



<b>Dates</b>		<b>Credits</b>	3
<b>Course Title</b>	Introduction to Hospitality Industry	<b>Course Number</b>	HFT 1101
<b>Pre-requisite (s)</b>	None	<b>Co-requisite (s)</b>	None
<b>Hours</b>	45		

### Place and Time of Class Meeting

**San Ignacio University**  
**3905 NW 107 Avenue, Suite 301**  
**Miami, FL 33178**

### Name and Contact Information of Instructor

### Book required

*(San Ignacio University recognizes the use of the textbook in the classroom as part of the educational methodology and strategy applied in diverse materials. The textbook is part of the curriculum and is used to reach the student in an effective manner in the classroom. Every student is expected to acquire and use the textbook.)*

Introduction To Hospitality, 6/E - Walker

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ISBN-13: 978-0-13-281465-2 | ISBN-10: 978-0-13-281465-X

### Classroom expectations for students

#### Attendance Policy

Students are expected to attend all scheduled university classes for the courses that they are registered for and to achieve the goals set forth by each class instructor. Attendance is taken daily. Enrolled students are permitted no more than **2** “free” absences in one semester. Students missing **3-5** classes over the course of the semester will receive a one-letter grade deduction from their final course grade; missing more than **6** classes will result in failure of the course regardless of grade average. It is the student's responsibility to arrange to make up work missed because of an absence.

#### Student Tardiness Policy

A student is considered tardy/late if he/she comes to class 15 minutes late. With three tardies the student accumulates one full absence. If the student misses half of the class period, it is a full absence. When a student has more than 6 tardies, the instructor will contact the University



Coordinator of Student Affairs and Academic Department and request an intervention session with the student. The goal of the intervention session is to develop and implement an intervention program to help students learn new ways to save and manage time.

**NOTE:** Plagiarism is defined as the use, without proper acknowledgment, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws. Students who commit plagiarism will obtain a grade of “Failure” on their exam or assignment.

**Course Description (must correspond exactly to Catalog description)**

The purpose of this course is to introduce students to the hospitality industry and to provide the knowledge about its operations. Among the topics studied we have: managed services, attractions, events, entertainment and restaurant operations.

**Learning Objectives**

At the end of this course the student will be able to:

- Describe the characteristics of the hospitality industry.
- Describe the hotel ownership and development via hotel franchising and management contracts.
- Outline the duties and responsibilities of executives and department heads.
- State the functions and responsibilities of the food and beverage departments.
- Describe the different characteristics of chain and independent restaurants.
- Describe restaurant operations.
- Outline the different managed services segments.
- Outline the important international and domestic tourism organizations.
- Discuss the relationship of recreation and leisure to wellness.
- Describe the various components of gaming entertainment.
- Explain the different types of meetings, conventions, and expositions.

**Topical Outline and Schedule**

DATE	WEEK 1
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> <li>• Describe the course.</li> <li>• Observe the changes of hospitality throughout the different decades</li> <li>• Define the different characteristics of the hospitality industry</li> <li>• Assess why service has become such an important facet of the hospitality industry</li> </ul>

