

HMT 1149: Meeting and Events Set-Ups & Break Down  
Credit Type – Proficiency



<b>Course Description and Learning Outcomes:</b>
<a href="https://www.sinclair.edu/program/params/programCode/HMTTM-S-AAS/">https://www.sinclair.edu/program/params/programCode/HMTTM-S-AAS/</a>
<b>Faculty Pathway Specialist(s)</b> (Please include name, email and office hours):
Derek Allen, <a href="mailto:derek.allen@sinclair.edu">derek.allen@sinclair.edu</a>
<b>Resources Needed to Offer Course</b> (software, equipment, books [include ISBN and edition], etc. – please include any associated costs):
All resources will be in teacher eLearn shell, so no book is required for this course. Do need access to table and chairs to set-up an event and break it down as part of course curriculum.
<b>What is the ideal format for course delivery – in person, online or blended? To what extent could this course be offered online if necessary?</b>
Course can be taught partially online but also requires face-to-face meetings (blended). Test and exams are pencil/paper so in-person is required for the assessments.
<b>How is the final grade for the course determined?</b> (Please list all required assignments, assessments, etc.)
Final grade is determined for this course based on 1 case study, 5 discussions/assignments, 2 tests- a midterm and final. No scoring rubric, and up to high school instructor for grading assignments. Grades should be posted in eLearn.
<b>Who is responsible for grading the required assignments and/or assessments?</b> (faculty or instructor?)
High School instructor is responsible for grading and all grades must be posted in eLearn
<b>What is the grading scale for the course?</b>
Standard grading scale, 0-59% (F) 60-69% (D) 70-79% (C) 80-89% (B) 90-100% (A). If a grade is on the borderline and .5 or higher, then the student will be raised to the next letter grade. An example is, if a student has 69.5 % then he/she will be awarded a C for the course.
<b>Must students access the eLearn shell regularly to complete requirements?</b>
This course can be taught live or in-person, up to instructor for presenting content. It is created for blended learning model, but all can be done in-person. Dropbox can be used for submitting assignments, but eLearn is required for instructor to submit grades.
<b>Does the course require access to YouTube, GoogleDrive, etc.?</b>
The course does require access to watching YouTube and using Google, Safari, Firefox, or Internet Explorer for videos and content.
<b>Additional course details or requirements important for instructors not covered above:</b>
Students will need to set up and break-down a meeting/event. (Tables, chairs, tablecloths, etc.) Access to this material is a requirement of the course.
<b>Most common (or popular) degrees this course is in?</b>
Meeting and Event Planning major.