



Culinary Arts Department

CHEF 1305

Sanitation and Safety in Person Lecture

Course Description: 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.

Instructor:

Chef Natalie Osuna

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Phone: (806) 716-2583

Office Hours: By appointment, see Office 125D for office hours.

Class Hour and Room: M/W 1:00PM-2:30PM-003, T/TH 1:00PM-2:30PM-001

Exam Schedule: Chapter test are assigned weekly on MyLab SerSafe. Two Practice Exams are assigned for week 1, week 8, and week 15. The Final will be the ServSafe Managers Certification Exam, date and time TBD.

Required Text: MyServSafelab with Online voucher

MyServSafelab for Coursebook with Pearson eText Full Course Package – Access Code Card, 7th edition. ISBN#9780135159422

Required Materials: One inch, 3 ring binder

Online homework can be found under the MyLab ServSafe Tab on the Blackboard Homepage. Chapter notes are also available for students under the MyLab ServSafe Tab-Multimedia Recourses. Students MUST print out the chapter notes prior to class lecture.

NOTE: LOG INTO MYLAB SERVS SAFE THROUGH BLACKBOARD. DO NOT GO DIRECTLY TO THE MYLAB SERVS SAFE WEBSITE.

ADA STATEMENT: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at the Lubbock Center, the Levelland Student Health & Wellness Center 806-716-2577, Reese Center Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

Grading Policy:

1. There will be no Make-up on Homework Assignments or Exams.
2. Homework Assignments will be assigned online through **Blackboard MyLab ServSafe** throughout the semester. Please go to Blackboard and register your username first. If you've already bought an access code, you may register with the access without payment. If you do not have an access code, you will be asked to pay before you can access to the online assignments.
3. Individual effort must be demonstrated on all exams. Also considered inappropriate is the use of, in any fashion, a solution manual of any kind. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. **Academic Dishonesty:** "At minimum, the first instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive a zero for the assignment. The second instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive an F in the course and be expelled from the program".
4. Class attendance and attention will be crucial to the student's successful completion of this course. Attendance will be taken, you are allowed two excused absences throughout the semester, but are expected to complete all assignments by the due date.
5. The grading scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

6. The grading will be based on the following assignment:

Homework:	20%
Quizzes:	10%
Tests:	40%
Final:	30%
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	100%

7. If there is a problem or a dispute with a grade, it must be brought to your instructor's attention and resolved within 5 days of the grades return. After that, it will not be considered under any circumstances.
8. If you feel you need out of class help, please visit with your professor during office hours.

Notes:

- Online assignments for the FIRST WEEK of class will open on Monday, August 27th at 8am and be due Thursday August 30st at 11:59pm. ALL OTHER WEEKS THROUGHOUT THE SEMESTER, assignments will be available starting on Friday's at 8am and be due by the following Thursday at 11:59pm.

- There might be a possibility for extra credit or a bonus sometime during the semester. These extra points CANNOT raise your grade for a particular segment of your grade beyond 100%. For example, your maximum quiz average can only be 100% or test average can only be 100%.
- The **Final** for this course will be the ServSafe Food Manger’s Certification Exam. This Exam will be taken in person in a computer lab at the Lubbock Center. Each student should have an access code that is necessary to take the exam. Date of this exam is to be determined.
- If you need special accommodations, you will still have to take the test on the scheduled date of the exam. If there is a conflict, you will have to prove it to your instructor in order to take an exam at a different time.

Classroom Etiquette: Students should arrive on time for class and be in full, required uniform. All cellphones, laptops, and bags are not allowed in the lab space. Only required materials such as textbooks, binders, knife kits, and pens are allowed to be in class. Lockers will be assigned for student use, students must bring their own lock if desired. No outside food or drink is allowed in class except for a closable water bottle. All students are responsible for cleaning up after themselves. No one will leave class until the lab is clean and approved by the instructor.

Required Uniform: Students should ALWAYS be in full uniform for ALL classes. Clean/wrinkle free chef coats, pants, caps, and non-slip shoes are required. Students SHOULD NOT wear any jewelry except for a snug to the wrist watch, and a wedding band/ring that are permitted. Student’s personal hygiene is EXTREMELY important. Clean hair, hands, and fingernails are a part of the uniform as well.

Topics: The list of selected topics may be modified during the course of the semester. The instructor will notify the class of any changes to the topic list.

Course Outline
CHEF 1305
Sanitation and Safety

Week	Assignment Open/Due Date	Topic	Reading Assignment
1	8/27-8/30	Keeping Food Safe, Practice Exams	Chapter 1
2	8/31-9/06	Understanding the Microworld	Chapter 2
3	9/07-9/13	Contamination, Food Allergens, and Foodborne Illness	Chapter 3
4	9/14-9/20	The Safe Food Handler	Chapter 4
5	9/21-9/27	The Flow of Food: An Introduction	Chapter 5
6	9/28-10/04	The Flow of Food: Purchasing and Recieving	Chapter 6

7	10/05-10/11	The Flow of Food: Storage	Chapter 7
8	10/12-10/18	The Flow of Food: Preparation, Practice Exams	Chapter 8
9	10/19-10/25	The Flow of Food: Service	Chapter 9
10	10/26-11/01	Food Safety Management Systems	Chapter 10
11	11/02-11/08	Safe Facilities and Equipment	Chapter 11
12	11/09-11/15	Cleaning and Sanitizing	Chapter 12
13	11/16-11/22	Integrated Pest Management, Food Safety Regulations and Standards	Chapter 13, 14
14	11/23-11/29	Staff Food Safety Training	Chapter 15
15	11/30-12/06	Learning Modules/ Practice Exams	Review Chapters
16	TBD	Finals Week	Review Chapters

*Print out the chapter notes each week and put in a binder. Binders will be checked at random for participation points.

South Plains College's Notices

ATTENDANCE: (along with your Instructor's Policy)

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date (the 12th class day), as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be

adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

NOTICE TO STUDENTS: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.