#

# FOS 2201: Food Safety and Sanitation

**Course Syllabus and Classroom Policies**

**Spring Semester 2022 (January 2022 – April 2022)**

|  |  |  |  |
| --- | --- | --- | --- |

**PROFESSOR:** Chef Ken League **CRN: FOS-2201-26128 (202220)**

|  |  |  |  |
| --- | --- | --- | --- |
| **OFFICE LOCATION:** | N/A  | **CREDIT HOURS:** | 3 |
| **OFFICE PHONE:** | 321-229-9669 | **CLASS MEETINGS:** | Weekly. Assignments due every Saturday by 11:59 PM |
|  |  | **OFFICE HOURS:**  | Virtual, through email, phone, or text |
| **EMAIL:**  | KLeague@valenciacollege.edu  | **PREREQUISITES:** | none |

# COURSE OVERVIEW

##

## Required Materials/Textbooks

1. Binder to maintain all work, handouts, & activities: Course Syllabus, Notepaper, Handouts, Assignments,
2. Note taking materials
3. Required Textbook: [ServSafe Manager Book 7th Ed, English](https://www.servsafe.com/access/SS/Catalog/ProductDetail/ES7)
4. Optional:  Servsafe Certification Exam Voucher.  Pending the current Health Requirements of the College due to the COVID-19 Pandemic, we will tentatively offer a Servsafe certification ON CAMPUS in November, date TBD.  This has to done in person, and will take place in the computer lab of the DTC.  You will need either the voucher from the front of the textbook, or you can purchase one online on the exam day with a credit or debit card for $35.00.

## Educational Supplies

## Technology Requirements

## Participants should verify [computer software and hardware requirements (Links to an external site.)](https://community.canvaslms.com/docs/DOC-10720-which-browsers-does-canvas-support) to ensure coursework can be submitted successfully.  The latest versions of [Chrome (Links to an external site.)](https://www.google.com/chrome/?brand=CHBD&gclid=CjwKCAjwte71BRBCEiwAU_V9h8UwV8vMpKLmo8ekQSaOnGzcGtYxa5ip_UiRERvf4JK5q0k6Sg__0xoCz1EQAvD_BwE&gclsrc=aw.ds) (PC) and [Safari (Links to an external site.)](https://support.apple.com/downloads/safari) (Mac) are good choices for working in Canvas.

## Access to a computer or a laptop is required in order to complete assignments and submit through Canvas.

## Participants should have the latest version of [Microsoft Office 365Links to an external site.](https://valenciacollege.edu/employees/office-of-information-technology/network-and-info-security-services/office-365.php) downloaded to their device.

## Canvas

This class will be completely online. You need to have to have canvas access to complete your assignments. It is recommended that you review the tutorials before beginning this material, and set up your phone or e-mail to give alerts for Canvas. For details, contact Canvas support: 407-582-5600.

## 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 systems approach to sanitation management, utilizing the Hazard Analysis Control Point Program (HACCP), and it provides a basic understanding of quality sanitation management.

## Major Learning Outcomes

This class occurs in the last section of a student’s education. Pre-or co-requests may be required to enroll or complete this class.

## Core Competencies of a Valencia Graduate

Valencia’s Student Core Competencies are complex abilities that are considered the essential elements of a successful student.  This course will help you develop and demonstrate the abilities to: (1) think clearly, critically, reflectively, 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. Our goal is to provide these global competencies in the context of application; this means that students will be required to understand problems and effectively communicate an appropriate solution.

# 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 will be withdrawn from the class as a “no show.” If you do not complete ANY assignments the first week, you are considered absent. 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.

## Class Preparation/Make Up & Late Work

* **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. Point deduction will occur for unacceptable late assignments. Otherwise, students will receive a zero (0).

