12</td>
<td>Week of Mar. 21</td>
<td>Reading: Chapter 12: Your Responsibilities When Serving Food And Beverages</td>
<td>Discussion Forum due – initial post due by Thursday, replies due by Sunday</td>
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<td>13</td>
<td>Week of Mar. 28</td>
<td>Reading: Chapter 13: Legal Responsibilities In Travel And Tourism</td>
<td>Quiz 5 due by Sunday – Chapters 12 and 13</td>
</tr>
<tr>
<td>14</td>
<td>Week of Apr. 4</td>
<td>Reading: Chapter 14: Safety And Security Issues</td>
<td><strong>Case Analyses due Sunday, April 10:</strong> You will prepare a case analysis related to your mock trial hypothetical. Each student will research and prepare a paper individually. Papers must be submitted in APA format with Cover Page and Reference Page, and proper citation. Content pages should be a minimum of 2-3 pages. Submission due online by Sunday, April 10. PLEASE SEE LISTING UNDER ASSIGNMENTS FOR DETAILS. <strong>Late submissions will be accepted but a 10% grade reduction penalty per week will be applied. Case Analysis Assignment will not be accepted beyond April 17.</strong></td>
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<tr>
<td>15</td>
<td>Week of Apr. 11</td>
<td>Reading: Chapter 15: Managing Insurance</td>
<td>Discussion Forum due – initial post due by Thursday, replies due by Sunday</td>
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<td>Quiz 6 due by Sunday – Chapters 14 and 15</td>
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<tr>
<th>16</th>
<th>Week of Apr. 18</th>
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<tbody>
<tr>
<td></td>
<td>LAST WEEK OF CLASS</td>
</tr>
<tr>
<td></td>
<td>Discussion Forum due – initial post due by Thursday, replies due by Sunday</td>
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<td></td>
<td>Post-Course Assessment – Please complete on Canvas. Do not use sources for this quiz. You will receive full credit for completing the quiz regardless of how many answers you have correct. This is merely an assessment of your hospitality law knowledge for comparison with your Pre-course assessment.</td>
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</table>

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

SECTION 6: CLASSROOM FORMAT, POLICIES, MANAGEMENT STATEMENT

A. CLASS ROOM FORMAT

All Class Discussions and Activities will be conducted online via Canvas. ALL assignments are to be submitted ONLINE by the deadline through the Course Website on Canvas.

CLASSROOM POLICIES

Assignments must be submitted online by the date due. Late penalties of 10% grade reduction per week will be applied to assignments submitted after the due date noted on the course syllabus. Please see syllabus for details and last day for accepted submissions.

PLEASE NOTE: Quizzes and Discussions must be submitted the week they are due and will NOT be accepted late.

SECTION 7: UNIVERSITY & COLLEGE STANDARDS & POLICIES

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 see me or contact the Office of Adaptive Services. The Office of Adaptive Services is located in Howard Hall, room 137. The phone number is 590-7956 or TTY 590-7930. In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University

Kelly Werder, JD/MBA 10HFT 3670, RH Law, Legal Issues and Risk Assessment
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.

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.

SECTION 7: UNIVERSITY & COLLEGE STANDARDS & POLICIES CONT.

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.
- 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