APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR & MINOR

1. Submitted by College of Human Environmental Sciences Date: 2/27/02

Department/Division offering course Nutrition and Food Science

2. Changes proposed:
   (a) Present prefix and number NFS 648 Proposed prefix and number NFS 648
   (b) Present title Institution Administration
       New title Management of Hospitality and Dietetics Organizations
   (c) If course title is changed and exceeds 24 characters (including spaces), include a sensible title (not to exceed 24 characters for use on transcripts: Mgt Hosp & Dietetic Organiz
   (d) Present credits: 3 Proposed credits: 3
   (e) Current lecture: laboratory ratio: 100:0 Proposed: 100:0
   (f) Effective Date of Change: (Semester & Year) Fall 2003

3. To be Cross-Listed as
   (Prefix and Number) (Signature: Dept. Chair)

4. Proposed change in Bulletin description:
   (a) Present description (including prerequisites): Exposure to and application of the theories and principles of institution organization as they relate to the dietetics and food service professions. Theories regarding the management of people, materials, finances, information; and the internal and external customer will be included.
   (b) New description: This course will engage students with the theories and their application in the area of leadership and management of people, resources, finances, information and internal and external customers as they relate to dietetics, food service and hospitality professions.
   (c) Prerequisite(s) for course as changed: Admission to graduate program, NFS 346 or equivalent course

5. What has prompted this proposal? 1) Add prerequisite to improve graduate students prior knowledge and exposure before taking course and 2) Course title and description need to better reflect content of course.

6. If there are to be significant changes in the content or teaching objectives of this course, indicate changes:

7. What other departments could be affected by the proposed change? None
8. Will changing this course change the degree requirements in one or more programs? If yes, attach an explanation of the change.* no

9. Is this course currently included in the University Studies Program? no
   If yes, please attach correspondence indicating concurrence of the University Studies Committee.

10. If the course is a 100-200 level course, please submit evidence (e.g. correspondence) that the Community College System has been consulted.

11. Is this a minor change?   Yes   No   x (NOTE: See the description on this form of what constitutes a minor change. Minor changes are sent directly from the Dean of the College to the Chair of the Senate Council. If the latter deems the change not to be minor, it will be sent to the appropriate Council for normal processing.)

12. Within the Department, who should be consulted for further information on the proposed course change?
   Name: Mary Roseman
   Phone Extension: 7-4965

   Signature of Approval:

   Department Chair: ___________________________ Date: 11/8/02
   Dean of the College: _________________________ Date: ______

   Date of Notice to the Faculty: ____________________________

   ** Undergraduate Council: ___________________________ Date: ______
   ** Graduate Council: _______________________________ Date: ______
   ** Academic Council for the Med. Ctr.: __________________ Date: ______
   ** Senate Council: ___________________________ Date of Notice to Univ. Senate: ______

   ACTION OTHER THAN APPROVAL: ____________________________
NFS 648
Institution Administration
(Proposed Name Change: Management of Hospitality & Dietetics Organizations)
Thursday 5:00 – 7:40 P.M.
Funkhouser Building 209

COURSE SYLLABUS – Spring 2003

Instructor:
Office:
Office Phone:
E-mail Address:

Course Description:
This course will expose students to theories and their applications in the area of leadership and management of people, resources, finances, information and internal and external customers as they relate to dietetics, food service and hospitality professions.

Prerequisites:
Admission to Graduate Program
NFS 346 or equivalent course

Accreditation:
The University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The College of Human Environmental Sciences is accredited by the Council of Accreditation of the American Association of Family and Consumer Sciences. This accreditation is granted for ten years and expires in Spring 2008. This course is accredited by the American Dietetics Association.

Instructional Accommodations:
Students with disabilities are responsible for ensuring the University instructor is aware of their disabilities and required accommodations. Students must provide the instructor evidence that they have met with the Disability Resource Center by providing that office’s support documentation about their disability and required accommodations.

Required Texts:
None

Reference Texts:
Varied textbooks on Management, Leadership, and Organization Behavior/Change
Journals and Trade Magazines:
The following academic and trade journals will be used for reference purposes:

- Some academic and research journals in the areas of dietetics and hospitality/tourism you will want to use during the semester include:
  - Journal of the American Dietetic Association
  - Journal of Child Nutrition and Mgt
  - Journal of Foodservice Systems
  - Journal of Hosp & Tourism Education
  - Harvard Business Review
  - Journal of Hospitality and Tourism Education
  - International Journal of Hosp Mgt
  - Journal of Hospitality and Tourism Research
  - Journal of Tourism Studies
  - The Cornell Hotel & Restaurant Administration Quarterly
  - International Journal of Contemporary Hospitality Management
  - Journal of Human Resources in Hospitality and Tourism
  - International Journal of Hospitality and Tourism Administration

