

UC 10797105

CBM003 ADD/CHANGE FORM

Undergraduate Council
 New Course Course Change
 Core Category: WI-ID Effective Fall 2010

81 or

Graduate/Professional Studies Council
 New Course Course Change
 Effective Fall ___

1. Department: HRMA College: HRM

APPROVED APR 21 2010

2. Faculty Contact Person: Kevin S. Simon Telephone: 713.743.2459 Email: ksimon@uh.edu

3. Course Information on New/Revised course:

- Instructional Area / Course Number / Long Course Title:
HRMA / 3358 / Hospitality Industry Law
- Instructional Area / Course Number / Short Course Title (30 characters max.)
HRMA / 3358 / HOSPITALITY INDUSTRY LAW
- SCH: 3.00 Level: JR CIP Code: 52.0901.0016 Lect Hrs: 3 Lab Hrs: 0

RECEIVED APR 02 2010

4. Justification for adding/changing course: To meet core curriculum requirements

5. Was the proposed/revised course previously offered as a special topics course? Yes No

If Yes, please complete:

- Instructional Area / Course Number / Long Course Title:
____ / ____ / ____
- Course ID: _____ Effective Date (currently active row): _____

6. Authorized Degree Program(s): _____

- Does this course affect major/minor requirements in the College/Department? Yes No
- Does this course affect major/minor requirements in other Colleges/Departments? Yes No
- Can the course be repeated for credit? Yes No (if yes, include in course description)

7. Grade Option: Letter (A, B, C ...) Instruction Type: lecture ONLY (Note: Lect/Lab info. must match item 3, above.)

8. If this form involves a change to an existing course, please obtain the following information from the course inventory: Instructional Area / Course Number / Long Course Title

HRMA / 3358 / Hospitality Industry Law

- Course ID: 27213 Effective Date (currently active row): 08/25/2003

9. Proposed Catalog Description: (If there are no prerequisites, type in "none".)

Cr: 3. (3-0). Prerequisites: HRMA 1337 and junior standing. Description (30 words max.): Laws applicable to ownership and operations of hotels, restaurants, and clubs. Contracts, the Uniform Commercial Code, torts, and liabilities.

10. Dean's Signature: 

Date: 4-2-10.

Print/Type Name: Carl Boger

U N I V E R S I T Y of H O U S T O N

CORE CURRICULUM COURSE REQUEST

Originating Department/College: CHC / HRM
Person making request: KEVIN S. SIMON Telephone: 713.743.2459
E-mail: KSIMON@UH.EDU
Dean's signature: [Redacted] Date: 3/23/10

I. General Information:

Course number and title: HRMA 3358 - HOSPITALITY LAW

Catalog description must be included on completed CBM 003 form and attached to this document.

Category of Core for which course is being proposed (mark only one):

- Communication
- Mathematics
- Mathematics/Reasoning (IDO)
- American History
- Government
- Humanities
- Visual/Performing Arts Critical
- Visual/Performing Arts Experiential
- Natural Sciences
- Social/Behavioral Sciences
- Writing in the Disciplines (IDO)

II. Objectives and Evaluation (respond on one or more separate sheets):

Call ext. 3-0919 for a copy of "Guidelines for Requesting and Evaluating Core Courses" or visit the website at www.uh.edu/academics/corecurriculum

- A. How does the proposed course meet the appropriate Exemplary Educational Objectives (see **Guidelines**). Attach a syllabus and supporting materials for the objectives the syllabus does not make clear.
- B. Specify the processes and procedures for evaluating course effectiveness in regard to its goals.
- C. Delineate how these evaluation results will be used to improve the course.

SVP. Effective 5/2/08. Replaces all previous forms, which may no longer be used.



