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# FSS 2201 Food Safety and Sanitation

**Poinciana Campus**

**Course Syllabus & Classroom Policies**

**Fall 2017: 28 Aug. 2017 to 17 Dec. 2017**

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| **PROFESSOR:** Juan Alamo ccc  **REGULAR OFFICE:** Poinciana Campus  **OFFICE PHONE:** 407-582-6100 ext. 6083  **EMAIL:** jalamo8@valenciacollege.edu | **CRN:** 17232  **CREDIT HOURS:** 3  **PREREQUISITES:** N/A  **CLASS MEETINGS:** Tuesday  **LN ADVISING HOURS:** by appointment |

## Engagement Hours

Engagement hours are available for student consultations; this time is designated to discuss coursework, ideas, student progression, and offer general advising. Face-to-Face engagement hours mean that I will be directly available in my office; Digital engagement hours mean that I will be available via e-mail or Blackboard messenger. Students are strongly encouraged to come to engagement hours, and should set side aside time throughout the semester to come visit and discuss their work and ideas. If these hours are inconvenient, feel free to email me and schedule an appointment.

* Tuesday: 7:00 PM to 7:30 PM (Face-to-Face)
* Thursday: 7:00 PM to 8:00 PM (Digital)
* Friday: 7:00 PM to 8:00 PM (Digital)

NOTE: Office hours may be changed due to professional development obligations. You’ll be notified to any changes via e-mail or notification on my door.

## Required Materials/Textbooks

1. ServSafe coursebook, 7th edition, with exam voucher ISBN# 978-1-8280-333-3
2. Binder to maintain all work, handouts, & activities: Course Syllabus, Notepaper, Handouts, and Assignments.
3. Note taking materials

# NAME OF COURSE OVERVIEW

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 Description

* Discuss the Hazard Analysis Critical Control Point system of ensuring food safety
* Describe the type of microorganism most associated with foodborne illness
* 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 3 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 the desirable characteristics of dry-storage
* Discuss fundamental foodservice rules about cleaning and sanitizing food-contact surfaces
* List the 6 steps in manual cleaning and sanitizing
* List 5 advantages of developing an organized cleaning program
* Describe 6 general preventative practices to keep pests out of foodservice facility
* Provide steps included in a good accident-prevention program
* Discuss OSHA regulations
* Describe the functions of the FDA with regard to food protection

## Core Competencies of a Valencia Graduate

Valencia’s Student Core Competencies are complex abilities that are essential to lifelong success.  This course will help you develop and demonstrate the abilities to: (1) think clearly, critically, and creatively; (2) communicate with others verbally and in written form; (3) make reasoned value judgments and responsible commitments; and (4) act purposefully, reflectively, and responsibly. Due to the nature of these global competencies, many problems activities will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively how to arrive at an appropriate solution for the problem.

## BlackBoard

While this is a face-to-face course, you will be exposed to the BlackBoard (BB) learning system throughout the semester. You will need to access BlackBoard for the detailed course assignment instructions, upload assignments, take quizzes, and do discussion posts. I will post Announcements through BB and you can set your phone to receive alerts when there is a post; contact BB phone/support for details: 407-582-5600. In addition, please note that I do NOT use the email system in BB so do NOT send me emails through the online course platform. For quick questions and reminders, we will text using a Smartphone application and important communication will be posted as an Announcement in BB.

# COURSE CLASSROOM POLICIES

## Attendance

You are expected to attend all class meetings of all courses for which you are registered. Regular attendance and regular class participation are significant factors that promote success in college. Therefore, attendance is required for every class:

* Arrive ON TIME, complete all assignments, and remain in the class for the entire time except for scheduled breaks.
* **Three (3) absences without adequate excuses and documentation may result in withdrawal from the course**. Students who do not maintain regular attendance will be withdrawn by the professor unless other arrangements have been made with the professor. Missing the equivalent of more than three classes for any reason, other than absences excused in accordance with Valencia’s policies, is excessive and a basis for withdrawal.
* Students are responsible for all work presented when they are absent, and are also responsible for any announcements made in class. Communication is critical when you are unable to attend class. If you miss a class due to an emergency, it is your responsibility to find out what was missed by communicating! Please call or email so that we can work together to help you get caught up.

## “No Show” Status

Class attendance is required beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” Students who are not actively participating in an online class and/or do not submit the first assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.

## Tardiness/Talking/Other Class Disruptions

Tardiness is considered rude so please be on time to every class. Students who persist on being tardy or leaving early will be dealt with on an individual basis. Additionally, talking to others or leaving the room during a presentation or lecture is unacceptable. Questions during class are always accepted as long as they are relevant to the lecture. Persistent disruption will be cause for removal from the classroom. You will be given a break during the class so please plan accordingly.

