**FOOD SERVICE SANITATION**

 **CA 1490 – UVU Culinary Arts**

 Due to corona this class is now just online – Spring B1 2021

**Instructor:**

Todd Leonard CEC

**Office:**

UCCU Event center

Email: tleonard@uvu.edu

**Student Office Hours:**

2:00-4:00pm Mondays

Cell Phone: 801-633-4336 Office Phone: 801-863-8087

**Grading overview by weight:**

* Written Tests 50% - Weekly quiz, midterm and final tests
* Video Essay’s 25% - Watch video and write an essay
* Class assignments/reports 25% - Restaurant evaluation and experience
* ServSafe Exam \*Required for all CAI students – 50 points

**Daily Attendance**

**Face to Face:**

Attendance is imperative to your success in this class. Lectures and review of the material prepares you for the serve safe test. Lack of attendance is detrimental to the overall learning process and decreases your grade rapidly. Attendance policy for this class will be the same as it is for CAI lab classes. You can miss the class 2 times, on your 3rd absence you will be deducted 4% from your total score at the end of the block. Tardies will also be the same as our CAI classes, after the 2nd tarty on your 3rd tarty it will be counted as an absence. Each absence leaves you with a zero on your daily grade.

**Online:**

Due to corona we will not be having face to face class. There will be no daily points for attendance. You are required to still be active in this class and finish all your assignments, reading and weekly quizzes to be prepared for the Serve Safe Examination. This requires you to actively finish each week’s lesson plans in a timely manner. You are also required to finish assignments and reports on their due dates.

**Written Tests:**

You will receive a online test/quiz each week that will help prepare you for the Serve safe test. Each of these tests/quizzes need to be taken each week according to the due dates found in canvas. Each CAI student is required to take and pass the serve safe exam. Your tests are a huge portion of your grade and you must take them at the appropriate time. The serve safe exam will be 50 points for attendance, if you do not show up and take the serve safe exam you will retain a 0 for the exam and not earn the 50 points. If you do not pass the serve safe exam we will allow you to take additional times until you pass at your expense. Please prepare and study by doing your homework as outlined in the modules. By doing this you will have the advantage in passing the serve safe exam and receiving your certificate.

**Class Projects:**

You will have class projects. These projects will vary and will help guide you to learning the principles needed to be prepared to work in a professional kitchen and keep food safe.

**Assignments/Reports:**

**Assignment #1 Due January 26th**

* Prepare and write a 3 page report, typed and presented to MLA standards, use this format.

<http://www.uvu.edu/owl/infor/Style%20Guides-MLA%20Format%202011.pdf>

* Topic on a dining experience that you will have or have had where the restaurant was not in compliance with sanitation standards.
* Use the following questions as your guide to write your paper:
1. Describe the sanitation issues that accrued during your dining experience?
2. How could the issues have been resolved?
3. How did the employees of the establishment handle the situation?
4. How could a proper HACCP plan improve the establishments sanitation issues?
5. What are corrections that need to be made to correct the issues?
6. Why is it important to serve safe food?
7. What are steps you will take as a culinarian to ensure Safe food?

**Assignment #2 Due February 16th**

* Prepare and write a 3 page report, typed and presented to MLA standards, use this format.

<http://www.uvu.edu/owl/infor/Style%20Guides-MLA%20Format%202011.pdf>

* Topic: How a HACCP plan can affect the flow and safety of food in an establishment
* Use the following questions as your guide to write your paper:
1. What does HACCP mean and why do we need to use it?
2. When should establishments implement a HACCP plan?
3. What should a HACCP plan include?
4. How can a manager effectively apply a HACCP plan with their employees?
5. What are the positive results of a HACCP plan?

**Grading Points and Scale:** Anything less than a C- is considered failing and course will need to be taken over.

100-95 A 89-87 B+ 79-77 C+ 69-67 D+

94-90 A- 86-84 B 76-74 C 66-64 D

 83-80 B- 73-70 C- 63-60 D-

**I. Rationale:**

This course is designed for Culinary Arts Majors and serves as an elective credit for other business majors.

