

SYLLABUS

Instructor: Dr. Elizabeth L. Andress
208 Hoke Smith Annex 542-3773
Email: eandress@uga.edu

Office Hours: Tuesday Thursday
208 Hoke Smith Annex 3:00 - 5:00 pm 10:00 am - 12:00 noon

It's best to make appointments for me to meet with you, but you are always welcome to call or drop by and try to find me. I may not always be available to meet with you if you just drop by Hoke Smith Annex, as I have a laboratory in Dawson to visit and I travel out of town for a lot of my Extension job responsibilities.

Class Meeting Time: T,R 8:00 - 9:15 pm
264 Dawson Hall

Required Textbook: ServSafe® Coursebook, **fourth ed. with the Scantron answer sheet in the front of the book.**
The National Restaurant Association Educational Foundation
Catalog Item CBX4 and ISBN Number: 1-58280-181-9 (NRAEF)
If from Wiley Books: CBX4-W and ISBN Number: 0-471-77569-X

Note: Additional **required** reading material will be provided by the instructor or assigned from the Internet.

- Course Objectives:**
1. To understand food safety challenges in maintaining and providing a safe food supply.
 2. To understand principles of food safety management systems and the responsibilities of members in the food chain.
 3. To understand causes of and recommendations for preventing foodborne illness.
 4. To be able to apply principles of safe food handling at various steps in the flow of food throughout a foodservice operation.
 5. To understand Hazard Analysis and Critical Control Points (HACCP) principles and conduct a HACCP analysis of a menu item.
 6. To understand the design of foodservice facilities and equipment with regard to food safety implications.
 7. To understand environmental and equipment sanitation principles and recommendations.

Syllabus: The course timetable provides a general plan for the course; deviations may be necessary and desired.

Use of Your Name: If you prefer to not have your name called in class or your name posted, such as for an assignment, then please let the instructor know by email before the second class meeting (i.e., before 8 am on August 21).

Late Adds:

Late adds for this course will not be approved except on exceptional circumstances.

Attendance Policy and Participation:

1. Attendance is considered mandatory for this course; students are expected to attend all class periods. Students are expected to arrive on time and stay for the entire class period. 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.”

The success of this class depends on you to do your part; students are expected to come to class prepared to share ideas and discuss assigned readings. Discussion of related news in the media, diversity of opinions, and critical thinking are encouraged and welcomed. Use the course timetable and any announced revisions, assignments and readings to know how to prepare. Be aware that I call on students by name to participate in discussions.

Other benefits to class attendance and participation 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, and an opportunity to benefit from the experiences and questions posed by classmates, an opportunity for clarification of class assignments, discussion of exam content, and a reduced need for last minute assistance in completing assignments when the instructor may not be available. Regular class attendance facilitates the application of knowledge to real-life situations and complete familiarity with and understanding of the subject(s). Students who struggle in this class do not study the content on a daily basis and try to recall memorized facts rather than develop a thorough understanding of and familiarity with the material.

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 provided guidelines, relationships with peers, and completion of assigned tasks in a timely manner. Regular class attendance directly and indirectly provides evidence of the existence of these desirable traits.

2. Any pop quizzes or unannounced assignments administered during a class meeting time cannot be made up. These will count for 5% of your grade.

3. In some cases, absences can be excused. Excuses for anticipated absences must be cleared with the instructor before the absence. If you must be absent for an exam or presentation, see me **ahead of time** in class or call 542-3773 **prior to** (i.e., **BEFORE**) the exam or presentation and let me know, or leave a message. It is my policy to only give makeup or early exams when extreme circumstances prevail. Do not schedule elective surgery, weddings, showers, or travel out of town during final exam week or the date for other exams or presentations. If you have **unexpected last minute illness on the day of** an exam or presentation, leave a message for me before class time on voice mail or email. If you have extended verifiable illness any time during the semester, written, dated documentation must be presented for each absence from a university official or physician.

Cell Phones and Pagers:

Cell phones and pagers are considered an inappropriate disruption of class. All cell phones and pagers are to be turned off prior to the start of class. During exams, cell phones and pagers are to 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, I may request to look at the contents of the phone, and you may be charged with academic dishonesty.

Academic Honesty:

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

All academic work must meet the standards contained in "A Culture of Honesty." Students are responsible for informing themselves about those standards before performing any academic work.

More detailed information about academic honesty can be found at:
<http://www.uga.edu/ovpi/honesty/acadhon.htm>

Assignments: In addition to required reading and exams (on course outline), periodic assignments will count toward the final grade. Assignments must be completed and turned in on time to receive full credit. Five percentage points will be subtracted from your grade for the first 24 hours that the assignment is late; 10 percentage points will be deducted for each additional 24 hours up to a maximum of 25 percentage points. Since this is an 8:00 am class, assignments should be ready to turn in to the instructor at 8:00 am on the due date.

Exams: Exams cover class presentations, lectures, discussions, required readings and projects. Exams will be a combination of multiple choice, short answer, fill-in and/or matching, and written-out application or discussion questions. On some exams, mathematical problems will have to be solved.

