



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Sanitation and Safety
CHEF 1305.O080**

NOTE: This is an online 8-week course.

KAREN CRUMP, PROFESSOR

SANITATION AND SAFETY F23

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Course Description:

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, and control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

Course Objectives and/or Competencies:

- Identify causes of and prevention procedures for food-borne illness, intoxication, and infection
- Discuss personal hygiene and safe food handling procedures
- Describe food storage and refrigeration techniques
- Explain sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal
- Discuss Occupational Safety and Health Administration (OSHA) requirements and workplace safety programs

Prerequisites and/or Corequisites:

None

Minimum Requirements Needed for this Course:

This is an online course. Students should have basic computer skills, knowledge of Office 365 especially Word, Excel and PowerPoint, and a basic understanding of how to use search engines and common web browsers. Access to a computer and internet is required to be successful. There are plenty of computer stations throughout the campus for your use including 2 labs in the BT Building and stations in the library. Check the MCC website for hours of these locations.

Instructor Information:

Instructor Name:	Karen Crump
MCC E-mail:	kcrump@mclennan.edu
Office Phone Number:	254-299-8290
Cell Phone Number:	254-722-6159
Office Location:	BT205
Office Hours:	Tuesdays/Thursdays in office and/or online: 1:30p – 4:00p; Wednesdays online: 10:00a – 12:00p

I will be happy to set up a zoom session at any time that is convenient. My office phone number (2542998290) will always be the access code for all zoom sessions.

****Since we are preparing for the business world, appointments are preferred and can be made for any time during the week, based on my availability****

Other Information:	Feel free to contact me at any time; Please no calls before 7:30am or after 7:00pm! Texts are acceptable
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Required Text & Materials:

****Book and exam code has been included with the course; please contact the bookstore****

This is not an etext; you must pick up the book from the bookstore or make arrangements for them to send it to you. Make sure the book includes the online exam voucher – DO NOT THROW THAT AWAY

Title: ServSafe Food Manager Coursebook, 8th Edition, with online exam voucher

Author: National Restaurant Association

[MCC Bookstore Website](#)

Methods of Teaching and Learning:

Assigned readings, discussion groups, group/individual projects and presentations, real world case studies and assignments, written reports/papers, exams, and quizzes.

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Free Microsoft Office 365:

MCC offers Office 365 free of charge to all MCC students. If you are in need of this software, please type in Office 365 in the search bar on MCC's website to learn how to download it. There are specific directions for those of you with chromebook.

Mission Statement: My mission for this class is to provide you with the knowledge and practice to pass the NRA Food Manager ServSafe Certification and understand how to keep your customers safe and secure when dining at your establishment.

Outline or Schedule (subject to change):

UNIT 1: Monday, August 21 – Friday, September 01

Welcome/Class Overview/Orientation

Chapter 1: Keeping Food Safe

Chapter 2: Understanding the Microworld

Chapter 3: Contamination, Food Allergens and Foodborne Illness

TEST#1: CHAPTERS 1-3

UNIT 2: Saturday, September 02 – Friday, September 08

Chapter 4: The Safe Food Handler

Chapter 5: The Flow of Food: An Introduction

Chapter 6: The Flow of Food: Purchasing and Receiving

TEST#2: CHAPTERS 4-6

UNIT 3: Saturday, September 09 – Friday, September 15

Chapter 7: The Flow of Food: Storage

Chapter 8: The Flow of Food: Preparation

Chapter 9: The Flow of Food Service

TEST#3: CHAPTERS 7-9

UNIT 4: Saturday, September 16 – Friday, September 22

Chapter 10: Food Safety Management Systems

Chapter 11: Safe Facilities and Equipment

Chapter 12: Cleaning and Sanitizing

TEST#4: CHAPTERS 10-12

UNIT 5: Saturday, September 23 – Friday, September 29

Chapter 13: Integrated Pest Management

Chapter 14: Food Safety Regulation and Standards

Chapter 15: Staff Food Safety Training

Kitchen Safety

TEST#5: CHAPTERS 13-15/Kitchen Safety

UNIT 6: Saturday, September 30 – Friday, October 06

Practice Exam

Restaurant Inspections

Comprehensive Final

Thursday, October 12, 5:30pm – 7:30pm

CERTIFICATION EXAM ON CAMPUS

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Course Grading Information:

Orientation	25
Discussion Participation	30
5 Exams (75 points each)	375
Comprehensive Final	100
Practice Exam	100
14 Chapter Quizzes	210
Food Inspection Report	50
Miscellaneous Assignments	110
	1000 points

Allocation of letter grades will be as follows:

A	900 - 1000 points / 90%+
B	800 - 899 points / 80% - 89%
C	700 - 799 points / 70% - 79%
D	600 - 699 points / 60% - 69%
F	<600 points / <60%

The number of total points may change due to changes in the syllabus; however, the percentages applied will remain the same (ie. 90% of total points will be equivalent to an A)

Your final grade will be kept up-to-date in the grade book based on the assignments that have been graded. You will see something like 45/50. The 1st number refers to your grade from the graded assignments; the 2nd number refers to the points that were available for that graded work. It will not include any assignments not yet graded. You have to get to 700 points to pass.

ORIENTATION (25 points)

Class orientation is important so you understand the expectations of the course. This grade item will involve those assignments required of you the first week of class.

DISCUSSION PARTICIPATION (30 points)

To encourage engagement, there is a discussion question you need to respond to every week. You will be responsible for 6 submissions. Extra credit is extended if you engage with a classmate See Extra Credit.

CHAPTER TESTS/COMPREHENSIVE FINAL: (475 points)

There will be 5 tests given throughout the semester as well as one comprehensive final exam. Exams will be in a true/false, multiple choice, and short answer format. Students with scheduling difficulties must make arrangements with the instructor prior to the exam. If you miss a test and have not made prior arrangements with me, you will forfeit those points. All exams will be online in Brightspace including the final. Academic integrity is important especially in an online environment. If it is obvious that a question to an exam has been copied from an online source, you will receive an automatic 0 for the test.

PRACTICE EXAM (100 points)

This practice test can be taken unlimited times for the highest value. It will serve as practice for both the final and the actual certification.

CHAPTER QUIZZES (210 points)

There are 15 chapter quizzes. Your grade will include 14 of them so your lowest score will get dropped.

WACO RESTAURANT INSPECTION REPORT (50 points)

All restaurants and food and beverage operations are required by city ordinance to be inspected. These inspections are public records. For this exercise, you will be requesting the last inspection from one of your favorite restaurants and sharing that with the class. Only one restaurant is allowed per person with no duplicates. Details can be found in Brightspace.

MISCELLANEOUS ASSIGNMENTS (110 points)

You will have real world case studies and other potential assignments for every chapter. Please make sure you put some thought into providing solutions using the chapter content. Your 11 highest scores will count towards your final grade.

A note on assignments. In the business world, it is important that you present professional looking documents. For that reason, if your homework does not look professional, points may be lost. For example, you should not submit something in an all-bolded font. There should be clear separation between the question and your response by either using bold/unbolded fonts or perhaps color. Make sure you review the way your submission looks before uploading it. If questions ask for a "list", itemize your answers in a list format versus a paragraph one – it makes it easier on the reader.

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****CERTIFICATION EXAM – Scheduled as a class on campus (tentative date of Thursday, 10/12 at 5:30p) to be held in a computer room at MCC; NOT A GRADE REQUIREMENT**

During finals week, you will be taking a certification exam for this course. If you pass with a 70% or higher, you will earn your ServSafe Food Manager's Certification which will make you much more marketable in the workforce. This exam will not be reflected in your course grade. You will learn your score immediately after the exam.

GENERAL INFORMATION:

COMMUNICATION

All communication including changes to the syllabus will be sent to you through your MCC email address (your 2 initials student ID#@students.mclennan.edu) and announcements in Brightspace. Please make sure you know how to access both. I would suggest setting up your school email – a gmail account - on your smart phone if you have one. My recommendation is to check your emails several times a day.

When sending emails to me, make sure you use effective business format. In the subject line, be specific as to the purpose of your correspondence and include your course name/section number. Failure to include this information may result in a delayed response. Avoid typing in all caps. Be clear and concise in what you are trying to communicate. I check emails on a regular basis throughout the day so they will be returned within 24 hours of receipt except over the weekend or holidays. Those emails will be returned on the first business day that MCC is open. If there is a sense of urgency, email is not the best method to use. Pick up the phone and call me. If texting me for the first time, make sure you identify yourself in case I do not have your number in my contacts.

Before you make the effort to contact me, ask yourself where you can find the answer to your question. For example, have you checked the syllabus? Brightspace? A fellow classmate? Managers in the business world expect you to be problem solvers. This is a skill that can be learned so a good time to practice is now while you are in college.

ASSIGNMENTS

All required assignments for the week can be found in Brightspace under the weekly unit module. Due dates are also posted on the course homepage under Upcoming Deadlines. It is important that you complete all assignments in the weekly module so I would highly recommend you start there every week for your "to do" list.

You will be using Brightspace to submit all assignments. However, should you encounter challenges, you can email it to me at kcrump@mclennan.edu by the deadline. This should be the exception however so if you need assistance on how to upload in Brightspace, make an appointment with me.

All assignments must be typed in Word – no other formats will be accepted! When saving your assignments, make sure to properly name it. This is good business practice. You may also submit your assignments as a pdf.

Presentation is important in the business world. Your documents must look professional. For that reason, your homework assignments must look professional. Take a few minutes after completing the assignment and ask yourself if it looks professional. Points may be lost if your submission does not look neat and organized. Font should never be bolded unless you are trying to emphasize a point....spacing should be just right...indents used when needed.

LATE WORK AND MAKE UP WORK:

Due dates and deadlines are important in the business world. If you miss a crucial deadline, it could cost your company a significant opportunity/expense. For that reason, late work will be not be accepted. Exceptions to this policy are detailed below.

Since I do understand that life can get in the way at times, I will allow for 2 assignments to be late. The definition of assignments is any required work due in the week...so it could be a quiz, a case study, a test...you will have no more than one week's grace period without penalty. After one week, if the assignment has not been submitted, you will receive a 0 for the work. In order to receive this exception, you must notify me by email prior to or by the due date and time that your assignment will be late.

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ADDITIONAL BONUS POINTS CAN BE EARNED:

In the working world, you do not have to be the smartest person to be successful. However, you do have to show initiative, work hard and prove that you care about the company and the business. For that reason, I am going to apply those same principles to this class. You have the opportunity to put forth additional effort and earn additional bonus points to achieve a higher grade.

EXTRA BONUS ASSIGNMENTS (up to 50 points):

1. 10 points Complete the instructor feedback form at the conclusion of the semester
2. 25 points Earn the TABC Certification from the Texas Restaurant Association; there is a \$10.95 fee for this; [TRA Training Website](#)
3. 15 points To create conversation, you can receive a 1 point bonus for every response to a unique classmate during our weekly class discussion in Discussions. Responses to 3 classmates would be 3 points. Responses must be more than just a few words for credit. In addition, you must post your required response by the deadline to receive any extra credit points.

ATTENDANCE:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

It is your responsibility to make mature and reliable decisions regarding your commitment and performance to this class. MCC's school attendance policy requires me to take attendance and you are expected to participate.

Since this is an online course, attendance will be assessed by the submission of at minimum ONE assignment. Should you fail to complete at minimum one weekly assignment prior to August 28, the census date, I will be required to drop you. This drop will not appear on your academic transcript and will not affect your 6-course withdraw limit. However, you will still be financially obligated for the course and your financial aid re-evaluated. See definitions below.

After the August 28th census date and before September 21, the 60% date for the semester, should you fail to submit an assignment two weeks in a row without prior discussion or approval, your "absence" will be considered unexcused and you will be withdrawn from the course. This withdrawal will be included in the state's 6-course limit. Please refer to the school's attendance policy link below for details regarding the state withdrawal rule.

