



## Course Syllabus Sanitation and Safety CHEF 1305

<b>Semester with Course Reference Number (CRN)</b>	SUMMER 2016 CHEF 1305 CRN#13129
<b>Instructor contact information (phone number and email address)</b>	CHEF JEFF INMAN <a href="mailto:JNINMAN@GMAIL.COM">JNINMAN@GMAIL.COM</a> 832-226-1229
<b>Office Location and Hours</b>	FAC 310 FRIDAYS ONLY
<b>Course Location/Times</b>	FAC 307 8:00-12:00
<b>Course Semester Credit Hours (SCH) (lecture, lab) If applicable</b>	Credit Hours: Lecture Hours: 3 Laboratory Hours: External Hours:
<b>Total Course Contact Hours</b>	48.00
<b>Course Length (number of weeks)</b>	12
<b>Type of Instruction</b>	Lecture
<b>Course Description:</b>	A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Pre- or Co-requisite of Lab Classes.
<b>Course Prerequisite(s)</b>	<b>FREQUENT REQUISITES</b> <ul style="list-style-type: none"> <li>• MATH 0306 (Basic Math Pre-Algebra)</li> <li>• GUST 0339 (5th -7th Grade Reading)</li> </ul>

	<ul style="list-style-type: none"> <li>• ENGL 0300 or 0347</li> </ul>
<b>Academic Discipline/CTE Program Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Demonstrate professional behavior and work ethic necessary to compete and advance in the hospitality industry.</li> <li>2. Construct, present and evaluate a variety of culinary dishes.</li> <li>3. Demonstrate competence in applying culinary techniques that are necessary in the food service industry</li> </ol>
<b>Course Student Learning Outcomes (SLO): 4 to 7</b>	<ol style="list-style-type: none"> <li>1. Identify the three major types of hazards responsible for foodborne illnesses.</li> <li>2. Describe the major requirements for sanitary storage of various kinds of foods.</li> <li>3. Identify the factors of personal cleanliness essential for food service workers.</li> <li>4. Identify general standards recommended or required for cleanliness and sanitation in food service operations.</li> </ol>
<b>Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)</b>	<p><b>Identify the three major types of hazards responsible for foodborne illnesses.</b></p> <ol style="list-style-type: none"> <li>1. List and discuss the chemical, physical, and biological hazards that can result in food borne illnesses.</li> <li>2. Describe the basic environmental conditions that encourage the growth of microorganisms.</li> <li>3. List and discuss the microorganisms that threaten food safety, the conditions necessary for their growth and methods of prevention.</li> <li>4. Distinguish between a foodborne infection and intoxication.</li> <li>5. Recognize the fundamental relation of these microorganisms to food borne illness.</li> </ol> <p><b>Describe the major requirements for sanitary storage of various kinds of foods.</b></p> <ol style="list-style-type: none"> <li>1. Detect specific signs of spoilage, poor sanitation, or hazards in food supplies.</li> <li>2. List the major sanitary features desired in freezers, refrigerators, and dry storage areas.</li> <li>3. Describe the major requirements for sanitary storage of various kinds of foods.</li> <li>4. Define the proper procedures in purchasing and receiving foods, and to identify the quality indicators of meats, poultry, fish, eggs, dairy products, fresh produce, and dry goods.</li> <li>5. List and discuss the requirements for safe storage of fresh, frozen and dry goods.</li> <li>6. Recognize some of the unsafe food handling practices that contribute to the contamination and spread of disease.</li> <li>7. Describe the importance of and methods for keeping food out of the temperature danger zone whenever possible.</li> <li>8. Identify appropriate time/temperature controls for potentially hazardous foods and proper thawing techniques.</li> <li>9. Discuss the underlying principle of HACCP flowchart and identify critical control points and sanitation standards in an establishment.</li> </ol> <p><b>Identify the factors of personal cleanliness essential for food service workers.</b></p> <ol style="list-style-type: none"> <li>1. Name the basic elements of a program of good hygiene and safe food handling practices.</li> <li>2. Recognize those aspects of food handler cleanliness requiring policies and rules by the food service establishment.</li> <li>3. List the essential features of a sanitation training program for the employees of your establishment.</li> </ol> <p><b>Identify general standards recommended or required for cleanliness and sanitation in food service operations.</b></p> <ol style="list-style-type: none"> <li>1. Name the pests that are likely to infest a typical food service facility and identify the conditions that encourage these pests to enter, live and multiply.</li> </ol>

