MEMO

TO: Joseph Khamalah
   Associate Vice Chancellor for Academic Programs

From: Mary Cooper
      Associate Dean

RE: HTM 45200 and HTM 31000 Curriculum Changes

Date: June 10, 2013

Attached please find minutes from the CHHS curriculum committee regarding changes to the above Hospitality Management courses.

The committee has approved the changes and I concur with their findings.

If you have any questions please do not hesitate to contact me.
Hello everyone,

The changes below will be approved by the curriculum committee as of this date.
Both courses are approved.
Thank you,
Pat Eber

**HTM 32400**-Please find attached the original Form 40, and a revised syllabus. Changes are highlighted on page two of document, and should now reflect learning outcomes.

**HTM 45200**-Please find attached a revised Form 40 with description and outcomes additions highlighted. There was no change to the syllabus, as I believe Dr. Niser indicated topics were to be at the discretion of the instructor. I have also attached the syllabus for said course.

>>> Patricia Eber 5/10/2013 12:30 PM >>>
Hello everyone,
Ann had caught this today that we had sent this out but never finalized it. I assume no one had objections because I did not hear back? (This is the one we had asked for more information on from HTM and this e-mail provided this).
If no one has objections I will put this through at the end of the day today.
Thank you,
Pat
To: HHS Curriculum Committee

From: CFS Department

Concerns: Consumer and Family Sciences Service-Learning Component

Date: December 7, 2012

The faculty of the Consumer and Family Sciences Department have voted unanimously on November 14, 2012 to add a non-credit bearing service-learning component to the B.S. Hospitality Management program; with the requirement of 75 hours service experience over three years while enrolled in the B.S. Hospitality program.

Proposed change is respectfully submitted to the HHS Curriculum Committee for consideration.

Dr. John Niser
CFS Department Chair
To: HHS Curriculum Committee

From: CFS Department

Concerns: Consumer and Family Sciences Curriculum Changes

Date: December 7, 2012

Whereas State of Indiana House Bill 1220 requires compliance with 120 hour degree program, and

Whereas the current Hospitality Management program curriculum stands at 124 hours, and

Whereas the faculty of the Consumer and Family Sciences Department have voted unanimously on a revision of the curriculum on August 15, 2012 and November 14, 2012.

We are therefore submitting the following curriculum changes that meet the criteria of HB 1220, as approved by faculty on August 15, 2012 and November 14, 2012.

In essence the proposed changes are: two 3 (three) hour HTM electives are dropped from the current HTM program, leaving four HTM electives; a one credit hour course, HTM 45200-Professional Development, is created (Form 40 attached); and 1 (one) credit hour is added to HTM 31000-Food and Beverage Operation (Form 40 attached).

Dr. John Niser
CFS Department Chair
To:       HIS Curriculum Committee

From:    CFS Department

Concerns: Consumer and Family Sciences new course with supporting documents

Date:    December 7, 2012

Please find attached Form 40 and required course syllabus, for proposed new course, HTM 45200-Professional Development, as approved by faculty at November 14, 2012 CFS Department meeting.

Dr. John Niser
CFS Department Chair
PURDUE UNIVERSITY
REQUEST FOR ADDITION, EXPIRATION,
OR REVISION OF AN UNDERGRADUATE COURSE
(10000-40000 LEVEL)

DEPARTMENT: Consumer and Family Sciences
EFFECTIVE SESSION: Fall 2013

INSTRUCTIONS: Please check the items below which describe the purpose of this request:

1. New course with supporting documents
2. Add existing course offered at another campus
3. Expiration of a course
4. Change in course number
5. Change in course title
6. Change in course credit type
7. Change in course attributes (department head signature only)
8. Change in instructional hours
9. Change in course description
10. Change in course requisites
11. Change in semesters offered (department head signature only)
12. Transfer from one department to another

PROPOSED:

Subject Abbreviation: HTM
Course Number: 45200
Long Title: Professional Development
Short Title: Professional Dev.