M E M O R A N D U M

DATE: April 1, 2010
TO: Lawrence Williams
Chair, Undergraduate Council
FROM: Kevin S. Simon [REDACTED]
Director of Undergraduate Studies
Conrad N. Hilton College of Hotel and Restaurant Management
RE: Core Course Request - Writing in the Discipline
CC: Maria Soliño
Chair, Core Curriculum Committee
John Bowen – Dean
Carl Boger – Associate Dean for Academic Programs

This academic year we submitted a request to Undergraduate Council requesting to retain our 123 credit hours required for the Bachelor of Science in Hotel and Restaurant Management (UC 10296 09F). This request was channeled to the UC Programs Committee, chaired by Richard Scameil. After several discussions and meetings regarding this issue the committee recommendation was for the College of Hotel and Restaurant Management to research the option of using a required HRMA course to also satisfy a UH Core Curriculum requirement, thus, bringing the total required hours for our degree (Bachelor of Science in Hotel and Restaurant Management) to the University of Houston goal of 120 credit hours.

After meetings and discussions within our college we are respectfully proposing HRMA 3358 – Hospitality Law to be used to satisfy the UH Core Curriculum requirement for Writing in the Discipline. Attached is a statement from the professor who teaches the course, Dr. JeAnna Abbott, as well as the current syllabus.

Please let me know if you have any questions, comments, or would like any additional information at this time.



Course objectives with respect to WID:

The objectives of HRMA 3358 are set forth in the syllabus which is attached. The course has three formal written assignments that are 500-1000 words in length. The first assignment is used as a basic assessment of their writing skills in the beginning of the course. It is evaluated by the professor on content, organization, and grammar. The assignment is edited for grammar by the professor and returned to the student. The other two assignments (written fact patterns in the syllabus) are peer-reviewed. Both assignments are also evaluated by the Professor for a grade and returned to the student during the course of the semester. The assignments are framed in the context of a formal e-mail to a client. They are assessed by the professor on the following: 1) **content area; 2) organization and support; and 3) style and mechanics**

There are also approximately 10 informal fact patterns completed as in-class exercises. These are also written assignments conducted individually and in groups. These assignments are turned in for a grade. In addition, there are two exams. The first exam is a combination of multiple choice and essay. The second exam consists of 4-5 essays. Generally, each essay question must use a minimum of 250 words to answer.

Evaluation of the course:

The Conrad N. Hilton College has a policy that requires all courses and instructors to be evaluated by their students at the end of each semester. The results of these evaluations provide feedback to instructors on how the course can be improved. In fact, feedback from past evaluations of this course was used to develop the writing assignments in this course. The College will continue to conduct evaluations of the course and changes will be made to the course based on the feedback received from the students.

Respectfully Submitted,

JeAnna Abbott

Hospitality Industry Law

HRMA 3358

Proposed syllabus for WID

Sample syllabus for Spring 2010

This is the study and application of law to the hospitality industry, emphasizing the practical aspects of compliance and liability avoidance from the perspective of hotel management. This course is being proposed to be part of the University's core curriculum, "Writing in the Discipline" (WID) initiative. Thus, there are certain University criteria which must be met in order for students to receive credit for the course. This includes writing a minimum of 3000 words in the semester. However, not all of the writing needs to be graded. You simply must be writing. In conjunction with the UH Writing Center, we have organized writing studios (both online and face to face) to help you accomplish the writing objectives. In addition, your writing assignments will help you with your class participation activities and your exams. Thus, you should see immediate results in terms of your test taking abilities.

HYBRID COURSE

This course is a hybrid course consisting of both in-class and out-of class components. Half of the course is taught in a traditional classroom setting, while the other half is taught at the Writing Center in a writing studio and online via Blackboard. You should expect to spend as much time studying for this course as any other non-hybrid course. The one and one-half hour that we do not meet is allocated to writing studio participation, self-study or online activities.

The out-of-class component requires students to self-study with required textbooks; internet articles; writing studio, on-line discussions; case studies and assignments. A discussion board will be available for students to discuss the writing assignments as well as other assignments.

The classroom component consists of in-class activities that are designed to enhance student understanding of the materials studied outside of class. All readings for the week should be completed prior to the class meeting. A typical class will include a brief lecture/discussion on key portions of the law, followed by either individual or group activities designed to solidify the concepts studied outside of class.

Instructor:

JeAnna Abbott, J.D., LL.M.