	<ul style="list-style-type: none"> <li>Examine hospitality in the twentieth and it's future industry</li> </ul>
<b>TOPIC (S)</b>	<ul style="list-style-type: none"> <li>Review Syllabus</li> <li>Discuss Library Orientation Course, Instructor to verify completion</li> <li>Differentiate hospitality through the ages from ancient times through the twentieth century.</li> <li>Define the characteristics of hospitality industry</li> <li>Discuss corporate philosophy and it's applications</li> <li>Understand the interrelated nature of hospitality and tourism</li> <li>Review success in service and the benefits</li> <li>Show trends in hospitality and tourism</li> <li>Explain the importance of self-assessment and personal philosophy</li> </ul>
<b>LEARNING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>Discussion of Syllabus</li> <li>Formulate some general hospitality and career related questions, and interview two supervisors or managers in the hospitality industry</li> <li>Identify the difference between the hospitality business and other businesses</li> </ul>
<b>HOMEWORK &amp; ASSIGNED READINGS</b>	<p>Review the Syllabus  <b>Complete the Library Orientation Course.</b> Instructor to verify completion.  <b>Chapter 1: pp. 3-45</b></p>
<b>DATE</b>	<b>WEEK 2</b>
<b>SPECIFIC OBJECTIVES</b>	<ul style="list-style-type: none"> <li>Describe hotel ownership and development via hotel franchising and management contracts</li> <li>Survey hotels by price and location</li> <li>Identify the various prestigious and unusual hotels</li> </ul>
<b>TOPIC (S)</b>	<ul style="list-style-type: none"> <li>Discuss Final Class Project &amp; Presentation</li> <li>Evaluate the history of Innkeeping in the United States</li> <li>Discuss the process of development and ownership</li> <li>Assess the twelve classification of Hotels according to location, price, and type of services</li> <li>Survey the best, biggest, and most unusual hotels and chains</li> <li>Describe the different aspects of international perspective</li> <li>Evaluate the different trends in hotel development</li> </ul>
<b>LEARNING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>Participate in the discussion and topics</li> <li>Discuss the advantages of management contracts and franchising</li> <li>Discuss from a career perspective the advantages and disadvantages of each type of hotel</li> </ul>



<b>HOMEWORK &amp; ASSIGNED READINGS</b>	Chapter 2: pp. 47-81
<b>DATE</b>	<b>WEEK 3</b>
<b>SPECIFIC OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Examine the duties and responsibilities of executives and department heads</li> <li>• Devise an organizational chart of the rooms division of a hotel and identify the committee members</li> <li>• Describe property management systems and yield management</li> </ul>
<b>TOPIC (S)</b>	<ul style="list-style-type: none"> <li>• Discussion of student topic selection, library research, tentative bibliography</li> <li>• Identify the functions and departments of a hotel</li> <li>• Explain the roles of the hotel general manager and the broad range of personal qualities</li> <li>• Discuss the operation of room divisions, front office, and night auditor</li> <li>• Describe revenue management and it's used to maximize room revenue in a hotel</li> <li>• State the process of hotel reservation and the variety of sources</li> <li>• Describe the order and process of guest services and uniformed services</li> <li>• Assess the four majors areas of responsibilities for the executive housekeeper</li> <li>• Define the model for the implementation of sustainable lodging practices</li> </ul>
<b>LEARNING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Explain the complexities and challenges of the concierge, housekeeping, and security/ loss prevention departments</li> <li>• Read and discuss the main responsibilities of the front office manager</li> <li>• Explain the importance of accident and loss prevention</li> </ul>
<b>HOMEWORK &amp; ASSIGNED READINGS</b>	<p>Investigate concepts and kinds of objectives. Library Research. Develop Tentative Bibliography</p> <p><b>Due: Project Topic</b> <b>Due: Tentative Bibliography</b></p> <p><b>Chapter 3: pp. 91-137</b></p>
<b>DATE</b>	<b>WEEK 4</b>
<b>SPECIFIC OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Describe the duties and responsibilities of a food and beverage director and other key department heads</li> <li>• Summarize the functions and responsibilities of the food and beverage departments</li> <li>• Estimate computations using key food and beverage operating ratios</li> </ul>