	<p>2. Describe the major actions required of food service establishments to maintain cleanliness and sanitation in an establishment.</p> <p>3. Identify the construction and installation features that promote cleanliness and sanitation in an establishment.</p> <p>4. Identify primary factors to be considered, and procedures to use, in developing and supervising a cleaning program for an establishment.</p> <p>5. Explain the most suitable methods for effective but safe control of each class of pest.</p>
<p><b>SCANS and/or Core Curriculum Competencies: If applicable</b></p>	<p><b>SCANS</b></p> <p><b>Identify the three major types of hazards responsible for foodborne illnesses.</b>  Foundation Skills - Basic -Reading  Foundation Skills - Basic -Listening  Foundation Skills - Basic -Speaking  Foundation Skills - Thinking -Knowing How to Learn</p> <p><b>Describe the major requirements for sanitary storage of various kinds of foods.</b>  Foundation Skills - Thinking -Decision Making  Workplace Competencies - Systems -Understands Systems  Workplace Competencies - Technology -Selects Technology  Workplace Competencies - Technology -Applies Technology to Task</p> <p><b>Identify the factors of personal cleanliness essential for food service workers.</b>  Foundation Skills - Thinking -Decision Making  Foundation Skills - Personal Qualities -Self-Management  Foundation Skills - Personal Qualities -Responsibility</p> <p><b>Identify general standards recommended or required for cleanliness and sanitation in food service operations.</b>  Workplace Competencies - Information -Acquires &amp; Evaluates  Workplace Competencies - Information -Organizes &amp; Maintains  Workplace Competencies - Systems -Understands Systems</p>
<p><b>Instructional Methods</b></p>	<p>Face to Face</p>
<p><b>Student Assignments</b></p>	<p><b>Identify the three major types of hazards responsible for foodborne illnesses.</b>  See consolidated list below</p> <p><b>Describe the major requirements for sanitary storage of various kinds of foods.</b>  See consolidated list below</p> <p><b>Identify the factors of personal cleanliness essential for food service workers.</b>  See consolidated list below</p> <p><b>Identify general standards recommended or required for cleanliness and sanitation in food service operations.</b>  Discussions  Homework Exercises  Readings</p>
<p><b>Student Assessment(s)</b></p>	<p><b>Identify general standards recommended or required for cleanliness and sanitation in food service operations.</b>  Various assigned readings from textbooks  In-class discussions  Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay  *This serves as the consolidated list of Assessment tools used to evaluate CSLO's</p>