713.743-2413

Class email: Use Blackboard Vista email

Office Hours: Monday 11:00-12:00; Tuesday 1:00-2:00

Class Meeting Time and Location

Tuesdays 11:30-1:00

S 131

Required Texts

Barth, S. Hospitality Law 3rd

The book is available on the web at the [Culinary and Hospitality Industry Publications Services \(C.H.I.P.S.\)](#) website, the UH bookstore and [amazon.com](#)

Course Objectives

1. To gain an understanding of the nature of law and how it is created and enforced.
2. To gain an understanding of the various legal areas, such as real property, torts and contracts, and how they can impact hotel operations.
3. To develop a working knowledge of key federal, state and other laws that directly impact hotel operations.
4. To learn critical analytical skills that allows the student to identify when a situation in a hotel environment could raise potential legal issues.
5. To identify courses of action that can help hotel management to eliminate or reduce potential civil or criminal liability.

Academic Honesty

The University and its students can best function and accomplish their educational goals in an atmosphere of high ethical standards. Each student should become familiar with the Academic Honesty Policy. The policy is contained in the Student Handbook beginning at page 8. All students are expected to adhere fully to it, both as to its letter and its spirit. In fairness to all of the students in the class, academic dishonesty will *not* be tolerated. You may be tested on content and application of the policy during any class or exam period.

In taking a course by distance, the impetus for learning is upon each student. Certainly collaborative study is encouraged through use of hyper-groups or other methods. Each student, however, is expected to complete and submit his or her own work and not to represent the work of others as one's own.

Assistance for Students with Disabilities

Any student who may require special arrangements in meeting course requirements should contact the instructor to make necessary accommodations. Any student who requests reasonable and necessary accommodations for this course should contact the instructor within the first week of class.

Instructional Methods

Class may be conducted by using a combination of instructional techniques, including lecture, discussion, computer application, fact patterns, and participation exercises.

Computer Use and Application

Each student enrolled in this course **must** have a currently active and usable email account assigned by the University, or by another reputable provider. Those who do not already have such an account may be issued such an account without additional charge by the university, and will be expected to learn how to make effective use of it. It will be each student's responsibility to gain such knowledge; class time will not be taken for such activity. If you cannot

communicate with the instructor and other classmates by email on a daily basis, you may not take this course.

Grading Criteria

Grades for this course will be based on the following major elements:

Class Participation

You cannot participate if you are not present 20
Assignment 1 is counted as part of this class participation

Fact Patterns completed in class for Participation credit (there will be fact patterns for 10 discussion purposes only - you are required to turn them in at the end of class). You must be present in class to receive credit on these fact patterns. NO EXCEPTIONS. NO MAKE UPS. This is why it is called class participation.

Written Fact Patterns (2 each x 20%) 40

Written analysis of a fact pattern provided by the instructor. These fact patterns will be provided to you online prior to the applicable module. They will be due on the same day as test 1 and test 2, respectively. They must be submitted electronically via the submission tool. NO EXCEPTIONS

2 Tests each worth 15% of your grade 30

Test 1 will be multiple choice
Test 2 will be an essay (similar to the fact patterns given in class)

Total Points 100

Fact Pattern 1 Due March 9

Fact Pattern 2 Due April 27

You will complete two fact patterns outside of class. You will be working on these fact patterns in your writing studios (both online and face to face.) You will be analyzing a set of facts using the law that you have learned in class. The analysis will be graded on the following criteria:

- Shows the ability to identify problems, questions, or issues
- Presents, interprets, and analyzes relevant information, data or evidence
- Considers context, assumptions, and other perspectives
- Develops and presents arguments with implications
- Draws meaningful and justified conclusions
- Communicates with regard to complex problems
- Uses proper syntax and grammar.

Again, this course is being proposed for the **Writing in the Discipline (WID)** Course for the Conrad N. Hilton College. Thus, there are additional objectives for this course besides understanding the law as it

relates to the hospitality industry. I have tried to create writing assignments that achieve the objectives and goals of the University, College and HRMA 3358 with respect to written communication and understanding the law. This is a work in progress, and as such I welcome your input.

All assignments in this class must be written clearly and concisely. This includes organization, grammar, punctuation and basic sentence structure. I want you to develop your thoughts using complete sentences, paragraphs and transitions. The ability to communicate in writing is an art. Thus, it takes practice. This class will give you the time to practice.