## 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.

* Email: KLeague@valenciacollege.edu
* Phone/Text: 321-229-9669

## Improper Technology Usage

While you are allowed to use technology as a resource in class, it is expected that you will use the resource maturely. Please try to avoid using your cell phone/laptops for personal reasons during class time; please note you are encouraged to use these devices for material relevant to the class discussion.

**International Students (F-1 or J-1 Visa)**

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.

* Homework and Practice Problems 20%
* Discussion Boards 10%
* Project or Case studies: 20%
* Progress Tests/presentations: 20%
* Final Exam: 30%

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

## Grading Scale & Evaluation

| A: 90% - 100%B: 80% - 89%C: 70% - 79%D: 60% - 69%F: below 60% |
| --- |

**Exam/Quiz Make Up Policy**

Make-up exams will be given in emergency situations, provided the instructor is notified within a reasonable time frame. In the event of an emergency, the exam will be re-opened on canvas. The exam must be made up before the next class meeting, or at an approved date set by the professor. Please note that missing an exam will have an adverse effect on your grade.

Please also note that the final exam is required; missing the final exam will result in an automatic “0” on the final exam.

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

**Updated Learning Support Statement**

Learning Support Services provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course.  Assistance with library research can be accessed online through Atlas or the tutoring LibGuide.  For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: [www.valenciacollege.edu/tutoring](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=04%7C01%7Ckleague%40valenciacollege.edu%7C5473be851d234ce94cdd08d960b6b010%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637647160081058359%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=1uqtmgEai5ej0nav2hhRND6n3NpMOokEkYQ9F7yFNmI%3D&reserved=0)

**Please note**: Brainfuse is our new  24/7 online tutoring and learning hub, which is available to all of Valencia’s students.  This service is best used as a back-up to Valencia’s Distance Tutoring service, not as a replacement.  Brainfuse is accessible through Canvas or by visiting [www.valenciacollege.edu/tutoring](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=04%7C01%7Ckleague%40valenciacollege.edu%7C5473be851d234ce94cdd08d960b6b010%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637647160081058359%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=1uqtmgEai5ej0nav2hhRND6n3NpMOokEkYQ9F7yFNmI%3D&reserved=0)

## 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 Canvas.

|  |  |  |  |
| --- | --- | --- | --- |
| **Due Date** | **Major Topic/Outcome** | **Assignment** | **Points** |
| 1/15/2022 | Chapter 1 | Orientation QuizPowerPointVideoHomeworkIntroduction Discussion Board  | 5 pts.5 pts.30 pts. |
| 1/22/22 | Chapter 4 | PowerPointVideoHomeworkWeb MD HandwashingCase Study Personal Hygiene Discussion Board | 5pts.10 pts.30 pts. |
| 1/29/22 | Chapter 5 | PowerPointVideosHomeworkPoultry Washing ArticlePeanut Corporation of America Discussion Board |  5 pts10 pts.30 pts. |
| 2/5/22 | Chapter 12 | PowerPointVideosHomeworkTest 1 (Chapters 1, 4, 5, and 12) | 5 pts.25 pts |
| 2/12/22 | Chapter 2Chapter 3 | PowerPointVideosActivityHomeworkPowerPointVideosHomeworkBlue Bell Ice Cream Discussion BoardTest 2 (Chapters 2 and 3) | 5 pts.5 pts30 pts30 pts |
| 2/19/22 | Chapter 6Chapter 7 | PowerPointVideoHomeworkPower PointVideo Homework | 5 pts.5 pts |
| 2/26/22 | Chapter 8Chapter 9 | PowerPointVideoHomeworkPowerPointVideoHomework | 5 pts.5 pts |
| 3/5/22 | Chapter 10 | Test 3 (Chapters 6, 7, 8, and 9)Accept or Reject Review Activity.Power Point Videos | 30 pts20 pts. |
| 3/19/22 | Chapter 13Chapter 11 | PowerPointVideosPowerPointHomeworkFood Allergens Discussion Board | 10 pts30 pts |
| 3/26/22 | Chapter 14Chapter 15 | PowerPointPowerPointOrigins of HACCP ArticleTest 4 | 5 pts25 pts |
| 4/2/22 |  | Costs of Foodborne Illness Article DiscussionTest 5 (All Chapters) | 30 pts.25 pts |
| 4/9/22 |  | Measuring Food Safety DiscussionTemperature Review Activity (Practice – no points)Colored Cutting Boards Practice (no points) | 30 pts. |
| 4/16/22 |  | Restaurant Inspection Report | 100 pts. |
| 4/23/22 |  | Final Exam | 300 pts. |
|  |  |  |  |
|  | **TOTAL** | **1168** |
|  |  |  |  |  |

