

GEORGE MASON UNIVERSITY
 School of Recreation, Health, and Tourism
 TOUR 310—Food and Beverage Management (3)
 Fall 2011

Professor:	Chung Hun Lee, Ph.D.	Email:	clee32@gmu.edu
Office Hours:	Wednesday, 1:00 – 3:00 pm	Office:	Bull Run Hall 202
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Day/time:	Monday, 7:20 - 10:00 pm	Location:	Robinson Hall A101
Text:	Dopson, L. & Hayes, D. (2010). <i>Food and Beverage Cost Control</i> , 5th Edition, NJ: Wiley.		
Prerequisites:	TOUR 230		

COURSE DESCRIPTION:

Explores the principles of foodservice management, with attention given to the production and selling of food and beverage products. Categorizes various types of food, wine, beer and spirits and identifies origins, availability and trends. Reviews the foodservice system, including buying, pricing, menu planning, production, storage, service, controls and quality assurance.

COURSE OBJECTIVES:

At the completion of this course, students should be able to:

- 1) categorize and identify origins of food, wine, beer and spirits;
- 2) demonstrate an understanding of food and beverage trends;
- 3) articulate purchasing and receiving concepts;
- 4) calculate food and beverage costs and controls;
- 5) monitor foodservice operations;
- 6) prepare and analyze menus; and
- 7) develop performance standards

STUDENT RESPONSIBILITIES:

- a. Students are responsible for attending all classes, taking notes, and obtaining other materials provided by the instructor, taking tests, and completing assignments as scheduled by the instructor.
- b. Students are responsible for keeping track of changes in the course syllabus made by the instructor throughout the semester.
- c. Students are responsible for monitoring their grades.
- d. Students must contact the instructor as soon as possible if they anticipate missing multiple classes due to events such as chronic illnesses, travel related to team sports, or other university activities. The instructor will determine the minimal attendance and participation required in order to meet course responsibilities.
- e. Behaviors that disrupt other students' learning are not acceptable (e.g., arriving consistently late for class; cell phone use, reading non-course related materials, eating during class, or social conversation during class).

EXAM POLICY:

The only acceptable reasons for missing an exam are:

- a. Severe illness or accident – This must be verified by the University Health Center or the attending physician.
- b. Severe illness or death in the immediate family that requires the student to be at home at the time of exam. A written statement from the attending physician is required.

The course instructor must be notified of the reason for missing an exam at least seven days prior to the start of the exam. Make-up exams are essay and given at the discretion of the instructor.

COURSE CONDUCT:

Class will be a combination of instructor lectures, interactive class discussions, and in-class activities. You will be required to complete assigned readings prior to class sessions during which those readings are examined. *Assignments are due in class at the beginning of class of the specified due date, unless they are submitted to the drop-boxes on Blackboard.*

CLASS ATTENDANCE AND PARTICIPATION:

Attendance will be taken at the beginning of each class meeting. It is your responsibility to sign the class attendance sheet, even if you are late to class. My record of attendance is official and final. I will take attendance for all class meetings, not including exam dates or other dates noted on the schedule. *5 points of the 15 percentage points for attendance will be lost for each day missed. Each missing class will result in the drop of one letter grade after your loss of all 15% points of your attendance grade. That is, six absences will result in a failing grade.*

Participation in class discussion is very important. Please prepare for class by reading the assigned material as well as the cases. Also, many of you are working in service firms. Please share your experiences with the class. Your grade for class participation will be based on my judgment of the consistency with which you *participate constructively* and *show leadership* in class discussion and activity. Please note that class discussion includes interacting with your classmates. When I am leading case discussions, I may “cold call.” Please be prepared for this. Keep in mind that if you aren’t in class, you aren’t participating.

LATE WORK:

My experience with teaching university students suggests that, on average, 10 to 15 percent of the class will attempt to turn in assignments later than the time specified. Many reasons are given for late work (e.g., flat tires, printer problems, illness, oversleeping, etc.). No matter what the reason, the bottom line is that either (a) the work was completed and turned in when required or (b) the assignment was not completed and turned in when required.

Assignments are due in class at the beginning of class on the specified due date. There is **NO PROVISION** for late work on any assignment. I strongly suggest that you plan and schedule your work early (and not wait until the “last minute”). Late submissions are **NOT ACCEPTED**. Partial credit will **NOT** be given for late work.

EVALUATION:

This course will be graded on a percentage system, with a total of 100 possible percentage points.

Grade	Percentage	Grade	Percentage
A+	97.0 – 100	C+	77.0 – 79.9
A	94.0 – 96.9	C	74.0 – 76.9
A-	90.0 – 93.9	C-	70.0 – 73.9
B+	87.0 – 89.9	D	60.0 – 69.9
B	84.0 – 86.9	F	Below 60
B-	80.0 – 83.9		

COURSE REQUIREMENTS:

Activity	Times	Point	Percentage
Attendance and Participation	5% lost for each day missed; six absences result in a failing grade.		15%
Exams	2	100 / exam	40%
* Semester Project	1	100 / project	15%
** Chapter Questions	TBA	10 / Chapter	20%
*** In-class Quizzes	TBA	10 / Quiz	10%
Total			100%

* The instructor will give more details and guideline for the semester project at the beginning of the semester.

** You are to complete the specific chapter questions assigned by the instructor.

*** The quizzes will be given at any time during class. The purpose of the quizzes is to check your preparation of class (if given at the beginning of class) and your understanding of class (if given at the end of class). The quizzes will be graded but the worst score will be dropped (will not be used in calculating your final quiz grade). There will be no makeup quizzes.

TENTATIVE COURSE SCHEDULE

WEEK	TOPIC	READINGS
1 (Aug. 29)	Introduction / Managing Revenue and Expense	1
2 (Sep. 5)	Labor Day – No Class	
3 (Sep. 12)	Determining Sales Forecasts	2
4 (Sep. 19)	Managing the Cost of Food I	3
5 (Sep. 26)	Managing the Cost of Food II	3
6 (Oct. 3)	Managing the Cost of Beverages / Exam Review Session	4
7 (Oct. 11)	Mid-term Exam I	
8 (Oct. 17)	Managing the Food and Beverage Production Process I	5
9 (Oct. 24)	Managing the Food and Beverage Production Process II	5
10 (Oct. 31)	Managing Food and Beverage Pricing	6
11 (Nov. 7)	Managing the Cost of Labor	7
12 (Nov. 14)	Controlling Other Expenses	8
13 (Nov. 21)	Analyzing Results Using the Income Statement	9
14 (Nov. 28)	Planning for Profit	10
15 (Dec. 5)	Maintaining and Improving the Revenue Control System	11
16 (TBA)	Final Exam during Exam Period	

Note: Faculty reserves the right to alter the schedule as necessary.

Student Expectations

- Students must adhere to the guidelines of the George Mason University Honor Code [See <http://academicintegrity.gmu.edu/honorcode/>].
- Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See <http://ods.gmu.edu/>].
- Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/1301gen.html>].
- Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.
- Students are expected to exhibit professional behaviors and dispositions at all times.

Campus Resources

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu/>].
- The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].
- For additional information on the College of Education and Human Development, School of Recreation, Health, and Tourism, please visit our website [See <http://rht.gmu.edu>].

