

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System

The Ultimate Advantage is an Educated Mind

School of Business
HOSP320
Business and Conference Hospitality Management
3 Credit Hours
8 weeks
Prerequisite: HOSP100

Please see the **Lessons** area in the classroom for additional course specific information

Table of Contents

Course Description	Course Scope	Course Materials
Course Objectives	Course Outline & Evaluation Procedures	Course Delivery Method
Academic Services	Policies & Guidelines	Turnitin.com

Course Description (Catalog)

This course is a study of the business and conference segment of the hospitality industry which includes business travel and conference management. The multi-billion dollar industry is covered from the international down to the local level. Included are a discussion of best practices, strategies, and customer perspectives that differ for business vs. leisure travel, leading organizations in the business and conference hospitality industry, issues of liability and insurance, and other factors implicit in effectively managing and providing services to be competitive in this industry.

Course Scope

This course is designed to give the hospitality student a competitive edge in the Business and Conference Hospitality Management Industry. It is intended for both the practicing professional meeting managers and students considering a career in the meetings and events industry. This course can serve as a guide to planning and conducting an event that demands a global mindset and a new set of skills. Through the use of our HOSP320 textbooks, the student will be taken behind the scenes and through every aspect of organizing and executing a successful event: the planning stages, timing and logistics, budget preparation, operations, and on-site management,

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

providing practical tools for anyone who has to plan and execute a truly special event. Review the Lessons, Reading and Resources section each week for the required chapters from each eBook.

Course Materials

Required Course Textbooks:

Book Number	Authors	Book Title	Publication Info	ISBN
HOSP320-1	Carol Krugman, CMP, CMM, and Rudy R Wright, CMP	Global Meetings and Exhibitions	Wiley Publishers (John Wiley and Sons Canada, Ltd)	978-0-471-69940-8
HOSP320-2	Judy Allen	The Ultimate Guide to Event Planning (2 nd Ed.) (Electronic Text)	Wiley Publishers (John Wiley and Sons Canada, Ltd.)	978-0-470-15574-5

Please visit <http://apus.libguides.com/er.php> and search by the course number (HOSP320) to access your required resources.

Required Readings – As assigned, see Weekly Lessons and Forum Postings

Additional Resources and Websites – See Weekly Lessons

Course Objectives

After successfully completing this course, you will be able to:

1. Develop a timeline for a professional conference
2. Compile a comprehensive list for selecting the best destination/site for a conference
3. Compare the role of a DMC with a PCO
4. Create guidelines for producing a safe and secure meeting, convention, or exhibition.
5. Demonstrate competence in multi-tasking and develop an organized thought process to become a successful, proactive Conference Planner

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

8 – Week Course Outline

Week	Topic(s)	Learning Objective(s)	Reading(s)	Assignment(s)
1	Meetings: A medium for Communication	LO 1, 2, 4	Chapter 1, 2 Krugman/Wright	Week 1 Forum
2	Planning International Events	LO 1, 4, 5	Chapter 3, 4 Krugman/Wright Chapter 1 Allen	Week 2 Forum Quiz Week 2
3	Budget	LO 1, 5	Chapter 5, 6, 10 Krugman/Wright Chapter 5 Allen	Week 3 Forum Assignment Week 3 Quiz Week 3
4	Marketing the Event	LO 2, 4, 5	Chapter 8,9 Krugman/Wright Chapter 6 Allen	Week 4 Forum Quiz Week 4
5	Global Exhibits	LO 3, 4, 5	Chapter 10, 11 and 12 Krugman/Wright Chapter 7 Allen	Week 5 Forum Assignment Week 5
6	Safety & Security	LO 1, 4, 5	Chapter 13, 14 Krugman/Wright Chapter 8 Allen	Week 6 Forum Quiz Week 6
7	Meeting Technology	LO 1, 2, 5	Chapter 15 Krugman/Wright Chapter 9 Allen	Week 7 Forum Assignment Week 7 Quiz Week 7

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

8	Multicultural Meetings Market	LO 1, 2, 4, 5	Online journals Conclusion from EBook Allen	Week 8 Forum Final Project
----------	--------------------------------------	---------------	---	-------------------------------

Evaluation Procedures

Reading Assignments: The textbook and additional journals as assigned in the lessons

Forum Assignments:

Detailed forum expectations and grading rubrics are posted in the forums and in the classroom lessons.

Homework Assignments and Final Project:

There are assignments due throughout the course, and a final project due at the end of the course. Specific details for each assignment can be found in the Assignments section of your online classroom.

Quizzes

Online quizzes may be comprised of multiple choice, short answer and true/false questions.

Core Components	% Points
Forum Posts #1-8	30
Assignments/Case Study/Projects (3)	30
Quizzes (5)	25
Final Project	15
Total	100

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

management system will be made available to each student. Online assignments are due by Sunday evening of the week as noted and include Forum questions (accomplished in groups through a threaded forum), examination, and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

Policies & Guidelines

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal Policy](#)

[Plagiarism Policy](#)

[Extension Process and Policy](#)

[Disability Accommodations](#)

Grading Scale

Please see the [Student Handbook](#) to reference the University's [grading scale](#).

Citation and Reference Style

Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), ☺

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. [Tutor.com](http://tutor.com) connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.
- **Disability Accommodations:** Students are encouraged email dsa@apus.edu to discuss potential academic accommodations and begin the review process.

Request a Library Guide for your course (<http://apus.libguides.com/index.php>)

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.

Turnitin.com

Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.