DEPARTMENT OF HOSPITALITY AND TOURISM MANAGEMENT
UNIVERSITY OF NORTH TEXAS
HMGT 5820.001 – Facilities Planning, Equipment, Layout and Design
Fall 2017

ADMINISTRATIVE DETAILS

COURSE SCHEDULE

Thursday 5:30pm – 8:20pm

COURSE DESCRIPTION

Principles of hotel and restaurant property management and facilities layout and design, emphasizing equipment selection, space allocation, and guest and production/service traffic flow patterns and facility operations management.

FACULTY

Dr. Han Wen
Department of Hospitality & Tourism Management
Office: Chilton Hall 359F
Office hours: Thursday 4:00pm – 5:00pm (or by appointment)
E-Mail: han.wen@unt.edu

RECOMMENDED TEXT


PREREQUISITES:

HMGT 1420  HMGT 2860
HMGT 1470  HMGT 3250
HMGT 2280  HMGT 4210
HMGT 2480  HMGT 4250 (May be taken currently)
COURSE OBJECTIVES

Upon completion of the course, the student will be able to:
1. Demonstrate the correct planning process in hospitality facilities planning and design
2. Identify, analyze and apply the principles of hospitality facilities design
3. Select appropriate hospitality equipment for hotels, restaurants, and lounges
4. Identify production equipment needs for specific food service facilities
5. Discuss and identify layout (foodservice and lodging) specifically in regards to the Americans with Disabilities Act (ADA)
6. Identify and access effective principles of hospitality sustainable applications
7. Apply energy management principles to hospitality properties

EVALUATION CRITERIA

Course work will be evaluated on the following basis:

<table>
<thead>
<tr>
<th>Group Projects</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restaurant Project</td>
<td>250</td>
</tr>
<tr>
<td>Green Hotel Project</td>
<td>150</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Individual Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restaurant Profile</td>
<td>40</td>
</tr>
<tr>
<td>Smart Draw Introduction</td>
<td>25</td>
</tr>
<tr>
<td>ADA</td>
<td>25</td>
</tr>
<tr>
<td>Crisis Management</td>
<td>25</td>
</tr>
<tr>
<td>Individual Essay</td>
<td>100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quizzes</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>(8@20 points)</td>
<td>160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attendance/Participation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>75</td>
</tr>
</tbody>
</table>

Total: 850 points

The final grade for the course will be calculated on the following basis:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A=</td>
<td>765 - 850 points</td>
</tr>
<tr>
<td>B=</td>
<td>680 - 764 points</td>
</tr>
<tr>
<td>C=</td>
<td>595 - 679 points</td>
</tr>
<tr>
<td>D=</td>
<td>510 - 584 points</td>
</tr>
<tr>
<td>F=</td>
<td>509 and below</td>
</tr>
</tbody>
</table>

COMMUNICATIONS:

Communications outside of the classroom should be conducted through the email. You may also visit my office during my posted office hours, but an appointment is strongly suggested to ensure that you will not have to wait.
REVISIONS

The instructor reserves the right to revise this syllabus, class schedule, and/or list of course requirements when he/she deems such revisions will benefit the achievement of course goals and objectives. Changes will be announced verbally in class.

CLASSROOM POLICIES

- **Attendance**: Class attendance and participation are critical components of your successful completion of this class. You are expected to attend class regularly; attendance will be recorded for credit. You must arrive promptly for each class session and remain for the entire session to be considered present.

- **Participation**: Students are expected to be prepared for each class and to actively participate in class discussions and activities. Behavior that disrupts the class or interferes with the learning process will not be tolerated (e.g., excessive talking with your neighbor, reading or accessing unrelated materials, sleeping, making inappropriate comments, using cell phones in any way).

- **Group Projects**: There are two major projects that are completed by group efforts. It is your responsibility to the members of your group to attend all class sessions and agreed-upon group meeting times. Time will be provided so groups can work together on their assigned projects. When you are absent, you place the rest of your group at a disadvantage in completing the project.

- **SmartDraw Software**: is available in Chilton 255 in the group work area. Students are expected to conduct themselves in a professional manner while working in the computer lab (remember that no food or drinks are allowed in the labs). SmartDraw is also available on selected computers on the public computer kiosks in Chilton Hall.

- **Quizzes**: 4 quizzes will be handed out in class and 4 quizzes will be posted on Blackboard. In-class quizzes are open-note and students will complete these quizzes at the end of class sessions. Online quizzes will be posted on Backboard after class and will be timed (10 minutes/each) with due dates. Students are expected to do all quizzes independently.

CLASS RESPONSIBILITIES

- Students are expected to take care of all personal activities prior to entering the classroom, and to remain in the classroom for the entire class time. Lectures will contain material not found in the textbook. Therefore, attending class is the best way to assure learning all of the topics discussed. Tardiness is rude and disrupts the class.