EXISTING:

Subject Abbreviation
Course Number

TERMS OFFERED:

Check All That Apply:

- Summer
- Fall
- Spring

CAMPUS(ES) INVOLVED:

- N. Central
- Tech statewide
- W. Lafayette
- Ft. Wayne
- Indianapolis

CREDIT TYPE

1. Fixed Credit Cts. Hrs.
2. Variable Credit Range:
   Minimum Cr. Hrs. (Check One)
   To
   Or
   Maximum Cr. Hrs.
3. Equivalent Credit:
   Yes
   No

COURSE ATTRIBUTES: Check All That Apply

1. Pass/Not Pass Only
2. Satisfactory/Unsatisfactory Only
3. Repeatable
4. Maximum Repeatable Credit:
5. Fee
   Coop
   Lab
   Rate Request
   10 Off Campus Experience
   Instructor
   Department
   7 Variable Title
   8 Honors
   9 Full Time Privilege
   10 Off Campus Experience

Schedule Type

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Description:

Title: HTM 10000
In this course students will learn about the process of career development and planning, which includes self-assessment, job search strategies, awareness of workplace issues, and decision-making.

COURSE LEARNING OUTCOMES

Students will develop skills that, along with their education, can lead to achieving personal goals and career success.

Signature: [Signature]
Date: 12/04/13

Signature: [Signature]
Date: 6/24/13

OFFICE OF THE REGISTRAR
College of Health and Human Services
Department of Consumer and Family Sciences

Professional Development
HTM 45200

Course Description and Goal.
In this course students will learn about the process of career development and planning, which includes self-assessment, job search strategies, awareness of workplace issues, and decision-making. Students will develop skills that, along with their education, can lead to achieving personal goals and career success.

Course and Instructor Information.
Instructor's Name:
Enter name.
Office Hours:

Communication Tools:
This course requires that students engage with professional organizations and their peers using a variety of tools and channels such as email, formal letters, conference calls and other forms of communication channels. Students are expected to use their IPFW email account and conduct themselves professionally in all their communication. Email and letters must be answered within 48 hours.

Blackboard Learn:
All communication within the course between participants and instructor as well as information concerning this course is and should be posted on Blackboard Learn.

Useful resources can be found for:
Blackboard and Computer Training
Welcome to Blackboard Help for Students!
Lynda.com (Web Training Link);
STEPS Computer Workshops (STEPS = Student Technology Education ProgramS).
Help and Troubleshooting
Information Technology Services;
Email IT Services Help Desk;
ITServices Help Desk.
Helmke Library Services
Library Service Desk;
Ask a Librarian;
Course Planning, Dates and Times.
This course will be presented in three phases. The first phase will attend to issues pertaining to self-assessment. Students will engage in a process of personal assessment, including completing an interest inventory, values assessment and skills assessment.

The second phase will concentrate on contemporary world of work and workplace issues as they pertain to career planning.

The third phase will focus on preparing students for the Fall Career Fair. Job search strategies, resumes, cover letters, infomercials, and interviewing skills will be emphasized.

Course outline TBA

Learning Outcomes
Students successfully completing this course will
- Actively engage in vital job searching skills
- Identify competencies sought by employers
- Become aware of theories regarding career development
- Assess personal interests, values, and skills
- Realize how personal interests, values, and skills influence career development
- Utilize a variety of resources to explore occupational options
- Acquire knowledge of current workplace issues and expectations
- Recognize decision-making skills for effective career/life planning and management
Required and Recommended Materials.

Highly Recommended Resources:

Additional, Materials, Equipment or Skills:
This course requires students to have access to a computer which has a broadband Internet connection and software in particular MS Word and Excel.

Course Requirements.

Participation:
This course requires active participation in classroom activities as well as in out of class assignment. The instructor and students will engage in a variety of techniques and resources Techniques: intended to create an active, meaningful and lasting learning experience. Techniques utilized will include lecture, group discussion, guest speakers, a field trip (Career Fair), sound bytes, oral presentations, online submissions, and textbook readings. Key to the success of any of these techniques is the commitment by students to complete the assigned readings prior to each class session. With reading comes familiarity; with familiarity comes increased willingness to participate; and active participation supports retention of knowledge.