**II. Course Aims and Objectives:**

***Aims***

 This sanitation class offers students the knowledge of sanitation principles essential to any food service operation. Upon successful completion of this course the student will be prepared for and have the opportunity of completing the ServSafe Exam and becoming recognized by the NRAEF as a Food Safety Manager. All Culinary students are required to complete the ServSafe Exam. All aspects of the serve safe book will be read and understood in preparation for the Exam. This covers all aspects of sanitation and how it relates to the hospitality business.

***Specific Learning Objectives:***

**By the end of the sanitation portion of this course, students will**:

 1. Understand and demonstrate basic sanitation principles and methods.

 2. Be able to identify the characteristics of potentially hazardous foods.

 3. Be able to identify major food borne illnesses and their symptoms.

 4. Understand the flow of food and its concepts.

 5. Be able to apply the principles of HACCP.

 6. Demonstrate a working knowledge of "clean and sanitized".

 7. Understand pest control management.

 8. Understand both state and local laws concerning foodservice sanitation.

 9. Understand the temperature danger zone and all things temperature related.

 10. Understand allergies and contamination, also cross contamination.

 11. Understand Sanitation as it relates to facility.

**III. Course Requirements:**

1. Required text:
* ServSafe Coursebook: The National Restaurant Association Educational Foundation.

7th edition – Buy new so you have the test already to go! (The test bank for the serve safe test is found in new serve safe books)

1. Class participation: For in person classes only.
* Daily Attendance is required when we are face to face. Daily points are earned through showing up on time and participating in discussions, lectures and presentations.
1. Quizzes and Exam:
* This class is designed to prepare you to pass the Serve safe test and receive your manager certificate of completion. Weekly quizzes are given to assess your reading and study of the assigned chapters. Questions may be multiple choice, matching, short answer, true/false, etc…The quiz questions are taken directly from the serve safe course book. Please study the chapters outlined in the lesson plans and prepare for each quiz. Take quizes on or before assigned due dates.

**IV. Testing Procedures:**

All exams must be taken at the scheduled examination time. This will be weekly. They are timed but you will have plenty of time to take the quizzes. Quizzes are on canvas and it is students responsibility to study and take them within the time of due date.

**V. Academic Integrity**

You are encouraged to study together and to discuss information and concepts covered in lecture and the sections with other students. We encourage safety during COVID 19.

**During examinations, you must do your own work.** Talking or discussion is not permitted during the examinations, also if you compare papers, copy from others, or collaborate in any way. Any collaborative behavior during the examinations will result in failure of the exam and may lead to failure of the course.

**Online** Testing is timed to encourage self-work. All quizzes and tests will be through canvas.

**VI. Accommodations for students with disabilities**

I am available to discuss appropriate academic accommodations that may be required for students with disabilities. Requests for academic accommodations are to be made during the first week of the semester, except for unusual circumstances, so arrangements can be made. Students are encouraged to register with Student Disability Services to verify their eligibility for appropriate accommodations.

***Student Accessibility Services:***

“Students who need accommodations because of a disability may contact the UVU Office of Accessibility Services (OAS), located on the Orem Campus in LC312. To schedule an appointment or to speak with a counselor, call the OAS office at 801-863-8747. Deaf/Hard of Hearing individuals may email accessbilityservices@uvu.edu or text 385-208-2677.”

Policy 152 (5.4.1)



**VII. Course Schedule:**

**(May change to accommodate guest presenters & student needs)**

  **Date Class objectives Homework**

|  |  |  |
| --- | --- | --- |
| Week 1 Lesson PlanMonday, January 11th  | Syllabus - ReviewLesson Plan week 1 Canvas ModuleServe Safe Power Points - ReviewServe safe Book Chapters StudiedQuiz 1Video Essay 1 | Read Chapters 1-4Next week-Read Chapters 5-6 |
| Week 2 Lesson PlanMonday, January 18th  | Lesson Plan week 2 Canvas ModuleServe Safe Power Points - ReviewServe safe Book Chapters StudiedQuiz 2Video Essay 2 | Read Chapters 5-6Next week – read Chapters 7-8 |
| Week 3 Lesson PlanMonday, January 25th  | Lesson Plan week 3 Canvas ModuleServe Safe Power Points - ReviewServe safe Book Chapters StudiedQuiz 3Video Essay 3 | Read Chapters 7-8Next week-read Chapters 9-11 |
| Week 4 Lesson PlanMonday, February 1st  | Lesson Plan week 4 Canvas ModuleServe Safe Power Points - ReviewServe safe Book Chapters StudiedQuiz 4Video Essay 4 | Read Chapters 9-11Next week-read Chapters 12-13 |
| Week 5 Lesson PlanMonday, February 8th  | Lesson Plan week 5 Canvas ModuleServe Safe Power Points - ReviewServe safe Book Chapters StudiedQuiz 5Video Essay 5 | Read Chapters 12-13Next week-read Chapters 14-15 |
| Week 6 Lesson PlanMonday, February 15th  | Lesson Plan week 6 Canvas ModuleServe Safe Power Points - ReviewServe safe Book Chapters StudiedQuiz 6Video Essay 6 | Read Chapters 14-15 |
| Week 7 – Study Week!Monday February 22nd  | Video Conference with Chef Todd10:00am – 12:00pm | Review of class information and final overall review and Q&A |
| Week 8 Serve Safe ExaminationMonday March 1st  | 9:50 Am – Canyon Park, bring test answer sheet with you or show receipt of purchased answered sheet. | You can Do IT!!!! |



**Syllabus Signature Page**

Utah Valley University

Instructor: Todd Leonard CEC

Course: Food Service Sanitation

Semester: Spring Semester 2021

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do agree that I received a copy of the course syllabus for the class mentioned above. I understand the course requirements and the requirements of the ServSafe Exam

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Print Full Name with UVID

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Signature Date

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you need to purchase an answer exam sheet?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**ServSafe Examination Information**

**Location: Canyon Park Building L**

**Date: Monday March 1st 2021**

**Time: 9:50 am**

**Mandatory: For all CAI culinary students**

* Please allow yourself an entire 2 hour block to take the exam.
* All exams must be turned in within 2 hours.
* Please arrive for your exam by 9:50 AM. **No exams** will be handed out after **10:01 am – No Exceptions**

**Requirements:**

 **Come prepared with the following items:**

1. **Answer examination sheet**

\* Answer exam sheets for your final exam are located in the front of your ServSafe Course Book…… Sometimes. If you have purchased a used book or a book without an answer sheet you will need to see me regarding the purchase of an answer exam sheet. Those who do not have the answer sheet WILL NOT be allowed to take the exam. **Exam sheets are $38 each. You will need to provide a receipt for proof of purchase of exam sheet!**

1. **Picture Identification**
2. **Two #2 Pencils**

**Important Info:**

When you arrive at the testing location you will be asked to leave all personal belongings (books, bags, etc..) at the front desk. You will be asked to provide picture identification and sign in on an assigned seating chart.

Cell Phone will need to be turned to OFF. Any ringing, talking or texting during the exam may allow your test to be pulled.

Once you begin your exam you may not leave the testing location until your exam is turned in. (I recommend using the restroom before testing and bringing a drink with you.)

Exam results will be available for you to view on-line within 10-14 days of your exam date. You can access your score by logging on to [www.ServSafe.com](http://www.ServSafe.com). You will need your class number and I will provide this for you the day of testing.

**Your Serv Safe Exam must produce a score of 75 % or higher to pass. One opportunity to retake the exam will be offered throughout the semester. Anyone who wishes to do so will need to contact me ASAP regarding the purchase of an answer exam sheet and to be put on the testing list. Testing date for re-take or missed exam TBA.**

**Sanitation Assessment Procedures**

Students – This is the grading grading criteria for your Research papers/reports as well weekly video essay’s.

**Research Paper Grading Rubric**

Grading Possible points Points earned

|  |  |  |
| --- | --- | --- |
| Followed specified criteria | 10 points |  |
| Grammar and spelling | 10 points |  |
| Format | 10 points |  |
| Flow | 10 points |  |
| Overall content | 60 points |  |
| Total points | 100 points possible |  |

**Video Essay Grading Rubric**

Grading Possible points Points earned

|  |  |  |
| --- | --- | --- |
| Followed specified criteria | 5 points |  |
| Grammar and spelling | 5 points |  |
| Essay Format, grammar | 5 points |  |
| Overall content | 5 points |  |
| Total points | 20 points possible |  |