## Class Preparation/Make Up & Late Work

* Students are expected to bring all course materials, book, pencil/pen, and paper to each and every class.
* **Reading assignments MUST BE COMPLETED PRIOR TO THE CLASS PERIOD FOR WHICH THEY ARE DUE**. Class discussion is based on reading and informed participation in discussion is expected. Writing and/or other homework will often accompany reading assignments and are due at the beginning of the class period.
* Assignments WILL NOT be accepted late without proper documentation of an emergency (illness, jury duty, etc.) and this will be at the discretion of the professor. Otherwise, students will receive a zero (0).
* Hastily written work, without depth or thought, will be returned with a deadline to be redone with points deducted. A zero will be given if the assignment is not resubmitted.
* **Technology problems are no excuse for lateness** (for example: “My printer broke…ran out of ink…etc.). Please use the computer labs on campus, when needed. Visit the Lake Nona Campus Student Services website for hours of operation: <http://valenciacollege.edu/lakenona/student_services.cfm>

## Electronic Devices

**All electronic devices MUST BE TURNED OFF during class unless otherwise instructed**. This also means no beeping, buzzing, or vibrating sounds, NO headphones, and NO texting. If you have an emergency situation that requires your cell phone to be on, please notify your professor at the beginning of class.

## Class Participation

You should consider being a student as a full-time job. You should attend all classes, study sessions, participate in class, ask relevant questions, turn in assignments when they are due, and ask for help when needed from a professor, tutor, or another student.

## Communication

In order to provide students with a convenient platform to communicate throughout the week, we will be using a Smartphone application which can load on iPhones, androids, or the computer. More details will be discussed in class.

**Note to International Students (F-1or J-1Visa):**

Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirements of 12 credit hours. Consult the International Student Service office for more information.

# EVALUATION AND GRADING

**Evaluation and Course Grading**

Course evaluation is divided into four categories; together these categories will comprise the final grade.

* Classroom attendance 20%
* Project or Case studies: 20%
* Progress Tests/presentations: 30%
* Final Exam: 30%

Rubrics for assignments and evaluations are available on Blackboard under class content

## Grading Scale & Evaluation

The sum of points earned throughout the course will determine a letter grade as follows:

A = 1000-900

B = 899-800

C = 799-700

D = 699-600

F = below 599

**Make-up Exams:**

Make-up exams will be given only for emergency situations provided the instructor is notified in advance. 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 adverse effect on your grade, and make-up test will not be given unless approved by the Professor prior to the date of schedule test. Final exam is required! A no show on that day will result in an F for the session.

**Homework and Quizzes:**

Home-works and quizzes **cannot** be made up. If a student is absent, it is his/her responsibility to contact a class member, obtain the assignment and come to the next class meeting prepared. If a student is absent the day of a quiz, they will receive a zero.

Late project and/or assignments will be penalized 5 points per day late.

**GENERAL GRADING SCALE:**

A – 90%-100% 900-1000 points

B – 80%- 89% 800-899 points

C – 70%- 79% 700-799 points

D – 60% -69% 600-699 points

F - below 60% 599 and below points

# COURSE ASSIGNMENTS

## Course Assignments & Point Values

A detailed description of each assignment will be provided to students along with the breakdown of the assignment criteria and point value. This will allow students to clearly identify where points were lost for areas of improvement in future assignments. This information can be found in BlackBoard.

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| --- | --- | --- | --- | --- |
| **Major Topic** | **Assignment** | **Due** | **Points** | **Earned** |
| Chapter 1 | Lecture |  | 20 |  |
| Chapter 4 | Lecture/ Handwashing Activity |  | 20 |  |
| Homework 1 | In Blackboard assignments |  | 5 |  |
| Chapter 5 | Lecture/ Thermometer Calibration Activity |  | 20 |  |
| Chapter 12 | Lecture/ Setting up cleaning and sanitizing equipment |  | 20 |  |
| Test 1 | Chapters 1,4,5,12 |  | 25 |  |
| Homework 2 | In Blackboard assignments |  | 5 |  |
| Chapter 2 | Lecture/ Micromaps |  | 20 |  |
| Homework 3 | In Blackboard assignments |  | 5 |  |
| Chapter 3 | Lecture/ Video |  | 20 |  |
| Test 2 | Chapter 2, 3 |  | 25 |  |
| Homework 4 | In Blackboard assignments |  | 5 |  |
| Chapter 6 | Lecture |  | 20 |  |
| Homework 5 | In Blackboard assignments |  | 5 |  |
| Chapter 7 | Lecture/ Accept or Reject powerpoint |  | 20 |  |
| Homework 6 | In Blackboard assignments |  | 5 |  |
| Chapter 8 | Lecture/ Temperature Review Activity |  | 20 |  |
| Homework 7 | In Blackboard assignments |  | 5 |  |
| Chapter 9 | Lecture/ Temperature Review Activity |  | 20 |  |
| Test 3 | Chapter 6,7,8,9 |  | 25 |  |
| Homework 8 | In Blackboard assignments |  | 5 |  |
| Chapter 11 | Lecture/ Temperature Review Activity |  | 20 |  |
| Chapter 13 | Lecture/ Temperature Review Activity |  | 20 |  |
| Homework 9 | In Blackboard assignments |  | 5 |  |
| Chapter 10 | Lecture/ Microorganism Review Activity |  | 20 |  |
| Chapter 14 | Lecture |  | 20 |  |
| Homework 10 | In Blackboard assignments |  | 5 |  |
| Chapter 15 | Lecture/ ServSafe Registration |  | 20 |  |
| Test 4 | Chapter 11,13,10,14,15 |  | 25 |  |
| Review | A look back before the final |  | 20 |  |
| Test 5 | All materials covered in class |  | 25 |  |
| Project | Creating SOP’s |  | 200 |  |
| Homework 11 | In Blackboard assignments |  | 5 |  |
| Servsafe Exam | Please bring the voucher inside your book |  | 300 |  |
| **TOTAL** |  | **1000** |  |  |
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## Extra Credit Assignments