Assignments and duties:
The following duties will need to be completed successfully in order to obtain the aforementioned key learning outcomes
- Attend class regularly and promptly
- Complete and submit assignments
- Participate in class, with positive action
- Exercise mutual respect
- Demonstrate initiative by going above and beyond the call of duty

Grades:
Grades will be posted on Blackboard.

Grading TBA
The following grading scale will be used.
- 93.49 or above = A.
- 89.49 through 93.48 = A-.
- 86.49 through 89.48 = B+.
- 83.49 through 86.48 = B.
- 79.49 through 83.48 = B-.
- 76.49 through 79.48 = C+.
- 73.49 through 76.48 = C.
69.49 through 73.48 = C-
66.49 – 69.48 = D+
63.49 – 66.48 = D
59.49 – 63.48 = D–
Below 59.49 = F

Course Policies.

Class Attendance:
Participation in the classroom as well as in out of class activities is mandatory. Two or more absences for any reason will result in a failing grade. This applies to all absences. Illnesses and Anticipated Absences must be notified as soon as reasonably possible to the instructor.

Late Work:
Late assignments and missed quizzes and tests will result in a grade reduction.

English
Assignment and written communication will be graded for grammar and spelling.

File Types.
Text files must be sent in MS Word .doc, .docx, or in .rtf format. (These file types can be opened in Blackboard Learn and receive comments; other formats such as .wpd cannot.)

Format
Font style and size must be 12 pt. Arial
Single spacing

Bibliography will follow APA standards

Academic Honesty and Standards of Conduct.
Standards for academic performance at IPFW include academic honesty and standards of conduct.

IPFW Student Handbook and Planner:
Students are expected to read, understand and follow all the information in the current IPFW Student Handbook and Planner. In particular, be familiar with the IPFW Code of Student Rights, Responsibilities, and Conduct.

CFS Student Handbook
Note: HM and other CFS majors, you are expected to read, understand and follow the Department of Consumer and Family Sciences (CFS) Student Handbook. All rules and regulations found within the CFS Student Handbook are an integral part of this syllabus and apply to this course for students in CFS.

CFS Ethical and Moral Standards Regarding Academic Honesty and Professional Behavior
CFS is committed to offering education that will prepare students to follow the highest ethical and moral standards in their professional and personal lives. For this reason, professional and mature conduct is expected of all students at all times.

Any form of academic dishonesty is in direct conflict with the above mentioned standard and will result in a grade of "F" for the course and may also go as far as dismissal from the program when applicable.

Please also refer to the IPFW Student Handbook and Planner for the university policy regarding academic dishonesty.

Important Notice.

Successful completion of this course requires participation in one or more field experiences. Some field experience sites have policies that prohibit individuals who have been convicted of or plead to certain types of criminal conduct from taking part in activities at their site. If your background includes experiences that may disqualify you under such policies, it is your responsibility to contact Dr. John Niser, Chair of Consumer and Family Sciences (niserj@ipfw.edu or 260-481-5496) at the earliest opportunity. Failure to address this matter in a timely manner with Dr. Niser or ineligibility for placement in an approved field experience site may be cause for removal from the course.

Special Needs.

"IPFW is committed to providing reasonable accommodation and access to programs and services to persons with disabilities. If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Services for Students with Disabilities (Walb Union, Room 113, telephone number 481-6658) as soon as possible to work out the details. Once the Director has provided you with a letter attesting to your needs for modification, bring the letter to me. For more information, please visit the web site for Services for Students with Disabilities."

Diversity and Nondiscrimination.

Statement from the IPFW Student Handbook:

"IPFW is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the university seeks to develop and nurture diversity. The university believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life. IPFW prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran."

IPFW Services for Students.

The following is a list of frequently used services on campus.

Services for Students with Disabilities, (SSD) Walb Student Union, Room 113, 260-481-6658, support in accommodating needs related to disabilities.

