

**George Mason University**  
**College of Education and Human Development**  
**Tourism and Events Management**

TOUR 310 B01 – Food and Beverage Management  
3 Credits, Summer 2022  
Online

**Faculty**

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**Prerequisites:** None

**University Catalog Description:**

Explore the principles of foodservice management regarding production and selling of food and beverage products. Categories various types of food, wine, beer and spirits. Reviews foodservice buying, pricing, menu planning, production, storage, service, controls and quality assurance.

**Course Overview**

This course will focus on the building blocks of how to manage a profitable food and beverage operation. Every decision you make in operations is a financial one. We will cover topics related to how to be profitable and plan in advance using effective strategies for; forecasting sales, expenses, costing of recipes and labor.

**Course Delivery Method**

This course will be delivered online (100%) using [select either a synchronous or an asynchronous] format via Blackboard Learning Management system (LMS) housed in the MyMason portal. You will log in to the Blackboard (Bb) course site using your Mason email name (everything before @masonlive.gmu.edu) and email password. The course site will be available on Tuesday, June 7, 2022

Under no circumstances, may candidates/students participate in online class sessions (either by phone or Internet) while operating motor vehicles. Further, as expected in a face-to-face class meeting, such online participation requires undivided attention to course content and communication.

**REQUIRED method of communication is the “send-email” function in Black board** (Go to *Tools*, then choose *Messages*, and send me a message that way.)

**Technical Requirements**

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with a standard up-to-date browser, either Internet Explorer or Mozilla Firefox is required (note: Opera and Safari are not compatible with Blackboard).
- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.
- The following software plug-ins for PCs and Macs, respectively, are available for free download: [Add or delete options, as desire.]
  - Adobe Acrobat Reader: <https://get.adobe.com/reader/>
  - Windows Media Player: <https://windows.microsoft.com/en-us/windows/downloads/windows-media-player/>
  - Apple Quick Time Player: [www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)

## **Expectations**

- **Course Week:** Because asynchronous courses do not have a “fixed” meeting day, our week will start on Monday, and finish on Friday.
- **Log-in Frequency:** Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course **materials at least daily.**
- **Participation:** Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions.
- **Technical Competence:** Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.
- **Technical Issues:** Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.
- **Workload:** Please be aware that this course is not self-paced. Students are expected to meet specific deadlines and due dates listed in the Class Schedule section of this syllabus. It is the student’s responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.
- **Instructor Support:** Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Those unable to come to a Mason

campus can meet with the instructor via telephone or web conference. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.

- **Netiquette:** The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. Be positive in your approach with others and diplomatic in selecting your words. Remember that you are not competing with classmates, but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.
- **Accommodations:** Online learners who require effective accommodations to insure accessibility must be registered with George Mason University Disability Services.

### **Learner Outcomes or Objectives**

This course is designed to enable students to do the following:

- 1) Categorize and identify origins of food, wine, beer and spirits;
- 2) Demonstrate and understanding of food beverage trends;
- 3) Articulate purchasing and receiving concepts;
- 4) Calculate food and beverage costs and controls; and
- 5) Monitor foodservice operations.

### **Required Texts**

Dopson, L., & Hayes, D. (2019). *Food and Beverage Cost Control (7th Ed.)*, NJ: Wiley.

Besides the text, I will be using some supplemental readings throughout the semester. The supplemental readings will help you focus on the latest information in this constantly evolving field.

### **Course Performance Evaluation**

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard).

### **Assignments and/or Examinations**

#### **OVERVIEW:**

Welcome to TOUR 310 - Food and Beverage Management! This is a **8 week online course**, which will be conducted exclusively through Blackboard (BB). You will have 100% on-line delivery of the class material and examinations through Blackboard (BB). Students are required

to spend time studying individually, but are also encouraged to work collaboratively with other students on assignments, projects and other learning activities. Working online requires dedication and organization. Students must check their GMU email and BB announcement messages on a **daily basis** and communicate any questions or problems that might arise promptly.

In our online learning community, we must be respectful of one another. Please be aware that innocent remarks can be easily misconstrued. Sarcasm and humor can be easily taken out of context. When communicating, please be positive and diplomatic. I encourage you to learn more about Netiquette.

The course is taught in weekly increments (Week 1 through Week 8), **starting on Mondays and ending on Fridays**.