The final exam will cover new material assigned after the exam before it as well as some material covered on previous exams (i.e., it is cumulative *and* will have new information not on previous tests).

FDNS 6640: Exams for graduate students may include an additional essay question.

Bonus: This class includes the ServSafe® Food Protection Manager certification exam; upon successful completion, you will be certified as having passed a standardized foodservice manager's certification exam by the National Restaurant Association Educational Foundation. Because of the grading procedures (which require 2 weeks and is done in Chicago by the Foundation), this exam must be taken as scheduled. I must submit all exams to the certification board for grading within 24 hours of the scheduled exam date and time. This exam is 15% of your course grade.

***Adequate preparation for this certification exam will require studying the text on your own; not all content in text will be in lectures, but you are responsible for ALL the textbook content.**

Assignment of Grades:

FDNS 4640: Grades will be distributed according to the following percentages:

| | |
|--|--------------------|
| Major Assignments: | 35% of final grade |
| Exams: | 60% of final grade |
| Exam 1 | -- 15% |
| Exam 2 | -- 15% |
| ServSafe Exam | -- 15% |
| Final | -- 15% |
| Periodic Activities/ In-Class Assignments | 5% of final grade |

FDNS 6640: Grades will be distributed according to the following percentages:

| | |
|--|--------------------|
| Major Assignments: | 35% of final grade |
| Exams: | 60% of final grade |
| Exam 1 | -- 15% |
| Exam 2 | -- 15% |
| ServSafe Exam | -- 15% |
| Final | -- 15% |
| Periodic Activities/ In-Class Assignments | 5% of final grade |

Plus/Minus Grading Scale

| | | | |
|----|--------|----|----------|
| A | 93-100 | C+ | 77-79 |
| A- | 90-92 | C | 73-76 |
| B+ | 87-89 | C- | 70-72 |
| B | 83-86 | D | 60-69 |
| B- | 80-82 | F | Below 60 |

Keys to Success in FDNS 4640/6640:

- Come to class every day, rested and ready to listen, ask questions and discuss.
- Read ahead, work on activities and practice questions in the text book.
- Apply what you learn in class as you shop for food, prepare food at home, and eat out.
- Pay attention to food safety issues and restaurant news in the media; bring related information from the current media to class discussions.
- If you have experience in foodservice employment, share practical and real-life examples with others in the class during discussions.
- Start specific, hard studying for an exam at least one week before each exam. Read the text and any handouts provided for each class meeting as the class goes along.
- Start EARLY on your projects; ask for clarification and guidance if needed EARLY, not the day before assignments are due.
- Check spelling and grammar to prepare professional papers and projects. Spelling, including capitalization and correct underlining or italicizing of microorganism names, does matter and will be taken into account in grading.

Tentative Course Timetable

| <u>Dates</u> | <u>Topic(s)</u> | <u>Assigned Text Reading:*</u> |
|----------------------|---|--------------------------------|
| Aug. 16, 2007 | Introduction; U.S. systems for food protection | Chapter 14 |
| Aug. 21 | Providing Safe Food - General Concepts Incidence of foodborne illness and trends | Chapter 1 |
| Aug. 23 | Key Concepts in Food Microbiology | Chapter 2 |
| Aug. 28 and 30 | Foodborne illnesses and control measures | Chapters 2 |
| Sept. 4 and 6 | Foodborne illnesses and control measures | Chapters 2-3 |
| Sept. 11 and 13 | Foodborne illnesses – Student roundtables | Chapters 2-3 |
| Sept. 18 | Food Allergies and Other Contaminants | Chapter 3 |
| Sept. 20 | Personal Hygiene | Chapter 4 |
| Sept. 25 | Exam #1 (through Chapter 3 and in-class activities) | |
| Sept. 27 | Purchasing and receiving safe food | Chapters 5-6 |
| Oct. 2 | Storage of food | Chapter 7 |
| Oct. 4 and 9 | Preparation and Service of food | Chapters 8-9 |
| Oct. 11, 16, 18 | Principles of a HACCP system | Chapter 10 |
| Oct. 23 | Exam #2 (Chapters 4-9) | |
| Oct. 25 | FALL BREAK | |
| Oct. 30 | Sanitary facilities and equipment | Chapter 11 |
| Nov. 1, 6 | Cleaning and sanitizing | Chapter 12 |
| Nov. 8 | Pest management | Chapter 13 |
| Nov. 13 | Sanitation Regulations and Standards | Chapter 14 |
| Nov. 15 | Employee training | Chapter 15 |
| Nov. 20 | ServSafe Certification Exam | |
| Nov. 22 | THANKSGIVING HOLIDAY | |
| Nov. 27 | Current Topics – in class activity | To be provided |
| Nov. 29 | Special topic | To be provided |
| Dec. 4 | No Class; Friday Schedule followed | |
| Dec. 6 | Consumer education programs; last class | To be provided |
| Dec. 11 (Tue) | FINAL EXAM 8 - 11 am | |

* Other Required Reading will be distributed in class or made available on WebCT.