- Any assignment submitted to the instructor is to be typed (with the exception of in-class assignments). All papers should be carefully written and proofread prior to being submitted. Papers should follow the guidelines on the assignment sheet. All projects are to be turned in on standard letter-size paper, using a standard 12-point font. Write the report according to the prescribed outline and instructions.
Make a copy of the report and all projects for your records, as the instructor will retain all major papers and projects.

- Assignments (individual or group) are due on the stated date at the beginning of class. Submitting assigned work on time is reflective of your soon-to-be status as a graduate of the Hospitality Management program.

- **Late submission of assignments or group project reports**: 10% late submittal penalty of an assignment/project will apply per calendar day (e.g. 20% off for 2 calendar days, 100% off for 10 calendar days).

**STUDENT PERCEPTIONS OF TEACHING**

An opportunity will be provided for students to evaluate their faculty. This short survey (SPOT) will be made available near the end of the semester to provide students a chance to comment on how this class is taught. Student feedback is important and an essential part of participation in this course.
ACADEMIC REQUIREMENTS

Academic Status
- This term is used as an indication of a student’s academic standing with the university. Graduate students must maintain a minimum cumulative grade point average (CGPA) of 3.0 to remain in good academic standing.
- A graduate student is placed on academic probation at the end of any enrollment period in which the CGPA drops below 3.0.

ACADEMIC ADVISING

CMHT Graduate Faculty Advisor
- CMHT MS students: plan to contact your assigned graduate faculty advisor at least once a semester, preferably twice. After the degree plan is completed, provide updates specifically on any change related to your degree plan. This includes changing the classes selected on the degree plan, change of minor or change in choice of thesis or non-thesis option.
- CMHT Graduate Academic Certificate students: contact the Graduate Coordinator at least once every semester to verify certificate program progression.

Degree Plan
- The degree plan is an official document prepared and approved by the student’s major professor and the Department Chair and lists courses completed, courses to be completed, proficiency examinations and all other requirements for a particular degree program. The degree plan is then submitted for department chair approval during the student’s first term/semester of enrollment. The degree plan is subject to the requirements of the catalog in effect at the time the degree plan is approved. Policy found at: http://www.unt.edu/catalog/grad/academics.htm

Non-Degree Students
- Non-degree seeking students are admitted to the Toulouse School of Graduate Studies to enroll in graduate or undergraduate courses and are not admitted to a degree program or do not intend to complete a degree at UNT. Up to 12 graduate semester credit hours taken as a non-degree seeking student may be used toward a degree only with approval from the academic department. Non-degree seeking students must meet graduate school admission requirements.
- Students who continue to register for courses beyond the first 12 hours risk earning credits that cannot be applied to a degree program if admission is obtained later. Satisfactory completion of course work and/or other degree requirements does not imply acceptance of those credits toward a degree program. It is the responsibility of the student to know his or her admission status and seek admission to a degree program in a timely manner. http://www.unt.edu/catalog/grad/academics.htm

Application for Graduation
- It is the responsibility of the student to stay well-informed of progress toward the degree and to file the appropriate degree application with the office of the graduate dean. This is handled by accessing the online form and following the directions at http://tsgs.unt.edu/academics/graduation. Consult the online academic calendar at http://registrar.unt.edu/graduation-and-diplomas for the proper dates. The applicant’s grade point average on all graduate work attempted
must be at least 3.0 for the application to be accepted. Please note that there are no longer summer graduation ceremonies and the graduation deadline

ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works without full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university.

http://vpaa.unt.edu/academic-integrity.htm

As a graduate student, you may be accumulating a body of knowledge related to your research focus. If you desire to continue with this endeavor in a current or future class you should discuss this matter with your instructor before beginning an assignment which you might utilize previously submitted work. Again, submitting papers, projects, or case studies that have already been submitted in previous coursework or current coursework is academic dishonesty.

STUDENT PERCEPTIONS OF TEACHING

The Student Perceptions of Teaching (SPOT) is the student evaluation system at UNT. This assessment will be made available during the semester. Student feedback is important and an essential part of participation in this course.

QUALIFIED STUDENTS UNDER THE AMERICANS WITH DISABILITIES ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973

The College of Merchandising, Hospitality and Tourism cooperates with the Office of Disability Accommodation to make reasonable accommodations for qualified students with disabilities. If you have a disability for which you will require accommodation, please present your written accommodation request by the end of the first week and make an appointment with the instructor to discuss your needs.

IMPORTANT DATES

Specific details of all deadlines and events are found at these websites. Use these websites for all final verifications of deadlines and dates.
UNT Registrar: https://registrar.unt.edu/students
Fall 2017 Important Dates/Deadlines: https://registrar.unt.edu/registration/fall-registration-guide
ACADEMIC ORGANIZATIONAL STRUCTURE

Understanding the academic organizational structure and appropriate Chain of Command is important when resolving class-related issues. When you need problems resolved, you should start with your **individual faculty member** who will then help you navigate the Chain of Command shown below:

![University of North Texas CMHT Academic Chain of Command diagram]

ACCESS TO INFORMATION

As you know, your access point for business and academic services at UNT occurs within the my.unt.edu site [www.my.unt.edu](http://www.my.unt.edu). If you do not regularly check Eagle Connect or link it to your favorite e-mail account, please do so, as this is where you learn about job opportunities, CMHT events, scholarships, and other important information. The website that explains Eagle Connect and how to forward your email: [http://eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

COURSE SAFETY STATEMENTS

Students are urged to use proper safety procedures and guidelines. In lab sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance
coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

**IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES**

From UNT-International regarding On-Campus Component Reporting Form for Online Courses.

