



Bergen Community College
Division of Business, Arts, and Social Sciences
Department of Business & Hotel/Restaurant Management

HRM 140 Special Topics in the Foodservice and Hospitality Industry

Date of Most Recent Syllabus Revision:

Course Typically Offered: Fall ___ Spring ___ Summer ___ Every Semester ___ Other _____

Syllabus last reviewed by: BCC General Education Committee _____ Date: _____

(Most courses need review Ad Hoc Committee on Learning Assessment _____ Date: _____

by only one of the following) Curriculum Committee: _____ Date: _____

Basic Information about Course and Instructor

Semester and year:

Course and Section Number:

Meeting Times and Locations:

Instructor:

Email Address:

Office Location:

Phone:

Departmental Secretary: Maureen Mitchell, 201-447-7100 x7133, mroller@bergen.edu

Office Hours:

Course Description:

This course focuses on a current topic in the practice and application of specified aspects of culinary, pastry and/or hospitality management. This course permits specialized topics to be studied as part of more general courses or on its own. Topics may include, but are not limited to, culinary and pastry arts, restaurant management, beverages and hospitality.

Hours: Lecture [2.00]; Lab [2.00]

3 credits

Prerequisites: None

Co-requisites: None

Student Learning Outcomes:

As a result of meeting the requirements in this course, students will be able to:

1. Describe and explain specific facets of culinary, pastry and hospitality management
2. Develop critical viewing, thinking, and writing skills in relation to the subject matter of the course
3. Identify and describe major figures, trends, and theories associated with the subject matter of the specialized topic course
4. Apply the skills of the subject matter to the foodservice and hospitality industry

Means of Assessment

The major assessment types (means of assessment) utilized in this course are graded class participation, lab performance, objective tests and examinations, presentations, and student projects (individual).

Course Content

This course is intended to introduce students to specified facets within the culinary, pastry and hospitality industry. It involves critical viewing, thinking, writing, presentation and preparation skills as they relate to the special topics designated for this course. It also prepares students to apply the skills in a professional setting. Therefore, the course includes the following mandatory components:
[Varies for each course]

Course Content

In addition to all of the scheduled topics and assessments, there will be discussions, lab activities, and tastings that take place in class. This is part of your learning experience.

Special Features of the Course

The use of learning technologies in the course (Internet, PowerPoint, Prezi, Moodle, etc.) is necessary to help you succeed in this course and in the industry.

Course Texts and/or Other Study Materials

Grading Policy

The grading system used for this course will combine the following

| | |
|-----------------------------|-------|
| Quizzes | 20% |
| Assignments & Presentations | 25% |
| Lab performance | 40% |
| Examinations | 15% |
| | <hr/> |
| | 100% |

Attendance Policy

All students are expected to attend every scheduled meeting of each course in which they are registered. It is understandable there are times you may not be able to attend a session, or part thereof. In such cases, you are responsible for checking with the instructor, Moodle, classmates, etc. to be up to date on any work missed. You must also inform the instructor of any missed scheduled tests or presentations before class start time in order to request a make-up. Attendance will be kept by the instructor for administrative and counseling purposes. Assignments that are due by electronic submission are still due at the beginning of the scheduled class even if you are not present in class. A 5% per business day reduction will occur for late work submission, unless you had received an excused extension from your instructor before the assigned due date. (Ex. Monday to Tuesday = 1 business day)

Overall Class Participation (up to 10 performance points)

Class participation by students (including regular and timely attendance and active engagement in class sessions) is an essential part of this course. I expect you to participate actively and constructively in our class sessions in ways that show respect and courtesy to me and to your classmates. As we proceed through the semester, there will be class discussions on all of the major topics covered in the course. You are required to participate actively in our discussions and other class activities. (You are also free to generate online discussions in the Moodle Forum. Such online discussions are not required. They are completely up to you and other members of the class. Online discussion activity will not affect your grade one way or another.)

"Plus" behaviors: To earn points for class participation, you must (1) attend class regularly and on time and not leave early; (2) be well-prepared for class by doing all assigned reading and other out-of-class assignments ahead of time; (3) participate voluntarily, actively, intelligently, and constructively in class discussions; (4) do all in-class assignments; (5) show a positive and serious attitude toward the course; and (6) utilize frequently and actively the materials and facilities on the Moodle site.

"Minus" behaviors: Behaviors such as the following will result in your losing points for class participation: (1) being absent from or late for class; (2) leaving class early; (3) continually walking out of and coming back into class; (4) sleeping in class; (5) being inattentive to class lectures and discussions; (6) behaving inappropriately in class (e.g., acting silly; conducting private conversations in the back of the room; utilizing cell phones, headphones, and other distracting devices in class; eating, drinking, or chewing gum in class; defacing classroom furniture; etc.); (7) being impolite, rude, or discourteous to me or to your classmates; (8) not being adequately prepared for class; (9) showing a negative or frivolous attitude toward the course; (10) Not utilizing the materials and facilities on the course website.

Other College Policy Statements

Code of Student Conduct:

http://bergen.edu/wp-content/uploads/StudentCodeofConduct2016_EngVer12062016.pdf

Statement on plagiarism and/or academic dishonesty:

Please read pages 8 – 9 in the above link. Students are not excused from the penalties for not being aware of or for not having read the policies set forth regarding plagiarism and other forms of academic dishonesty.

ADA Statement:

Students who require accommodations in accordance with the Americans with Disabilities Act (ADA) can request these services from the Office of Specialized Services. To learn more about how to apply for services, please visit <http://www.bergen.edu/oss>.

Note: Those who have completed the OSS paperwork and received accommodations during previous semesters might not be automatically eligible in subsequent semesters in every case.

Course Outline and Calendar [depends on the topic of the course]

| Session | Date(s) | Topic | Chapters |
|---------|---------|-------|----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |

Notes to Students:

1 - Syllabus may change due to unforeseen circumstances or to take advantage of educational opportunities.

2 – The instructor will provide updates on test, presentation, and assignment due dates. Please continually log on to Moodle for announcements and reminders about this.

3 – Please log on to Moodle for handouts that are not distributed in hard copy form. Please also check your Bergen Community College e-mails (You may decide to filter your Bergen e-mail into your personal e-mail address).