<b>TOPIC (S)</b>	<p><b>Due: Project Topic</b> <b>Due: Tentative Bibliography</b></p> <ul style="list-style-type: none"> <li>• Discuss the management of food and beverage</li> <li>• Describe the process of food operation and the responsibility of restaurant managers</li> <li>• Identify the responsibility of the catering department and the director of catering responsibilities</li> <li>• Examine the process of room service /in room dining</li> <li>• Discuss the trends in lodging food and beverage operations</li> <li>• Identify the challenges a food and beverage director faces on a daily basis</li> </ul>
<b>LEARNING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Discussion of intended project topics and information sources</li> <li>• Review case studies on pp. 170 and answer discussion questions</li> </ul>
<b>HOMEWORK &amp; ASSIGNED READINGS</b>	<p>Continue research and work on final project</p> <p><b>Chapter 4: pp 139-173</b></p>
<b>DATE</b>	<b>WEEK 5</b>
<b>SPECIFIC OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• List and identify the main grape varieties</li> <li>• Identify the various types of beer</li> <li>• List the types of spirits and the active ingredients</li> <li>• Explain a restaurants liability in terms of serving alcoholic beverages</li> </ul>
<b>TOPIC (S)</b>	<ul style="list-style-type: none"> <li>• Discuss the different beverages available from wines, beer and spirits</li> <li>• Identify the brewing process and the active ingredients in the making of a beer</li> <li>• Assess the sustainable brewing process and the available resources</li> <li>• Differentiate the different carbonated soft drinks and energy drinks available in the market</li> <li>• Examine the different bars and beverage operations and the appropriate set up</li> <li>• Explain inventory control and how it correlates with bar management</li> <li>• Discuss the importance of liquor liability and the law</li> <li>• Outline the different trends in the beverage industry</li> </ul>
<b>LEARNING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Organize in group setting a blindfold taste test to identify if the beverage is Coke or Pepsi</li> <li>• Devise a class survey of preference for Coke or Pepsi and share the results with class mates</li> <li>• Construct an engine search for underage drinking statistics and related highway deaths in your state</li> </ul>
<b>HOMEWORK &amp; ASSIGNED READINGS</b>	<p>Continue research and work on final project</p> <p><b>Chapter 5: pp.177-217</b></p>



<b>DATE</b>		<b>WEEK 6</b>
<b>SPECIFIC OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• EXAM I</li> <li>• Describe the different characteristics of chain and independent restaurants</li> <li>• Identify some of the top chain and independent restaurants</li> <li>• Differentiate characteristics of chain and independent restaurants</li> </ul>	
<b>TOPIC (S)</b>	<ul style="list-style-type: none"> <li>• Discuss the restaurant business and the history of culinary heritage</li> <li>• Outline the different food trends and practices, including the term “back to basics”</li> <li>• Identify the different culinary practices in the new millennium</li> <li>• Recognize the importance of developing strong culinary foundation in order to succeed in the industry</li> <li>• Explain the process of developing a restaurant and the knowledge and skills needed</li> <li>• Discuss the operating philosophy, mission, goals, and objectives of a restaurant business</li> <li>• Compare and contrast the importance of restaurant location and ways to market the concept</li> <li>• Evaluate the importance of restaurant ambiance and how it effects the guest consciously and unconsciously</li> <li>• Define classifications of restaurant and the difference between independent restaurants and chain restaurants</li> </ul>	
<b>LEARNING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Identify a restaurant in your neighborhood and identify its catchment area</li> <li>• Use search engine to identify four great examples of restaurant websites</li> </ul>	
<b>HOMEWORK &amp; ASSIGNED READINGS</b>	Chapter 6: pp. 219-253	
<b>DATE</b>		<b>WEEK 7</b>
<b>SPECIFIC OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Explain how restaurants forecast their business</li> <li>• Name the key restaurant operating ratios</li> <li>• Outline the functional areas and tasks of a restaurant manager’s job</li> <li>• Identify key elements of an income statement</li> </ul>	
<b>TOPIC (S)</b>	<ul style="list-style-type: none"> <li>• Describe the restaurant term commonly known as front house and back of the house</li> <li>• Discuss forecasting restaurants and its two components of guest counts and covers</li> <li>• Define sustainable restaurant operations and its responsibilities</li> <li>• Evaluate front of the house restaurant systems and its properties</li> </ul>	

