

**INTRODUCTION TO FOOD & BEVERAGE MANAGEMENT  
HMGT 1102 Spring 2019**

<b>Instructor</b>	Michael Krondl	<b>Course Section</b>	D406
<b>E-mail</b>	MKrondl@citytech.cuny.edu	<b>Class meets</b>	Friday 2:30 - 5:00 p.m.
<b>Phone</b>	718-260-5630 (HMGT office)	<b>Location</b>	Namm 206
<b>Office</b>	Namm 200	<b>Class Hours</b>	3
<b>Office Hours</b>	Tuesdays 5:00-6:00	<b>Credits</b>	3

**Course Description**

A two-part foundation for food and beverage management culinary math and procurement methods. The culinary math component focuses on accurate measurement, portion controls, recipe conversions, product yields and inventory methods. Current market and procurement trends are explored, with an emphasis on product identification.

**Course Objectives**

Upon completion of HMGT 1102, the student will be able to

- a. Comprehend basic culinary math concepts of measurement, portion control and recipe conversion
- b. Recall and describe product yields, inventory and procurement methods
- c. Identify and classify industry food and beverage products and supplies

<b>Student Learning Outcomes</b>	<b>Method of Assessment</b>
a. Apply and demonstrate basic culinary math concepts of measurement, portion control and recipe conversion (HMGT: Skill and Knowledge, Gen Ed: Knowledge)	Culinary math practical and written examination, class participation and homework
b. Restate and explain product yield, inventory and procurement methods (HMGT: Knowledge)	Procurement & product identification quizzes, class participation
c. Identify and classify commonly used industry food and beverage products and supplies (HMGT: Knowledge, Skill)	Procurement & product identification quizzes, group project, summary reaction papers, class participation and homework

**Course Requirements/Assessment**

10 points	Homework Math assignments (2 at 5 points each)
20 points	Culinary math examination
5 points	Trade Publication Summary-Reaction paper
5 points	Food Hall Reaction blog
10 points	Sustainability Case Study (first and final drafts)
15 points	Procurement & product identification quizzes (3 at 5 points each)
20 points	Food Truck Project (15 points will be earned in a group project, 5 points in a single item spec sheet completed by each student)
5 points	Anna Nurse Culinary Workshop Memo
10 points	Class participation, including class reflections

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**100 points    TOTAL POINTS**

**Quizzes:** Utilizing the texts as a foundation, there will be take-home quizzes as well as quizzes administered during class hours covering procurement /product identification and culinary math. Lecture discussion and current events will also be included. Quizzes will be a combination of multiple choice, fill in the blank and/or short essay. For best performance, students should:

- Read all assigned material
- Stay up-to-date with current events that affect the hospitality industry

There are no make-up quizzes for in class quizzes. For take-home quizzes, they are available on Blackboard after class. Absence from class is not an excuse for handing in take-home quizzes.

**Food Hall Reaction Blog:** Visit a food hall and write a description on Open Lab using the guideline specified in the assignment handout. Students will be expected to:

- Provide a reaction to their personal experience
- Describe the type of market in detail
- Communicate using standard English

**Trade Publication Summary-Reaction Paper:** Following the guidelines specified in the assignment handout, students will be expected to:

- Summarize an article
- Provide a reaction to the information as it relates to the hospitality industry
- Communicate using APA format

**Sustainability Case Study:** Following guidelines specified in the assignment handout, students will be expected to:

- research the purchasing challenges of sourcing sustainability
- postulate a thesis and defend it in a written form

**Anna Nurse Culinary Workshop Memo:** Students will be expected to:

- Attend at least one Anna Nurse Culinary Workshop on a Thursday during club hours
- Summarize the highlights of the workshop
- Write in memo format

**Homework and Class Participation:** Throughout the semester, there will be various homework assignments and in-class activities. Students will be expected to:

- Complete all assignments on time as directed by the instructor
- Participate in class room discussions and activities
- Show up on time, attend all classes
- Follow the college guidelines regarding electronic devices. Students using these devices without express permission of instructor forfeit that day's participation grade.
- Most classes will begin with an in-class reflection on material covered in the previous class and selected readings. These reflections will not be available 10 minutes after class has started.

**Food Truck Project:** Student will be expected to:

- Work collaboratively to create a food truck menu based on an existing restaurant
- Each student will be required to contribute a standardized recipe to the group project
- Individually, each student will create a complete spec sheet for one ingredient in the recipe

For written assignments, use of the Atrium Learning Center is strongly encouraged and may be required for some assignments. In addition to the review provided by tutors, all work should be spell- and grammar-checked using MS Word as well as proofread prior to submission for a grade.

**Rubrics**—available on Blackboard in Grade Center

### **Grading Procedures**

93 – 100	A
90 – 92.9	A -
87 – 89.9	B+
83 – 86.9	B
80 – 82.9	B -
77 – 79.9	C+
70 – 76.9	C
60 – 69	D
0 – 59	F

### **Prerequisites**

CUNY certification in reading, writing and mathematics

### **Required Text**

Feinstein, A.H. and Steffanelli, J. (2010) *Purchasing for chefs: A concise guide* (2nd ed). New York, NY: Wiley.

