



System Office Standard Agreement

TENNESSEE BOARD OF REGENTS

OBF-PURCH- 6/19/18

Date Logged	08/03/2023
TBR Contract Number	112367

Rush? no	
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Department	Academic Affairs
Contractor	University of Memphis, Kemmons Wilson School of Hospitality and Resort Mgt
Purpose	Facilitation of transfer of institution's students to University of Memphis, Kemmons Wilson School of Hospitality and Resort Mgt including advisement for the transfer students.

The signatures below indicate the attached contract has been reviewed and is recommended for approval

STEP 1: DEPARTMENT APPROVALS		
Originator	DocuSigned by: <i>Sue Donna Miller</i>	2023-08-03 9:18 PM CDT
Department Approval	DocuSigned by: <i>Jonathan Reed</i>	2023-08-04 5:51 AM CDT
STEP 2: TBR APPROVAL		
Contracts and Reporting	DocuSigned by: <i>Thomas Causey</i>	2023-08-04 12:01 PM CDT
PCPS	DocuSigned by: <i>Angela Gregory Flynn</i>	2023-08-07 1:21 PM CDT
General Counsel	DocuSigned by: <i>Chloe T. Shafer</i>	2023-08-07 2:24 PM CDT
Business Office	DocuSigned by: <i>Ryan Peters</i>	2023-08-07 2:58 PM CDT
STEP 3: THE AGREEMENT WILL BE FORWARDED TO APPROPRIATE VICE CHANCELLOR FOR REVIEW AND APPROVAL.		

COMMENTS:

Cliff wightman cliff.wightman@tcatcrossville.edu
 Debbie Petree debbie.petree@tcatjacksboro.edu
 Health McMillian heath.mcmillian@tcatjackson.edu
 Bill Hardgrave president@memphis.edu

TBR CONTRACT SUMMARY SHEET**Institution Contact Data**

Name: LaDonna Miller	Email: ladonna.miller@tbr.edu	Phone No. 615-366-4448
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Vendor Contact Data

Vendor Address: The University of Memphis 330 Innovation Drive, FEC 220 Memphis, TN 38152	Contact Name: Dr. Bill Hardgrave
Contact Phone: 901-678-2234	Contact Email: president@memphis.edu
Vendor/Parent Company outside USA? yes or x no	If yes, list country: USA

Purpose of Contract:

Facilitation of transfer of institution's students to University of Memphis, Kemmons Wilson School of Hospitality and Resort Mgt including advisement for the transfer students.
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Contract Type: Cooperative Educational Offerings Agreement

Contract Format (Check all that apply)

<input checked="" type="checkbox"/> TBR Standard Format	<input type="checkbox"/> Vendor Generated Contract reviewed by TBR Contracts
<input type="checkbox"/> Drafted by TBR/Not Standard Format	<input type="checkbox"/> Renewal or Modification of Existing Agreement

Contract Term

Start Date: 08/18/2023	End Date: 08/18/2026	Total Number of Renewals (if a renewal or change to an existing contract, please indicate renewals remaining): 0
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Contract Financial Information

Type: <input type="checkbox"/> Revenue <input type="checkbox"/> Expenditure <input checked="" type="checkbox"/> No Cost	Payment Frequency: AS Invoiced
Amount per Year: 0	Amount w/all renewals: 0
Funding Source: Not Applicable	If not solely funded by Institution or Department, provide detail: n/a
If State funds, list FOAP to be charged (i.e. 110001-200230-74490-470): n/a	

Other Pertinent Information

Lease: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	Non-debarment Verification (www.sam.gov): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> no
Grant: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	Non-debarment Verification Date: 08/03/2023
Procurement Method: N/A	Available for System- Wide Use: NO If Other, list eligible entities:
Ethnicity: (DB) Disabled Business	

Contract Monitoring

Contract requires monitoring? x yes or no	If yes, designated contract monitor (individual responsible for ensuring receipt of goods/services and liaison with the vendor): Tachaka Hollins
If yes, monitoring frequency: annually	Monitor's email address: tachaka.hollins@tbr.edu

Not applicable

ARTICULATION AGREEMENT

Kemmons Wilson School of Hospitality & Resort Management

at the

University of Memphis

and

Tennessee Colleges of Applied Technology

Contents:

Articulation Agreement

Attachment A "Program of Study"

Attachment B "Academic Plan"

THIS ARTICULATION AGREEMENT (the “Agreement”) is entered into by and between Kemmons Wilson School of Hospitality & Resort Management at the University of Memphis (“Transfer School”) and Tennessee Colleges of Applied Technology (“Institution”) as of the date of the last signature on this Agreement. The parties desire to enter into a contract pursuant to which students of the Institution will be eligible for articulated course credits at Transfer School, according to the terms contained in this Agreement.

