APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR & MINOR

1. Submitted by College of Human Environmental Sciences Date: 02/27/02
Department/Division offering course Nutrition and Food Science

2. Changes proposed:
   (a) Present prefix and number NFS 784 Proposed prefix and number: NFS 784
   (b) Present title Special Problems In Institution Management
       New title Issues in Dietetics & Hospitality Financial Mgmt
   (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):
       Issues in D/Hosp Fin Mgmt
   (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): A current events approach to the financial and accounting decision making process in dietetics and hospitality administration. The course will prepare advanced students in dietetics and hospitality administration to analyze and make sound financial management decisions in settings relevant to the dietetics profession and the hospitality industry.

   (b) New description: A current events approach to the financial and accounting decision-making process in dietetics and hospitality administration. The course will prepare advanced students in dietetics and hospitality administration to analyze and make sound financial decisions in settings relevant to the dietetics profession and the hospitality industry.

   (c) Prerequisite(s) for course as changed: Admission to graduate program, ACC 201 or HMT 350 and FIN 300 or equivalent courses

5. What has prompted this proposal? 1) The course title needs to better reflect course content. 2) Due to strong financial emphasis, accounting and finance prerequisites are needed.

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? No

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. No

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 letter 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: [Signature] Date: 11/18/02

Dean of the College: [Signature] 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 784
Special Problems in Institution Management
(Proposed Name Change: Special Problems in Financial Management)

COURSE SYLLABUS

Instructor:
Office:
Office Hours:
Office Phone:
E-mail:

Required Text:
None

Reference Texts:


Course Description:
NFS 784 is a course that provides a current events approach to the financial and accounting decision-making process in dietetics and hospitality administration. The course will prepare advanced students in dietetics and hospitality administration to analyze and make sound financial decisions in settings relevant to the dietetics profession and the hospitality industry.

Prerequisite: Admission to the graduate program

ACC 201 or HMT 350 and FIN 300, or equivalent courses

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. The American Dietetics Association accredits this course.

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 and provided that office support documentation about their disability and required accommodations.

Journals and Trade Magazines:
The following academic and trade journals will be used for reference purposes:
1. 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 Foodservice Systems
   - Harvard Business Review
   - Journal of Hospitality and Tourism Research
   - The Cornell Hotel & Restaurant Administration Quarterly
   - International Journal of Contemporary Hospitality Management
   - International Journal of Hospitality and Tourism Administration

2. Some trade journals you may want to use during the semester:
   - Nations Restaurant News
   - Restaurant USA
   - Hotel & Motel Management
   - Restaurants & Institutions
   - Restaurant Hospitality
   - Restaurant Business

Course Objectives:
Upon completion of this course, the student will be able to:
1. Understand how the financial process relates to the other functional areas of the operation.
2. Apply financial statement analysis and determine how it differs for service industries and profit vs. non-profit organizations.
3. Analyze valuation methods used in dietetics and hospitality financial systems.
4. Evaluate methods for raising and allocating funds in appropriate financial markets for the operation’s size.
5. Apply capital expenditure analysis procedures and other project valuation criteria to case setting in the dietetic and hospitality industries.
6. Examine applications of cost/volume/profit analysis for the service industries.
7. Discuss the impact of franchising, entrepreneurship, management contracts, economic studies and taxes on dietetics and hospitality administration.
8. Discuss the influence that current events have on the financial and accounting process.
Student Outcomes and Assessment Measures:

Upon completion of this course, the student will be able to:

1. Apply knowledge to analyze and synthesize financial statements and key financial measures (i.e., menu mix, profitability, controllables, etc.) used in the hospitality and foodservice industry having discussed with industry professionals and reviewed and evaluated different financial statements and measures used in the industry.

2. Discuss different forms of hospitality, foodservice and dietetics budgets and the budget process having met with industry professionals who deal with budgets and having developed a budget for a department or a nonprofit project in the industry.