<b>Instructor's Requirements</b>	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>Attendance/Participation</td> <td style="text-align: right;">1/5</td> </tr> <tr> <td>Weekly Quizzes</td> <td style="text-align: right;">1/5</td> </tr> <tr> <td>Exam I</td> <td style="text-align: right;">1/5</td> </tr> <tr> <td>Exam II</td> <td style="text-align: right;">1/5</td> </tr> <tr> <td>Exam III</td> <td style="text-align: right;">1/5</td> </tr> </table>	Attendance/Participation	1/5	Weekly Quizzes	1/5	Exam I	1/5	Exam II	1/5	Exam III	1/5
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<b>Program/Discipline Requirements: If applicable</b>	<p><b><u>ATTENDANCE</u></b></p> <ul style="list-style-type: none"> <li>• Students are expected to attend all classes (see college catalog for attendance policy)</li> <li>• Students are responsible for all work missed during an absence.</li> <li>• Students may be dropped from courses for absences that exceed 12.5% of the total semester contact hours</li> </ul> <p><b><u>TARDINESS</u></b></p> <ul style="list-style-type: none"> <li>• Tardiness is defined as up to 15 minutes late</li> <li>• Three tardiness equal one absence</li> <li>• More than 15 minutes late, will be recorded as an absence</li> <li>• Leaving before class is formally dismissed by the instructor will be recorded as an absence</li> </ul> <p><b><u>MAKE-UP POLICY</u></b></p> <ul style="list-style-type: none"> <li>• Students are responsible for meeting with the instructor to make up any missed work or quizzes.</li> <li>• Students will have one week from the day of absence to complete missed assignments.</li> <li>• Failure to arrange this will result in a zero for the missed work or assignment.</li> <li>• There are no “excused absences” in this class and, therefore, no “make ups” for missed class time.</li> </ul> <p><b><u>ACADEMIC HONESTY</u></b>  Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college system officials against a student accused of scholastic dishonesty.</p> <p><b>"Scholastic dishonesty"</b> includes, but is not limited to, cheating on a test, plagiarism, and collusion</p> <p><b><i>Cheating</i></b> on a test includes:</p> <ul style="list-style-type: none"> <li>• Copying from another student’s test paper; using during a test, materials not authorized by the person giving the test;</li> <li>• Collaborating with another student during a test without authorization;</li> <li>• Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an administered test;</li> <li>• Bribing another person to obtain a test that is to be administered.</li> </ul> <p><b><i>Plagiarism</i></b> means the appropriation of another’s work and the unacknowledged incorporation of that work in one is own written work offered for credit.</p>										

**Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. Consult the

**Student Handbook** for more details or visit <http://www.hccs.edu/hccs/current-students/student-handbook>

### **ABILITY SERVICES**

Houston Community College is committed to providing an accessible and supportive environment for students with disabilities. In compliance with Section 504 of the Rehabilitation Act and under the Americans with Disabilities Act, Disability Support Services at each college within the Houston Community College District is responsible for arranging reasonable accommodations for all qualified students with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.). Students who need to arrange reasonable accommodations must contact Disability Services at the respective college. It is recommended that students meet with an ADA Counselor at least 60 days prior to the beginning of each term. Faculty are authorized to provide only the accommodations requested by the ADA Counselor.

The Ability Service Department is the disability support services office at Central College. This department also includes Interpreting and CART Services and both assist students with physical, learning, or emotional disabilities in developing independence and self-reliance. Students with Disabilities are urged to contact the Ability Services Department at least 30-60 days prior to the first day of class.

For questions, you may contact the following ADA Counselors at Central Campus: Jaime Torres - 713.718.6164; Martha Scribner - 713.718.6164. Ability Services Department, LHSB Room 106, 1300B Holman (T) 713-718-6164, (F) 713-718-6179, web address: <http://www.hccs.edu/hccs/future-students/disability-services>

### **HCC COURSE WITHDRAWAL POLICY**

- The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. In 2007, the Texas Legislature passed a law limiting students to no more than six total course withdrawals throughout their academic career in obtaining a baccalaureate degree.
- To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your instructor with “alert” you and HCC Student Services of the chance you might fail a class because of excessive absences and/or poor academic performance. You should visit an HCC counselor or HCC Online Student Services to learn about what, if any, HCC interventions might be offered to assist you – tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.
- You **MUST** visit with a counselor or on-line student services prior to withdrawing (dropping) the class and this must be done prior to last day of withdrawal to receive a “W” on your transcript. After the deadline, you will receive the grade you are making in the class which will more than likely be an “F”.
- **Please note the following dates for the last day to withdraw:**

Summer 2016 Session	Course Prefix	Last Day to Withdraw
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<b>C12</b>	<b>CHEF</b>	<b>07/12/2016</b>
<b>S10</b>	<b>PSTR</b>	<b>07/18/2016</b>
<b>S8A</b>	<b>HAMG/RSTO</b>	<b>07/11/2016</b>
<b>S1</b>	<b>HAMG DistEd</b>	<b>06/27/2016</b>

**HOW TO DROP**

- If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their HCC Student Center.
- HCC and/or professors will withdraw students for excessive absences without notification (see Class Attendance below).
- Students should check HCC’s Academic Calendar by Term for withdrawal dates and deadlines. Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar’s Office at 713.718.8500 to determine withdrawal deadlines for these classes.
- You MUST visit with a counselor or on-line student services prior to withdrawing (dropping) the class and this must be done prior to last day of withdrawal to receive a “W” on your transcript. After the deadline, you will receive the grade you are making in the class which will more than likely be an “F”.

