# San José State University Department of Hospitality, Tourism and Event Management HSPM 1 – Introduction to Hospitality Management

# Section 80 (43833)

# Fall 2019

## Contact Information

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| Instructor: | Dr. Tsu-Hong Yen. |
| Office Location: | MH 407. |
| Telephone: | (408) 924-3000. |
| Email: | [tsu-hong.yen@sjsu.edu](mailto:tsu-hong.yen@sjsu.edu).  Canvas Conversation or E-mail are preferred communication methods. When sending an e-mail to me, please include your name and course number (HSPM1) in the subject field. I will return your e-mail in two business days. |
| Office Hours: |  |
| Class Days/Time: | This is a fully online course delivered via Canvas. |
| Classroom: | Cyberspace. |

## Course Format: Online Course

HSPM 001-Section 80 is a fully online course conducted via Canvas. All assigned readings, lectures, assignments, and assessments are available on Canvas. The deadlines on the syllabus and Canvas syllabus pages are the final word on all deadlines. You may finish course requirements early according to your own academic schedule but you may not complete the components late. **Online courses require you to be self-driven and accountable for meeting course deadlines.**

**Computer Skills Required:**

If this is your first online course I recommend that you read the SJSU eCampus Canvas introduction and help web pages, <http://www.sjsu.edu/at/ec/canvas/>. If you are new to Canvas, you may find valuable resources at <http://www.sjsu.edu/at/ec/canvas/student_resources/index.html>.

You should be able to use a web browser to surf the Canvas pages, which serve as the primary medium for the course. In addition to a web browser, there are a few other programs or plug-in required. Please read Canvas Technical Requirements, <https://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas>.

To take an online course, it is your responsibility to maintain your computer and related equipment in order to participate in the online portion of the course.

**System Requirements:**

You may "attend" the on-line class lessons from anywhere you have access to a computer equipped with a reliable Internet connection. Canvas also has a mobile app. You can download it to your mobile devices. If you are operating on a system with a "Firewall" or other security systems, those security systems might interrupt your participation or ability to download and open files. Please contact the University Help Desk for help, <http://www.sjsu.edu/ecampus/students/Technical_Support/>.

## CANVAS Helpful Links

How do I login to CANVAS?

Canvas login URL: [https://sjsu.instructure.com](https://sjsu.instructure.com/)

Username: SJSU 9-digit ID

Password: SJSUOne Password

Please note that you are required to change the password for every 180 days.

## Questions and Help Information about CANVAS

SJSU eCampus Student Help Webpage: <http://www.sjsu.edu/at/ec/canvas/index.html>.

## Course Description

Overview of structure and financial performances of hospitality industry; food and lodging, resorts, tourism enterprises, attractions and related operations. Focus on orientation to customer service, cultural/economic trends and career opportunities.

### Course Learning Outcomes (CLO)

The aim of this course is to help students understand, gain knowledge, and develop an appreciation of the multifaceted elements of hospitality management by exploring all aspects of the hospitality, tourism and event management industries including: hotels and lodging; food-service and restaurants; travel and tourism; transportation; meetings, conventions and expositions; leisure and recreation; and, special events. While the focus is on basic hospitality and management principles, this course also reflects the impact of current social, economic, technological, and political factors on operations in the field. Further, students are offered information on the array of careers available in the various segments of the hospitality industry.

Students will be introduced to elements of the hospitality industry through reading, lecture, discussion, and Internet research and study. Upon successful completion of this course, students will be able to:

CLO #1: Describe the relationship of human/social need for hospitality services.

CLO #2: Define the goals of various hospitality elements and related products and services.

CLO #3: Describe the service relationship in terms of psychological needs and social-psychological experiences.

CLO #4: Define the basic role of business in the field of hospitality.

CLO #5: Identify major challenges to the hospitality industry.

CLO #6: Describe opportunities for entry and advancement in the hospitality field.

CLO #7: Identify key qualities, philosophies, or experiences associated with success in the field.

## Required Texts/Readings

### Textbook

### Walker, J. R. (2017). Introduction to Hospitality, 7th ed. Boston, MA: Pearson. ISBN: 978-0-13-376276-1.

The 6th edition is OK to use if you keep up with the updated materials.

I have put a copy of the textbook in the Library on Course Reserves. You can find it by searching HSPM 1 as course name. You may check out it for two hours and it is for library use only.

