

12-18p. 13-11f.

LSC Use Only Proposal No: LSC Action-Date: UWUCC Use Only Proposal No: ~~11-111~~ UWUCC Action-Date: post 3/6/12 Senate Action Date: W-7/13/14

Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

Contact Person(s) <b>Yasong Wang</b>	Email Address <b>yswang@iup.edu</b>
Proposing Department/Unit <b>Hospitality Management</b>	Phone <b>724-357-6233</b>

Check all appropriate lines and complete all information. Use a separate cover sheet for each course proposal and/or program proposal.

1. Course Proposals (check all that apply)

- New Course
- Course Revision
- Course Prefix Change
- Course Number and/or Title Change
- Course Deletion
- Catalog Description Change

*prerequisite*

Current course prefix, number and full title: HRIM365 Hotel Facilities Management

Proposed course prefix, number and full title, if changing:

2. Liberal Studies Course Designations, as appropriate

This course is also proposed as a Liberal Studies Course (please mark the appropriate categories below)

- Learning Skills
- Knowledge Area
- Global and Multicultural Awareness
- Writing Across the Curriculum (W Course)
- Liberal Studies Elective (please mark the designation(s) that applies – must meet at least one)
  - Global Citizenship
  - Information Literacy
  - Oral Communication
  - Quantitative Reasoning
  - Scientific Literacy
  - Technological Literacy

3. Other Designations, as appropriate

- Honors College Course
- Other: (e.g. Women's Studies, Pan African)

4. Program Proposals

- Catalog Description Change
- Program Revision
- Program Title Change
- New Track
- New Degree Program
- New Minor Program
- Liberal Studies Requirement Changes
- Other

Current program name:

Proposed program name, if changing:

5. Approvals	Signature	Date
Department Curriculum Committee Chair(s)	<i>Yasong Wang</i>	2-7-12
Department Chairperson(s)	<i>[Signature]</i>	2-7-12
College Curriculum Committee Chair	<i>[Signature]</i>	2-20-12
College Dean	<i>Nancy E. Smith</i>	2/28/12
Director of Liberal Studies (as needed)		
Director of Honors College (as needed)		
Provost (as needed)		
Additional signature (with title) as appropriate		
UWUCC Co-Chairs		

Received

FEB 28 2012

Liberal Studies

## **Course Revision: HRIM 365 Hotel Facilities Management**

### **Part II. Description of the Curriculum Change**

1. **Syllabus of Record.**  
The new syllabus of record for this revised course is attached in Appendix A.
2. **A Summary of the proposed revisions:**  
The course prerequisite is being changed from HRIM101 to no prerequisite required.
3. **Justification/rationale for the revision:**  
Faculty reassessment of this course indicates that the course revision (prerequisites only) is necessary, because this course does not need the prior academic preparation reflected by the formerly required prerequisites.
4. **The old syllabus of record.**  
The old syllabus of record is attached in Appendix B.

## Appendix A: New Syllabus Record

### I. Catalog Description

HRIM 365 Hotel Facilities Management

3 class hours

0 lab hours

3 credits

(3c-0l-3cr)

Analyzes principles of hotel design, construction, and physical plant management. Discusses housekeeping and maintenance department operations.

### II. Course Outcomes:

The student will be able to:

1. Demonstrate an understanding of a hotel's physical plant including plumbing, electrical, water, HVAC, and other essential systems.
2. Identify elements of hotel design including public and guestroom design.
3. Identify general hotel construction principles and demonstrate an understanding of the use of décor-related materials including flooring, carpeting, wall treatment, lighting, window treatment, and other materials.
4. Identify the functional characteristics and key personnel of a typical hotel housekeeping department.
5. Identify the functional characteristics and key specialty personnel as found in a hotel's maintenance department.

