

FDNS 3610 ... Spring 2007

COURSE INFORMATION

<p><u>Lecture:</u> T,TR 11:00 – 12:15 Dawson Hall, Room 164</p>	<p><u>Laboratories:</u> M 7:00 – 10:00 W 7:00 – 10:00 F 7:00 – 10:00 Dawson Hall</p>
<p><u>Instructor:</u> Ms. Tracey Brigman <u>Office:</u> 174 Dawson Hall <u>Email:</u> brigman@fcs.uga.edu <u>Phone:</u> 542-4910 Secretary's number: 542-4869</p> <p><u>Office Hours:</u> T 1:00 – 3:00 R 1:00 – 3:00</p>	<p><u>Laboratory Coordinator</u> Rosemarie Rooker <u>Office:</u> 165 Dawson Hall <u>Email:</u> rdrooker@uga.edu</p> <p><u>TAs:</u> Michael Sabrin: sabrinmd@uga.edu Tues, Fri 1-2 <u>Office:</u> 174 Dawson Hall Rebecca Dearlove: rdearlov@uga.edu M 12 – 1, W 10 - 11 <u>Office:</u> 172 Dawson Hall</p>

Course Objectives:

1. To recognize and evaluate the physical layout and organization of an institutional kitchen.
2. To recognize and evaluate the organization of personnel in foodservice and healthcare facilities.
3. To understand the need for a safe, sanitary environment and identify good and bad safety and sanitary practices.
4. To plan and evaluate simple menus for a foodservice organization.
5. To identify and use basic equipment used in an institutional foodservice.
6. To use basic cost control procedures, including calculations related to cost control.
7. To recognize and evaluate factors and skills involved in efficient food production.
8. To identify factors relating to the serving of quality food.
9. To become familiar with some management tools and techniques, including calculations used in foodservice operations.
10. To develop team work skills.
11. To use computers and relevant software to facilitate education, planning, and decision making in foodservice operations.
12. To develop technical writing skills.

Required Resources:

1. Text: Introduction to Foodservice, 10th Ed., Payne-Palacio and Theis
2. Text: Food for Fifty, 12th Ed., Molt
3. Laboratory Manual: Purchase at Beljeans
4. White lab coat and head cover
5. Name tag
6. Calculator

Course Syllabus:

This course information sheet (syllabus) and tentative timetable provide a general plan for the course. Deviations may be necessary.

Laboratory

Accidents:

Report laboratory accidents, including burns and cuts, to the instructor immediately.

Dress:

- In lab, you must wear a **full-length** white lab coat or white uniform (check the lab manual).
- Hair must be covered with a scarf, hair net, or hat.
- Closed top shoes with non-slip soles must be worn at all times.
- No shorts allowed
- To participate in lab, you must be properly dressed. **IF YOU CANNOT PARTICIPATE, YOU WILL LOSE PARTICIPATION POINTS AND MISS A LEARNING OPPORTUNITY.**

Honesty Policy

All academic work must meet the standards contained in "A Culture of Honesty." Each student is responsible to inform him- or herself about those standards before performing any academic work.

Use of Your Name

If you prefer to not have your name called in class or your name posted, such as for a group project assignment, then please let the instructor know by email.

Cell Phones and Pagers

Turn off cell phones and pagers before coming to class. If your cell phone or pager rings during class and you feel you need to answer it, then please leave the classroom.

During exams, cell phones should be turned off, put away, and not used for talking, taking pictures, playing games, using the calculator, or text messaging. If your phone is found on during an exam, your phone may be confiscated and you may be charged with academic dishonesty.

Attendance Policy

Students are required to attend all class periods. Students are expected to come to class prepared to share ideas and discuss assigned readings. Lively discussion, diversity of opinions and critical thinking are encouraged and welcomed. It is expected that you will complete all readings by the assigned date, come to class prepared to discuss the readings and attend class regularly. Use as a guide the course schedule or any announced revisions to know how to prepare. Be aware that I call on students by name to answer questions in discussions so be prepared.

Other benefits to class attendance include: explanations of required readings by the instructor, exposure to information and its application not covered in assigned readings, an opportunity to ask questions related to course content, an opportunity to benefit from the experiences and questions posed by classmates, an opportunity for clarification of class assignments, discussion of exams, and a reduced need for last minute assistance in completing assignments when the instructor is least likely to be available.

This is an application-oriented and discussion-oriented course. Students who struggle in this class are those who have difficulty discussing and applying information in real-life situations. Regular class attendance facilitates the development of these skills, which are critical to professional success.

Further, regular class attendance allows the instructor to get to know individual students, facilitating the writing of effective positive letters of recommendation for internships, practicums, scholarships, graduate school, jobs, etc. In addition to academic performance, other factors typically addressed in letters of recommendation are: dependability, maturity and commitment, the ability to work independently following the specific guidelines provided, and completion of assigned tasks in a timely manner. Regular class attendance directly and indirectly provides evidence of the existence of these desirable traits.

In some cases, absences can be excused. Excuses for anticipated absences must be cleared with the instructor before the absence (send an email to the instructor explaining the situation). **Excused** absences include, but are not limited to, absence for court appearances, university business, verifiable illness, and certain family emergencies. Written, dated documentation must be presented for each excused absence from an officer of the court, college official, or physician.

Laboratory and Lecture

Attendance and Participation:

1. The UGA Student Handbook states, “Students are expected to attend class regularly. A student who incurs an excessive number of absences may be dismissed from a class at the discretion of the professor.”
2. Attendance in the lab is required; each person’s assignment is part of the whole lab. Therefore, the class depends on you to your part. Unexcused lab absences will result in a grade penalty. If you arrive (5) or more minutes late or leave five (5) or more minutes early more than three times (cumulative late/early occasions), you will be credited with an absence. **Three (3) unexcused lab absences will result in dismissal from the class.**

You must check out with the TA or a proctor before leaving lab.