Good writing transcends different disciplines and contexts. Thus, once you have mastered the art of organizing your thoughts, and thinking about how to best express your ideas with your audience in mind, you will be on the road to success. With the ability to communicate your thoughts clearly and concisely, you will be successful in this course, as well as your careers.

Contribution and Professional Conduct

In accordance with the University's Student Handbook, students in this class are expected to conduct themselves in a manner that is conducive to a learning environment (<http://www.uh.edu/dos/hdbk/slpolicies/expectations.html>). The contribution and professional conduct grade in this class is based upon the following tenets of the Handbook:

Be respectful: Respect the learning/classroom environment and the dignity and rights of all persons. Be tolerant of differing opinions.

Be Courteous/Considerate: Extend courtesy in discourse. Please do not interrupt speakers. Avoid distractions such as cell phones, beepers, and irrelevant discussions.

Be Informed: Familiarize yourself with the course and instructor expectations. Read the course syllabus and other information posted on Blackboard Vista.

Be Punctual: Attend classes regularly and on time. Instead of closing your notebook early, listen carefully to information given near the end of class; summary statements and instructions may be important. Moreover, leaving class early distracts from a lecture.

Be Participatory/Curious: Contribute and participate in class discussions; display interest during class by raising thoughtful and relevant questions that enrich discussions.

Be Communicative: Interact with the instructor and discuss assignments, grading and subject matter. Express complaints and concerns in a calm and respectful manner.

Grades

A grading schedule has been established for this course, and may be subject to adjustment by the instructor. It is anticipated that the following numerical scores will result in the corresponding letter grade:

- 90-and above A
- 80-89 B
- 70-79 C
- 60-69 D
- 59 and below F

Grade Adjustment or Curve

The grade structure has been established to encourage and recognize student achievement and expression in several different areas. Each student effort will be graded and recorded separately and independently.

Each student will be responsible for assuring that all class materials and tests are completed in a timely manner. **Due to the nature of the class, late assignments will not be accepted.** There is no exception to this rule. Be sure you are aware of the due dates and plan accordingly.

If necessary, and only at the end of the semester, all grades may be adjusted or "curved." Please do not ask your professor to "estimate" or project interim grades to be assigned for the semester's work.

Readings, Assignments and Activities

MODULE 1: JANUARY 19-25

Topic: Introduction to the course

REQUIRED READING: The Syllabus on Blackboard Vista Materials and Student Bios
Take time this week to get acquainted with the syllabus, Blackboard Vista and your classmates.

Assignment 1: In a well-organized, carefully-edited composition of no more than 500 words, write a biographical sketch for an audience of potential employers, in which you describe several formative episodes in your life connected to your reasons for choosing this major. This assignment needs to be submitted via the WebCT/Blackboard submission tool. Please do not e-mail me your assignments. **Any assignments e-mailed to me will be deleted without credit.**

This assignment will be returned to you in the second week of class. It will have specific comments in the text, as well as general comments regarding your particular writing issues. In addition, I will be using this assignment to make a baseline determination of your writing ability. Based on this assignment, I may recommend that some students seek help on an individual basis from the UH Writing Center. There are instructors that can help you. It is part of your student fees. USE IT.

DUE DATE: January 25th

MODULE 2: JAN 26-FEB 1

Topic: Contemporary Hospitality Law

REQUIRED READING: Chapter 1 Barth

Assignment 2: Group A and Group B

Task: Sign-up for Studio Group via Blackboard

Please note what group you sign up for. Groups will meet on alternate Thursdays from 11:30-12:30 and 12:30-1:30; dates and times are listed on the sign-up sheet in Blackboard. It is your responsibility to remember when your group is meeting.

Due Date: Jan. 24- Jan. 31

MODULE 3: FEB 2- FEB 8

Topic: Legal Procedures: The Civil Court Case

REQUIRED READING: There are no advance readings. Lecture Notes will be provided in class.