### Other Readings

Disney Institute & Kinni, T. (2011). Be Our Guest, Perfecting the Art of Customer Service. Revised and Updated Edition. New York, NY: Disney Edition. (ISBN: 978-1423145844) (Disney)

## Library Liaison

Carli Lowe, University Archivist, Liaison for Hospitality, Tourism and Event Management, Dr. Martin Luther King Jr. Library, San Jose State University, Phone: 408-808-2046, E-mail: carli.lowe@sjsu.edu. Helpful electronic resource: URL: <http://libguides.sjsu.edu/hospitality>.

## Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. *More details can be found from* [*University Syllabus Policy S16-9*](http://www.sjsu.edu/senate/docs/S16-9.pdf) *at http://www.sjsu.edu/senate/docs/S16-9.pdf.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Assignments** | **Points** | **%** | **CLOs** |
| Syllabus Quiz | 34 | 2% |  |
| Self-Introduction | 40 | 3% |  |
| Chapter Quizzes (11), 40 points each | 440 | 32% | All CLOs. |
| RQ Quiz | 167 | 12% | All CLOs. |
| Discussion Boards (4), 40 points each. | 160 | 12% | All CLOs. |
| My Hospitality Enterprise Portfolio (3), 60 points each. | 180 | 13% | 5, 6, 7. |
| Mid-term Examination. | 150 | 11% | All CLOs. |
| Final Examination. | 200 | 15% | All CLOs. |
| Total Points. | 1,371 |  |  |

\*Extra Credits: 100 points

**Quizzes:** (All CLOs)

Each week comes with a quiz which has 20 questions worth 40 points and the time limit is 25 minutes. You should study the required readings before taking the quiz. Totally, there are thirteen chapter quizzes available on Canvas. You are allowed to drop two quiz scores—one lowest score from Week 2 to 8 (i.e., Chapter 1 to 7), and one lowest score from Weeks 10 to 16 (i.e., Chapters 8 to 13).

It is the student’s responsibility to take the quizzes during the assigned time. You have to **complete** the quiz by the deadline (**Sunday night at 11:59 pm**). No extension or makeup quiz will be given.

**Review Quizzes (RQ\_Quiz)** (All CLOs)

These RQ\_Quizzes are inserted in weekly modules. The purpose is to give students a quick review of chapter materials.

It is the student’s responsibility to take the quizzes during the assigned time. You have to **complete** the quiz by the deadline (**Sunday night at 11:59 pm**). No extension or makeup quiz will be given.

### Discussion Boards: (All CLOs)

Students are required to join the discussion board during the assigned time. There are five discussion boards in total (Weeks 3, 5, 7, 10, and 13). Each discussion board is 40 points, which consists of 20 points for the main post message and 10 points for each response to other’s posting. You are allowed to drop one discussion board score.

Please read HSPM 1 Discussion Board Policy carefully, available in the module of “WK01 Class Information” on Canvas.

Main Post

The main post is the first and longest post by yourself to the weekly discussion board. You have to complete the main post in order to read other classmates’ posts. For each discussion board, you are required to post one main post about the topic by Thursday night at 11:59 pm (20 points). However, if you miss the deadline, you still can post the main post until Sunday at 11:59 pm with late penalty.  Late penalty is 2 points (10% of the grade) for each late day. The discussion board is a week long assignment and due on Sunday.  No late work is acceptable after 11:59 pm on Sunday. Length of the main post is at least 150 words.

Response to classmates’ posts

You should reply to at least two other classmates’ posts for each weekly topic by Sunday night at 11:59 pm (10 points for each response). The length of responses is at least 100 words. The two responses have to be separated by 12 hours. It is the student’s responsibility to post and respond to the discussion board during the assigned time. No late response post is acceptable. You have to **complete** the assignment by the due time.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Main post | Critical thinking and quality | Outstanding  15 | Meet Expectation  14 - 12 | Acceptable  11 - 10 | Need Improvement  9 - 5 | Unacceptable or No post  0 | 15 |
|  | Length, 150 words, and stylistics | Meet expectation  3 | Need improvement, Short by 10%  0 | | Unacceptable, short by 20%  -3 | | 3 |
|  | Timeliness, due Thursday at 11:59 pm | On time  2 | Late by 1 day  0 | | Late by 2 to 3 days  -2 | | 2 |
| Response #1 | Critical thinking and quality | Meet Expectation  7 | | Acceptable  6 - 5 | Need Improvement  4 - 3 | Unacceptable or No post  0 | 7 |
|  | Length, 100 words, and stylistics | Meet expectation  2 | Need improvement, Short by 10%  0 | | Unacceptable, short by 20%  -2 | | 2 |
| Response #2 | Critical thinking and quality | Meet Expectation  7 | | Acceptable  6 - 5 | Need Improvement  4 - 3 | Unacceptable or No post  0 | 7 |
|  | Length, 100 words, and stylistics | Meet expectation  2 | Need improvement, Short by 10%  1 | | Unacceptable, short by 20%  0 | | 2 |
| 2 responses should be separated by 12 hours | | Meet expectation,  2 | | Did not separate by 12 hours,  0 | | | 2 |