**INCOMPLETES**

The DE Department follows the HCC policies on Incompletes. Incompletes are at the discretion of the professor. Consult your professor’s syllabus for his/her policy on incompletes.

**FINAL GRADE OF FX**

Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of “FX” at the end of the semester. Students who stop attending classes will receive a grade of “FX”, compared to an earned grade of “F” which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of “FX” is treated exactly the same as a grade of “F” in terms of GPA, probation, suspension, and satisfactory academic progress.

**GRADE APPEAL PROCEDURE**

A student has a right to appeal a grade that the student believes was contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error. The DE Department follows the HCC Grade Appeal Procedure.

**INSTRUCTIONAL MATTERS**

The DE Department does not supervise professors nor make decisions regarding instructional matters such as assignments and grades. Rather, individual college departments consisting of the professor, academic department chair, and/or dean(s) handle these matters. If you are unable to reach your professor in attempting to resolve an instructional issue, you may contact the DE Instructional Support Specialist listed on your course syllabus.

### **INTERNATIONAL STUDENTS**

Contact the International Student Office at 713.718.8520 if you have questions about your visa status. Only one online class can be counted towards the full time course load requirement.

### **VETERANS**

Students receiving Veteran benefits are eligible to enroll in DE classes. Contact the Veterans Office at 713.718.8522.

### **NEW MENINGITIS VACCINATION REQUIREMENT**

New HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. The immunization must be administered at least 10 calendar days before the start date of your classes and must have been received within the last five years. Otherwise you may be blocked from registration. There are few exemptions. For more information: New Meningitis Vaccination Requirement.

### **COMPLAINTS AND GRIEVANCES**

Students may submit a complaint through the AskDECounseling online help form. DE does not supervise professors nor does it make decisions regarding instructional matters. Issues or complaints about professors or courses will be directed to the respective academic department (professor, academic chair, academic dean). Please consult the HCC Student Handbook, regarding formal grievance procedures.

### **PARKING RULES AND REGULATIONS**

All HCC students are required to have a parking permit displayed on the dashboard of their cars. Students can obtain their parking permits through their Self Service within the Student System on the HCC website. Once in the Student Center, click the link "Parking Access" in the Personal Information section located at the bottom of the page. Fill out the registration form for the parking permit and then hit print. The permit is good for a year. The student lot is located at Travis and Rosalie Streets, behind 3100 Main Street Administrative Building. For more information on Required Parking Permits please call (713) 718-7557

### **LABORATORY REQUIREMENTS**

- Students are required to attend class in complete chef's uniform with HCC Culinary Arts logo embroidered onto it. Uniforms can be purchased at the bookstore.
- A **complete uniform** consists of (1) a white, long-sleeved chef jacket, (2) black and white checkered chef pants, (3) a black or white chef cap; no toque, (4) black or white apron is strongly suggested, but not mandatory (5) black leather shoes made with safety soles to prevent slipping
- Ball caps, scarves, and other hats are not to be worn while in uniform
- Students must provide their own knife set and kitchen tools at all times. Supply list may be obtained from the Culinary Office or online.
- Students with known food allergies must notify their Chef Instructor of their specific food allergy
- In order to provide safe and sanitary learning experience, the ServSafe Personal Hygiene Code is strictly enforced

#### **Hair**

- Hair must be neatly maintained, cleaned and properly restrained at all times
- Male students must be clean-shaven

