COURSE SYLLABUS

HFT 4323, HOSPITALITY FACILITIES ENVIRONMENTAL SYSTEMS
2018 Fall SEMESTER

INSTRUCTOR: Joel A. Gonzalez  PHONE: (561) 703-2303
HFT 4323, Section RVC  EMAIL: Canvas Message

COURSE DESCRIPTION

This course is designed to discuss and learn the importance of facilities management in the hospitality and tourism industry. We will also discuss the role of sustainability and resource conservation in facilities management. This course will provide you with information on how to manage the physical plant of a hotel and prepare managers for responsible, educated, and efficient management of the physical plant demands. You will learn the elements of sustainable building management and you will be introduced to the global discussion of climate change and forecasted impacts to the hospitality industry regionally and globally. This is a global learning course that is counted towards your requirement for graduation.

You must keep up with the modules and due dates. There is no extra credit or make-up work in this class.

COURSE OBJECTIVE

The primary objective of this course is to provide you with an introduction and a basic knowledge of building-structures, their component mechanical, related staff and service functions as they affect operations, and expenditures and resources of the hotel property.

The fundamental terminology, concepts, facts and principles will be presented and discussed. Overall, it is expected that you will achieve the following at the end of the course:

1. Understand the impact on the natural resources of a community by the operation of a hotel/resort property.
2. Understand how Green management practices can contribute to the overall sustainability of the area in which a hotel/resort property operates.
3. Explain the goals and objectives of Hotel Engineering Management.
4. Describe theoretical aspects of utility systems, energy conservation, mechanical equipment, building systems.
5. Describe the organization and management of a maintenance department and types of maintenance.
6. Identify resource conservation methods for water, energy and waste management as related to hospitality operations.

TEACHING METHODOLOGY
This online section does not require an on-campus meeting and/or exam.
This is a fully online course, meaning that all course work (100%) will be conducted online. Expectations for performance in fully online courses are the same as for traditional courses; in fact, fully online courses require a degree of self-motivation, self-discipline, and technology skills that can make them more demanding for some students.

**TEXTBOOK**

**YOU MUST READ EACH ASSIGNED CHAPTER TO PASS THIS COURSE!!!**

Title: Managing the Built Environment in Hospitality Facilities
Author: Dina Zemke & Thomas Jones
Publisher: Prentice Hall

**EXPECTATIONS OF THIS COURSE**

Students are expected to:
- Introduce yourself to the class during the first week.
- Take the Chapter Exams Online as determined by professor.
- Submit any assignments by the due dates.
- Interact online with instructor and peers and keep up with all assignments.
- Review and follow the course calendar.
- Make sure your computer meets the minimum hardware requirements that are compatible with Blackboard.
  - Cellular phones and some tablets do not qualify!!!!!
  - Lack of a proper computer for an assignment/exam or discussion is not an excuse

The instructor will:
- Log in to the course each week (except Sat & Sun).
- Respond to emails/messages (except Sat & Sun)
- Grade exams and assignments within a reasonable time frame

**COURSE COMMUNICATIONS**

- E-mail: Contact me via my Blackboard message.

- Discussion Board: It will be used for class discussions and other postings of general interest that are directly related to the course. Everyone can read Discussion Board postings; therefore, do not post private information.
Do not copy without the express written consent of the instructor.
*Note. In order to read your postings easily, please write on the discussion board directly and do not attach a separate word document file.

- **Announcements**: These will be used to provide additional information relevant to the modules, assignments, journals, discussions, exams or other issues of importance.

- Fully online courses are not independent study courses. You will be expected to interact online with the professor and your fellow students; to do assignments; to meet deadlines; and in some cases, to work in virtual groups.
- **EMERGENCIES** – Contact the Professor IMMEDIATELY!!!! Not after a module has passed.
- Fully online courses are not independent study courses. You will be expected to interact online with the professor and your fellow students; to do assignments; to meet deadlines; and in some cases, to work in virtual groups.

**MODULES**

**Due Dates for Assignments and Exams are included inside Module Instructions**
Each week and chapter will be identified by a specific module. Each module will consist of instructions for assignments, exams, discussions, etc... Modules may be available 1 week prior to assignments and exams so that you can get ahead of in your studies and may complete assignments and exams at the beginning of the week if you prefer. Each student is required to read each module for each week and is responsible for the material to be covered. There is no extra-credit or make-up work in this class.