ACCORDINGLY, in consideration of the promises and mutual covenants contained in this Agreement, and of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Description of Articulation Program.

- a. Purpose. The purpose of this Agreement is to facilitate the transfer of Institution’s students to Transfer School; to provide specific advisement for Institution’s students who intend to transfer to Transfer School; and, to encourage academic and administrative coordination between the two parties in the following program of study: Retail, Hospitality and Tourism Technology.

Attachment A “Program of Study” outlines the equivalent transfer courses at Transfer School for courses taken at Institution. Attachment B “Academic Plan” outlines the courses and credits that must be taken and earned at Transfer School in order to meet Transfer School’s graduation requirements for this program of study.

- b. Annual review. This Agreement will be subject to annual review by representatives of each party. Any recommendations for revisions will be made in writing and reviewed by each party’s respective Chief Academic Officer or their designees. The articulation requirements of this Agreement may only be amended in the form of an amendment signed by authorized representatives of the parties and the Chancellor of the Tennessee Board of Regents.
- c. Program of Study. Changes by either party to a Program of Study can be incorporated into this Agreement by written amendment, as agreed by both parties.
- d. Admission requirements. Students wishing to transfer credits to Transfer School must also meet the admissions requirements of Transfer School, and the parties acknowledge and agree that Transfer School reserves the right to reject any such student’s admission to Transfer School, in accordance with its standard policies and procedures. These students must also provide an official transcript of courses completed. If admitted, the students shall become subject to all of Transfer School’s policies, procedures and rules.
- e. Non-Exclusivity. This Agreement is not exclusive, and either party may enter into similar agreements with any other party.
- f. Resources. The Transfer School will establish an online educational resource center to share with the Institution to help with course content development. The Transfer School also offers to help build experiential learning strategies and, through their extensive statewide network, find experiential learning opportunities for the Institution’s Retail, Hospitality and Tourism Technology program students.
- g. Promotion. Both parties agree to use commercially reasonable efforts to promote, publicize

and advertise the opportunities contemplated by this Agreement to their faculty, staff, alumni, students and potential students.

- h. Liaisons. Each party shall designate a representative to serve as its liaison in all matters arising under this Agreement, and shall furnish in writing the name of each representative to the other party.

2. Term and Termination.

- a. Term. This Agreement will be effective from the date of final signature below, (the “Effective Date”), for a term of 3 years or until terminated in writing by either party. It is agreed that if terminated, both institutions will honor the terms of the Agreement until the end of the next admissions application and review period.
- b. Post-Termination. Upon termination of this Agreement for any reason, Institution’s students previously accepted by or admitted to Transfer School shall continue to receive the benefits contemplated by this Agreement until such time such students have completed their coursework or have otherwise withdrawn

3. Miscellaneous.

- a. Non-Discrimination. Both parties shall abide by all applicable Federal and State laws pertaining to discrimination and hereby agree and assure that no person shall be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination in the performance of this Agreement or in the employment practices of both parties on the grounds of classifications protected by Federal or State law.
- b. Binding agreement. This Agreement shall not be binding upon the parties until it is approved by the Provost or designee of Transfer School and the Chancellor of the Tennessee Board of Regents.
- c. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee without regard to its conflict of laws provisions.
- d. Notices. All notices or other written communications relating to termination, expiration, or any other legal matter relating to this Agreement will be effective when received and must be given in writing by courier or reputable overnight delivery service, or by certified mail, return receipt requested, to either party at the following address (or to such other address as such party may substitute, by providing a written notice.)

