

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

Instructor	Michael Krondl	Course Section	D405
E-mail	MKrondl@citytech.cuny.edu	Class meets	Thursday 8:30 - 11:00 a.m.
Phone	718-260-5630 (HMGT office)	Location	Namm 206
Office	TBD	Class Hours	3
Office Hours	Thursdays 11:00-12:00	Credits	3

Department 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.

Program Learning Outcomes

To graduate students who

1. identify and demonstrate skills relevant to the operational areas of hospitality management. (PLO #1)
2. utilize the dynamics of collaboration in diverse settings. (PLO #2)
3. demonstrate effective communication skills. (PLO #3)
4. exhibit the analytical and social skills essential for success in the global workplace. (PLO #4)
5. value and integrate lifelong learning, civic engagement, ethical reasoning, and social responsibility. (PLO #5)

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.

Prerequisites:

CUNY proficiency in reading, writing and mathematics

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

Student Learning Outcomes	Method of Assessment
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

100 points TOTAL POINTS

Quizzes: Utilizing the texts and class work 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 OpenLab 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 OpenLab 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 classroom 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, 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

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 30	P r o c u r e m e n t	<ul style="list-style-type: none"> • Overview and Expectations of Course • Economics 101 • Introduction to Food Procurement Trends <i>Anna Nurse Culinary Memo assigned</i>		
2	Feb 6		<ul style="list-style-type: none"> • Seasonality, menu planning <i>Food Hall Blog assigned</i>	<i>PFC (Purchasing for Chefs) Chapters 1-2</i>	Bring in restaurant menu
3	Feb 13		<ul style="list-style-type: none"> • Movie • Distribution, Purchase Orders, Price <i>Trade Summary Reaction Paper assigned</i>	<i>PFC Chapters 3, 4, 5</i>	Proc. Quiz #1 (take home)
4	Feb 20		<ul style="list-style-type: none"> • Ordering Process and Inventory Control • Intro to weights and measures 	<i>PFC Chapters 6, 7</i>	Shopping for dairy homework
5	Feb 27	M a t h	<ul style="list-style-type: none"> • Basic Algebra Review • Recipe Conversions • weights and measures quiz 	Culinary Math handouts	Trade Publication Paper Due In class unit quiz
6	Mar 5		<ul style="list-style-type: none"> • Unit and Recipe Costing 	Culinary Math handouts	Take-home math quiz 1 due
7	Mar 12		<ul style="list-style-type: none"> • Math Review Math Exam		Take-home math quiz 2 due
8	Mar 19	I n g r e d i e n t s	<ul style="list-style-type: none"> • Processed Foods and Groceries <i>Sustainability paper assigned</i>	Assigned reading: meat inspection	Food Hall Blog due
9	Mar 26		<ul style="list-style-type: none"> • Meat, Poultry, Eggs • Comparison & Component Tasting (chocolate) <i>Group Project assigned</i>		Midterm grades posted Sustainability paper draft one due
10	Apr 2		<ul style="list-style-type: none"> • Fresh Produce • Comparison & Component Tasting (TBA) 		Smorgasburg reaction blog due on Open Lab
11	Apr 23		<ul style="list-style-type: none"> • Dairy Products • Marine Products 		Sustainability paper draft 2 due
12	Apr 30		<ul style="list-style-type: none"> • Purchasing trends, Sustainability, Ethics, Politics, Cost 	Assigned reading: procurement trends	Proc. Quiz #2 (in class) Vocabulary post due on Open Lab
13	May 7	Field Trip TBD			
14	May 14	Group Project Workshop		Anna Nurse Memo due Proc. Quiz #3 (in class)	
15	May 21	Group Presentations			

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

Student Accessibility

Qualified students with disabilities, under applicable federal, state, and city laws, seeking reasonable accommodations or academic adjustments must contact the Center for Student Accessibility for information on City Tech's policies and procedures to obtain such services. Students with questions on eligibility or the need for temporary disability services should also contact the Center at The Center for Student Accessibility:

300 Jay Street, room L-237, 718 260 5143. <http://www.citytech.cuny.edu/accessibility/>

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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.

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."

The complete text of the College Academic Integrity Policy Manual may be found on the College website.

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.

Use of Electronic Devices

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.

Writing Style Statement

The hospitality management department requires that all written work must be prepared using APA Style Publication Manual of the American Psychological Association as a reference guide. This includes editorial formats, abbreviations, use of statistics, graphs, citations and references. 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:**
- ◆ **Tuesday, April 7th classes follow a Wednesday schedule**
- ◆ **May 15th is Reading Day. No classes scheduled; college is open for students to study.**

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

IMPORTANT DATES FOR SPRING 2020

Registration begins Wednesday, April 1. Make an appointment with your advisor prior to your registration date.	
No production March 15-21	BTech, Monday, May 11
Last day to withdraw with a "W" grade, Wednesday, April 1	Final grades due Thursday, May 28
Club Events	Dates
☀ American Culinary Federation (ACF)	12:45 pm / N206 April 23 ☀
♣ Cooks in the Market Club	12:45 pm / TBD ♣
The Anna Nurse Culinary Workshop Series	12:45 pm / N206 Feb. 20, March 26, April 30
T Tea Club	12:45 pm / N206 March 5, May 7 T
♥ Spoons Across America Club	12:45 pm / N206 February 13 ♥
♣ Garden Club	12:45 pm / N201 February 27, March 19 ♣
✈ Summer 2020 International Work & Study Meeting	12:45 pm / N206 February 6 ✈
§ Hospitality Sales & Marketing Association International Club	12:45 pm / N206 February 27, April 2 §
Ж Special Event: USHG Recruitment Workshop	12:45 pm / N206 March 12 Ж