*New York Times* Wednesday “Dining” section

Readings as assigned by professor

### **Professionalism and Participation**

The Department of Hospitality Management follows industry standards in order to educate, develop and mentor future hospitality and tourism professionals. In order to successfully complete a course, students must consistently participate in class and meet deadlines.

### **Additional Information**

Please be advised that **all** students are responsible for staying up to date with assignments when they are due whether reading or written, and whether you are absent or not. Consequently, I am posting this notice so that you are all aware that this handout is to be brought to every class, and referred to regularly for assignments and due dates outside of class.

### **Assignments:**

Late assignments are penalized by a 50% grade reduction for the first week and will not be accepted after 1 week lateness. It is still worth handing in a paper a couple of days late, some grade is better than none! If you can't attend class, assignments are still due: give it to a classmate or hand it at the HMGT chair's office. Assignments will be posted on Open Lab (under the “Assignments” tab) once they have been assigned in class. Any PowerPoints will also be posted on Open Lab, under files.

IF AND ONLY IF you cannot make it to class, I will credit homework/assignments sent to my email address as an attachment before class starts. However they will not be marked until I get a hard copy.

I do not print for you and I do not accept homework that is e-mailed only. Do your homework early so if there is a problem with your printer or computer, you are not contending with it the night before the assignment is due.

Students regularly fail because they do not hand in the assignments on time (or at all).  
Employees regularly get fired for not doing the work assigned to them.

**Class Meeting Schedule** - attached

**HM Department Mission and Statement of Academic Integrity** – attached

**HM Department Calendar** – attached

### Class Meeting Schedule

	Date	Lecture Topic	Required Reading Due	Assignment Due	
1	Jan 25	Procurement	<ul style="list-style-type: none"> <li>• Overview and Expectations of Course</li> <li>• Economics 101</li> <li>• Introduction to Food Procurement Trends</li> </ul> <i>Anna Nurse Culinary Memo assigned</i>		
2	Feb 1		<ul style="list-style-type: none"> <li>• Seasonality, menu planning</li> </ul> <i>Food Hall Blog assigned</i>	Bring in restaurant menu	
3	Feb 8		<ul style="list-style-type: none"> <li>• Movie</li> <li>• Distribution, Purchase Orders, Price</li> </ul> <i>Trade Summary Reaction Paper assigned</i>	PFC Chapters 3, 4, 5	Proc. Quiz #1 (take home)
4	Feb 15		<ul style="list-style-type: none"> <li>• Ordering Process and Inventory Control</li> <li>• Intro to weights and measures</li> </ul>	PFC Chapters 6, 7	Shopping for dairy homework
5	Feb 22	Math	<ul style="list-style-type: none"> <li>• Basic Algebra Review</li> <li>• Recipe Conversions</li> <li>• weights and measures quiz</li> </ul>	Culinary Math handouts	Trade Publication Paper Due In class unit quiz
6	Mar 1		<ul style="list-style-type: none"> <li>• Unit and Recipe Costing</li> </ul>	Culinary Math handouts	Take-home math quiz 1 due
7	Mar 8		<ul style="list-style-type: none"> <li>• Math Review</li> </ul> <b>Math Exam</b>		Take-home math quiz 2 due
8	Mar 15	Ingredients	<ul style="list-style-type: none"> <li>• Processed Foods and Groceries</li> </ul> <i>Sustainability paper assigned</i>	Assigned reading: meat inspection	Food Hall Blog due
9	Mar 22		<ul style="list-style-type: none"> <li>• Meat, Poultry, Eggs</li> <li>• Comparison &amp; Component Tasting (chocolate)</li> </ul> <i>Group Project assigned</i>		Midterm grades posted Sustainability paper draft one due
10	Mar 29		<ul style="list-style-type: none"> <li>• Fresh Produce</li> <li>• Comparison &amp; Component Tasting (TBA)</li> </ul>		Smorgasburg reaction blog due on Open Lab
11	Apr 5		<ul style="list-style-type: none"> <li>• Dairy Products</li> <li>• Marine Products</li> </ul>		Sustainability paper draft 2 due
12	Apr 12		<ul style="list-style-type: none"> <li>• Purchasing trends, Sustainability, Ethics, Politics, Cost</li> </ul>	Assigned reading: procurement trends	Proc. Quiz #2 (in class) Vocabulary post due on Open Lab
13	May 3	Field Trip TBD			
14	May 10	Group Project Workshop		Anna Nurse Memo due Proc. Quiz #3 (in class)	
15	May 17	<b>Group Presentations</b>			

*This outline is subject to change; homework and additional reading may be assigned at the discretion of the instructor.*

### **MISSION STATEMENT**

The Hospitality Management Department of New York City College of Technology educates students for careers in the hospitality industry through foundational knowledge of hospitality operations and experiences that cultivate diverse perspectives, lifelong learning, collaboration, and community engagement.