For Transfer School:

For Institution

Address:

Address:

**Kemmons Wilson School of
Hospitality & Resort Management
The University of Memphis
330 Innovation Drive, FEC 220
Memphis, TN 38152-3120**

**TCAT Jackson
2468 Technology Center Drive
Jackson, TN 38301**

Attention: **Dr. Radesh Palakurthi**

Attention: **John Hodgson**

- e. Waivers. The waiver by either party of any provision of this Agreement on any occasion and upon any particular circumstance shall not operate as a waiver of such provision of this

Agreement on any other occasion or upon any other circumstance.

- f. Complete Agreement; Integration. This Agreement contains the complete understanding of the parties with respect to the subject matter hereof and supersedes all other agreements, understandings, communications and promises of any kind, whether oral or written, between the parties with respect to such subject matter.
- g. Counterparts; Facsimile Signatures. This Agreement may be executed in multiple counterparts, all of which shall be originals and which together shall constitute a single agreement. For the purpose of interpreting this Agreement, facsimile and PDF signatures shall be considered equivalent to original signatures.
- h. Independent Contractors. The parties are independent contractors, and no agency, partnership, franchise, joint venture, or employment relationship is intended or created by this Agreement. Neither party shall make any commitment, or give the impression that it has authority to make any commitment, on behalf of the other party.
- i. Confidentiality of Records. All educational records created, disclosed, or maintained pursuant to the terms of this Agreement are confidential and shall be created, disclosed, and maintained pursuant to the provisions of Family Educational Right to Privacy Act, also known as FERPA (20 U.S.C.A. s1232g) and its regulations.
- j. Per SACSCOC Standard 10.8 in the Principles of Accreditation, all transfer credit contemplated in this Agreement has been evaluated by academically qualified faculty of Transfer School to ensure that students receiving credit for courses taken at Institution have achieved the same level of knowledge, skills, and experiences as those who have completed coursework at Transfer School.

Attachment A “Program of Study”

The premise of this articulation agreement is to create a successful .5 + 3.5 program between the Tennessee Colleges of Applied Technology and Kemmons Wilson School of Hospitality and Resort Management at the University of Memphis. A clock hour to credit hour conversion has been completed for viable Tennessee Colleges of Applied Technology courses within the Retail, Hospitality, and Tourism Technology Program.

Completed coursework will transfer in as lower division (LD) Hospitality and Resort Management (HPRM) courses. Up to 15 hours of transfer credit will be awarded at the Kemmons Wilson School of Hospitality and Resort Management at the University of Memphis for coursework completed at TCAT in the Retail, Hospitality and Tourism Technology program. Fifteen hours would be equivalent to the completion of one academic semester. The following tables outline the clock hour to credit hour conversion within this articulation agreement:

TCAT Program	Credit Hours Awarded	Kemmons Wilson School of Hospitality and Resort Management - University of Memphis
Retail, Hospitality and Tourism Technology	Up to 15 credit hours	Hospitality and Resort Management

TCAT Certification Long Name	Memphis / KWS Degree Long Name	Course Code	Course Number	Course Long Description	Credit Hours	Total Credit Hours
HOSPITALITY and TOURISM PROFESSIONAL CERTIFICATE – <i>432 hours</i>	BACHELOR of ARTS in HOSPITALITY and RESORT MANAGEMENT	HPRM	1050	BUSINESS OF HOSPITALITY	3	
			2004	GUEST SPEAKERS	1	
			2007	RESORT MANAGEMENT	1	
			2030	PROFESSIONAL DEVELOPMENT	3	
						8

TCAT Certification Long Name	Memphis / KWS Degree Long Name	Course Code	Course Number	Course Long Description	Credit Hours	Total Credit Hours
RETAIL, HOSPITALITY and TOURISM PROFESSIONAL DIPLOMA – <i>1296 hours</i>	BACHELOR of ARTS in HOSPITALITY and RESORT MANAGEMENT	HPRM	1050	BUSINESS OF HOSPITALITY	3	
			2004	GUEST SPEAKERS	1	
			2007	RESORT MANAGEMENT	1	