Assignment 3: Group A and Group B

Online Studio Discussion (found in the Writing Studio Folder in Blackboard)

Task: Respond to the Introductory Discussion Post between 11:30 a.m. Feb. 2 and 8:00 p.m. Feb. 4

MODULE 4: FEB 9-15

Topic: Civil Rights in the Hospitality Industry

REQUIRED READING: There are no advance readings. Lectures Notes will be provided in class

Assignment 4: Group A (only)

Feb 11 (THURSDAY)

Class will be held in the Writing Center, which is located in Agnes Arnold Hall on the 2nd floor, rooms 210-217. The writing studios are located on the side of the building closest to Robertson Stadium. You can enter just about any door on that side of the building and be in the Writing Center. Part of your assignment is finding the Writing Center. Depending on your assigned group, you will meet from 11:30-12:30, or from 12:30-1:30. It is your responsibility to know what time your group is meeting.

Task: Fact pattern 1 will be distributed on this day in your writing studio session. Discussions will revolve around assignment analysis, and in-studio brainstorming (writing).

MODULE 5: FEB 16-21

Topic: Contracts (this module will last for 3 weeks)

REQUIRED READING: Chapter 2 Barth

Assignment 4: Group B (only)

Feb 18 (THURSDAY)

Class will be held in the Writing Center, which is located in Agnes Arnold Hall on the 2nd floor, rooms 210-217. The writing studios are located on the side of the building closest to Robertson Stadium. You can enter just about any door on that side of the building and be in the Writing Center. Part of your assignment is finding the Writing Center. Depending on your assigned group, you will meet from 11:30-12:30, or from 12:30-1:30. It is your responsibility to know what time your group is meeting.

Task: Fact pattern 1 will be distributed on this day in your writing studio session. Discussions will revolve around assignment analysis, and in-studio brainstorming (writing).

MODULE 5 (CONT.): FEB 22-28

Topic: Contracts (this module will last for 3 weeks)

REQUIRED READING: Chapter 2 Barth

Assignment 5: Group A (only)

Tasks:

1. Post Drafts (online – Writing Studio Folder on Blackboard) by 8:00 p.m. on Feb. 21.
2. Read and Respond to all Drafts (online – Writing Studio Folder on Black board) by 8:00 p.m. on Feb. 24.
3. Face to Face Writing Studio on Thursday Feb 25. You will need to bring a copy of draft 1 (fact pattern assignment) as well as a copy of your comments to your peers (see above). We will be discussing content, editing, proofing, etc.

Topic: Contracts (this module will last for 3 weeks)

REQUIRED READING: Chapter 2 Barth

Assignment 5: Group B (only)

Tasks:

1. Post Drafts (online--Writing Studio Folder on Black board) by 8:00 p.m. on Feb. 28 (Sunday).
2. Read and Respond to all Drafts (online--Writing Studio Folder on Black board) by 8:00 p.m. on March 3 (Wednesday).
3. Face to Face Writing Studio on Thursday March 4. You will need to bring a copy of draft 1 (fact pattern assignment) as well as a copy of your comments to your peers (see above). We will be discussing content, editing, proofing, etc.

March 9- Test 1

FACT PATTERN 1 DUE ON MARCH 9 (same day as Test 1)

Task: Turn your formal business letter in to me via Blackboard submission tool. There will be an icon on the Home page. It will be titled "Fact Pattern 1."

Your formal business letter must be turned in via the submission tool no later than 11:59 p.m. on March 9. I will not accept any papers that are not turned in via the submission tool.

**SPRING BREAK MARCH 15-21TASK:
RELAX AND DON'T WORRY ABOUT THIS CLASS.**

Your graded fact patterns will be returned to you via Blackboard (Grademark) during the week of Spring Break. Your papers will have both specific comments in the text using the comment tool, as well as general comments regarding your analysis and writing. Please use this feedback to improve your writing abilities. It should also be very helpful in writing your second fact pattern.

Module 6: March 23-28 (Week 1 of a two week module)

Topic: Torts

REQUIRED READING: Chapter 9, Barth

Assignment 6: Group A and Group B

Online Studio Discussion

Task: Respond to the Discussion Post (online – in the Writing Studio folder on Blackboard) between 11:30 a.m. March 23 and 8:00 p.m. March 25

Assignment 7: Group A (only)

April 1 (THURSDAY)

Class will be held in the Writing Center, which is located in Agnes Arnold Hall on the 2nd floor, rooms 210-217. The writing studios are located on the side of the building closest to Robertson Stadium. You can enter just about any door on that side of the building and be in the Writing Center. Part of your assignment is finding the Writing Center. Depending on your assigned group, you will meet from 11:30-12:30, or from 12:30-1:30. It is your responsibility to know what time your group is meeting.