**CHAPTER EXAMS / MIDTERM & FINAL EXAM**

There will be a CHAPTER-EXAM for each chapter every week. The exams will contain a combination of multiple questions and True or False questions. CHAPTER-EXAMS, Midterm and FINAL EXAM will be **100 points** each and they will not be cumulative. Most, if not all of the questions for CHAPTER-EXAMS, Midterm and Final are based on the course book. Details on CHAPTER-EXAM guidelines will be indicated in each exam description. Topic for each CHAPTER-EXAM is listed in the calendar below. **Note! ALL EXAMS MUST BE COMPLETED BY THE DATE ON THE MODULE!** CHAPTER-EXAMS will not be available after each module is over, so remember to always take it by the due date listed. A missed exam equals a Zero 0 for that grade!!! Don’t miss ANY!!!

You will not be able to pass the exams without reading the chapters.

**MIDTERM EXAM** – The MIDTERM Exam will include all chapters in the 1st half of course.

**FINAL EXAM** – The Final Exam will include all chapters covered after the Midterm exam.

It is expected that students will abide by the Honor Code. Plagiarism, or copying another’s exam, will result in a failing grade. **There will be no make-up CHAPTER-EXAMS** unless you have a legitimate reason such as observance of a religious holiday, University related activities, illness, job interviews, and family matters. Written documentation is required for records and I must be notified before that module is over. You will not be able to make up for CHAPTER-EXAMS if you inform me after the module is over. **Emergencies** must be communicated immediately to the Professor.

**IMPORTANT!!!** You will have ONLY 1 attempt for each CHAPTER-EXAM. You must finish it once you start. Make sure your computer is compatible with Blackboard so you do not have any problems while you take the exam. **If by any chance**
Do not copy without the express written consent of the instructor.

If you experience any technical issues (such as a computer freezing during the exam, you accidentally clicked on the back button during the exam, etc.), contact SUPPORT SERVICES immediately. All technical issues will be solved through SUPPORT SERVICES, not me. You must note that you may not hear back right away from SUPPORT SERVICES if you contact them during the weekend and this may influence your grades. **There is no extra-credit or make-up work in this class.**

Contact SUPPORT SERVICES immediately if you technical problems during a test. DO NOT contact the professor. If you fail to contact Support Services, you will not be able to complete the exam/assignment/discussion.

**ASSIGNMENTS, PARTICIPATION & DISCUSSION – 50% Deduction if Late!!!**

There may be a combination of assignments, journals, discussions, or blogs for students to participate in class. Each activity will be indicated in each learning module so please pay attention to the instructions. Participation in these activities is required, and will count as (15%) towards your final grade. Assignments that are turned in late will be marked down to 50% credit. Assignments will be closed one day after the due date and once an assignment is closed it will not be reopened. **There is no extra-credit or make-up work in this class.**

**COURSE CALENDAR / EXAMS**

Tentative Semester Calendar: Schedules, exams, assignments, etc. are subject to change!