			2030	PROFESSIONAL DEVELOPMENT	3	
			2003	SPECIAL EVENTS	1	
			2015	A LA CARTE & RESTAURANT SERVICE	3	
			2031	EXPLORING HOSPITALITY CAREERS	3	
						15

Program:		Retail, Hospitality & Tourism Technology (RHT)						
Curriculum Effective:		Fall 2021 - 2022						
Trimester	Course Code	Short Description	Long Description	Clock Hours	Award Level	Total Hours	TCAIs Impacted	
1	RHT 0001	Worker Characteristic	Worker Characteristic	6			Crossville	
1	RHT 1010	Orientation - Retail	Orientation - Retail	6			Jacksboro	
1	RHT 1011	Technology Foundations	Technology Foundations	30			Jackson	
1	RHT 1020	Computer Applications - Retail	Computer Applications - Retail	100				
1	RHT 1030	Retail Industry Fundamentals	Retail Industry Fundamentals	80				
1	RHT 1041	Customer Service & Sales	Customer Service and Sales	105				
1	RHT 1051	Adv Customer Service & Sales	Advanced Customer Service and Sales	105				
Retail Professional					Certificate C1	432		
2	RHT 0002	Worker Characteristic	Worker Characteristic	6				
2	RHT 2010	Orientation - Hospitality & Tourism	Orientation - Hospitality and Tourism	6				
2	RHT 2020	Comp Apps Hospitality Tourism	Computer Applications - Hospitality and Tourism	100				
2	RHT 2030	Hospitality&Tour Fundamentals	Hospitality and Tourism Fundamentals	160				
2	RHT 2040	Hospitality&Tourism Operations	Hospitality and Tourism Operations	160				
Hospitality and Tourism Professional					Certificate C2	432		
3	RHT 0003	Worker Characteristic	Worker Characteristic	6				
3	RHT 3010	Advanced Computer Applications	Advanced Computer Applications	100				
3	RHT 3020	Adv Retail Industry Concepts	Advanced Retail Industry Concepts	163				
3	RHT 3030	Adv Hospitality&Tour Concepts	Advanced Hospitality and Tourism Concepts	163				
Retail, Hospitality and Tourism Professional					Diploma DP	1296		

Attachment B “Academic Plan”



FRESHMAN YEAR

First Semester

HPRM 1050 – BUSINESS OF HOSPITALITY	3
ENGL 1010	3
FOREIGN LANGUAGE/BA	3
MATH	3
COMM 2381	3
SEMESTER TOTAL	15 HRS

Second Semester

HPRM 2012 – INTRO TO CULINARY ARTS*	3
ENGL 1020	3
SOCIAL/BEHAVIOR SCIENCE	4
FOREIGN LANGUAGE/BA	3
FINE ARTS	3
SEMESTER TOTAL	16 HRS

SOPHOMORE YEAR

First Semester

HPRM 3911 – PRE-INTERNSHIP/PROFESSIONAL DEVELOPMENT	3
HISTORY	3
ENGL 2201 or 2202	3
NATURAL SCIENCE W/ LAB	4
SOCIAL/BEHAVIOR SCIENCE	3
SEMESTER TOTAL	16 HRS

Second Semester

HPRM 3330 – HOTEL OPERATIONS	2
HPRM 3331 – LODGING MANAGEMENT LAB	1
FOREIGN LANGUAGE OR ELECTIVE	3
HUMANITIES	3
NATURAL SCIENCE W/ LAB	4
SEMESTER TOTAL	13 HRS

JUNIOR YEAR

First Semester

HPRM 3060 – FOOD & BEVERAGE PRODUCTION THEORY	1
HPRM 3061 – FOOD & BEVERAGE LAB*	1
HPRM 3062 – RESTAURANT LAB*	1
HPRM 3315 – HUMAN RESOURCES	3
HPRM 2011 – HOSPITALITY ACCOUNTING	3
HISTORY	3
ELECTIVE	3
SEMESTER TOTAL	15 HRS

Second Semester

HPRM 3130 – LAW, ETHICS AND RISK	3
HPRM 3320 – HOSPITALITY FINANCIAL MANAGEMENT	3
HPRM 4301 – EVENT MANAGEMENT	3
ELECTIVE	4
UPPER DIVISION ELECTIVE	3
SEMESTER TOTAL	16 HRS

SENIOR YEAR

First Semester

HPRM 4320 – HOSPITALITY SERVICES MARKETING	3
HPRM 4620 – HOSPITALITY OPERATIONAL ANALYSIS	3
ELECTIVE	3
UPPER DIVISION ELECTIVE	3
ELECTIVE	3
SEMESTER TOTAL	15 HRS

Second Semester

HPRM 4911 – INTERNSHIP	2
ELECTIVE	3
UPPER DIVISION ELECTIVE	3
ELECTIVE	3
UPPER DIVISION ELECTIVE	3
SEMESTER TOTAL	14 HRS

TOTAL HOURS: 120

Hospitality Core noted in bold | All courses subject to change | *Classes Offered at Kemmons Wilson Culinary Institute
 Kemmons Wilson School of Hospitality & Resort Management | 901.678.8021 | kws@memphis.edu

The University of Memphis is an Equal Opportunity/Affirmative Action University.
 It is committed to the education of a non-racially identifiable student body. UOM801-FY2021





LODGING & RESORT MANAGEMENT **CONCENTRATION**

FIRST YEAR

First Semester		Second Semester	
ENGL 1010	3	ENGL 1020	3
HISTORY	3	ELECTIVE	3
MATH	3	SOCIAL/BEHAVIOR SCIENCE	3
HPRM 1050 – BUSINESS OF HOSPITALITY	3	HPRM 2012 – INTRO TO CULINARY ARTS*	3
FOREIGN LANGUAGE	3	FINE ARTS	3
SEMESTER TOTAL	15 HRS	SEMESTER TOTAL	15 HRS

SECOND YEAR

First Semester		Second Semester	
HISTORY	3	HPRM 3330/3031 – HOTEL OPERATIONS W/ LAB	3
ENGL 2201 OR 2202	3	FOREIGN LANGUAGE OR ELECTIVE	3
NATURAL SCIENCE W/LAB	4	HUMANITIES	3
HPRM 3911 – PRE-INTERNSHIP/PROFESSIONAL DEVELOPMENT	3	NATURAL SCIENCE W/LAB	4
FOREIGN LANGUAGE OR ELECTIVE	3	HPRM 2011 – HOSPITALITY ACCOUNTING	3
SEMESTER TOTAL	16 HRS	SEMESTER TOTAL	16 HRS

THIRD YEAR

First Semester		Second Semester	
COMM 2381	3	HPRM 3060/3061/3062 – RESTAURANT PRACTICUM*	3
ELECTIVE	3	HPRM 3130 – LAW, ETHICS AND RISK	3
SOCIAL BEHAVIORAL SCIENCE	3	HPRM 4301 – EVENT MANAGEMENT*	3
HPRM 3315 – HUMAN RESOURCES	3	HPRM 4007 – RESORT & TIMESHARE MANAGEMENT	3
FOREIGN LANGUAGE	3	HPRM 4340 – INFORMATION TECHNOLOGY	3
SEMESTER TOTAL	15 HRS	SEMESTER TOTAL	15 HRS

FOURTH YEAR

First Semester		Second Semester	
HPRM 3320 – HOSPITALITY FINANCIAL MGMT	3	HPRM 4700 – INTEGRATIVE CHALLENGE	3
HPRM 4320 – HOSPITALITY MARKETING	3	HPRM 4911 – INTERNSHIP	2
HPRM 4620 – HOSPITALITY OPERATIONAL ANALYSIS	3	HPRM 4331 – ADVANCED RESORT/LODGING MGMT	3
HPRM 4350 – PROPERTIES DEVELOPMENT & PLANNING	3	ELECTIVE	2
HPRM 4400 – INTERNATIONAL HOSPITALITY	3	ELECTIVE	3
SEMESTER TOTAL	15 HRS	SEMESTER TOTAL	13 HRS

Total Hours: 120

*Class Offered at Kemmons Wilson Culinary Institute

Hospitality Core noted in bold | Lodging Concentration noted in blue | All courses subject to change

Kemmons Wilson School of Hospitality & Resort Management | 901.678.8021 | kws@memphis.edu

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BACHELOR OF ARTS

HOSPITALITY AND RESORT MANAGEMENT

CULINARY CONCENTRATION

FIRST YEAR

First Semester		Second Semester	
ENGL 1010	3	ENGL 1020	3
FOREIGN LANGUAGE	3	FOREIGN LANGUAGE	3
MATH	3	SOCIAL/BEHAVIOR SCIENCE	3
HISTORY	3	FINE ARTS	3
HPRM 1050 – BUSINESS OF HOSPITALITY	3	HPRM 2012 – INTRO TO CULINARY ARTS*	3
SEMESTER TOTAL	15 HRS	SEMESTER TOTAL	15 HRS

SECOND YEAR

First Semester		Second Semester	
ENGL 2201 or 2202	3	FOREIGN LANGUAGE OR ELECTIVE	3
HISTORY	3	HUMANITIES	3
FOREIGN LANGUAGE OR ELECTIVE	3	NATURAL SCIENCE W/ LAB	4
HPRM 2003 – SPECIAL EVENT MANAGEMENT*	1	HPRM 3014 – PASTRY & BAKING*	3
HPRM 3013 – ADVANCED CULINARY SKILLS*	3	HPRM 3330 – HOTEL OPERATIONS W/ LAB	3
HPRM 3911 – PRE-INTERNSHIP & PROFESSIONAL DEVELOPMENT	3		
SEMESTER TOTAL	16 HRS	SEMESTER TOTAL	16 HRS

THIRD YEAR

First Semester		Second Semester	
COMM 2381	3	HPRM 2011 – HOSPITALITY ACCOUNTING	3
SOCIAL SCIENCE	3	HPRM 3060/3061/3062 – RESTAURANT PRACTICUM*	3
NATURAL SCIENCE W/ LAB	4	HPRM 3130 – LAW, ETHICS AND RISK	3
HPRM 3315 – HUMAN RESOURCES	3	HPRM 3018 – INTERNATIONAL CUISINE*	3
HPRM 4301 – EVENT MANAGEMENT*	3	HPRM 3050 – FOOD & BEVERAGE CONTROLS*	3
SEMESTER TOTAL	16 HRS	SEMESTER TOTAL	15 HRS

FOURTH YEAR

First Semester		Second Semester	
HPRM 3015 – FOOD ANALYSIS*	3	ELECTIVE	3
HPRM 3016 – GARDE MANGER*	3	ELECTIVE	3
HPRM 3320 – HOSPITALITY FINANCIAL MANAGEMENT	3	ELECTIVE	1
HPRM 3810 – FOOD SAFETY & SANITATION*	3	HPRM 4012 – SENIOR CULINARY DESIGN*	3
HPRM 4320 – HOSPITALITY MARKETING	3	HPRM 4911 – INTERNSHIP	2
SEMESTER TOTAL	15 HRS	SEMESTER TOTAL	12 HRS

Total Hours: 120

*Class Offered at Kemmons Wilson Culinary Institute

Hospitality Core noted in bold | Culinary Concentration noted in blue | All courses subject to change
 1245 N. Germantown Parkway | Cordova, TN 38016 | 901.678.5055 | kwci@memphis.edu | memphis.edu/culinary



Kemmons Wilson
Culinary Institute

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In Witness Whereof, the parties have by their duly authorized representatives set their signatures.

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY CROSSVILLE:

DocuSigned by:
Clifford Wightman 2023-08-09 | 5:47 AM PDT
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President Cliff wightman Date

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY JACKSBORO:

DocuSigned by:
Debbie Petree 2023-08-09 | 7:50 AM CDT
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President Debbie Petree Date

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY JACKSON:

DocuSigned by:
Heath McMillian 2023-08-14 | 3:48 PM CDT
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President Heath McMillian Date

UNIVERSITY OF MEMPHIS:

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Dr. Bill Hardgrave 2023-08-23 | 1:25 PM PDT
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Dr. Bill Hardgrave, President Date

TENNESSEE BOARD OF REGENTS:

DocuSigned by:
Flora W. Tydings ^{DS} *FT* 2023-08-23 | 3:31 PM CDT
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Chancellor, Flora Tydings Date

Not applicable