	<ul style="list-style-type: none"> <li>• Beards and mustaches are permitted but must be clean and neatly trimmed</li> </ul> <p><b><u>Hands</u></b></p> <ul style="list-style-type: none"> <li>• Fingernails must be clean, free of polish and cut short at all times</li> <li>• No artificial nails are allowed</li> <li>• Hands must always be washed at the beginning of each class and as needed during the day</li> </ul> <p><b><u>Jewelry</u></b></p> <ul style="list-style-type: none"> <li>• All jewelries, except a plain wedding band, are notto be worn on campus or at worksites while in uniform</li> <li>• Female students may wear earrings that do not hang lower than ½” from bottom of earlobe</li> <li>• If wearing a watch, attach it to your coat at the top button as gone over in first class meeting</li> </ul> <p><b><u>Behavior</u></b></p> <ul style="list-style-type: none"> <li>• Sound hygienic practices must be demonstrated at all times. Failure to do so will result in a student being barred from class participation and possibly dropped from the program</li> <li>• Aprons and side towels must not be worn in the following situations: when going to the restroom, discarding garbage, entering or leaving the academic building, and while eating meals</li> <li>• For sanitary reasons, students can only take notes on a pocket size notebook in class</li> </ul> <p><b><u>Cell Phone/Electronic Devices</u></b></p> <ul style="list-style-type: none"> <li>• Cell phones and other electronic devices must be either turned off or put on silent mode while in the culinary classroom or kitchens</li> <li>• If a student must take a phone call, excuse yourself from the classroom to do so and be prompt with the call</li> <li>• Phone calls shall not be made or received while in classroom setting</li> </ul>
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<b>HCC Grading Scale:</b>	<table> <tr> <td>A = 100- 90</td> <td>4 points per semester hour</td> </tr> <tr> <td>B = 89 - 80:</td> <td>3 points per semester hour</td> </tr> <tr> <td>C = 79 - 70:</td> <td>2 points per semester hour</td> </tr> <tr> <td>D = 69 - 60:</td> <td>1 point per semester hour</td> </tr> <tr> <td>59 and below = F</td> <td>0 points per semester hour</td> </tr> <tr> <td>FX (Failure due to non-attendance)</td> <td>0 points per semester hour</td> </tr> <tr> <td>IP (In Progress)</td> <td>0 points per semester hour</td> </tr> <tr> <td>W (Withdrawn)</td> <td>0 points per semester hour</td> </tr> <tr> <td>I (Incomplete)</td> <td>0 points per semester hour</td> </tr> <tr> <td>AUD (Audit)</td> <td>0 points per semester hour</td> </tr> </table> <p>IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.</p> <p>FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended</p>	A = 100- 90	4 points per semester hour	B = 89 - 80:	3 points per semester hour	C = 79 - 70:	2 points per semester hour	D = 69 - 60:	1 point per semester hour	59 and below = F	0 points per semester hour	FX (Failure due to non-attendance)	0 points per semester hour	IP (In Progress)	0 points per semester hour	W (Withdrawn)	0 points per semester hour	I (Incomplete)	0 points per semester hour	AUD (Audit)	0 points per semester hour
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	<p>class.</p> <p>Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.</p> <p>To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.</p> <p><i>Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.</i></p>
<p><b>Instructor Grading Criteria</b></p>	<p>Student's performance will be evaluated for the stated objectives above he/she will complete four quizzes and three exams.</p>
<p><b>Instructional Materials</b></p>	<p>ServSafe Coursebook, 6th Edition Author: Association Solutions National Restaurant Association Solutions, ISBN 978-1-58280-301-2</p>
<p><b>HCC Policy Statement:</b></p>	<p><b><u>TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.</u></b></p> <p>Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.</p> <p>It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.</p> <p>Log in to: <a href="http://www.edurisksolutions.org">www.edurisksolutions.org</a>. Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number.</p>
<p><b>Access Student Services Policies on their Web site:</b></p>	<p><a href="http://hccs.edu/student-rights">http://hccs.edu/student-rights</a></p>
<p><b>EGLS3 -- Evaluation for Greater Learning Student Survey System</b></p>	<p>At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.</p>

<b>Distance Education and/or Continuing Education Policies</b>	
<b>Access DE Policies on their Web site:</b>	<a href="http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf">http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf</a>
<b>Access CE Policies on their Web site:</b>	<a href="http://hccs.edu/CE-student-guidelines">http://hccs.edu/CE-student-guidelines</a>