

# Valencia College

FOS 2201~Food Service Sanitation Management~ CRN 31590

Summer Term 2014

**Instructor:** Professor Alanna B. Olah

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**Meeting Day:** West Campus, Thursday 8:00am-10:50am Room 9-128

**Office Hours:** Professor will be available about 20 minutes early on class days, in classroom. Please email questions or concerns. Professor will check email regularly.

**Text and required Supplies:** ServSafe Course book 6<sup>th</sup> Edition. Each student will need 4 Green Scantron sheets for exams. Bring pen, pencil and highlighter and paper.

**Credit Hours-** This course is worth 3 credit hours.

## Course Description

Acquaints students with the Food and Drug Administration's Food Code as well as the challenges and opportunities facing hospitality managers in the area of sanitation management. It presents a system approach to sanitation management, utilizing the Hazard Analysis Critical Control Point Program (HACCP), and it provides a basic understanding of quality sanitation management.

## Course Objectives

Objectives: After successfully completing this course, the student will be able to:

- Discuss the Hazard Analysis Critical Control Point system of ensuring food safety.
- Describe the type of microorganism most associated with foodborne illness.
- Name 4 environmental needs for the growth of bacteria.
- Provide 3 examples each of biological, chemical and physical hazards connected with contamination and foodborne illness.
- Describe the correct hand washing procedures for food service employees.
- List at least three general rules for safely receiving food products.
- Name 5 external signs that canned food should be rejected.
- Name 3 permissible methods of thawing frozen food.
- Describe some of the ways in which customers might contaminate food in self-service areas.
- List at least 3 of the sanitation characteristics recommended by the NSF International and its general standards for foodservice equipment.
- Describe the desirable characteristics of dry-storage.
- Define the terms cross-connection and backflow.
- Discuss fundamental foodservice rules about cleaning and sanitizing food-contact surfaces.
- Describe the differences and similarities between chlorine, iodine, and quaternary ammonium sanitizer.
- List the six steps in manual cleaning and sanitizing.
- List five advantages of developing an organized cleaning program.
- Define an integrated pest management program.
- Describe 6 general preventative practices to keep pests out of foodservice facility.
- List the criteria for selecting a PCO.

- Provide steps included in a good accident-prevention program.
- Discuss OSHA regulations
- Define the term Crisis Management.
- Describe the functions of the FDA with regard to food protection.
- Discuss the governmental responsibilities for inspecting and grading meat and poultry shipped across state lines.
- Discuss the best way for a manager to prepare for a health inspection.
- Describe the benefits for a foodservice operation to invest in a year-round program of sanitation training.

### **Core Competencies**

Valencia faculty has defined four interrelated competencies (Value, Think, Communicate, and Act) that prepare students to succeed in the world community. These competencies are outlined in the course catalog. In this course, through lecture and discussion, group work and other learning activities, you will further develop your mastery of those competencies.

### **Attendance**

Punctual and regular attendance is mandatory in this course. More than 6 hours absent during the semester without permission of the Professor will have an adverse effect on the grade earned in this course. **Students must speak with professor after missing 2 classes. Students are responsible for all material covered in class. If you miss class you must contact another student to find out what was covered.**

**No show withdrawal: Valencia policy is that any student that does not come to class during our first two meetings will be withdrawn.**

Valencia's policy is that a student will be present for all class meetings. **A student will be withdrawn after 3 absences.**

**Two late arrivals to class equals one absence.**

**Please Note: You should not leave class early except in the event of an emergency. Professor Olah may take attendance at the beginning and end of any class, and break points down as such. Please do not sign-up for a course that you cannot stay for the whole period.**

**I do not want you to just 'show-up' to class. You should be ready to be engaged and involved in the conversation. I will deduct points for sleeping, leaving early, disrupting the class or acting unprofessionally.**

### **Withdrawal Policy**

The withdrawal policy date for this semester is June 27, 2014.

### **Exam and Grading Policy**

Our course is divided into 4 categories which make up your final grade. They are:

- Class attendance and participation-worth total of 300 points (27.27 points per class). The first day of class attendance does not count due to add/drop. We have 11 meetings.  $11 \times 27.27 = 300$ .
- Progress Tests -3 tests, each worth 100 points for total of 300 points
- Final Exam- worth 200 points

- HACCP Project- worth 200 points. Please see instructions towards end of syllabus for specific details.
- Extra Credit: Each student may use recent (within past 2 years) current event and do a one page typed (12 point font, double spaced, Times New Roman, 1-inch margins on all sides) summary of what happened and how it relates to the issues we have covered in class. Each student will deliver this information in a 3-5 minute presentation to the class. The student must ask for the professors approval of presentation before that day of class begins. Each student may choose to do 2 of these per semester. Each presentation will be worth 10 points each. Once a student has covered a particular current event, no one else may do the same event. Please edit this as well as you would for an English comp course. You must have APA style reference page. Information on this is available online, or through on campus writing center. Do not Plagiarize.

The total amount of points for this course is 1000.

### General Grading Scale

- A- 900-1000
- B-800-899
- C-700-799
- D-600-699
- F-below 600

Grading Rubric- Keep track of your progress throughout the semester! ☺

_____+	_____+	_____+	_____+	_____+	_____+	_____+	=_____
Test 1 (100)	Test 2 (100)	Test 3 (100)	Final (200)	Project (200)	Extra Credit (20)	Attendance (300)	Total/1000

You can figure out your grade going into the final by averaging all scores except final out of 800 points.

### Make-up Exams

Make-up exams will be given only for emergency situations provided the instructor is notified in advance of the class starting in which the test is scheduled. Upon your absence and its approval, the exam will be placed in the testing center. **Exams must be made up before the next class meeting.** Any test missed will have an adverse effect on your grade, and **make-up test will not be given unless approved by the professor prior to the date of the scheduled test. If a make-up exam is granted and placed in the testing center, it is YOUR responsibility to find out their hours and go before the agreed upon deadline. If you do not do this and miss your deadline, you will not be allowed to make-up the exam. You must be present at the date and time of the final exam. No make-up finals will be given.**

## **Academic Honesty**

**Each student is expected to do his and her own work, unless otherwise specified. Cheating will not be tolerated, and will result in an automatic “F” in this course. Plagiarism is cheating. If you plagiarize, you will receive an “F” in this course. The instructor may choose to recommend expulsion of student for either cheating or plagiarism. This is at the sole discretion of the instructor and Dean of Business and Hospitality. By staying enrolled in this course you agree that you will not cheat or plagiarize.**

## **Expected Student Conduct**

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility of managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a classroom or Valencia’s rules may result in disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion or other appropriate and authorized actions. You will find the student code of conduct in the current Valencia student handbook.

**You will be given a warning at the beginning of class to put your phones away. At this point, all phones should be placed out of sight and not retrieved until break time or after class.**

**If they ring, beep, or make any other noise the violator may have 50 points taken off of their final grade.**

You may not record any portion of the class without permission of the instructor.

## **Computer/Equipment Use Policy**

Use of computers in the Business, IT, and Public Service classrooms at Valencia Community College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:

Use of computer to send E-mail or access Internet sites not specifically assigned in class.

Use of computer for job, internship, homework or other activities not assigned in class.

Modifying any hardware or software system configuration or setting.

Activities not in accordance with the Valencia Student Code of Conduct

Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above.

Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action.

## **Students with Disabilities & Valencia ID Cards**

Students with disabilities who qualify for academic accommodations must provide a notification from the office for Students with Disabilities(OSD) and discuss specific needs with instructor preferably during the first 2 weeks of class. The office for students with disabilities determines accommodations based on appropriate documentation of disabilities. The West Campus office is SSB-102. Valencia ID cards are

required for Library and Testing Center. No other form of ID at those locations will be accepted. Possession and utilization of Valencia ID is mandatory in order to obtain these services.

**A note from the Professor:**

Because I have 17+ years of experience in Hospitality, I am used to a certain level of professionalism, of which I am sure you are capable. I expect nothing less than your absolute best at all times. If you exhibit less than your best-cell phones, leaving early, cheating, etc- you can expect me to call you out. The reason for this is because this behavior is NEVER acceptable in the work place and I want to see you be successful not just in Valencia College, but in the career you build. You are responsible for your destiny- be it an A or an F. For this reason you must keep track of your progress. There will be no last-minute begging, pleading, etc for a better grade. You will EARN whatever grade you are awarded.

If I allow the use of laptops, you should not be on any websites other than directed by the professor. You should not be on Facebook, My Space, Ebay, Pinterest, etc- doing so will result in complete loss of attendance points for the day.

**Class Schedule (Thursday Sanitation, 8:00am-10:50am)**

**Class Schedule**

<b>Meeting Date</b>	<b>Material Covered</b>	<b>Assignment</b>
May 8, 2014	Chapter 1, Begin Ch 2, Syllabus	
May 15, 2014	Chapter 2	
May 22, 2014	Chapter 3, Chapter 4, Review for Exam 1-4 if time allows	
May 29, 2014	Chapter 5, Chapter 6, Exam Ch 1-4	
June 5, 2014	Go Over Exam 1-4. Chapter 7, Chapter 8, Review for Exam 5-8	
June 12, 2014	Chapter 9, Exam 5-8	
June 19, 2014	Go over Exam 5-8, Chapter 10	
June 26, 2014	Chapter 11	Please note College wide withdraw date is June 27, 2014.
July 3, 2014	Chapter 12 Review for Exam 9-12 if time allows.	<b>HACCP project due-in class no exceptions.</b>
July 10, 2014	Chapter 13, Exam 9-12	
July 17, 2014	Go Over Exam 9-12 Chapter 14-15 Review for Final- 1-15	
July 24, 2014	Final Exam 1-15	

**Disclaimer**-Changes in this syllabus, schedule, and/or college policy can be made anytime during the course per instructor discretion.

## The HACCP Project

Worth 200 points

The HACCP Project is due **on or before July 3, 2014**. Please bring hard copy to class, no exceptions.

No late project will be accepted, No grade for partial project.

If you don't turn in a project or receive a failing grade for it, you will fail the class by receiving an F grade for the entire class.

Directions:

1. Come up with a restaurant concept
2. Use chapter 10 as a guide and develop each HACCP principle in relation to your business. You may not copy the example in the book. You must develop your own business and your own critical control points.
3. Follow through the progression of the seven step HACCP Program.
4. Principle 1- Conduct a hazard analysis
5. Principle 2- Determine your business' critical control points
6. Principle 3- Establish your critical limits
7. Principle 4- Establish your monitoring procedures
8. Principle 5-Identify your corrective actions
9. Principle 6-Verify your system is working
10. Principle 7-Establish procedures for record keeping and documentation
11. Your project must be typed; use Times New Roman Font size 12, double spaced, and it must be at least 2 pages long. Do not artificially inflate your paper with additional line spaces after your name and date.
12. The format should be as follows:
  - Identify and briefly explain your restaurant concept.
  - Proceed through each HACCP principle as listed above.
  - Conclusion- thoughts on how this program can benefit your business.
13. Please edit this as well as you would for an English comp course. If you include work from other sources including the text book, you must have APA style reference page. Information on this is available online, or through on campus writing center.
14. It must be written in Times New Roman, Font size 12, 1-inch margins on all sides.

## Information about the ServSafe Exam

ServSafe exam is optional, but highly recommended for students seeking career in Food and Beverage. Cost is \$36.00. [www.servsafe.com](http://www.servsafe.com).

**Step 1-Create account with ServSafe. Keep your login and password written EXACTLY correct and bring on exam day.**

**Step 2- Purchase exam seat for Food Protection Manager Exam. Should be \$36.00. Get the one that is called electronic voucher SSONLINEX. You MUST select English as the language.**

**Step 3-Print Exam Access Code. You MUST have this form in order to take exam.**

**Very important! In order to take the ServSafe exam on testing day you must have:**

**-Your ServSafe login and password**

**-Your Exam Access Code for food protection manager exam**

**-A 9x12 yellow mailing envelope with 3 stamps on it. It must be addressed to your home. If you pass, I will mail your certificate as soon as I receive it.**

**\*\*\*\*If you do not have any of these items you will be unable to test, and no make-up exams will be given! \*\*\*\***



Your Price: **\$36.00**

**ADD TO SHOPPING CART**

[ServSafe® Mgr Certification Online Exam Voucher](#)  
Electronic Voucher **SSONLINEX**