CLASS MEETS: MWF @ 11:00 – 11:50, AB2 Room 201

INSTRUCTOR: Zaheer Ali Kirmani, Ph.D., R.D., L.D.
225 Academic II Phone: 936/ 294-1245
Fax: 936/294-4204, email: hec_zak@shsu.edu

OFFICE HOURS See information section on the BlackBoard


COURSE OBJECTIVES:

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

1. discuss the history and development of food service organizations in this country through the information provided in the class room and related materials provided and identified;
2. identify various types of foodservice operations;
3. summarize aspects related to menu planning, and the procurement, production, distribution as parts of foodservice operation management;
4. explain various aspects of foodservice organization and administration;
5. describe organization structure, communication, decision making, leadership, personnel management, financial management, and use of computers in the foodservice operations;
6. cognizant of principles to establish quality assurance programs in foodservice organizations;
7. present an oral report on a commercial food service operation;
8. present an oral report on a published paper from a foodservice journal;
9. prepare a plan to establish, manage and operate a foodservice facility; and
10. be able to present the food service establishment plan to his/her peers using proper audio-visual aids.

STUDENT SYLLABUS GUIDELINES: You may find online a more detailed description of the following policies. These guidelines will also provide you with a link to the specific university policy or procedure: http://ww.shsu.edu/syllabus/

ACADEMIC DISHONESTY: Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. See Student Syllabus Guidelines.

CLASSROOM RULES OF CONDUCT: Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students are to treat faculty and students with respect. Students are to turn off cell phones while in the classroom. Under no circumstances are cell phones or any electronic devices to be used or seen during times of examination. Students may tape record lectures provided that they do not disturb other students in the process.
STUDENT ABSENCES ON RELIGIOUS HOLY DAYS: Students are allowed to miss class and other required activities, including examinations, for the observance of religious holy day, including travel for that purpose. Students remain responsible for all work. See Student Syllabus Guidelines.

STUDENTS WITH DISABILITIES POLICY: It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should visit with the Office of Services for Students with Disabilities located in the Counseling Center. See Student Syllabus Guidelines.

VISITORS IN THE CLASSROOM: Only registered students may attend class. Exceptions can be made on case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar’s Office.

ATTENDANCE POLICY

Every student is expected to abide by the rules and regulations of the Sam Houston State University as stated on page 56 of the 2004-2006 Undergraduate Catalogue. A student shall not be penalized for three days of absences when exams and assignments are not missed. More than 10 absences in the entire semester for any reason shall require the student to withdraw from this course.

COURSE FORMAT:

Teacher lectures. Teacher/student discussion. Reports, projects and assignments. Audio-visual aids. Guest lecturers.

COURSE OUTLINE:

I. Foodservice Organizations
   History and Development
   Types of Foodservice Operations

II. Quantity Food Production and Service
   Menu Planning
   Purchasing and Storage
   Production Management
   Quantity Food Production
   Delivery and Service

III. Physical Facilities
   Sanitation and Safety
   Facility Design and Layout
   Equipment and Furnishings
IV. Organization and Administration of Foodservices
   Designing and Managing the organization
   Staffing and Managing human Resources
   Administrative Leadership
   Work Improvement and Productivity
   Financial Management
   Marketing in Foodservice Organizations
   Computer-Assisted Management

COURSE EVALUATION:

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Tests</td>
<td>300 pts.</td>
<td>40%</td>
</tr>
<tr>
<td>5 Oral presentations</td>
<td>100 pts.</td>
<td>20%</td>
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<tr>
<td>Food service facility visit report</td>
<td>100 pts.</td>
<td>15%</td>
</tr>
<tr>
<td>Semester Assignment</td>
<td>100 pts.</td>
<td>25%</td>
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</tbody>
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Descriptions of semester Assignments and Projects:

1. Visit to a food service facility and summarize their operational management and other characteristics of interest.
2. Five Oral reports on selected published articles from foods/food service management journals.
3. Presentation of the semester assignment and submission of typed report. In this assignment you will be required to write a complete plan to establish and operate a foodservice establishment. The report should be properly typed and bind together. Transparencies or PowerPoint must be used in the presentation of the assignment.

RECOMMENDED OR REQUIRED READINGS:


