

San José State University
Department of Hospitality, Tourism, & Event Management
HSPM 177 Hospitality Service Management
Section 1, 3 units

Spring 2018

Contact Information

Instructor:	Dr. Jooyeon Ha
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Office Hours:	M/W 11am-11:30am, 1:30pm-2:20pm, T 1:30pm – 2:30pm
Class Days/Time:	M/W 12pm – 1:15pm
Classroom:	SH 120
Prerequisites:	Senior Standing - HSPM 1, 11, 65, 102, 130

Canvas and MYSJSU Messaging

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on Canvas. You are responsible for regularly checking with the messaging system through Canvas or SJSU email to learn any updates.

Course Description

Develop skills in setting formal service standards and procedures to deliver customer experience and evaluate service quality for hospitality businesses. Topics include service experience design, psychological/social characteristics of customer satisfaction, service delivery processes, consumer/server encounters, service quality, and service recovery.

Course Learning Outcomes (CLO)

Upon successful completion of this course, students will be able to:

- CLO 1: Define service quality and customer satisfaction in the hospitality field.
- CLO 2: Use quantitative and qualitative tools for assessing service quality in the hospitality field.
- CLO 3: Explain hospitality leaders' roles in defining, developing, and maintaining their service
- CLO 4: Communicate and present the findings of a service improvement plan.
- CLO 5: Apply the knowledge and tools learned in this course to an actual hospitality business.
- CLO 6: Develop the innovative service strategies to enhance customer experiences

Required Texts/Readings

Disney Institute. (2001). Be Our Guest. Perfecting the art of customer service. New York, NY: Disney Edition.

Recommended Readings

1. Bagdan, P. J. (2013). Guest Service in the Hospitality Industry. New Jersey: John Wiley & Sons. e-text is available: www.wiley.com

2. Ford, R.C., Sturman, M.C., Heaton, C.P. (2012). Managing quality service in hospitality. Clifton Park: Delmar Cengage Learning.

3. Fitzsimmons, J. A., Fitzsimmons, M. J., Bordoloi, S. K. (2014). Service management: Operations, strategy, information technology. New York, NY: McGraw-Hill Irwin

Other readings

Available on Canvas

Library Liaison

Laurie Borchard, Reference and Instruction Librarian, Liaison for Hospitality, Tourism & Event Management, Dr. Martin Luther King Jr. Library, San Jose State University, Office location: #4046, Phone: 408-808-2422, E-mail: laurie.borchard@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](#) at <http://www.sjsu.edu/senate/docs/S16-9.pdf>.*

Verifiable excuses

A verifiable excuse that is deemed acceptable includes any of the following:

1. Evidence (medical note) from a physician or hospital verifying an illness or medical condition;
2. A letter from an instructor or department that documents attendance at a trade show, conference, convention, athletic event or other activity that is university-related;
3. Court-mandated appearance (with appropriate documentation)
4. Death of a close relative (with appropriate documentation)

Excuses other than the above are generally not verifiable, and the instructor will make no attempt to verify any other excuse.

Excuses will NOT be allowed for the following:

1. Work (or Internship)
2. Leisure travel or family reunion
3. Car troubles and repairs

Work is not an excuse for missing class. If you have work schedule conflicts, you have to rearrange your work schedule to attend class.

Note: No make-up work will be given unless prior arrangements are made with the instructor or a verifiable excuse is provided. Late submissions will not be accepted. If you have an emergency or a verifiable excuse to be absent, please be ready to provide documentation if asked to do so.

Do not ask any extra work opportunities to boost your GPA at the end of the semester. Everyone has equal opportunities.

Participation

Participation in this course is expected. **Late arrival and early departure in class are marks of disrespect, unprofessionalism, and interrupt class.** Please be on time. **Evaluation of participation will be based on participation in class discussions and exercises.** If you miss class, **no make-up** will be given.

Quizzes

Both scheduled/pop and in-class/online quizzes will be given. Scheduled quizzes will be announced. **No make-up quiz** will be given.

Mid-term and Final Examinations

Exams will test your knowledge and understanding of material covered in class and in your readings. Each exam will consist of any combination of multiple choice, true/false, fill in the blank, short answer, and essay questions. **Dates for exams are set and students are responsible for planning to take exams on the dates specified on the course schedule.**

Reading Assignment (Individual assignment)

Read the assigned books or articles and write the reflection paper. Due dates are specified on the course schedule. **No late submissions are allowed.**

Group Project: Service audit

Students in groups will develop a service quality improvement plan for the one hospitality service organization. An **in-depth project guideline** is posted on Canvas.

