

**HTMT 360-004 Spring 2008 Class Syllabus
Food & Beverage Certification**

Instructor: Robert (Bob) Frash, Ph.D.

Email: Use WebCT course email *Replies attempted within 24 hours*

Phone: 843.953.0827

Office: BCTR 326

Office Hours: MWF 12-2PM (or by appointment)

Schedule of Activities: Refer to the Course Calendar

Class Location: ECTR 101

Class Meeting Days/Time: Feb 11th to March 19th / MW 2:00pm – 3:15am

Course Prerequisites: HTMT 210; & Junior Status

Required Readings and Materials:

- ServSafe Essentials (4th ed.) NRAEF (2006) ISBN 0-471-77567-3 (**see instructor**)
- ServSafe Exam (**see instructor**)
- TIPS Manual (**see instructor**)

Course Description

This class explores practices in socially responsible safe food and alcoholic beverage service. Successful completion of this class will result in the National Restaurant Association’s ServSafe® food safety certification and the TIPS® responsible alcohol service certification. Persons holding these internationally recognized professional certifications are in high demand in the hospitality and tourism industry.

Grading:

<i>Course Component</i>	<i>Adjustments</i>	<i>Points Available</i>
WebCT Quizzes 10@10pts each		100
ServSafe Exam		650
TIPS Exam		250
Total Points		1000

Grading Scale:

B+ = 88-90.9 %	A = 94-100%	A- = 91-93.9%
C+ = 78-80.9 %	B = 84-87.9%	B- = 81-83.9%
D+ = 68-70.9%	C = 74-77.9%	C- = 71-73.9%
	D = 64-67.9%	D- = 61-63.9%
	F = < 60.9%	

Factors in Grading:

- Class participation, attitude, teamwork and demeanor will be noted by the instructor and used to swing grades up or down
- All course work submitted must be:
 - o word processed in MS Word and
 - o double spaced with topic headers
 - o grammatically correct
 - o consistent with the Publication Manual of the American Psychological Association (APA) 5th ed. Standards.
- All course work must be submitted on-time. Coursework submitted late will cause a reduction in grade at the discretion of instructor relative to the degree and nature of the tardiness (*In the case of an email submission, the time and date of reception will act as the official submission instance.*)
- Professional demeanor is mandated at all times

Quizzes / Exams:

There are 10 WebCT Quizzes that must be completed for the topics referenced before the following class.

There are two certification exams (i.e. ServSafe and TIPS).

WebCT:

The class will utilize WebCT Campus Edition 4.1: An integrated web-based learning management system integrated with College of Charleston's campus SIS infrastructure. Every student officially registered for this class is added to WebCT automatically. The student will log onto WebCT at, <https://webct.cofc.edu/webct/public/home.pl>, click on the "Log in to myWebCT" link, and then input their Cougar Trail ID and PIN to enter. Once logged on, if properly registered, the student will see a link to the HTMT-352-001/002 class website.

WebCT includes:

- The course calendar
The course calendar will be changed periodically throughout the semester to accommodate class dynamics.
The student is responsible for checking WebCT for updates.
- The course syllabus
- Assignment guidelines
- Student grades
- Lecture PowerPoint outlines and notes
- Miscellaneous materials

Honor Code and Academic Integrity

Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each instance is examined to determine the degree of deception involved.

Incidents where the professor believes the student's actions are clearly related more to ignorance, miscommunication, or uncertainty, can be addressed by consultation with the student. We will craft a written resolution designed to help prevent the student from repeating the error in the future. The resolution, submitted by form and signed by both the professor and the student, is forwarded to the Dean of Students and remains on file.

Cases of suspected academic dishonesty will be reported directly to the Dean of Students. A student found responsible for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student's transcript for two years after which the student may petition for the X to be expunged. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

It is important for students to remember that unauthorized collaboration--working together without permission-- is a form of cheating. Unless a professor specifies that students can work together on an assignment and/or test, no collaboration is permitted. Other forms of cheating include possessing or using an unauthorized study aid (such as a PDA), copying from another's exam, fabricating data, and giving unauthorized assistance.

Remember, research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the professor.

Students can find a complete version of the Honor Code and all related processes in the *Student Handbook* at http://www.cofc.edu/studentaffairs/general_info/studenthandbook.html.

Disabilities Statement

If there is a student in this class who has a documented disability and has been approved to receive accommodations through SNAP Services, please feel free to come and discuss this with me during my office hours.