# VALENCIA COLLEGE POLICIES & GENERAL INFORMATION

**Important Valencia Website Links**

* College Calendar: [Valencia College Calendar](http://valenciacollege.edu/calendar/)
* Important Dates & Deadlines: [Valencia College Important Dates Calendar](https://valenciacollege.edu/academics/calendar/documents/important-dates-calendar-2020-2021.pdf)
* College Catalog: [Valencia College Catalog](http://valenciacollege.edu/catalog/)
* Valencia Policy and Procedures: [Valencia College Code of Conduct](http://valenciacollege.edu/generalcounsel/policy/)
* FERPA: [FERPA](http://valenciacollege.edu/ferpa/)

**Important Course and College Dates (Spring 2022)**

| * January 10th: Classes Begin
* January 18th: Drop/ Refund Deadline
* March 25th: Withdrawal “W” Deadline
 |  |
| --- | --- |

**NOTE: Visit the following website for the dates in the current academic year:** [Valencia College Calendar](http://valenciacollege.edu/calendar/)

## Withdrawal Policy

Please see the date above for the withdrawal deadline. During a first or second attempt in the same course at Valencia, if you withdraw or are withdrawn by the professor, you will receive a non-punitive grade of “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 student may be administratively withdrawn from the course due to violation of class attendance policy; if you are withdrawn administratively, you will receive a W. Any student who withdraws or is withdrawn from a class during the third or subsequent attempt to complete the course will be assigned a grade of F. Please note that withdrawal from a course may impact financial aid; it is strongly recommended a student consult with the professor, an adviser, and financial aid before withdrawing from the course.

## Student Code of Conduct

Valencia College is dedicated not only to the advancement of knowledge and learning, but 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 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*.

## 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 ([Valencia College Code of Conduct](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.

**Plagiarism**

Plagiarism is the act of taking another individual’s writingsor ideas and passing them off as your own. This includes directly copying even a small portionof the text, indirectly taking thoughts by paraphrasing ideas without correctly attributing to thesource (meaning both with signal phrases and in-text parenthetical citations), using paperswritten in previous courses (self-plagiarism), and using another individual’s research without thecorrect attribution. Any act of plagiarism or academic dishonesty will result in an automaticfailing grade on the assignment, no matter how small the infraction; to clarify, this means theassignment will receive no points. Additional action may be taken with the college’sadministrative offices. Do not endanger your academic career: If there is a severe issue, you are confused about whatconstitutes plagiarism, or you feel dishonesty is your only solution, contact me immediately andwe will discuss the matter. Remember, once the assignment has been submitted, there is nodistinction between unintentional plagiarism and intentional plagiarism – it’s just intentional inmy eyes. Students’ work will be submitted through Canvas’s plagiarism assessment tool.

## 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 information obtained online 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. [Valencia College Office of Students with Disabilities](http://valenciacollege.edu/osd/)

**Personal Policy:** If you require any special accommodations for the course, do not hesitate to let me know. You have my permission to tape record anything in the course; any additional accommodations must go through the Office for Students with Disabilities (see below).

***From the Office for 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 the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. All requests will be kept in strict confidence.*

## Student Assistance Program

Valencia College is interested in making sure all of 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.

**Valencia ID Cards**

Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services.

## Disclaimer

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