### Dream Big Dream: My Hospitality Enterprise Portfolio: (CLOs 5, 6, 7)

### *What hospitality business would you like to own/operate in the future? Start your big dream now.*

For this assignment, think about the hospitality businesses that you would like to own or operate in 10 years. Your portfolio will include three parts including a hotel, a restaurant, and another hospitality business of your choice. Each part is 60 points.

### Portfolio P1-Hotel/Lodging Due September 29 at 11:59 pm.

Portfolio P2-Restaurant Due November 3 at 11:59 pm.

Portfolio P3-Open topic (*other than hotel and restaurant*) Due November 24 at 11:59 pm.

For each part, you should write an essay of 800 words including the concept, locations, the setup, competitors, the target customers, special features, etc. Be creative!!! You should include at least three pictures of similar businesses to demonstrate your concept and idea. You should reference all of the materials used including the sources of the pictures used.

**Evaluation:** Word limit of each part is 800 words. Your write up should reflect related information in the textbook and demonstrate web research.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Criteria | Outstanding (A) | Very good/ above average (B) | Acceptable  (C ) | Need Improvement  (D) | Unacceptable or No submission | Points |
| Contents--concept, location, set up, customers, services, etc. | 34 - 31 | 30 - 27 | 26 - 22 | 21 - 1 | 0 | 34 |
| Organization | 6 | 5 - 4 | 3 | 2 - 1 | 0 | 6 |
| Integration of textbook information and web research | 6 | 5 - 4 | 3 | 2 - 1 | 0 | 6 |
| Creativity--futuristic | 6 | 5 - 4 | 3 | 2 - 1 | 0 | 6 |
| Overall, including word count (800 words), references, pictures, file name and format | 6 | 5 - 4 | 3 | 2 - 1 | 0 | 6 |
| Timeliness:  No paper will be accepted if late more than a week. | On-time,  2 pts | Late by 3 days,  -2 pts | | Late 4 to 7 days,  -4 pts | | 2 |

### Mid-term and Final Examinations (all CLOs):

A midterm examination (150 points) and a final examination (200 points) are given to assess your ability to absorb the information covered in the class. Examinations will include true and false, multiple choice, short definitions, matching, and mini-essays. Don’t let your reading stack up until the last week before the examination. It will show. Study continuously!

### Extra Credit:

### I may offer extra credit. Please pay attention to the announcement.

## Grading Policy

Semester letter grade will be determined by the following table.

**HSPM 1 Points and Letter Grade**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Percentage |  | Point Range |  | Letter Grade. |
| From | To | From | To |  |
| 96 | 100 | 1,316 | 1,371 | A plus. |
| 93 | 95 | 1,275 | 1,302 | A. |
| 90 | 92 | 1,234 | 1,261 | A minus. |
| 86 | 89 | 1,179 | 1,220 | B plus. |
| 83 | 85 | 1,138 | 1,165 | B. |
| 80 | 82 | 1,097 | 1,124 | B minus. |
| 76 | 79 | 1,042 | 1,083 | C plus. |
| 73 | 75 | 1,001 | 1,028 | C. |
| 70 | 72 | 960 | 987 | C minus. |
| 66 | 69 | 905 | 946 | D plus. |
| 63 | 65 | 864 | 891 | D. |
| 60 | 62 | 823 | 850 | D minus. |

## COURSE POLICIES

Policies outlined in the University Catalog shall be enforced as defined. Further, instructor policies identified in this syllabus shall be the governing structure for this course and shall be enforced as defined. Plagiarism and cheating on examinations will be penalized to the fullest extent of University regulations. [Students are encouraged to take the plagiarism tutorial offered by the King Library, found at the website http://tutorials.sjlibrary.org/plagiarism/index.htm](http://tutorials.sjlibrary.org/plagiarism/index.htm). [Please read the SJSU Academic Integrity Policy S04-12 at the websitehttp://www2.sjsu.edu/senate/S04-12.pdf](http://www2.sjsu.edu/senate/S04-12.pdf) .