### **NYC COLLEGE OF TECHNOLOGY STATEMENT ON ACADEMIC INTEGRITY**

Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion. The complete text of the College Academic Integrity Policy Manual may be found on the College website.

### **STATEMENT OF ACADEMIC DISHONESTY AND PLAGARISM**

As stated in the Academic Integrity Policy Manual, "academic dishonesty occurs when individuals plagiarize or cheat in the course of their academic work. Plagiarism is the presenting of someone else's ideas without proper credit or attribution. Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise."

### **STATEMENT OF CLASSROOM BEHAVIOR**

Each student has the right to study and learn in a comfortable, safe, supportive environment that promotes self-esteem – free of fear, humiliation, intimidation, offensive or suggestive language.

### **PROFESSIONALISM AND PARTICIPATION**

The Department of Hospitality Management follows industry standards in order to educate, develop and mentor future hospitality and tourism professionals. In order to successfully complete a course, students must consistently participate in class and meet deadlines.

### **USE OF ELECTRONIC DEVICES**

As stated in the Student Handbook, the use of cellular phones and audio equipment in all academic and study areas of the college is prohibited. Students are not permitted to take calls or text message during class.

Students may not use their cell phones as calculators. In some instances, an instructor may allow the use of personal electronic devices for in class activities.

### **ORAL PRESENTATION STYLE STATEMENT:**

The Hospitality Management Department has developed a standardized format for all oral presentations. Refer to the Oral Presentation Rubric.

### **WRITING STYLE STATEMENT**

The hospitality management department has developed a standardized format for all written assignments. Written work must be prepared using APA Style Publication Manual of the American Psychological Association as a reference guide. All editorial formats, abbreviations, use of statistics, graphs, citations and references must conform to APA style. Footnotes are not permissible. Visit the City Tech Library website for APA Style Guides.

The chart below lists the dates for all class meetings for the term. Those who may anticipate difficulties are advised to make necessary arrangements to attend all class meetings.

♦ **Note date changes:**      ♦ **Wednesday, May 15<sup>th</sup> is a reading day**

#	MON	TUES	WED	THURS	FRI	SAT	SUN
1	Jan 28	Jan 29	Jan 30	Jan 31	Jan 25	Jan 26	Jan 27
2	Feb 4	Feb 5	Feb 6	Feb 7 ✈	Feb 1	Feb 2	Feb 3
3	Feb 11	Feb 19	Feb 13	Feb 14 ♥	Feb 8	Feb 9	Feb 10
4	Feb 25	Feb 26	Feb 20	<u>Feb 21</u>	Feb 15	Feb 16	Feb 17
5	Mar 4	Mar 5	Feb 27	Feb 28 ♣	Feb 22	Feb 23	Feb 24
6	Mar 11	Mar 12	Mar 6	Mar 7 §	Mar 1	Mar 2	Mar 3
7	<b>Mar 18</b>	<b>Mar 19</b>	<b>Mar 13</b>	<b>Mar 14</b>	Mar 8	Mar 9	Mar 10
8	Mar 25	Mar 26	Mar 20	<u>Mar 21</u>	<b>Mar 15</b>	<b>Mar 16</b>	<b>Mar 17</b>
9	Apr 1	Apr 2	Mar 27	Mar 28 ☀	Mar 22	Mar 23	Mar 24
10	Apr 8	Apr 9	Apr 3	Apr 4 §	Mar 29	Mar 30	Mar 31
11	Apr 15	Apr 16	Apr 10	Apr 11 ♣	Apr 5	Apr 6	Apr 7
12	Apr 29	Apr 30	Apr 17	<u>Apr 18</u>	Apr 12	Apr 13	Apr 14
13	May 6	May 7	May 1	May 2 ♠	May 3	May 4	May 5
14	May 13	May 14	May 8	May 9	May 10	May 11	May 12
15	May 20	May 21	May 22	May 16	May 17	May 18	May 19

**IMPORTANT DATES FOR SPRING 2019**

Advisement begins Monday, March 11	Registration begins Monday, April 8
No production March 13-19	BTech, Monday, May 13
Last day to withdraw with a "W" grade, Monday, April 1	Final grades due Tuesday, May 28
<b>Club Events</b>	<b>Dates</b>
☀ American Culinary Federation (ACF)	12:45 pm / N206 March 28 ☀
♠ Cooks in the Market Club	12:45 pm / N206 May 2 ♠
The Anna Nurse Culinary Workshop Series	12:45 pm / N206 February 21, March 21, April 18
♥ Spoons Across America Club	12:45 pm / N206 February 14 ♥
♣ Hospitality Garden Club	12:45 pm / N206 February 28, April 11 ♣
✈ Summer 2019 International Work & Study Meeting	12:45 pm / N206 February 7 ✈
§ Aspiring Hotel Leaders Club	12:45 pm / N206 March 7, April 4 §