Being prepared for lab is also essential. Know your assignment when you walk through the door! All labs can be completed within the lab period if you are ready to begin on time and use your time efficiently. You are responsible for understanding the concepts relating to all products prepared, not just the one you prepared.

3. If you must be absent from a lab or an exam/test, call Ms. Brigman BEFORE THE LAB OR EXAM. You may not switch labs. Even with an acceptable excuse, you will not be granted participation points for the missed lab.
4. In case of laboratory absences, the FACILITY MUST be notified before 7:00 a.m. The facility managers expect you to call. If the absence is excused by Ms. Brigman, a make-up time must be arranged with the manager and be completed within 2 weeks of the absence. Submit a note from the manager to Ms. Brigman indicating when the absence was made up.
5. In-class assignments cannot be made up. No make-up exams/tests will be given except in extreme circumstances. Do NOT schedule elective surgery, plan to be in any wedding, visit family, etc. on test or final days.

6. Participation points will be deducted for: absence, tardiness, leaving early, improper dress, improper or missing tag, unorganized lab desk, lack of pre-preparation for lab, and/or not checking out with the TA and a proctor.
7. Because of the nature of this course, if you are absent (or late) from class, laboratory or a team meeting, you will negatively affect your team and the entire class.
8. Laboratory periods are to be spent working at kitchen or dining room stations. Managers or instructors make specific assignments to stations for specific days. Occasionally, assignments may be changed at the last minute because of changing situations in the dining halls. **Do not work on projects during regularly scheduled laboratory periods unless the instructor and the manager give special permission.**
9. Be sure to take necessary forms for group and individual activities to the facilities (equipment check list, yield study, etc.).

PLEASE BRING YOUR CALCULATOR, LAB MANUAL AND FOOD FOR FIFTY TO CLASS EVERY DAY.

Course Testing and Evaluation

Exams & Projects

- Exams will contain objective and essay questions.
- The final exam will be comprehensive.
- Exams missed without a valid excuse and prior permission from the instructor will result in a failing grade for that exam.
- Make-up exams will be permitted for those students with valid excuses or with prior permission from the instructor in advance of the test.
- Make-up exams may not be of the same format or difficulty as the original exam.
- Make-up exams must be made up within one week of the scheduled date of the exam.
- Students must be on time for exams
- No exams will be handed out after the first person to complete the exam has turned the exam in. The student will be given a zero for the exam.
- Questions concerning grades for exams and other assignments must be resolved within one week after the grade is given.
- You will not receive free points, if you need a higher grade, you need to work hard to get the grade you need.
- After taking the final exam, no grade changes will be considered for grades earned prior to the final nor will you be given an opportunity to improve the grade.

- Additional work (paper, etc.) for extra credit during or after the academic quarter will not be granted to student unless Instructor gives an assignment to entire class.

The University of Georgia does not tolerate academic dishonesty. Students are encouraged to discuss class work outside of class; however, graded work must be the student's own effort.

<u>Grade Determination:</u> Lecture		FOR THE SEMESTER		
ITEM	POINTS		TOTAL POINTS	LETTER GRADE
Test 1	100		630-700 609-629	A A-
Test 2	100		588-608 560-587 539-559	B+ B B-
Final	100		518-538 490-517 469-489	C+ C C-
Participation, Attendance	25		420-468	D
Lecture Projects	375		419 and below	F

<u>Grade Determination:</u> Lab		FOR THE SEMESTER		
ITEM	POINTS		TOTAL POINTS	LETTER GRADE
Projects	280		378 – 420 366 - 377	A A-
Participation, attendance	140		353 – 365 336 – 354 323 - 335	B+ B B-
			310 – 322 294 – 309 281 - 293	C+ C C-
			252 - 280	D
			251 and below	F

--	--	--	--	--

Lab schedule for Spring 2007

Week	Tasks
Jan 8-12	Organizational Charts
Jan 15 – 19	No labs
Jan 22 – 26	Equipment, Knife Demo
Jan 29 – Feb 2	Market Basket 7 a.m.
Feb 5 – 9	Yield Study
Feb 12 – 16	Dining Hall 7 a.m.
Feb 19 – 23	Dining Hall 7 a.m.
Feb 26 – March 2	Dining Hall 7 a.m.
March 5 – 9	Dining Hall 7 a.m.
March 12 – 16	No lab (Spring break)
March 19 – 23	Dining Hall 7 a.m.
March 26 – 30	Dining Hall 7 a.m.
April 2 – 6	Work Simplification
April 9 – 13	Big Event
April 16 – 20	Big Event
April 23 - 27	Big Event 7 a.m.
April 30	Classes end
May 1	Reading day

Tentative Lecture Schedule Spring 2007

Week	Tasks
Jan 8-12	Introduction to Foodservice, Type of Foodservice Systems
Jan 15 – 19	Organizational Charts
Jan 22 – 26	Equipment
Jan 29 – Feb 2	Equipment, Tour of Facilities
Feb 5 – 9	Test 1 (6th) , Discussion of Dining Halls
Feb 12 – 16	HACCP and Cleaning, Safety
Feb 19 – 23	Recipe Standardization, Chemical Lecture
Feb 26 – March 2	Recipe Standardization
March 5 – 9	Production, scheduling
March 12 – 16	No lecture (Spring break)
March 19 – 23	Production
March 26 – 30	Test 2 (27th) , Purchase orders
April 2 – 6	Facilities Planning and Design
April 9 – 13	Delivery and Service
April 16 – 20	Soups, Stocks, Sauces
April 23 – 27	Presentation of food
April 30	Classes end
May 1	Reading day
May 8th	Final Exam 12-3