“Immigration regulations stipulate that for F-1 International Students “no more than the equivalent of one on-line/distance education class or 3 credits per session may count towards the full course of study requirement” (8 C.F.R. § 214.2(f)(6)(i)(G)). At UNT, many online courses are in reality “blended” courses that have both online and on-campus components. To compensate for the “blended” courses, UNT has created this form to allow students taking a “blended” course to count the course as an on-campus course and not an online course to comply with their full time enrollment requirement. This form should be filled out and signed by the Course Professor and returned to the International Student and Scholar Services Office during the first week of classes for a given term.”

Form link: [http://international.unt.edu/node/482](http://international.unt.edu/node/482)

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

**CLASSROOM POLICIES (On-campus and on-line)**

The University’s expectations for student conduct apply to all instructional forums. The Code of Student Conduct is located at [http://www.unt.edu/csrr/student_conduct/index.html](http://www.unt.edu/csrr/student_conduct/index.html).

**EMERGENCY NOTIFICATION & PROCEDURES**

UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). [http://www.unt.edu/eaglealert/](http://www.unt.edu/eaglealert/) The system sends messages to the phones, etc. of all active faculty staff, and students. Please make certain to update your phone numbers at [www.my.unt.edu](http://www.my.unt.edu). Some helpful
emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly.

In the event of a university closure (weather or other circumstance) check your Eagle Connect email and check into your Blackboard course to receive information regarding your specific classes.
# Class Schedule*

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Lecture Topic</th>
<th>Assignment</th>
<th>Due</th>
</tr>
</thead>
</table>
| 1    | Aug 31   | • Introduction  
• The Studies of Facilities Management                                        | Restaurant Profile Assignment (Ind) |                      |
| 2    | Sep 7    | • Group Assignments  
• Sustainability for Facilities in the Hospitality Industry                   | Green Hotel Project                 |                      |
| 3    | Sep 14   | • Sustainability for Facilities in the Foodservice Industry  
• Laying the Groundwork  
• Smart Draw Introduction                                                      | SmartDraw Intro Assignment (Ind)    | Restaurant Profile Assignment (Ind) |
| 4    | Sep 21   | • ADA and Hospitality Facilities  
• Group Work                                                                        | ADA Assignment (Ind)                | ADA Assignment (Ind)  |
| 5    | Sep 28   | • Analyses of Layout Characteristics  
• Space Allocation                                                                |                                     | Smart Draw Intro Assignment (Ind) |
| 6    | Oct 5    | • Green Hotel Project Presentation  
• Overview – Restaurant Design Project  
• General Principles for Equipment Selection  
• Group Work                                                                       | Restaurant Project Step 1          | Green Hotel Project     |
| 7    | Oct 12   | • Receiving and Storage  
• Food Processing  
• Cooking Equipment  
• Refrigeration Equipment  
• Auxiliary /Housekeeping Equipment  
• Group Work                                                                       | Restaurant Project Step 2          | Restaurant Project Step 1 |
| 8    | Oct 19   | • Dining Room/ Service  
• Group Work                                                                         | Restaurant Project Step 3          | Restaurant Project Step 2 |
<p>| 9    | Oct 26   | • Maintenance Considerations                                                   | Restaurant Project Step 4          | Restaurant Project Step 3 |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Assignment/Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Nov 2</td>
<td>Group Work</td>
<td>Review Drawings of Restaurant Project Step 4</td>
</tr>
<tr>
<td>11 Nov 9</td>
<td>Crisis Management</td>
<td>Project Step 5</td>
</tr>
<tr>
<td></td>
<td>Safety and Security</td>
<td>Restaurant Project Step 4</td>
</tr>
<tr>
<td>12 Nov 16</td>
<td>The Engineering Department</td>
<td>Restaurant Project Step 5</td>
</tr>
<tr>
<td>13 Nov 23</td>
<td>Thanksgiving Holiday</td>
<td></td>
</tr>
<tr>
<td>14 Nov 30</td>
<td>Facilities Recap</td>
<td>Restaurant Project Step 6</td>
</tr>
<tr>
<td></td>
<td>Group Work</td>
<td>Crisis Management Assignment (Ind)</td>
</tr>
<tr>
<td>15 Dec 7</td>
<td>Pre-final days</td>
<td>Restaurant Project Step 6</td>
</tr>
<tr>
<td>16 Dec 14</td>
<td>Restaurant Project Group</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentation</td>
<td></td>
</tr>
</tbody>
</table>

* The instructor reserves the right to revise this class schedule when she deems such revisions will benefit the achievement of course goals and objectives.