Center for Academic Support & Advancement (CASA), Ketterl G23, 481-6817, study skills development, tutoring, STEPS short courses, supplemental instruction, English as a Second Language (ESL).
The Writing Center, Learning Commons on the 2nd floor of Helmke Library, 481-5740, peer tutors who can help with all phases of the writing process.

Career Services, Kettler 109, 481-0689, assistance with on and off-campus job placement and internships.

Information Technology Services Help Desk, Kettler 206, 481-6030, information on all aspects of computing at IPFW; hardware and software support (including Blackboard Vista 4); student e-mail accounts.

Studio M, Walb 220, 481-0114, Curriculum-based multimedia lab for students that offers assistance customized to student needs and course requirements.

Center for Women and Returning Adults, Walb 120, 481-6029, workshops, support groups, counseling, and other programs.

Multicultural Services, Walb 118, 481-6921, skills workshops, support groups, diversity training, counseling, mentoring, cultural heritage programs; ASAP program.

International Student Services, Kettler 104, 481-6034 or 481-6923, visa and INS issues; help with housing, counseling.

Mastodon Advising Center (MAC), Kettler 109, 481-6595, appointments with professional academic advisors; help with guiding students in deciding on their major and ultimately their career; help for exploring students, deciding students, and readmitted students; and various student resources.

Helmke Library Service Desk, 481-6505, reference librarian help, books, journals, reference, interlibrary loan reserve readings for courses. Other important library services for students:

Ask a Librarian, to ask a librarian in person, by email, instant messenger chat, or phone.
Find Your Librarian, to find a librarian specialist for the subject you are studying and get the help you need.

Reserves Express (REX), to find readings from the library's online holdings that your instructor may have reserved for your course.

Dean of Students Office, Walb 111, 481-6801, student health insurance, mentoring, grade appeals; free short-term personal counseling and support.

Academic Calendar:

Albion's Core Rules of Netiquette:  http://www.albion.com/netiquette/.

Ask a Librarian:  http://www.lib.ipfw.edu/2549.html.

Baccalaureate Framework:

Bedford St. Martin's Research and Documentation:
http://bcs.bedfordstmartins.com/resdoc5e/.

Career Services:  http://www.ipfw.edu/career/.


Center for Women and Returning Adults:  http://ipfw.edu/cwra/.

Dean of Students Office:  http://ipfw.edu/dos/.

Department of Consumer and Family Sciences (CFS) Student Handbook:
http://www.ipfw.edu/cfs/.

Email IT Services Help Desk:  helpdesk@ipfw.edu.

Find a Librarian:  http://www.lib.ipfw.edu/664.0.html.

General Education Requirements:

Goals and Objectives of the IPFW Baccalaureate Degree, Learning Outcomes and Requirements:

Helmke Library Service Desk:  http://www.lib.ipfw.edu/.

Information Technology Services Help Desk:  http://ipfw.edu/helpdesk/.

International Student Services:  http://ipfw.edu/iss/.

IPFW Code of Student Rights, Responsibilities, and Conduct:

Library Service Desk:  http://www.lib.ipfw.edu/

Lynda.com (Web Training Link):  http://ipfw.edu/training/blackboard-learn/resources/.

Mastodon Advising Center (MAC):  http://ipfw.edu/mac/.

Multicultural Services:  http://ipfw.edu/odma/.

Online Learning (Video Tutorial):  http://ipfw.edu/departments/dcs/depts/online/.

Online Learning Technical Troubleshooting:

Purdue Online Writing Lab (OWL): http://owl.english.purdue.edu/owl/section/2/10/.

Reserves Express (REX): http://www.lib.ipfw.edu/629.0.html.

Services for Students with Disabilities: http://www.ipfw.edu/ssd/.

STEPS Computer Workshops: http://ipfw.edu/steps/.

Studio M: http://ipfw.edu/studiom/.

The Writing Center: http://ipfw.edu/offices/casa/writing/.

Undergraduate Bulletin, Part 5: Program Descriptions: