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| **WILLIAM RAINEY HARPER COLLEGE**  **CAREER & TECHNICAL PROGRAMS DIVISION**  **GENERAL COURSE OUTLINE** |
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Classes are taught entirely online following instructor timelines and learning outcomes. Students learn content through videos, and materials posted by the instructor. Interaction takes place through discussion boards and written messages. All assignments are submitted online. Exams and orientations can all be completed virtually in this modality. Instructors may schedule optional synchronous study sessions, as necessary. These classes are denoted on the schedule with a “W” in the section number (ex. ENG 101 W01).  **Last Day to Drop for 100% Refund:** August 30, 2022  **Last Dy to Withdraw:** November 22, 2022 Instructor Information **Name:** Jan Roy, PhD, CMP, CTA **Prefer to be Addressed As:** Professor Roy **Phone: Mobile -** 847-962-3233 **Email:** jroy@harpercollege.edu  **Office Location:** Our class is100% online and is available in the [Harper's Blackboard site](https://harper.blackboard.com/)  **Office Hours: Tuesdays 2:00pm to 4:00pm - Or by appointment**  **Preferred Method of Communication:** I prefer communicating by email. If you would l like to speak personally, please email me to request an appointment.  **Course Description**  **Course Description:** Maximizing employee productivity through various types of food equipment and proper equipment arrangement. Use of information from cultural and geographical studies to guide planning decisions in food and beverage facilities.  **Prerequisites**: None, although strong writing and communication skills are needed.  **Course Outcomes:** Upon successful completion of the course, students should be able to:   1. Describe ethical and legal considerations in food and beverage facilities. 2. Identify planning functions of space allocation, operational analysis, layout characteristics, and global consensus decision making. 3. Analyze supporting factors and physical conditions that impact the layout and design process. 4. Apply the principles of equipment selection from a global perspective. 5. Demonstrate safety and Sanitation procedures in food and beverage service facilities. 6. Explain overall processes for designing and laying out a global foodservice operation.   **Preparing students for global readiness:**  At the completion of this course students should be globally prepared to:   * Investigate the World. Students ask and explore questions that are globally significant. (Outcome 1). * Weigh Perspectives. Students recognize they have a unique perspective and that others may not share it, but they are able to respect all perspectives and create a new point of view. (Outcome 2). * Communicate Ideas. Students can effectively communicate, verbally and non-verbally, with diverse groups. (Outcome 3 and 4). * Act. Student can weigh options for action based on evidence and insight, see the potential consequences, then act and reflect on their actions. (Outcome 5 and 6).   **Expected Technical Skills: You will be required to perform basic computer processes, such as creating and saving documents, working on basic Excel spreadsheets, and accessing Blackboard via the Internet. If you need technical assistance, start with the Technical Support Information page for online students.**  **Instructional and Technological Information**  **Required Materials**  **Readings:**  Title: Design and Equipment for Restaurants & Foodservice: A Management View.4th edition.  Author: Thomas C., Norman E., Katsigris, C. ISBN: 9781118806012 Publisher: Wiley Publish Date/Edition: (2014) 4th Edition Textbook Website:  Instructor Note:  ISBN with Wiley Plus Online Homework Management System.  Students can also purchase the textbook from the bookstore  **Additional Materials:**  <https://smallbusiness.chron.com/code-ethics-food-establishments-10815.html> ·  <https://www.nytimes.com/2012/03/31/business/starbucks-tailors-its-experience-to-fit-to-european-tastes.html?searchResultPosition=2>  <https://www.numbeo.com/food-prices/>  restaurant business magazines.com  **Technology:**  All Harper College FSM215 Layout & Design classes will use Harper’s Blackboard Learning Management System and WileyPlus Online Homework management system for technical support, please contact:   * 1. Blackboard Tutorials: <http://ondemand.blackboard.com/students.htm>   2. Tech Support (Blackboard, email, and student portal) 847-925-6866 or at [students@harpercollege.edu](mailto:students@harpercollege.edu)   3. WileyPlus Tech Support Live Chat at [www.wileyplus.com/support](http://www.wileyplus.com/support).   Respondus Lockdown Browser, an exam proctoring software can be downloaded to your computer from Blackboard. Contact technical support above if you need assistance with this.  **Other Materials:**  CABLE  Webcam  **Course Assessments**  **Assessment Overview**  **Grading Criteria:**   | **Grading Categories** | **Points** | | --- | --- | | 1. Discussion Board Posts 10 @20 each | 200 | | 1. Online Quiz 10 @ 20 each | 200 | | 1. Assignments 4 @ 50 points each | 200 | | 1. Journal entry 10@ 20 points each | 200 | | 1. **Final Project – Due December 14, 2022, at 11:59 pm** | 200 | | **Total Points** | **1000** |   **Grading Scale [REQUIRED]:**   | **Final Grade** | **Percentage** | | --- | --- | | A | 90-100% | | B | 88-89% | | C | 70-79% | | D | 60 - 69% | | F | Below 60 |   **Category Descriptions**   * 10 Discussion Boards: Initial Post by Wednesday -Peer reply by Friday. * 10 Weekly Chapter quizzes online due by Friday each week. * 4 Assignments: Essay format including research on global practices. * 10 Journal Entres: Weekly recap of design project to be submitted with final project. * Final project: Complete design, layout, and purchase of restaurant equipment for your facility.   **Assessment Policies**  **Grading and Feedback:** all grades will be posted by Monday of following week by 11:59pm  **Late Work Policy:** All work is due by 11:59 pm on Friday each week. You will lose 1 point for everyday it is late.  **Course Surveys (Student Opinionnaires of Instruction):**  Near the end of this course, you will be invited to participate in a survey. The feedback you provide is valuable to me, as your instructor, as well as Harper College. The comments you share are completely anonymous and the compiled confidential results will not be released until after final grades have been posted for the entire semester. You may access the survey through a link you will receive in your Harper College Gmail account or directly via Blackboard. Surveys are *usually* available three weeks before the last day of class. To check a survey’s availability in Blackboard, select the SOI- COURSE SURVEY link in the course menu. Surveys are only visible when they are available. *Note: Course surveys are administered in Fall and Spring semesters only.*  **Course Culture**  **In Our Course**  **What to Expect from Your Instructor?**  **I will be available for questions or concerns daily during the hours of 10:am and 1:00pm. If you need a personal appointment, please send me an email, and request an appointment time that works for you. I will call you if you include your phone number and the best time to call.**  **Attendance:**  You are expected to post in the discussion board online a minimum of two days per week. In addition, we will have a non-mandatory Blackboard Collaborate meeting every other Tuesday evening at 6:30pm, for a half-hour live seminar to address any questions or concerns beginning the 2nd week of the semester. If you are unable to attend, you can listen to the recording and ask any questions you may have.  **Behavioral Expectations:** You can expect to have your academic performance evaluated fairly based on the standards communicated in this syllabus and any relevant program guidelines. You may utilize the [Academic Complaint process](http://goforward.harpercollege.edu/services/conduct/students/complaint.php) if you have concerns with a decision made about your academic progress in the course. In exchange for this opportunity, you are expected to uphold the following behavioral expectations:  Behave in accordance with the [Student Code of Conduct](https://www.harpercollege.edu/catalog/current/policies/student_conduct.php) and other applicable College policies  Refrain from disrupting the ability of fellow students to learn or the instructor’s ability to teach. Examples of disruption include:   * 1. Cell phone or computer use that significantly, or repeatedly, distracts others   2. Coming to class late or leaving early   3. Interrupting, discussing unrelated issues in class, or speaking frequently without being called on   4. Yelling, cursing, or engaging in other aggressive behavior   When interacting online, communicate in a respectful fashion. This includes, but is not limited to:   * Refraining from name calling, using profanity, posting inappropriate material, and typing in all capital letters * Sending multiple emails with one sentence * Avoiding rants or discussing non-relevant topics   Open discussion and disagreement are encouraged when done respectfully and in the spirit of academic discourse. There are a variety of behaviors that, while not against a specific College rule, may create disruption in this course. Students whose behavior is disruptive or who fail to comply with the instructor may be dismissed from the class for the remainder of the class period and may be required to meet with the instructor or Dean prior to returning to the next class period. If necessary, referrals may also be made to the Student Conduct process for violations of the Student Code of Conduct.  **At Our College**  **Academic Dishonesty [REQUIRED]:** The College reserves the right to set and communicate reasonable standards of behavior.Students are expected to uphold college standards related to academic honesty. The following behaviors, as outlined in the [Student Code of Conduct](https://www.harpercollege.edu/catalog/current/policies/student_conduct.php)**,**are considered academic dishonesty and are prohibited. Examples are provided to illustrate the specific prohibition and are not intended to be all-inclusive.   * Cheating (accessing or using unauthorized materials or information) * Plagiarism (reproducing someone else’s words or ideas without accurate acknowledgment) * Falsifying information (providing untrue information) * Unauthorized collaboration (getting assistance or sharing work without permission) * Facilitating academic dishonesty (participating in an act that creates an unearned advantage for someone)     **Student Code of Conduct:** Harper College encourages the intellectual and personal growth of its students as scholars and as citizens. The College has both the authority and responsibility to maintain a campus community where the educational programs can flourish for all students and where individual rights, personal and collective safety, and College operations are appropriately protected. It is a choice to attend Harper College and by doing so, students assume the obligations (including standards for behavior) imposed by the College.  Harper College students and student organizations are expected to act in accordance with the policies, rules, regulations, laws, and requirements of Harper College, municipalities and counties, the State of Illinois, and the United States. The [Student Code of Conduct](https://www.harpercollege.edu/catalog/current/policies/student_conduct.php) and related information at the [Harper Student Conduct resource page](http://harpercollege.edu/conduct) outlines these expectations and provides resources and reporting options for students.  **Equal Opportunity Statement [REQUIRED]:** Harper College does not discriminate based on race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability or unfavorable discharge from military service. If you believe you have experienced discrimination or harassment (whether on or off campus) that affects your ability to participate in class or any of Harper College’s programs, please seek assistance from any of the following resources:    For gender-based or sexual misconduct (including sexual assault and sexual harassment) by any person, visit the [Harper College Title IX resource page](http://harpercollege.edu/titleIX) to learn more about your support and reporting options.  For any other harassment/discrimination by an employee, contact the College’s Chief Human Resources Officer at 847-925-6216.  Please be advised that faculty members are required to report to the College if they learn that a crime, harassment, or discrimination may have occurred.  **Student E-mail Notifications & Privacy:** All notifications related to student registration or other business activities are sent to students via their Harper College email account (XXXX@mail.harpercollege.edu) that is assigned to students upon registration. Students access this account via an icon in the student portal (where you registered for classes). Please check this e-mail frequently. To forward e-mails from this account to a personal email account please [follow these instructions](https://www.harpercollege.edu/sis/lum/myharperemail/forwardemail.pdf).  Please be advised that your education records are subject to a federal privacy law called the Family Education Rights and Privacy Act (FERPA). As a result, please be aware that you (not your parent(s), spouse, or other such person) will generally need to be the one to ask questions, file complaints, or otherwise interact with the College and faculty about your academic performance in this class.  **Blackboard Privacy and Accessibility Statements:** Blackboard is the learning management system used at Harper College. It provides a secure Web space for delivery of instructional course materials. Blackboard’s [privacy statement](http://www.blackboard.com/footer/privacy-policy.aspx) and [accessibility statement](https://www.blackboard.com/accessibility.aspx) are available for review.  **Copyright Statement:** The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated. For more information, please visit the [Harper College Copyright/Fair Use resource page](https://www.harpercollege.edu/library/services/copyright.php).  **Student Support Resources**  **Student Success**  **Access and Disability Services [REQUIRED]:** Harper College strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let Access and Disability Services (ADS) know immediately at 847.925.6266.  ADS will privately discuss the options you have, possible accommodations. You are welcome to register with Access and Disability Service by going to [Access and Disability Services](http://www.harpercollege.edu/ads) and filling out the application for ADS services. Once you have your accommodations approved by ADS, please make arrangements with the instructor as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion.  Location: Building I, Room 103  Phone: 847.925.6266  Email: [ads@harpercollege.edu](mailto:ads@harpercollege.edu)  To learn more visit: [Access and Disability Services](http://www.harpercollege.edu/ads)  **Military and Veteran Students:** The college recognizes the complexities of being a member of the military community and a student. If you are a member of the military community, please inform your instructor if you need accommodations. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you make your instructor aware of a complication, they will do everything they can to assist you or put you in contact with college staff who are trained to assist you.  **Library:** The library provides students access to resources through searchable databases and catalogs. Students can utilize the interlibrary loan service, laptop/calculator check-out, group study areas, computer workstations, and quiet study space.   * Location: Building F * Phone: 847.925.6184 * Email: [library@harpercollege.edu](mailto:library@harpercollege.edu) * To learn more visit: [Harper College Library](http://dept.harpercollege.edu/library/)   **Student Service Desk (Computer Help):** The Student Service Desk assists all students by providing information and support for Harper Student E-mail Accounts, MyHarper Student Portal, and Blackboard.   * Location: Building D, Room D116 * Phone: 847.925.6866 * Email: [studentsd@harpercollege.edu](mailto:studentsd@harpercollege.edu)   **Computer Labs:** Campus labs are staffed to assist students with logging on and off, accessing specific applications and printing their work. Labs are open to all currently enrolled Harper students.  Locations: Building I, Room I223 & Avanté Center, Room Y203  Phones: 847.925.6000 ext. 2372 and ext. 2870 (Building I) & 847.925.6966 (Avanté Center)  To learn more visit: [Harper College Computer Labs](http://goforward.harpercollege.edu/services/techsupport/computerlabs.php)  **Writing Center:** The Writing Center tutors offer free writing assistance via walk-in or scheduled appointment. Students are welcome to bring in their writing assignments in any stage. A computer lab is also available so you can work on your writing assignments with the tutors.  Location: Building F, Room F110   * Phone: 847.925.6796 * To learn more visit: [Harper College Writing Center](https://www.harpercollege.edu/academics/academic_support/writing/index.php)   **Tutoring Center:** Tutoring services are free for Harper College students in more than 100 courses. The Tutoring Center offers walk-in tutoring, tutoring by appointment, and final reviews in some courses.   * Location: Building F, Room F110 * Phone: 847.925.6539 * To learn more visit: [Harper College Tutoring Center](https://www.harpercollege.edu/academics/academic_support/tutoring/index.php)   **Success Services:** Success Services offers free, one-hour sessions to work with you on areas such as reducing stress, dealing with anxiety, building time management skills, becoming a more effective test taker, and more.   * Location: Building F, Room F110 * Phone: 847.925.6715 T * To learn more visit: [Harper College Success Services](https://www.harpercollege.edu/academics/academic_support/success/index.php)     **Job Placement Resource Center (JPRC):** Assists students to become successful in their search for employment opportunities. Help is available with resumes, interviewing, job search, co-ops and internships, and on-campus employment as Student Aides. Students can take advantage of JPRC services during walk-in hours or by scheduling an appointment.   * Location: Wojcik Conference Center, Room W207 * Phone: 847.925.6400 * To learn more visit: [Harper College JPRC](https://www.harpercollege.edu/jprc/index.php)   **Student Safety and Wellness**  **Counseling Services:** Counseling Services promotes the academic success and personal well-being of students by providing personal counseling, wellness support, career and educational counseling. Services are available to currently enrolled students.  All services are free of charge.  Location: Building I, Room I117  Phone: 847.925.6393    **Hawks Care:** It can be hard to focus on school when you are worried about everyday life. Maybe you are not sure how you can pay for school, while also paying for everyday expenses or your monthly bills. Maybe you are worried about the cost of food, or if your car can reliably make it to and from campus. Maybe you don’t have the supplies you need for school, like a laptop or Wi-Fi internet connection, etc. Hawks Care at Harper is here to help!  Visit this link to learn how Hawks Care can help you succeed: [Hawks Care](https://www.harpercollege.edu/services/involvement/hawkscare/index.php)  **Harper Early Alert Team (HEAT):** HEAT is a multidisciplinary campus threat assessment and behavioral intervention team that guides the campus community in effectively assessing and addressing threatening and/or concerning behaviors. HEAT strives to assist the campus in intervening with someone before their behaviors reach a critical level.  To learn more or to report a threat: [Harper College HEAT](http://goforward.harpercollege.edu/about/directory/heat/)  **Harper College Police:** Contact the Harper College Police for emergency assistance or to report a crime.  Phone: 847.925.6330.  All Harper College FSM215 Layout & Design classes will use Harper’s Blackboard Learning Management System and WileyPlus Online Homework management system for technical support, please contact:   * + Blackboard Tutorials: <http://ondemand.blackboard.com/students.htm>   + Tech Support (Blackboard, email, and student portal) 847-925-6866 or at [students@harpercollege.edu](mailto:students@harpercollege.edu)   + WileyPlus Tech Support Live Chat at [www.wileyplus.com/support](http://www.wileyplus.com/support). |
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