3. Apply financial knowledge to an entrepreneurial business and the impact franchising, contracts, and taxes have in developing a financial plan for a their own entrepreneurial business in the hospitality or dietetics arena.

4. Discuss current financial and accounting issues in the hospitality and dietetics industry having researched and presented a seminar to the class on a relevant current event financial topic.

Instructional Strategies:

This course is a graduate level course with a focus on reading, exploring, analyzing and/or evaluating articles, research studies, financial documents/plans and readings in the dietetics area and hospitality industry.

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/presentations 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.
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 loose 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.

Grade Distribution:

<table>
<thead>
<tr>
<th>Class Projects (3 @ 15% each)</th>
<th>45%</th>
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<tbody>
<tr>
<td>Major Semester Project</td>
<td>30%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
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</tbody>
</table>

Grade Scale:

- 100 – 90  A
- 89 – 80  B
- 79 – 70  C
- 69 – 60  D
- Below 60  E
### Tentative Assignment Schedule

<table>
<thead>
<tr>
<th>When</th>
<th>Topics/Concepts</th>
<th>Assignment/Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Class Introduction</td>
<td>Overview of course, syllabus and assignments.</td>
</tr>
<tr>
<td>Week 2</td>
<td>Financial Management</td>
<td>Analyze and synthesize financial statements in the hospitality and foodservice areas concerning: Profit and Loss, Menu Mix, Menu Analysis, Controllables, Variances, Budget vs. Actual, Profit Margin, Cash Flow, etc.</td>
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<tr>
<td>Week 3</td>
<td>Financial Management</td>
<td>Continuation of analyzing and synthesizing financial statements. Review Project #1.</td>
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<tr>
<td>Week 4</td>
<td>No Class</td>
<td>Work on Financial Analysis project. Students will meet with a professional in the hospitality, foodservice or dietetics industry to discuss and analyze all aspects of their financial responsibilities; including areas such as: reports, analysis, controls, evaluation, etc.</td>
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<tr>
<td>Week 5</td>
<td>Financial Management</td>
<td>Present and turn in Project #1</td>
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<tr>
<td>Week 6</td>
<td>Budgeting</td>
<td>Understand different forms of hospitality, foodservice and dietetics budgets in-depth. Analyze and synthesize budgets with emphasis on such areas as: Budget calendar, proposal and process; Budget statement and reporting</td>
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<tr>
<td>Week 7</td>
<td>Budgeting</td>
<td>Work on budget project. Students will develop a budget for a department in the hospitality industry, foodservice department, or a non-profit project.</td>
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<tr>
<td>Week 8</td>
<td>Budgeting</td>
<td>Present and turn in Project #2</td>
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<tr>
<td>Week</td>
<td>Topics/Concepts</td>
<td>Assignment/Activities</td>
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<tr>
<td>Week 9</td>
<td>Entrepreneurship</td>
<td>Understand the dynamics of having a financially sound business. Students will develop a sound and executable financial plan for an entrepreneurial business in the hospitality, foodservice or dietetics industries.</td>
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<tr>
<td>Week 10</td>
<td>No Class</td>
<td>Work on Financial Plan</td>
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<tr>
<td>Week 11</td>
<td>Entrepreneurship</td>
<td>Present and turn in Project #3</td>
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<tr>
<td></td>
<td>Project #3 Due</td>
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<tr>
<td>Week 12</td>
<td>Analysis &amp; Evaluation</td>
<td>Measuring effectiveness of programs/business. General class discussion about how financial plans in the areas hospitality and dietetics are analyzed and evaluated including roles and accountability.</td>
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<tr>
<td>Week 13</td>
<td>No Class</td>
<td>Work on Semester Project. Each student will present a seminar to the class on a current financial management issue or topic in the hospitality or dietetics industry using current references and examples obtained from actual companies/businesses. Their presentation should include the use of graphs and tables.</td>
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<td>Week 14</td>
<td>Semester Project Due</td>
<td>Present and turn in Semester Project</td>
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<tr>
<td>Week 15</td>
<td>Final Exam</td>
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