



UNIVERSITY *of* MARYLAND
EASTERN SHORE

SCHOOL *of* BUSINESS AND TECHNOLOGY
Department of Hospitality and Tourism Management

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COURSE OUTLINE – SYLLABUS

1. GENERAL INFORMATION:

- 1.1 Course: FMGT 371 – Hospitality Purchasing – 3 Credit Hrs.
- 1.2 Meeting Time: TTH – 3:30 p.m. – 4:45 p.m. Section: 0101, Hazel 2061
- 1.3 Instructor: Katherine A. Quinn, Ph.D., CHE
kaquinn@umes.edu, 410-651-7876, RHC Room 2110
- 1.4 Text: Feinstein, A. H. & Stefanelli, J. M. (2011). Purchasing: Selection and procurement for the hospitality industry. 8th edition
N.Y., NY: John Wiley & Sons, Inc.
- 1.5 Office Hours: M 11am – 4pm, W 11am – noon, TTH 11am. – 2pm
- 1.6 **HTM Department Mission and Philosophy:** The mission of the Department of Hospitality and Tourism Management (HTM) within the School of Business and Technology is to prepare entry level hospitality management professionals with **essential skills** for long term hospitality career success and industry leadership. HTM also fosters research and service of direct application and benefit to the State of Maryland and the global hospitality industry. (UMES Undergraduates Catalog: 2015-16).
- 1.7 **Disability Statement:** Students capable of success, regardless of their disabilities are admitted to the university. The faculty and staff of the University of Maryland Eastern Shore work cooperatively to assist their students in achieving their educational goals. Moreover, students with disabilities are accommodated in accordance with both federal and state laws. To receive special accommodations for a disability, the student must register with Student Disability Services (SDS) before any accommodations can be granted. At the time of registering for disability services, please bring documentation to support your claimed disability. The documentation must be recent and provided by a licensed professional with expertise in the special disability area. If you have any questions about disability services or

accommodations, please contact Dr. Dorling K. Joseph at (410) 621-3446. Student Disability Services (SDS) is located in the Student Services Center (SSC, Suite 2165).

2. **COURSE DESCRIPTION:**

This course emphasizes the managerial principles of the purchasing function and covers fundamental concepts, supplier selection, best practices, purchase specifications and purchase orders, product yield, and the receiving, storing, and issuing of hospitality products. An application research project is required. The laboratory component of this course emphasizes the development and use of knowledge related to hospitality supplier selection, purchase specifications and purchase orders, product yield, and best practices. (UMES Undergraduates Catalog: 2013-15)

3. **COURSE OBJECTIVES:**

3.1 **General:** This course provides an introduction to food, beverage, and supplies purchasing, including organization and administration, supplier selection and evaluation, product categories and yields, and purchasing methods, receiving, storing, and issuing.

3.2 **Program Learning Outcomes (PLOs) (#3):**

3.2.1 PLO #3 - Quantitative Competence: Initiate and APPLY financial decision making processes and documents necessary for cost effective customer/guest satisfaction management in hospitality establishments.

3.3 **Course Learning Outcomes (CLOs):** Upon completion of this course students will be able to:

3.2.1 Contrast the market channels for the distribution of hospitality products. -4

3.2.2 Describe legal and ethical issues relevant to purchasing in the hospitality industry.-2

3.2.3 Differentiate between typical ordering, receiving, storage management, and security procedures in a hospitality operation. -4

3.2.4 Explain the purchasing and storage practices for alcoholic beverage products. -2

3.2.5 Calculate produce, meat, poultry, and seafood ordering quantities using yields. -4

3.2.6 Differentiate between buying nonfood, services, and furniture, fixtures, and equipment. -4

4. **CONDUCT OF COURSE:**

4.1 **Prerequisites:** HTM or PGM Major, FMGT 301, HMGT 340, Curriculum Area II (Economics) and Curriculum Area IV (Mathematics) requirements must be met.

4.2 **Attendance:** (Reference UMES and HRM Dept. Policy)

4.2.1 Class attendance is compulsory for all students.

4.2.2 Each student is permitted a number of "unexcused absences" equal to the number of semester hours the course yields.