In the *Syllabus* section on BB, please read the rest of the Syllabus to help you understand the assignments and grading guidelines. Finally, please review the Course Schedule and input assignment due dates into your personal organizer to help you plan your work for the semester.

### Course Performance Evaluation

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard).

Activity	Point	Percentage
Participation	40	8 %
Mini Exams (50 points each)	150	30%
Final Exam	100	20%
Final Project (Income Statement)	100	20%
Industry News	50	10%
Assignments (10 points each)	60	12%
<b>Total</b>	<b>500</b>	<b>100%</b>

*Note: Faculty reserves the right to change the requirements for these assignments. Assignment types, due dates, and workload are non-negotiable.*

### Assignment Description and Grading Rubrics:

#### **Participation-Discussion (8%):**

##### **Participation (Discussion):**

Participation in this class constitutes 8 % of the grade and is required as this will contribute to the content quality of the class as well as to your intellectual benefit from it. This will be evaluated by your entries on the Discussion Board (Industry News) each week. **If you do not participate you will receive a 0 for the week. To receive full points each week, provide your answer to discussion questions from presenters and reply at least either two comments or questions to other posts each week (at least total three posts for each industry news).** Further, participation in the DB Forums (Industry News) is the only way to register attendance in the

course. The deadline for posting discussion questions (from the instructor) and industry news summary (from the assigned presenters) each week is each Monday by 11:59 pm. This will allow participants to respond to your postings before the week ends on Friday at 11:59 pm. **Late submissions will be counted as a zero (0).**

### **Mini exams (30%):**

Multiple Choice Exams are 30 % of the grade (3 total tests and each test is 50 points). They will cover only text-book material *on the chapters*. The number of questions for each Exam will be 50 questions. ***These tests will be timed and must be completed in one sitting.*** Missing a test leads to “ZERO” point for this MCT and will **NOT** be compensated with another chance to receive a grade unless it is due to a personal illness or family emergency that must be documented by a physician’s note.

### **Final exam (20%):**

Final exam is a multiple choice and T/F test and it covers all chapters in the syllabus. Questions on the final exam include the questions from mini exams as well as new questions.

### **Industry News (News Summary and Discussion Board Facilitation): 10%**

A presenter will find and post the summary of industry news related to the chapter of each week in tourism, event and hospitality industry on discussion section. The sources (Interview, Internet Information, Textbooks, Articles, Media, and so on) should be addressed in the reference part. A presenter will summarize article and include two discussion questions. All students should post questions or comments to industry news. Presenters are required to provide answers and your thoughts to questions or comments from students by each Friday. Detailed grading rule of industry news and assigned presenters can be found in the “course content” folder.

### **Assignments (12%):**

6 assignments (10 point each): check the course schedule for assignments

### **Final – Income Statement Analysis (20%):**

Detailed grading rule of this research project can be found in the “course content” folder. You will be required to post your topic (a company) week 5. You need to submit both summary and PPT to blackboard. This project is due by **11:59pm on July 22, 2021**. No extension will be provided.

### **GRADING SCALE:**

A+ = 97-100	B+ = 87 – 89	C+ = 77 – 79	D = 60 – 69
A = 94 – 96	B = 84 – 86	C = 74 – 76	F = 0 – 59
A- = 90 – 93	B- = 80 – 83	C- = 70 – 73	

### **Professional Dispositions**

Students are expected to exhibit professional behaviors and dispositions at all times.