## Announcements

The instructor will use Canvas announcement to make course-related announcements. In Canvas, you may set up an e-mail address where Canvas will forward all announcements to your e-mail account. It is the student’s responsibility to read Canvas messages and e-mails regularly. Due to the current computer virus threats, please type **your name and course number** in the **SUBJECT** field when sending an e-mail to the instructor. The instructor will not read any unidentifiable e-mail.

**Late Assignment Submissions:**

This online course has set due dates for all assignments, assessments, and discussions. All submissions are due at 11:59 pm on the date assigned, which means you have to complete the assignment by 11:59 pm. Any assignment received even one second after the deadline or later will be considered late. The CANVAS clock is the final word on the time “stamp” on assignments, assessments, and discussions.

## University Policies

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs’ [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at http://www.sjsu.edu/gup/syllabusinfo/”

# HSPM 1 – Introduction to Hospitality

# Section 80 (43833)

# Fall 2019 Course Schedule

The instructor reserves the right to revise this tentative schedule in order to enhance the achievement of learning objectives. Any revision will be announced via CANVAS and e-mail. It is the student’s responsibility to be aware of all readings, discussions, quizzes/exam, assignments/project, and changes in course requirements.

| Week. | Date. | Topics, Readings. | **Assignments (points).**  **All assignments are due Sunday at 11:59 pm.** |
| --- | --- | --- | --- |
| 1. | August 21 to August 25. | HSPM 1 Course Introduction. | HSPM1\_Syllabus\_Quiz (34).  **Discussion Board--*Self-Introduction*** (40). |
| 2. | August 26 to September 1. | Ch 1. Introducing Hospitality. | HSPM1\_Ch01\_Quiz (40). |
| 3. | September 2 to September 8. | Ch 2. The Hotel Business. | HSPM1\_Ch02\_Quiz (40).  Discussion Board 1 (40). |
| 4. | September 9 to September 15. | Ch 3. Rooms Division Operations. | HSPM1\_Ch03\_Quiz, 40 points. |
| 5. | September 16 to September 22. | Ch 4. Food and Beverage Operations (Hotel). | HSPM1\_Ch04\_Quiz, 40 points.  Discussion Board 2 (40). |
| 6. | September 23 to September 29. | Ch 5. Beverages. | HSPM1\_Ch05\_Quiz, 40 points  **My Hospitality Enterprise Portfolio P1**  **-Hotel (60).** |
| 7. | September 30 to October 6. | Ch 6. Restaurant Business. | HSPM1\_Ch06\_Quiz, 40 points  Discussion Board 3 (40). |
| 8. | October 7 to October 13. | Ch 7. Restaurant Management. | HSPM1\_Ch07\_Quiz, 40 points. |
| 9. | October 14 to 20. | **Mid-term Examination.** | **Mid-term Examination, 150 points.** |
| 10. | October 21 to October 27. | Ch 8. Managed Services. | HSPM1\_Ch08\_Quiz, 40 points.  Discussion Board 4 (40). |
| **11.** | October 28 to November 3. | Ch 9. Tourism. | HSPM1\_Ch09\_Quiz, 40 points.  **My Hospitality Enterprise Portfolio P2**  **-Restaurant (60).** |
| 12. | November 4 to November 10 | Ch 10. Recreation, Attractions and Clubs. | HSPM1\_Ch010\_Quiz, 40 points. |
| 13. | November 11 to November 17. | Ch 11. Gaming Entertainment. | HSPM1\_Ch11\_Quiz, 40 point.  Discussion Board 5 (40). |
| 14. | November 18 to November 24. | Ch 12. Meetings, Conventions, Expositions. | HSPM1\_Ch12\_Quiz, 40 points.  **My Hospitality Enterprise Portfolio P3**  **-Open Topic (60).** |
| 15. | November 25 to December 1. | **Thanksgiving Holidays.** | No study activity. |
| 16. | December 2 to December 8. | Ch 13. Special Events. | HSPM1\_Ch13\_Quiz, 40 points. |
|  | December 9 to December 10 | Course Review/  Study Day. |  |
|  | December 11 to December 17. | **Final Examination** will be released on December 11 and due on December 17 at 11:59 pm. | **Final Examination, 200 points.** |