<table>
<thead>
<tr>
<th>Module/Week</th>
<th>Start</th>
<th>End</th>
<th>Topic</th>
<th>Chapters</th>
<th>Chapter Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1</td>
<td>8/20/2018</td>
<td>8/26/2018</td>
<td>Introduction - The Study of Facilities Management</td>
<td>Ch. 1</td>
<td>Ch. 1 Exam</td>
</tr>
<tr>
<td>2/2</td>
<td>8/26/2018</td>
<td>9/2/2018</td>
<td>The Engineering Department</td>
<td>Ch. 2</td>
<td>Ch. 2 Exam</td>
</tr>
<tr>
<td>3/3</td>
<td>9/2/2018</td>
<td>9/9/2018</td>
<td>Issues and Trends</td>
<td>Ch. 3</td>
<td>Ch. 3 Exam</td>
</tr>
<tr>
<td>4/4</td>
<td>9/9/2018</td>
<td>9/16/2018</td>
<td>Solid and Hazardous Waste</td>
<td>Ch. 4</td>
<td>Ch. 4 Exam</td>
</tr>
<tr>
<td>5/5</td>
<td>9/16/2018</td>
<td>9/23/2018</td>
<td>Water Systems</td>
<td>Ch. 5</td>
<td>Ch. 5 Exam</td>
</tr>
<tr>
<td>6/6</td>
<td>9/23/2018</td>
<td>9/30/2018</td>
<td>Electrical Systems &amp; Heating Systems</td>
<td>Ch. 6 &amp; 7</td>
<td>Ch. 6 &amp; 7 Exam</td>
</tr>
<tr>
<td>7/7</td>
<td>9/30/2018</td>
<td>10/7/2018</td>
<td>Self Review Week</td>
<td>Ch. 1 - 7</td>
<td>Review</td>
</tr>
<tr>
<td>8/8</td>
<td>10/7/2018</td>
<td>10/14/2018</td>
<td>Midterm Exam</td>
<td>Ch. 1 - 7</td>
<td>Midterm</td>
</tr>
<tr>
<td>9/9</td>
<td>10/7/2018</td>
<td>10/21/2018</td>
<td>Cooling Systems</td>
<td>Ch. 8</td>
<td>Ch. 8 Exam</td>
</tr>
<tr>
<td>10/10</td>
<td>10/21/2018</td>
<td>10/28/2018</td>
<td>Ventilation System</td>
<td>Ch. 9</td>
<td>Ch. 9 Exam</td>
</tr>
<tr>
<td>11/11</td>
<td>10/28/2018</td>
<td>11/4/2018</td>
<td>Life Safety &amp; Security</td>
<td>Ch. 10</td>
<td>Ch. 10 Exam</td>
</tr>
<tr>
<td>12/12</td>
<td>11/4/2018</td>
<td>11/11/2018</td>
<td>Vertical Transportation</td>
<td>Ch. 11</td>
<td>Ch. 11 Exam</td>
</tr>
<tr>
<td>13/13</td>
<td>11/11/2018</td>
<td>11/18/2018</td>
<td>Food Service and Laundry Systems</td>
<td>Ch. 12</td>
<td>Ch. 12 Exam</td>
</tr>
<tr>
<td>14/14</td>
<td>11/18/2018</td>
<td>11/25/2018</td>
<td>The Building Envelope and Exterior</td>
<td>Ch. 13</td>
<td>Ch. 13 Exam</td>
</tr>
<tr>
<td>15/15</td>
<td>11/25/2018</td>
<td>12/2/2018</td>
<td>Self-Review Week Final Exam Due 12/3, Monday</td>
<td>Ch. 8 - 13</td>
<td>Review</td>
</tr>
<tr>
<td>16/16</td>
<td>12/2/2018</td>
<td>12/3/2018</td>
<td>Final Exam Due 12/3, Monday</td>
<td>---</td>
<td>Final Exam</td>
</tr>
</tbody>
</table>
GRADING

Students will be graded on a point system, with the following areas of earning points:

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Weights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Exams</td>
<td>35%</td>
</tr>
<tr>
<td>Mid-Term Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Assignments/Participation/Activity/Project/Discussion/Journals/Blogs</td>
<td>15%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

There is no extra-credit or make-up work in this class.

Points will be converted to percentages and then assessed a grade:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Range</th>
<th>Letter</th>
<th>Range</th>
<th>Letter</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92 and above</td>
<td>B</td>
<td>82 - 87</td>
<td>C</td>
<td>70 - 77</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 91</td>
<td>B-</td>
<td>80 - 81</td>
<td>D</td>
<td>61 - 70</td>
</tr>
<tr>
<td>B+</td>
<td>88 - 89</td>
<td>C+</td>
<td>78 - 79</td>
<td>F</td>
<td>&lt; 61</td>
</tr>
</tbody>
</table>

There is no extra-credit or make-up work in this class.

FIU & HTM POLICIES

The FIU Academic Pledge
As a student of this university:
I will be honest in my academic endeavors.
I will not represent someone else's work as my own.
I will not cheat, nor will I aid in another's cheating.

Intellectual Honesty Statement
Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the adequacy of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.

Misconduct includes: Cheating – The unauthorized use of books, notes, aids, electronic sources; or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers or course materials, whether originally authorized or
Do not copy without the express written consent of the instructor.

not. Plagiarism – The use and appropriation of another’s work without any indication of the source and the representation of such work as the student’s own. Any student who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is responsible for plagiarism.

FIU LIBRARY SUPPORT

The FIU library provides a number of services to distance learning students. For example:

- Students can request a chat session in Blackboard for an explanation on how to access library resources.
- Students can request detailed instructions on how to access library resources.
- One-on-One assistance from the Distance Learning Librarian.

You can visit the FIU Library at: http://library.fiu.edu/