

ARKANSAS TECH UNIVERSITY
DEPARTMENT OF PARKS, RECREATION AND HOSPITALITY ADMINISTRATION
CUL/HA 1013 SANITATION SAFETY
FALL 2008

Hospitality Administration Mission Statement:



The mission of the Hospitality Administration Program is to provide quality education in hospitality administration and provide a foundation for professional growth and development. This is achieved by:

- Providing knowledge and skills through a comprehensive academic curriculum;
- Demonstrating professionalism, leadership, and high ethical standards by a competent faculty and administration;
- Promoting community service and outreach;
- Emphasizing the importance of research and continuing education;
- Encouraging life-long learning.

CATALOG DESCRIPTION: This course provides knowledge of food safety, potable water, bioterrorism and risk management particularly in the areas of food service and storage. ^{the student} You will gain knowledge on safe food handling from; receiving and storage through preparing and serving foods. This course will also analyze ethical considerations with regards to food and water safety and food service. **ServSafe** certification from the NRAEF will result upon successful completion of standardized exam. ✓

HA Course Number	HA Course Title	ACPHA Standard(s)	Learning Outcome(s)	Artifact(s)
HA 1013	Sanitation and Safety	The legal environment of profit and non-profit organizations;	The student will <i>identify</i> and <i>demonstrate</i> critical food safety knowledge and risk management associated with safe food handling and storage.	NRAEF ServSafe Certification, unit exams
		Ethical considerations and socio-political influences affecting organizations;	The student will <i>illustrate</i> and <i>contrast</i> ethical issues related to food safety and risk management.	Case studies

PROFESSOR: Brenda G. Montgomery, Ph.D.

OFFICE: 100 Williamson

CLASS: Etech BLACKBOARD

TELEPHONE: 479-964-0893

E-MAIL: bmontgomery@atu.edu

OFFICE HOURS: MW 10-12 TTR 1:00-4:00 pm

OTHER TIMES ARRANGEMENT BY APPOINTMENT

REQUIRED TEXT: ServSafe Coursebook 4th Edition (2006). {Needs to be new and shrink-wrapped which contains class's final scantron}. The National Restaurant Association Educational Foundation. [Wiley Coursebook with Exam either with electronic or paper]. ISBN 0-471-77569-X

SPECIAL NEEDS: Anyone who has documented special needs or assistance in the educational setting, please contact the professor as soon as possible. Confirmation of special needs are communicated and addressed by ATU Learning Assistance and Testing Center, Dr. Carolyn Crawford, at 479-968-0302.

GRADING SCALE IN PERCENTAGE OF TOTAL POINTS:

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

COURSE EVALUATION	POINTS
Exams 4 @ 100 percentage points	400
Quizzes	100
<i>Final Exam (Certification Test – on Campus)</i>	100
Assignments	250
Plagiarism Paper	100
Written and Foodservice Communication	100
Personal Philosophy Paper	100
TOTAL POINTS	1,050

COURSE OBJECTIVE: The student will comprehend the foundation for managing a sanitary and safe foodservice outlet and relate "reasonable care" of consumers to societal expectations, with ethical and monetary dimensions

DEADLINES:

- All work will be turned on the given due date by 11:55 pm CST.
- If an assignment is submitted after the allotted time it is due, even one minute then it is considered "late", and 10% is deducted per every 24 hours after.
- If a student submits any materials for this course on Blackboard, please utilize the Digital Drop Box, and submit it as an attachment.
- Everything done on Blackboard is time and dated.

EVALUATION METHODS/ASSESSMENT TOOLS:

Exams

There will be four exams. Exams will include multiple choices, true/false, matching, and/or open-ended questions. The final exam will count as any other exam. You will have one chance to take the exam and it will be timed.