September 21 will be your last opportunity to be withdrawn from this course. After that date, your grade will reflect the results earned.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)
(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Definitions

The terminology we use is important:

Drops - occur BEFORE the census date of August 28 and do not count against the student's maximum withdrawal count of 6 classes, as defined by state law.

Withdrawals - occur AFTER the census date and prior to September 21, the 60% date, and count in the student's maximum withdrawal count of 6 classes.

GRADES:

If you do not agree with a grade, you have one week from the time it is posted to review it with me.

Answers to the tests are not provided. If you would like to review your test, please make an appointment with me so we can review it together.

MY PHILOSOPHY ON LEARNING:

Learning is hard. Learning is frustrating. Learning takes work. It takes time. Learning can also make you uncomfortable. And learning is a CHOICE. The responsibility to learn is yours and yours alone. I am committed to introducing you to new terms, concepts and ideas and helping you in any way I can to sort out any confusion. But you

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must own the learning part and want it bad enough to ask questions when you do not understand and see me to sort out more complex and time-consuming issues. I will do everything I can to help you on this journey but I will not do the work for you. If you find that you need additional support, more than I can provide, MCC offers plenty of resources in our Student Success department. Feel free to come see me if you would like to explore these services. So in the spirit of learning something new, embrace the work ahead of you! In the words of Dr. Seuss, "Oh the Places You'll Go!" (hopefully you are never too old for a little Dr. Seuss wisdom!)

Instructor Recommendations:

An online course takes self-discipline to achieve success. This class is broken out into units with specific assignments and activities that must be completed by specific deadlines. My recommendation is to always log into the course every Monday, the start of every week, to assess the work remaining in the unit. You may have a chapter quiz and test on that chapter in the same week so it is better to plan ahead.

Make sure to go into this class with a back up plan in case your computer crashes and your internet goes down. Know what you will do if one of those scenarios happens. These situations cannot be used as reasons for assignments not getting completed by the deadlines. Know that there are many computer labs available on campus. The library probably offers the greatest availability. Do your research and investigate into these labs so you are better prepared.

Take the orientation seriously so you gain an understanding of the course format and structure on Brightspace.

The textbook is an integral part of the course and chapter reading will be required every week. Keep the online exam code in a safe place. NRA ServSafe exams must be proctored which is the reason we must meet as a class for the certification. You will know the results immediately.

Since the responsibility of learning falls on your own personal efforts, make sure to reach out to me if you are confused about something. Before placing the call however, please make sure you check all resources including the syllabus and your classmates to find a solution; my experience has been that answers to most questions can be found there. I do my best to respond to your inquiries as quickly as possible but for planning purposes, anticipate at least a 24-hour turnaround.

Reading and comprehension are key to being successful in an online environment. If you have reached this point in the syllabus, please email me with the subject line, "I have really read the syllabus" for an added bonus.

Course Notes:

1. Just a reminder that the announcements section on the homepage only shows the last announcement. You must click on the Show All Announcements link to open up all announcements. Same with the deadlines....only 5 show so you must open up the calendar to see them all.
2. The unit content will not open the date specified so you will not be able to work ahead in this course. In addition, you must complete the previous unit's test to open up content.

Student Behavioral Expectations or Conduct Policy:

I am a "hotelier" at heart and just love the philosophy of Ritz Carlton Hotels, a luxury brand. To borrow from their motto, *"We are Ladies and Gentlemen serving Ladies and Gentlemen"*. Even though this class is in an online format, we will treat each other with mutual respect. If you are frustrated with something and do not understand, please talk to me. I am here for support and to help you succeed. I am not out to get you or make things difficult. But let's face it, sometimes in college you have to do things you don't like doing...that is why a degree offers so much value to employers- it proves you can go the distance! Remember, your behavior and character are the only things that you have complete control of in your life. Make the most of it!

Instructor/Class Academic Integrity Statement:

In the business world, if you are caught stealing, you will immediately lose your job. That same premise will be applied to our class. Cheating on exams or plagiarizing (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) may result in a failing grade and you will be reported to Student Discipline. This includes the use of AI as well.

Updated 07/18/2023



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 2542998122 Room
319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.