



UNIVERSITY of MARYLAND
EASTERN SHORE

SCHOOL of BUSINESS AND TECHNOLOGY
Department of Hospitality and Tourism Management

Richard A. Henson Center, Room 2100
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COURSE OUTLINE – SYLLABUS

1. GENERAL INFORMATION

- 1.1 Course: HMGT 100A/B, 200A/B, 300A/B – Professional Development – ½ Credit Hr.
- 1.2 Meeting Time: Wed, 5:30 p.m. – 7:00 p.m.
- 1.3 Instructor: Karl V. Binns, Sr. Ph.D.
- 1.4 Text: (Not Required)
- 1.5 Office Hours: MW – 1:00 – 4:00 p.m.; Tue. Th. 11:00 a.m.-4:00p.m.
- 1.6 **HTM Departmental Mission and Philosophy:** The mission of the HTM department is to prepare entry level Hospitality Management Professionals with **essential skills** for long term hospitality career success and industry leadership. The department also fosters research and service of direct application and benefit to the state of Maryland and the global hospitality industry.
- 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 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 within three years and provided by a licensed professional with expertise in the special disability area. If you have questions about disability services or accommodations, please contact Dr. Dorling Joseph at (410) 621-3446. The Student Disability Services office is located in the Student Services Center (SSC), Suite 2169.

2. COURSE DESCRIPTION

This course provides students the opportunity to view aspects of the hospitality industry and related areas that are not available in regularly scheduled courses. It includes, but is not limited to, professional conduct, guest speakers, industry visitations, student presentations, and films. It is required of all majors, each semester (A fall, B spring) of their freshman, sophomore and junior years. Grading will be satisfactory/ unsatisfactory depending on the student's end of semester status in Eta Rho Mu.

3. COURSE OBJECTIVES:

3.1 **General:** Required of all majors, each semester of their freshman, sophomore and junior years. Grading will be satisfactory/ unsatisfactory depending on the student's end-of-semester status in Eta Rho Mu.

3.2 Program Learning Outcome (PLO):

3.2.1 1.(PLO) - #1: - Hospitality Attitude - Production of graduates with ability to - apply the principles of hospitality operations, and utilize professional terminology while exhibiting/demonstrating hospitality professionalism and demeanor.

3.2.2 (PLO) - #5-: Relevant Work Experience - Production of graduates who have-demonstrated high levels of hospitality professionalism and demeanor while accumulating at least 1,000 hours of hospitality/tourism industry work experience with emphasis on managerial skill awareness.

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

3.3.1 Apply clearly and articulate their career options and goals. 3*

3.3.2 Understand 2-3 Career resources or programs activities to help them at their stage of career development. 2*

3.3.3 Apply 2-3 concrete next steps in their career development and planning. 3*

4. CONDUCT OF COURSE:

4.1 **Prerequisites:** None

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

4.2.1 Classroom Behavior Policy Students and faculty each have responsibility for maintaining an appropriate learning environment. Students who fail to adhere to such behavioral standards may be subject to discipline. Disruptive students in the academic setting hinder the educational process.

4.2.2 What Constitutes Disruption? "Disruption," as applied to the academic setting, means behavior that a reasonable faculty member would view as interfering with normal academic functions. Examples include, but are not limited to: persistently speaking without being recognized or interrupting other speakers; behavior that distracts the class from the subject matter or discussion; or in extreme cases, physical threats, harassing behavior or personal insults, or refusal to comply with faculty direction.

4.2.3. Professional Dress is required on all assigned dates (check with ERM Board). If a student is not dressed professionally (ERM standards) you cannot enter the class and will be counted absent.

4.2.4 All students are expected to sign-in and attend Professional Development. Any student with **2 or more unexcused absences** will be considered excessively absent and will be subject to course failure.

4.2.5 Tardy Policy: - A tardy is defined as arriving 6 minutes late to class. For example if class begins at 5:30pm and you arrive at 5:36pm, **you will be counted absence.**

4.2.6 USG Inclement Weather and Emergency Conditions Policy:
In the event of inclement weather or other emergency conditions, you should follow delays and closures for the University of Maryland Eastern Shore. Closures and delays will be reported on local radio and television news stations

4.2.7 Professional Attire & Attitude

HTM's philosophy is to emphasize the development of professional hospitality management knowledge and skills through the study of theory in the classroom that, in turn, is experienced in supervisory, management and team approached situations beginning with the freshman year.

Given this philosophy, several HTM classes require specific professional dress codes and materials. To be fully prepared for these experiences, an itemized list is included herein.

BUSINESS ATTIRE: Wednesday's are Professional Development days; industry recruiters visit with students, present their companies, and interview students for practicums, co-ops, internships, and entry level management positions. Dress requirements are as follows:

HTM Career Attire

MALES:

- 1 Business suit (dark)
- 2 Dress shirts- long sleeve
- 1 Tie
- 1 Pair of dress shoes (dark with dark socks)

FEMALES:

- 1 Business suit (dark)
- 2 Dress blouses- long sleeve
- 1 Pair of dress shoes

5. FINAL GRADE DETERMINATION

To receive a satisfactorily “S” grade (.5 credits) students must complete the following:

- 1. Attendance (No less than 2 absences)**
- 2. Submit an approved updated resume on the date assigned**
- 3. Actively participate in ONE (1) Pro Dev. Committee**
- 4. Participate in ONE (1) Pro Dev. fundraiser or community service event**

6. REFERENCES: NONE

7. SCHEDULE OF DATES, TOPICS, AND ASSIGNMENTS

WEEKS		
1	The Chair Speaks	Attendance
2	Student Club Orientation	“
3	Alumni Traditions	“
4	TBA	
5	TBA	
6	TBA	
7	TBA	
8	TBA	
9	TBA	
10	TBA	
11	TBA	
12	TBA	
13	TBA	
14	TBA	
15	Recognition Event	Attendance