- Some trade journals you many want to use during the semester:
  - Nations Restaurant News
  - Restaurants & Institutions
  - Restaurant USA
  - Restaurant Hospitality
  - Hotel Business
  - Club Management Magazine
  - Travel & Leisure
  - Restaurant Business
  - Hotel & Motel Management

Course Objectives:
Upon completion of the course, the student will have:

A. An increased and acceptable level of knowledge and understanding of the major theories and their application in a variety of food, hospitality and dietetic settings:
   - Management Theories
   - Leadership
   - Organizational Change and Culture
   - Diversity
   - Organization/Workplace Issues
   - Project Management

B. The ability to effectively utilize critical thinking skills for problem solving and decision making in food, dietetics, and hospitality management settings.

C. An increased level of knowledge and awareness of current human resource issues in the food, dietetics and hospitality industry, both within and outside the industry.

D. A better understanding and improvement in team work and project management skills.

Student Outcomes and Assessment Measures:
Upon completion of the course, a student will be able to:

1. Identify and model different methods and techniques of managing people in the dietetics and hospitality industry having reviewed articles on management and presented a major management theory to the class.

2. Synthesize their personal leadership characteristics and the leadership characteristics of others and effectively apply this knowledge to the work place having 1) reviewed articles on leadership characteristics, 2) evaluated and assessed their own leadership characteristics and 3) analyzed the characteristics of leaders and their impact on people and organizations.

3. Identify key human resource issues in today’s workplace and the impact it has on the dietetics and hospitality industry having visited professionals in companies in the industry and discussed HR issues with them.
4. Apply knowledge of diversity issues in the workplace and “best practices” in the area of diversity having evaluated how different organizations deal with diversity.

5. Apply knowledge on teamwork and project management by 1) working as a team to develop an idea and plan for a relevant project that is applicable to the dietetics or hospitality industry and 2) seeing teamwork and project management put into practice in a company in the industry.

Instructional Strategies:
The course will consist of lecture, discussion, individual papers and individual/group presentations, and small group projects. Industry guest speakers and visits to industry sites will be included.

Grade Distribution:

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<thead>
<tr>
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<th>Grade Distribution</th>
<th>Grade Scale</th>
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<tbody>
<tr>
<td>1.</td>
<td>Exams (2)</td>
<td>30%</td>
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<tr>
<td>2.</td>
<td>Class Participation/Discussions</td>
<td>15%</td>
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<td>3.</td>
<td>Semester Group Project</td>
<td>15%</td>
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<tr>
<td>4.</td>
<td>Individual Projects (4 at 10% each)</td>
<td>40%</td>
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<tr>
<td>Total</td>
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<td>100%</td>
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Students Responsibilities and Criteria for Evaluation:

Attendance: Regular class attendance is required. If you have a borderline grade and have been habitually late or absent (2 or more times), attendance will be used in your evaluation. Students should submit documentation for all absences. Points will be deducted from class activities for unexcused absences. Keep the instructor informed!

Projects/Assignments: Students are responsible for completing class assignments and individual/group projects on time. All written projects must be word processed unless otherwise indicated by the instructor. All presentations must include audiovisuals; i.e. power point or transparencies. In the event a student is late turning in an assignment, points will be deducted for each day it is late and the assignment will not be accepted beyond two weeks after the due date. In-class activities/discussions supplemented by student’s research cannot be made up if missed due to an unexcused absence. No project/assignment will be accepted after the deadline without prior permission from the instructor.

Class Participation: Active class participation is a key element for your success in this course. Actively participating in class allows you to learn how to express your ideas and opinions on the subject being discussed. Students are not automatically given points toward their final grade just for attending class – it is earned based on your participation in class discussions and evidence that your opinions and thoughts were formed through strong preparation prior to class.
Class Values:
Consider this course like your career. If you do, then you will value:
1. Attending class
2. Being involved and participatory during class
3. Being a team player by:
   - helping others
   - being involved
   - doing your fair share of the work
   - allowing others to equally participate
   - having an emotional stake in the success of the class and projects
4. A graduate course is like a job. It’s not enough to just do the minimum. Students should strive for excellence and to exceed the expectations of others.

Academic Dishonesty: The University of Kentucky does not tolerate dishonesty in any form. Academic dishonesty is an intentional misrepresentation to gain undeserved advantage by cheating, plagiarism or unauthorized possession of exams. Please read, understand and adhere to the Student Rights and Responsibilities document located on the University of Kentucky website: www.uky.edu/StudentAffairs/Code/.