	<ul style="list-style-type: none"> <li>• Summarize the meaning of back of the house restaurant systems</li> <li>• Devise the production procedures in the kitchen for successful outcome</li> <li>• Analyze the food service operations and the food cost control process</li> <li>• Identify the importance of budgeting costs and the difference between fixed and variable</li> <li>• Summarize the meaning of restaurant manager job analysis</li> </ul>
<b>LEARNING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Discussion of chapter topics</li> <li>• Design an income statement for an imaginary restaurant</li> <li>• Devise the steps taken in preparing production sheets</li> </ul>
<b>HOMEWORK &amp; ASSIGNED READINGS</b>	Continue research and work on final project <b>Chapter 7: pp.255-295</b>
<b>DATE</b>	<b>WEEK 8</b>
<b>SPECIFIC OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Outline the different managed services segments</li> <li>• Describe the five factors that distinguish managed services operations from commercial ones</li> <li>• Describe the complexities in University and university</li> <li>• Identify characteristics and trends in health care, business and industry, and leisure and recreation foodservices</li> </ul>
<b>TOPIC (S)</b>	<ul style="list-style-type: none"> <li>• Describe manage services related to food services and operations</li> <li>• Discuss elementary and secondary schools healthier meal programs</li> <li>• Devise the new my plate healthy eating guide</li> <li>• Explain the complexities and diverse University and universities food operation services</li> <li>• Explain managing managed services in the university and University campuses</li> <li>• State the process of sustainable managed services and its mission</li> <li>• Interpret the mission of health care facilities and the diverse needs of their delicate clientele</li> <li>• Explain the two terms contractors and self –operators in the business and industry services</li> <li>• List the ongoing trends in managed services and there challenges</li> </ul>
<b>LEARNING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Discussion the process of creating a sample menu for a day at an elementary or high school</li> <li>• Explain the term <i>National School Lunch Program (NSLP)</i></li> <li>• Present practical pro and cons concerning fast food chains on campus</li> </ul>
<b>HOMEWORK &amp; ASSIGNED READINGS</b>	Continue research and work on final project Chapter 8: pp. 297-330

<b>DATE</b>		<b>WEEK 9</b>
<b>SPECIFIC OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Define ecotourism</li> <li>• Describe the sociocultural impact of tourism</li> <li>• Identify the promoters of tourism</li> <li>• Outline the important international and domestic tourism</li> <li>• List the reasons why people travel</li> </ul>	
<b>TOPIC (S)</b>	<ul style="list-style-type: none"> <li>• Classify the high lights of tourism through the centuries and its advancement</li> <li>• Describe tourism and all its interrelated components</li> <li>• Illustrate how tourism is categorized throughout the world</li> <li>• Name the five stages of tourism and its historical development</li> <li>• Discuss the reason that major U.S. airlines struggle financially</li> <li>• Evaluate why most cruise ships sail under foreign flags</li> <li>• Describe the cruise market and continued profits</li> <li>• Report the economic impact of tourism throughout the world</li> <li>• Define the promoters of tourism</li> </ul>	
<b>LEARNING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Analysis of the examples raised in class</li> <li>• Discuss in class the positive and negative impacts that tourism can have on a country in relation to tourism pollution and ecotourism</li> <li>• Explain two organizations that influence or further the economic impact of tourism</li> </ul>	
<b>HOMEWORK &amp; ASSIGNED READINGS</b>	Continue research and work on final project <b>Chapter 8: pp. 333-371</b>	
<b>DATE</b>		<b>WEEK 10</b>
<b>SPECIFIC OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Explain the origins and extent of government-sponsored recreation</li> <li>• Discuss the relationship of recreation and leisure to wellness</li> <li>• Distinguish between commercial and noncommercial recreation</li> <li>• Name and describe various types of recreational clubs</li> <li>• Identify the major U.S. theme parks</li> <li>• Describe the daily operations of a country club</li> </ul>	
<b>TOPIC (S)</b>	<ul style="list-style-type: none"> <li>• Name a few parks in the United States and in Canada and their characteristics</li> <li>• Name the oldest zoo in the United States and is it still open for attraction</li> <li>• Describe the goals of the Smithsonian Institute</li> <li>• Discuss how theaters, concerts, musical, and comedy shows regaining importance</li> <li>• Identify the eight step process in making decision as it relates to</li> </ul>	