The availability of extra credit opportunities is at the discretion of your professor.

# VALENCIA COLLEGE POLICIES

## Important Valencia Website Links

* College Calendar: <http://valenciacollege.edu/calendar/>
* Important Dates & Deadlines: <http://valenciacollege.edu/calendar/documents/FallSpringSummer16-17ImportantDates-rev5-11-16.pdf>
* Final Exam Schedule: <http://valenciacollege.edu/calendar/FinalExam.cfm>
* College Catalog: <http://valenciacollege.edu/catalog/>
* Valencia Policy and Procedures: <http://valenciacollege.edu/generalcounsel/policy/>
* FERPA: <http://valenciacollege.edu/ferpa/>

## Important Course and College Dates (Fall 2017)

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| --- | --- |
| * August 28: Classes begin * **September 4: College closed** * September 5: Drop/Refund deadline (midnight) * September 15: Change of Program deadline * **October 10: College Night PNC (no classes)** * October 19: Spirit Day * November 10: Withdrawal deadline | * November 13-17: International Education Week * **November 22 – 26: College closed** * December 8: Last day of classes * **December 11: Final exam week begins** * December 18: Grades due * December 19: Grades viewable in Atlas * **December 21 – January 1: College closed** |

**NOTE: Visit the following website for the dates in the current academic year:** <http://valenciacollege.edu/calendar/>

## Withdrawal Policy

The withdrawal deadline for **FALL 2017** receiving a non-punitive grade of “W” is **November 10, 2017**. During a first or second attempt in the same course at Valencia, if you with withdraw or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course. **Students are not permitted to withdraw after the withdrawal deadline**. A professor may withdraw you up to the beginning of the final exam period for violation of the class attendance policy in which case you will receive a grade of W.

## Student Code of Conduct

Valencia College is dedicated not only to the advancement of knowledge and learning but it is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the classroom. Violation of any classroom or Valencia’s rules may lead to 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 are expected to do all your own work on all tests. Giving or receiving information concerning exam content is considered cheating. In NO instance will cheating of any type be tolerated. All work must be your own; any student involved in cheating or plagiarism (including the use of another student’s work) may receive a grade of “F” on a specific assignment, examination, or project, or may be assigned a grade of “F” for the course. The professor (s) reserves the right to determine penalties within Valencia College's academic honesty policies. In addition, please follow college policy relating to children on campus. Please make arrangements for childcare outside the classroom.

## Academic Honesty

Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states “group project.” Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog. At Valencia, we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with policy 6Hx28: 8-11 upheld by the Vice President of Student Affairs (<http://valenciacollege.edu/generalcounsel/policy/>). Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

Students shall take special notice that the assignment of course grades is the responsibility of the student's individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be subject to a range of academic penalties as determined by the professor. These penalties may include, but not be limited to, one or more of the following:

* loss of credit for an assignment, examination, or project;
* reduction in the course grade;
* or a grade of "F" in the course.

At the option of the professor, the appropriate administrator of the campus may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student. Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties that may include warning, probation, suspension, and/or expulsion from the college.

## Internet Research Statement

Because of the variety of sources, ease of publication, lack of central control and proliferation of commercial information on the free Internet, it is often hard to tell if the information is reliable.  Many sites contain research and information of high quality.  However, unlike traditional print publications or library-based electronic resources, there is usually no process of peer review, nor is there an editor verifying the accuracy of information presented on the Internet. **There are an increasing number of sites containing information that may be incomplete, anonymously written, out-of-date, biased, fraudulent, or whose content may not be factual. Students should, therefore, use caution in use of the free Internet for their research needs.**  For academic topics that are addressed in scholarly literature, use of electronic databases or visiting the library may better meet your needs.  However, each professor makes the final determination of what is or is not accepted as a valid source so review the syllabus for specific guidelines from your professor.

## Students with Disabilities

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with their professor, preferably during the first two weeks of class. <http://valenciacollege.edu/osd/>

## Student Assistance Program

Valencia College is interested in making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

## Disclaimer

The syllabus, assignments, and due dates are subject to change at the discretion of the professor.