Class Policies: The following policies relate specifically to this class:
1. **Cheating, plagiarism:** Cheating on tests, unauthorized possession of exams, or plagiarism of any assignment will result in the minimum punishment of an “E” in the course.
2. **Penalty for late assignments:** Late assignments will lose points for each day they are late. Assignments will not be counted if turned in after two weeks of their due date.
3. **Cell phone and pagers:** All cell phones/pagers must be turned off during class time.
4. **In order to successfully complete this course, you must take all exams and complete all projects and activities.**
<table>
<thead>
<tr>
<th>Week and Date</th>
<th>Concepts Covered</th>
<th>In-class Activities</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Class Introduction&lt;br&gt;Syllabus, Discussion of Projects, Class and Industry Activities</td>
<td>Class discussion: Identify the major differences between management and leadership characteristics and skills.</td>
<td>Due Week 2&lt;br&gt;Review two articles on management and two articles on leadership in trade/academic journals.&lt;br&gt;Due Week 5&lt;br&gt;Decide on a leader to research and present.</td>
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<tr>
<td>Week 2</td>
<td>Management vs. Leadership</td>
<td>Class discussion: Identify the major differences between management and leadership characteristics and skills.</td>
<td>Due Week 3&lt;br&gt;Prepare a presentation on a major management theory.</td>
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<td>Week 3</td>
<td>Management Theories</td>
<td>Class presentations: Present management theory.</td>
<td>Due Week 4&lt;br&gt;Review 2-3 articles on specific leadership characteristics. Analyze and synthesize how these leadership characteristic would impact a dietetics, foodservice or hospitality organization.</td>
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<td>Week 4</td>
<td>Leadership</td>
<td>Class discussion: Examine different leadership characteristics and their impact on organizations.&lt;br&gt;Discuss leadership assessment (360 degree).</td>
<td>Due Week 5&lt;br&gt;Complete the leadership assessment (self, boss, co-workers).&lt;br&gt;Prepare presentation on a specific leader – their characteristics and the impact of these characteristics on individuals/organizations</td>
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<td>Week 5</td>
<td>Leadership</td>
<td>Class presentation: Present findings on their chosen leader to the class.&lt;br&gt;Group discussion: Evaluation of the different characteristics of the leaders presented.</td>
<td>Due Week 6&lt;br&gt;Review trade and academic journals and identify 5-8 major human resource issues faced by the hospitality, foods and dietetics industry today and the impact they are having.</td>
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<td>Week 6</td>
<td>Organizational/Human Resource Issues</td>
<td>Class discussion: Examine human resource issues in today’s workplace. Each student will choose one area for further inquiry/research.</td>
<td>Due Week 8&lt;br&gt;Research in-depth one specific HR issue in faced by the hospitality, food service and dietetics industry.</td>
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<td>Week 7</td>
<td>Industry Tour</td>
<td>Tour an organization in the industry with specific focus and discussion on HR issues, i.e., organization, culture, diversity.</td>
<td>Place TBD</td>
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<tr>
<td>Week 8</td>
<td>Organizational/Human Resource Issues</td>
<td>Class discussion: Paper and presentation to class on one major HR issue.</td>
<td>Due Week 12</td>
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<td>Week 9</td>
<td>Project Management</td>
<td>Class discussion: Look at the key components of project management</td>
<td>Work in groups of 4-5 to develop a project in the hospitality, dietetics or foodservice industry. Project will include key components and phases of project management.</td>
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<td>Week 10</td>
<td>Spring Break</td>
<td>No class</td>
<td>No class</td>
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<tr>
<td>Week 11</td>
<td>Industry Tour</td>
<td>Visit an organization in the hospitality or foodservice industry to see how project management and teamwork are put into practice.</td>
<td>Place TBD</td>
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<td>Week 12</td>
<td>Project Management</td>
<td>Class discussion: Teams will present their &quot;mock&quot; projects.</td>
<td>Due Week 15</td>
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<td>Week 13</td>
<td>Diversity</td>
<td>Class discussion: Examine diversity in the workplace and discuss &quot;best practices&quot;.</td>
<td>Students will identify unique and interesting companies in hospitality, foodservice or dietetics. After choosing one, students will research major aspects (history, size, structure, management philosophy, style and approaches, financials, competitors, etc.) They will then create their own company that is a direct competitor of the company they researched.</td>
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<tr>
<td>Week 14</td>
<td>Team Work Work on Team project</td>
<td>No class</td>
<td>Work on Team Project</td>
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<tr>
<td>Week 15</td>
<td>Team Work Present Team project to class</td>
<td>Present Team Project</td>
<td>Present Team Project</td>
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<tr>
<td>Week 16</td>
<td>Final Exam</td>
<td>Final Exam: Time and Place TBA</td>
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