	<p>managing attractions</p> <ul style="list-style-type: none"> <li>• Explain the club managers association of America (CMAA) code of ethics</li> <li>• List the important duties of a club manager and how it benefits the business</li> <li>• Describe the factors that affect an individual's decision to participate in recreational activities</li> </ul>
<b>LEARNING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Analyze the importance of recreation for human wellness</li> <li>• Discuss the origin of government-sponsored recreation in consideration of the origin and purpose of national parks</li> <li>• Present the difference between commercial and noncommercial recreation</li> </ul>
<b>HOMEWORK &amp; ASSIGNED READINGS</b>	<p>Continue research and work on final project <b>Chapter 10: pp. 375-425</b></p>
<b>DATE</b>	<b>WEEK 11</b>
<b>SPECIFIC OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Outline the history of modern casinos</li> <li>• Describe the various components of modern casino hotels</li> <li>• Explain how casinos have been integrated into larger hospitality operations</li> <li>• Understand the basic principles of casino operations</li> </ul>
<b>TOPIC (S)</b>	<ul style="list-style-type: none"> <li>• Define what is gambling and its dissimilar activities</li> <li>• List the different types of casino operations and the scales which they are measured</li> <li>• Illustrate the evolution of gambling and casinos</li> <li>• Describe the five initial career tracks and multidisciplinary needs of the casino business</li> <li>• Discuss the different positions within the gaming industry</li> <li>• Analyze the career opportunities in the gaming industry and the tangible benefits</li> <li>• Assess the trends in the gaming entertainment industry</li> </ul>
<b>LEARNING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Discuss and review the case study on pp. 448 and review questions with group members</li> <li>• Name the major gaming entertainment hotels in Las Vegas</li> </ul>
<b>HOMEWORK &amp; ASSIGNED READINGS</b>	<p><b>Due: First Draft of Final Project</b> Chapter 1: pp. 421-451</p>
<b>DATE</b>	<b>WEEK 12</b>
<b>SPECIFIC OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• MIDTERM EXAM II</li> </ul>



	<ul style="list-style-type: none"> <li>List the major players in the convention industry</li> <li>Describe destination management companies</li> <li>Describe the different types of contractors available</li> </ul>
<b>TOPIC (S)</b>	<ul style="list-style-type: none"> <li>Discuss the development of meetings, conventions, and exposition of the industry</li> <li>Analyze the size and scope of the industry of hospitality and tourism</li> <li>Define the five primary responsibilities of a bureau</li> <li>Identify the primary responsibilities of the professional meeting planners</li> <li>List the number of different people and organization involved with meetings, conventions, and expositions</li> <li>Explain the primary sources of revenue and expenses involved in holding a meeting</li> </ul>
<b>LEARNING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>Construct a master plan with the necessary steps for holding a seminar in hospitality management</li> <li>Explain the difference between an exposition and a convention</li> </ul>
<b>HOMEWORK &amp; ASSIGNED READINGS</b>	Chapter 12: pp.455-489
<b>DATE</b>	<b>WEEK 13</b>
<b>SPECIFIC OBJECTIVES</b>	<ul style="list-style-type: none"> <li>Define the term special event</li> <li>Outline the skills and abilities required for event management</li> <li>Identify the main professional organizations and associations involved with the special events industry</li> </ul>
<b>TOPIC (S)</b>	<ul style="list-style-type: none"> <li>State some examples to distinguish the differences between a daily event and special event</li> <li>Describe what are the event planners responsibilities</li> <li>Name the stages in the event planning process</li> <li>Explain the duties of the international festival &amp; events associations (IFEA)</li> <li>Describe in detail the duties of the project manager</li> <li>Define and elaborate the process of negotiation</li> <li>Discuss the trends in the special events industry</li> </ul>
<b>LEARNING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>Construct a plan for a local event in your area and discuss in class</li> <li>List all the headings of an event and formulate a budget</li> </ul>
<b>HOMEWORK &amp; ASSIGNED READINGS</b>	Editing & Revision of Final Project Chapter 13: pp. 491-523
<b>DATE</b>	<b>WEEK 14</b>