4.2.3 For every class period missed beyond the days allowed, a reduction of one (1) letter grade is permitted. Thus, class attendance is paramount. In the service industry, tardiness is not acceptable.

4.2.4 "Excused absences" are those absences incurred by the student's participation in college class-sponsored activities. Examples include band, chorale, gospel choir, athletic teams, field trips, etc.

4.2.5 Every student is responsible for informing his/her teacher(s) of impending absence(s) from class when the student has such information beforehand.

4.2.6 For every class period missed beyond the two (3) days allowed a reduction of one (1) letter grade is permitted.

Thus, class attendance is paramount. In the service industry, tardiness is not acceptable. Students not present at the beginning of class are counted as absent.

4.3 **Activities:**

4.3.1 Classroom Activities

Lecture, discussion, practice exercises, and quizzes. Students are responsible for reading all chapters and will be held responsible for all material in the book.

4.3.2 Hybrid Labs (completed outside of classroom)

Tuesday classes will be online using Blackboard to submit lab assignments dealing with relevant and current hospitality purchasing topics. All lab assignments (**total of 11**) must be written in your own word (do not copy and paste any content) and submitted and uploaded into Blackboard on the respective due date and time - Tuesday– 11:59pm.

4.4 **Academic Honesty:** - See University Handbook for policy and enforcement

Students are expected to do their own work and neither to give nor to receive assistance during quizzes and examinations or to turn in the work of someone and claiming it as your own. **The minimum sanction for cases of proven cheating is failure of the course.**

5. FINAL GRADE DETERMINATION

In general, students are responsible for all assignments, including guest lecturers, films, textbook reading, handouts, and reports by classmates.

However, final grade will specifically be determined as follows:

		Points	%
Examinations	2 @ 200 points each	400	40 %
Quizzes	1 @ 70 pts, 1 @ 60 pts, 1 @ 80 points	210	21 %
Lab Assignment	1 @ 40 points	50	4 %
Lab Assignments	10 @ 35 pts each	<u>350</u>	<u>35 %</u>
Total Possible Points		1000	100 %

Syllabus Changes: The professor reserves the right to make adjustments to the syllabus and assignments and their point value, on an as needed basis. All students will be notified of any changes and provided with an updated syllabus.

6. REFERENCES

“Procurement of Hospitality Resources”

Ninemeier, Jack D. & Hayes, David K., Upper Saddle River, NJ: Prentice Hall

7. SCHEDULE OF DATES, TOPICS, AND ASSIGNMENTS

Date	Topic	Assignment	Points
	Introduction, Syllabus	Semester Review	
	Concepts of Selection & Procurement, Tech Apps	Chapters 1 & 2	
	Technology & Purchasing	Lab #1	35
	Distribution Systems	Chapter 3 & 4	
	Supplier Selection & Cooperative Purchasing	Lab #2	35
	Forces Affecting the Distribution Systems Quiz #1	Chapter 4 Chapters 1- 3	70
	Socially Responsible Purchasing	Lab #3	35
	Overview of the Purchasing System Product Specifications	Chapter 5 Chapter 8	
	Purchasing & Receiving Safe Food	Lab #4	35
	Quiz #2 Product Specifications & Quantity	Chapters 4- 5 Chapters 8, 9	60
	The Food Safety Challenge	Lab #5	35
	Ordering & Receiving	Chapters 13, 14	
	<i>No Lab</i>	<i>No Lab</i>	
	Midterm	<i>Chapters 8,9,13,14</i>	200
	Spring Break	Spring Break	
	Spring Break	Spring Break	
	Fresh Produce & Other Grocery Items	Chapter 17 & 18	
	GS1 standards Research	Lab #6	35
	Dairy Products	Chapter 19	
	Fresh Produce	Lab #7	35
	Egg Products	Chapter 20	
	Genetically Altered Food	Lab #8	40
	Quiz #3	Chapters 17- 20	80
	Seafood	Lab #9	35
	Poultry & Fish	Chapters 21& 22	
	Meat Products	Lab #10	35
	Meat	Chapter 23	
	Beverage Purchasing	Lab #11	35
	Beverages	Chapter 24	
	Final Examination	Chapters 21-24	200
Total Points			1000