COMPREHENSIVE FINAL: The final exam will be comprehensive. The **Servsafe** Comprehensive Exam and will be given during assigned time during the finals schedule. In order to become certified the student must have a 75% on this exam, which is scored by the NRA in Illinois. Upon passing with a 75% a certificate will be awarded renewable every five years in the student's name. If you are an HA major the certificate will be placed in your student folder in the office. The certificates normally arrive in four weeks after the exam is graded. 100 points

Quizzes: The professor may have quizzes that will contribute to the class grades. Quizzes cannot be made up if you miss the deadline. However, from time to time Blackboard is down, a power outage or a student gets locked out of the quiz before completion. Please contact the professor immediately by email, or phone. 100 percentage points.

Blackboard Assignment Guidelines:

- ON THE SUBJECT LINE, PLEASE PLACE YOUR NAME AND THE TOPIC ON THE LINE.
- Any assignments submitted and uploaded as an attachment, be sure to place your name and the contents of the attachment on the subject line.
- When assignments are turned in on Blackboard, use the Digital Drop Box (in Course Information) and upload the attachment document in Microsoft Word.
- On the first page of all documents, be sure to place your full name and the date it is turned in to the professor.

Paper/Reports: For reports/papers the following guidelines shall be adhered to:

1. Typed in a 12 point font, one inch margins and double spaced in APA format. Format will be in accordance with the Publication Manual of the American Psychological Association, Fourth Edition, ISBN 1-55798-241-4, available at the ATU bookstore and/or the ATU library.

Reading Assignments: It is expected that all students will read the assigned information. There will be lectures notes and power point visuals for each chapter in folders.

Content Areas – Chapter materials are in "Documents" section on Blackboard.

PLAGARISM: Plagiarism is copying someone's work and turning it in as your own. Appropriate actions will be taken if plagiarism or cheating is suspected. Doing one's work is absolutely expected to pass this course. ATU allows professors to check student's work under suspicion to turn-it-in.com

ACADEMIC DISHONESTY: Academic dishonesty or misconduct is not condoned nor tolerated at Arkansas Tech University. Unless stated otherwise all assignments for this course are to be completed independently without assistance from or in collaboration with others. Please refer to the Regulations and Procedures Section in the 2007-08 ATU (Tech) Undergraduate Catalog.

COURSE EXPECTATIONS:

- Be proficient in recognizing how to maintain human safety and accident prevention.
- Recognize how the HACCP (Hazard Analysis Critical Control Point) system effectively works.
- Synthesize critical food safety concepts with International Food Safety Icons.
- Create a personal hygiene philosophy with knowledge expectations of professionalism with realistic and acceptable procedures and practices.
- Evaluate a commercial foodservice outlet.
- Identify ethical issues.
- Recognize how dollars are lost,
- Distinguish contributions to failed businesses.

REFLECTIVE QUESTIONS WHILE STUDYING

1. Did I do my assigned reading?
2. Was I a good student today?
3. Did I learn relevant concepts and ideas today?
4. What talents did I observe in myself during today's experience?
5. Is there anything that I do not understand and need clarified?
6. What do I need to improve upon?

Developing professionalism and completing assigned tasks, papers, and assignments are an integral part of this course. A paper on plagiarism will be expected to be completed before you can begin with Chapter One.

**PLEASE KEEP A COPY OF ALL WORK TURNED IN FOR THIS COURSE.
YOU MAY USE IT IN YOUR SENIOR-YEAR PORTFOLIO.**

**IN ADDITION, IF THERE IS ANY DOUBT THAT YOU HAVE TURNED AN
ASSIGNMENT IN YOU WILL HAVE A BACK-UP COPY FOR YOUR PROTECTION.
ALL DOCUMENTS IN MICROSOFT "WORD" DOCUMENTS.**

SPECIAL DATES IN HOSPITALITY:

1. Class Starts – January 14, 08
2. Martin Luther King Holiday –January 16, 08
3. Hospitality Days, February 17-19,08, OSU, Stillwater, Oklahoma
4. Career Opportunity Day, March 05, TECH campus
5. SPRING BREAK, March 24-28, 08
6. Reading Day, May 02, 08
7. FINALS WEEK, MAY 05-09, 2008
8. GRADUATION, MAY 10, 2008