<b>SPECIFIC OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Identify the characteristics and practices of leaders and managers</li> <li>• Define leadership and management</li> <li>• Describe key management functions</li> </ul>
<b>TOPIC (S)</b>	<ul style="list-style-type: none"> <li>• List the thirteen characteristics utilized in the U.S guidebook for marines and their traits</li> <li>• Explain the transitional leadership model and explain the three factors</li> <li>• Outline the process and key traits for assessing talent for leadership</li> <li>• Identify the demands placed on leaders and their responsibilities</li> <li>• Evaluate key management functions and how they work interdependently</li> </ul>
<b>LEARNING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Analyze figure 14-2 pp. 532, and discuss the dynamics of demands on leadership the hospitality industry</li> <li>• Outline the corporate profile on pp. 534 and discuss the Ritz Carlton Commitment to excellence</li> </ul>
<b>HOMEWORK &amp; ASSIGNED READINGS</b>	Editing & Revision of Final Project Chapter 14: pp.525-540
<b>DATE</b> <span style="float: right;"><b>WEEK 15</b></span>	
<b>SPECIFIC OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Examine the final project and final presentation</li> <li>• Demonstrate knowledge of course topics through Final Exam</li> <li>• Differentiate between leadership and management</li> </ul>
<b>TOPIC (S)</b>	<ul style="list-style-type: none"> <li>• Outline the manager's changing role as a team leader/coach approach</li> <li>• Identify a general manager's survival kit and the importance of implementing changes</li> <li>• Describe the term sustainable leadership and its long term benefits</li> <li>• Analyze the distinction between leadership and management</li> <li>• Evaluate the importance of ethics in hospitality management</li> <li>• Explain current trends in leadership and management</li> </ul>
<b>LEARNING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Review and discuss case study on performance standards on pp. 548</li> <li>• Outline the six key management functions in order</li> </ul>
<b>HOMEWORK &amp; ASSIGNED READINGS</b>	Chapter 14: pp. 541-551

### Instructional Methods

In developing methodological strategies, it is best to discuss them between teachers and students in an environment of freedom and mutual agreement in order to ensure that the students make them their own and take responsibility for their execution and for attaining the goals of this course.

The following strategies may be used in this class:

1. A review of the questions at the end of each chapter.
2. Check of the reading.
3. Analysis of assigned readings.
4. Group discussions.
5. Individual and group discussions.
6. Preparation of reports.
7. Preparation of a didactic plan.
8. Carrying out a micro-class.

### Additional Instructional Materials and References

- Access Introduction to Travel and Tourism by Marc Mancini (2<sup>nd</sup> 13)
- Hospitality Today: An Introduction by Rocco M. Angelo (7<sup>th</sup> 10)
- Hospitality: An Introduction by Robert A. Brymer (13<sup>th</sup> 09)

### Assessment Criteria and Methods of Evaluating Students

96 – 100%	→ A
90 – 95%	→ A-
87 – 89%	→ B+
83 – 86%	→ B
80 – 82%	→ B-
77 – 79%	→ C+
73 – 76%	→ C
70 – 72%	→ C-
67 – 69%	→ D+
63 – 66%	→ D
60 – 62 %	→ D-
< 59%	→ F

### Do not count on a curve!

Generally, the grades “A” through “C-” are considered passing grades. Grades “W” and “I” indicate that no grades were earned for the course. A “W” grade indicates that the student withdrew from the course. An “I” grade indicates that the student was passing the course, but failed to complete all the required course work. The instructor, in his/her discretion may grant an “I” grade instead of an “F”, pending completion of the course work by the student within a specified time arranged by the instructor and told to the student. It is the student’s responsibility to follow-up with the instructor to complete the course work. If the course work is not completed by the arranged time, the “I” grade becomes an “F”.



## Distribution of Grade Elements

Homework: 15%

Exams I, II, III: 30% (10% each)

Final Presentation: 30%

Final Research Project: 25%

Total: 100 %

Date Syllabus Was Last Reviewed: Date: 07-01-2012