Task: Fact pattern 2 will be distributed on this day in your writing studio session. Discussions will revolve around assignment analysis, and in-studio brainstorming (writing).

Module 6: March 29-April 5 (Week 2 of a two week module)

April 6 (Tuesday) Class in S131CNHC

Topic: Torts (Cont'd)

REQUIRED READING: Chapter 9, Barth

April 8 (THURSDAY)

Assignment 7: Group B (only)

Class will be held in the Writing Center, which is located in Agnes Arnold Hall on the 2nd floor, rooms 210-217. The writing studios are located on the side of the building closest to Robertson Stadium. You can enter just about any door on that side of the building and be in the Writing Center. Part of your assignment is finding the Writing Center. Depending on your assigned group, you will meet from 11:30-12:30, or from 12:30-1:30. It is your responsibility to know what time your group is meeting.

Task: Fact pattern 2 will be distributed on this day in your writing studio session. Discussions will revolve around assignment analysis, and in-studio brainstorming (writing).

Module 7: April 6- 12

April 7 (Tuesday) Class in S131CNHC

Topic: Food and Beverage Services

Assignment 8: Group A (only)

Tasks:

1. Post Drafts (online – Writing Studio folder in Blackboard) by 8:00 p.m. on April 11 (Sunday).
2. Read and Respond to Drafts (online – Writing Studio folder in Blackboard) by 8:00 p.m. on April 14 (Wednesday)
3. April 15 (THURSDAY) Face to Face Writing Studio on Thursday April 15. You will need to bring a copy of your draft for the fact pattern assignment and a copy of your responses to your peers (see Discussion Post above). We will be discussing content, editing, proofing, etc.

Module 8: April 13-April 26 (Two Weeks)

Topic: Hotel Guest Relationship

REQUIRED READING: Chapter 10, 11 Barth

Assignment 8: Group B (only)

Tasks:

1. Post Drafts (online –Writing Studio folder on Blackboard) by 8:00 p.m. on April 18 (Sunday).
2. Read and Respond to Drafts (online –Writing Studio folder on Blackboard) by 8:00 p.m. on April 21 (Wednesday).
3. April 22 (THURSDAY) Face to Face Writing Studio on Thursday April 22. Face to Face Writing Studio on Thursday April 15. You will need to bring a copy of your draft for the fact pattern assignment and a copy of your responses to your peers (see Discussion Post above). We will be discussing content, editing, proofing, etc.

APRIL 27

TEST 2 ONLINE

FACT PATTERN 2 DUE ON APRIL 27 (same day as Test 2)

Task: Turn your formal business letter in to me via WebCT/Blackboard Vista submission tool. There will be an icon on the Home page. It will be titled “Fact Pattern 2.”

Your formal business letter must be turned in via the submission tool no later than 11:59 p.m. on April 27. I will not accept any papers that are not turned in via the submission tool.

Submitting Assignments

IMPORTANT! IMPORTANT! IMPORTANT! IMPORTANT!

All attached assignments must be submitted in Microsoft Word 1997-2003 version via WebCT/BlackboardVista.

IMPORTANT NOTE: Law and business documents require precision. In addition, filing documents in the proper form is essential. Thus, all assignments must be submitted in the proper form using the proper mechanism (WebCT/Blackboard Vista submission tool or discussion posts depending upon the assignment). **You will not receive credit for any other type of submission.** It is each and every student's responsibility to insure that their computer is interfacing with the University's system or that they make alternative arrangements.

I WILL DISCARD/DELETE ALL ASSIGNMENTS THAT ARE NOT FILED TIMELY AND PROPERLY.

Again, all assignments must be submitted using WebCT/Blackboard Vista submissions tools. It is your responsibility to **immediately** report any problems with submissions to the instructor. You may also report WebCT/Blackboard problems directly to technical support. Please visit the **WebCT/VISTA** page for information about resolving technical issues.