### III. Course Outline

- A. The Building and Exterior Facilities (3 hours)
  1. General construction characteristics and concerns
  2. Utilities
  3. Landscaping and grounds
- B. Water and Wastewater Systems (2 hours)
  1. Water Systems
  2. Water conservation
- C. Electrical Systems (3 hours)

1. Electrical terminology
2. System design and components
3. Electrical billing

- D. Lighting Systems (2 hours)
1. Basic terminology
  2. Lighting system design
  3. Lighting system maintenance
  4. Energy conservation opportunities

- E. Safety and Security Systems (2 hours)
1. Safety and security design characteristics
  2. Fire prevention systems
  3. Safety and security technology

Exam (1 hour)

- F. Lodging Planning and Design (3 hours)
1. The development process
  2. Site design
  3. Hotel design: rooms, public areas, food and beverage, support areas

- G. Carpets and Floors (3 hours)
1. Carpet construction
  2. Carpet problems
  3. Carpet maintenance
  4. Carpet and floor care equipment
  5. Types of flooring

- H. Ceilings, Walls, Furniture, and Fixtures (3 hours)
1. Selection considerations
  2. Types of ceiling surfaces and wall coverings
  3. Types of furniture and fixtures
  4. Care consideration

- I. Beds, Linens, and Uniforms (3 hours)
1. Bed and linen construction and purchasing
  2. Uniform use and selection

Exam (1 hour)

- J. Planning and Organizing the Housekeeping Department (3 hours)
1. Housekeeping's responsibilities
  2. Planning housekeeping work
  3. Organizing the housekeeping department

- K. Managing an On-Premises Laundry (3 hours)
  - 1. Planning the OPL
  - 2. Flow of Linens
  - 3. Machines and equipment
  - 4. Valet Service
  - 5. Staffing considerations
  
- L. Guestroom Cleaning (3 hours)
  - 1. Preparing to clean
  - 2. Cleaning the guestroom
  - 3. Inspection
  - 4. Deep cleaning
  
- M. Public Area and Other Types of Cleaning (3 hours)
  - 1. Front-Of-House areas
  - 2. Other functional areas
  - 3. Special projects
  
- N. Maintenance Operations (3 hours)
  - 1. Functions of the maintenance department
  - 2. Prioritizing maintenance requests
  - 3. Managing the maintenance function

Exam (1 hour)

Final Exam -- During Final Exam Week

#### **IV. Evaluation Methods**

The final grade will be determined as follows:

75% Exams -- Three multiple choice / true/false exams @ 100 points each

25% Guestroom Design Project -- Students develop, draw, and furnish two lodging guestrooms, one for a limited service property, and one for an upscale lodging property @ 100 points

## **V. Grading Scale**

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
59% and Below	F

## **VI. Attendance Policy**

As student learning is enhanced by class attendance and participation in discussions, the instructor encourages regular class attendance. The attendance policy of this instructor recognizes possible student need to miss class because of illness or personal emergency.

## **VII. Required Textbook, Supplemental Books and Readings**

Hotel Facilities Management – Customized Textbook for HRIM 365, East Lansing Michigan: The Educational Institute of the American Hotel and Lodging Association.

## **VIII. Special Resource Requirements**

Students may expect to incur some moderate out-of-pocket costs during the construction of the guestroom design project.

## **IX. Bibliography**

Birchfield, J. C. (1988), Design and Layout of Foodservice Facilities, New York, New York: Van Nostrand Reinhold.

Rutes, W.A. (1985), Hotel Planning and Design: A Guide for Architects, Interior Designers, and Hotel Executives, Scottsdale, Arizona: 9 Tek Ltd. Publications.

Stipanuk, D.M., and Rothman, H. (1996), Facilities Management, East Lansing, Michigan: The Educational Institute of the American Hotel and Lodging Association.

Walker, J.R. (1999), Introduction to Hospitality, Upper Saddle River, New Jersey: Prentice Hall.

## Appendix B: Old Syllabus Record

### I. Catalog Description

HRIM 365 Hotel Facilities Management

3 class hours

0 lab hours

Prerequisites: HRIM 101

3 credits

(3c-0l-3cr)

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