Grading Information

Assignments.	Points.	CLOs.
A. Participation	Up to 30 pts (3 pts each)	All CLOs
B. Quizzes	Up to 50 pts (10 pts each)	All CLOs
C. Midterm exam	50 pts	All CLOs
D. Final exam	50 pts	All CLOs
E. Reading Assignments	60 pts (10 pts each)	All CLOs
F. Group project: Service audit	120 pts	All CLOs
Total	~ 360	

Grading policy

A plus = 100-97%	A = 96-93%	A minus = 92-90%
B plus = 89-87%	B = 86-83%	B minus = 82-80%
C plus = 79-77%	C = 76-73%	C minus = 72-70%
D plus = 69-67%	D = 66-63%	D minus = 62-60%
F = 59-0% Unsatisfactory		

Classroom protocol

- Students are expected to attend class regularly, arrive promptly, have completed the required readings for the session before coming to class, and participate thoughtfully in all in-class activities.
- Cell phones must be turned off and stowed at all times.

- Lecture notes and/or PowerPoint slides are available on Canvas. Class materials should be downloaded from the course website and brought to class either as a hard copy or on your laptop.
- **Laptops and tablets are permitted in the class for class-related purposes ONLY**, and their uses will be closely supervised by the instructor. If any student is found to be using a laptop or tablet for non-class purposes, the student will be prohibited from using the device(s) in class for the remainder of the semester.
- **No chatting!!** If you want to talk with your classmate for any urgent matters, please go outside of the class room. Do not disturb the class.
- Please make a sincere attempt to arrive on time. If you arrive late, please enter the classroom quietly. It is difficult to educate fellow classmates with constant interruptions at the door. If you miss a class, given the size of this class, it is your responsibility to catch up.

E-mail Announcements

The instructor will use e-mail to make course-related announcements. It is the student's responsibility to provide the instructor with correct e-mail address and to read e-mail regularly. Please specify the e-mail account you will use in the e-mail. When sending an e-mail to the instructor, please type your name and course number in the SUBJECT field. The instructor will not read any unidentifiable e-mail.

Behavior during class period should reflect professional courtesy. Please refrain from any unnecessary talking, deactivate any pagers and/or cell phones, conducting business not related to the course, and snoozing.

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 177 Hospitality Service Management Spring 2018 Tentative Course Schedule

The instructor reserves the right to revise this tentative schedule with fair advanced notice in order to enhance the achievement of learning objectives. Any revision will be announced in class and through e-mail. It is the student's responsibility to be aware of all classroom discussions, assignments, and changes in course requirements.

Date		Topics & Readings	Assignments, Readings & Deadlines
W	1/24	Introduction and Course Overview	
M	1/29	Ch 1. Basics of Guest Service	
W	1/31	Ch 2. Defining guest service	
M	2/5	Nature of service	

W	2/7	Service experience design	Reading assignment 1 due (by 1:30pm): "Welcome to the experience economy" Pine & Gilmore (1998)
M	2/12	Be our guest Group work: Group contract	Reading assignment 2 due (by 1:30pm): "Be our guest (Disney)"
W	2/14	Ch 3. Problem solving for guest service	
M	2/19	Ch 10. Research and tools	
W	2/21	Service quality I	SERVQUAL
M	2/26	Service quality II	Reading assignment 3 due (by 1:30pm): "Total Quality Management"
W	2/28	Quality & Process improvement	
M	3/5	Service development Service innovation	Reading assignment 4 due (by 1:30pm): "Service design"
W	3/7	Technology in Services	
M	3/12	<i>Midterm exam review</i>	Midterm exam study guide on Canvas
W	3/14	Midterm exam	
M	3/19	Customer loyalty	Reading assignment 5 due (by 1:30pm): "Customer loyalty"
W	3/21	Service facility and location	
M/W	3/26-3/28	<i>Spring Break</i>	
M	4/2	Managing service operations	
W	4/4	Ch 12. Developing a staff	
M	4/9	Ch 13. Marketing and establishing an image for service	
W	4/11	Guest service of food and beverages	
M	4/16	Guest service of lodging	Reading assignment 6 due (by 1:30pm): "Hotel service"
W	4/18	Guest service of travel and tourism	
M	4/23	Guest service of Events & Casino	
W	4/25	<i>Instructor attends the conference</i>	
M	4/30	Presentation: Groups 1, 2	Presentation evaluation form on Canvas
W	5/2	Presentation: Groups 3, 4	
M	5/7	Presentation: Groups 5, 6	
W	5/9	Final exam review	Exam study guide available on Canvas

M	5/14	Group work for group project	<ol style="list-style-type: none"> 1. Service Innovation project written reports due (by 11:59pm) 2. Service Innovation project peer evaluation due (by 11:59pm)
	5/16 – 5/20	Final Exam	Final exam is available from 8am on May 16 (Wednesday) to 11:59pm on May 20 (Sunday).