### Class Schedule

Week	Topics/Activities	Readings
Week 1 6/7-6/10	Managing Revenue and Expense <ul style="list-style-type: none"> <li>Directed readings due Friday 6/10 by 11:30p.m</li> <li>Review the information on the final project in the Contents -Income Statement Analysis</li> <li>Industry News Discussion due Friday 6/10 by 11:30p.m</li> </ul>	Chapters 1
Week 2 6/13-6/17	Creating Sales Forecasts Purchasing and Receiving <ul style="list-style-type: none"> <li>Directed readings due Friday 6/17 by 11:30p.m</li> <li>Assignment 1 due Friday 6/17 by 11:30p.m</li> <li>Industry News Discussion due Friday 6/17 by 11:30p.m</li> </ul>	Chapter 2 & 3
Week 3 6/20-6/24	Managing Inventory and Production <ul style="list-style-type: none"> <li>Directed readings due Friday 6/24 by 11:30p.m</li> <li>Mini Exam 1 (Chapters 1,2,&amp;3) due Friday 6/24 by 11:30p.m (start from 6/23 at 9:00 a.m)</li> <li>Assignment 2 due Friday 6/24 by 11:30p.</li> <li>Industry News Discussion due Friday 6/24 by 11:30p.</li> </ul>	Chapter 4
Week 4 6/27-7/1	Monitoring Food and Beverage Product Costs Managing Food and Beverage Pricing <ul style="list-style-type: none"> <li>Directed readings due Saturday 7/1 by 11:30p.m</li> <li>Assignment 3 due Friday 7/1 by 11:30p.</li> <li>Industry News Discussion due Friday 7/1 by 11:30p.</li> </ul>	Chapter 5 & 6
Week 5 7/4-7/8	Managing the Cost of Labor <ul style="list-style-type: none"> <li>Directed readings due Friday 7/8 by 11:30p.m</li> <li>Assignment 4 due Friday 7/8 by 11:30p.</li> <li>Post the topic for final project due Friday 7/8 by 11:30p.</li> <li>Mini Exam 2 (Chapters 4,5, &amp;6) due Friday 7/8 by 11:30p.m (start from 7/7 at 9:00 a.m)</li> <li>Industry News Discussion due Friday 7/8 by 11:30p.</li> </ul>	Chapters 7
Week 6 7/11-7/15	Controlling Other Expenses Analyzing Results Using the Income Statement <ul style="list-style-type: none"> <li>Directed readings due Friday 7/15 by 11:30p.m</li> <li>Assignment 5 due Friday 7/15 by 11:30p.</li> <li>Industry News Discussion due Friday 7/15 by 11:30p.</li> </ul>	Chapters 8&9
Week 7 7/18-7/22	Planning for Profit <ul style="list-style-type: none"> <li>Directed readings due Friday 7/22 by 11:30p.m</li> <li>Assignment 6 due Friday 7/22 by 11:30p.</li> <li>Mini Exam 3 (Chapters 7,8,&amp;9) due Friday 7/22 by 11:30p.m (start from 7/21 at 9:00 a.m)</li> <li>Industry News Discussion due Friday 7/22 by 11:30p.</li> </ul>	Chapters 10
Week 8 7/25-7/29	Final Exam Final Project	

	<ul style="list-style-type: none"> <li>• Final exam (Chapters 1,2,3,4,5,6,7,8,9,&amp;10) due Thursday 7/28 by 11:30p.m (started from 7/ 27 at 9:00a.m)</li> <li>• Final project submission due Thursday 7/28 by 11:30p.m</li> <li>• Industry News Discussion due Thursday 7/28 by 11:30p.m</li> </ul>	
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*Note: Faculty reserves the right to alter the schedule as necessary, with notification to students.*

### ***Core Values Commitment***

*The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: <http://cehd.gmu.edu/values/>.*

### ***GMU Policies and Resources for Students***

#### ***Policies***

- *Students must adhere to the guidelines of the Mason Honor Code (see <http://oai.gmu.edu/the-mason-honor-code/>).*
- *Students must follow the university policy for Responsible Use of Computing (see <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).*
- *Students are responsible for the content of university communications sent to their Mason 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 with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <http://ods.gmu.edu/>).*
- *Students must follow the university policy stating that all sound emitting devices shall be silenced during class unless otherwise authorized by the instructor.*

#### ***Campus Resources***

- *Support for submission of assignments to Tk20 should be directed to [tk20help@gmu.edu](mailto:tk20help@gmu.edu) or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <http://coursesupport.gmu.edu/>.*

- *The Writing Center 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/>).*
- *The 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 Student Support & Advocacy Center staff helps students develop and maintain healthy lifestyles through confidential one-on-one support as well as through interactive programs and resources. Some of the topics they address are healthy relationships, stress management, nutrition, sexual assault, drug and alcohol use, and sexual health (see <http://ssac.gmu.edu/>). Students in need of these services may contact the office by phone at 703-993-3686. Concerned students, faculty and staff may also make a referral to express concern for the safety or well-being of a Mason student or the community by going to <http://ssac.gmu.edu/make-a-referral/>.*

*For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/>.*