

Culinary Arts Department

CHEF 1305

Sanitation and Safety in Person

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

Instructor:

Chef Natalie Osuna

Email: nosuna@southplainscollege.edu

Phone: (806) 716-2583

Office Hours: Monday-Thursday 2:30pm-3:30pm, Friday 9am-1pm

Class Hour and Room: M/W 9:30am-11:00am-271, M/W 11:15AM-12:45PM-272

Exam Schedule: Chapter test are assigned weekly under Course Content in weekly folders. The Final will be the ServSafe Managers Certification Exam. This will be in person in a computer lab at the Lubbock Center, date and time TBD.

Required Text: ServSafe Coursebook 8th edition with Exam Voucher

ISBN#9780866127400

Required Materials: One inch, 3 ring binder

Weekly online homework can be found under the Course Content on the Blackboard Homepage. Chapter notes are also available for students under the weekly folders. ***Students MUST print out the chapter notes prior to class lecture.**

Grading Policy:

1. There will be **no** Make-up on Homework Assignments or Exams.
2. Homework Assignments will be assigned online in weekly folders throughout the semester.
3. Individual effort must be demonstrated on all exams. Also considered inappropriate is the use of, in any fashion, a solution manual of any kind. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension.
Academic Dishonesty: "At minimum, the first instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive a zero for the assignment. The second instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive an F in the course and be expelled from the program".
4. Class attendance and attention will be crucial to the student's successful completion of this course. Attendance will be taken, you are allowed two excused absences throughout the semester, but are expected to complete all assignments by the due date.
5. The grading scale is as follows:

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| 90-100 | A |
| 80-89 | B |
| 70-79 | C |

60-69 D
Below 60 F

6. The grading will be based on the following assignment:

Discussions: 30%
Tests: 40%
Final: 30%
100%

7. If there is a problem or a dispute with a grade, it must be brought to your instructor's attention and resolved within 5 days of the grades return. After that, it will not be considered under any circumstances.
8. If you feel you need out of class help, please visit with your professor during office hours.

Notes:

- **Online assignments for the FIRST WEEK and SECOND WEEK of class will open on Monday, August 25th at 8am and be due Thursday, September 4th at 11:59pm. ALL OTHER WEEKS THROUGHOUT THE SEMESTER, assignments will be available starting on Friday's at 8am and be due by the following Thursday at 11:59pm.**
- **Students are assigned Discussion Questions and Test weekly based on the Chapters we are on.**
- **Students will have class time to complete assignments in class on occasion.**
- There might be a possibility for extra credit or a bonus sometime during the semester. These extra points CANNOT raise your grade for a particular segment of your grade beyond 100%. For example, your maximum quiz average can only be 100% or test average can only be 100%.
- The **Final** for this course will be the ServSafe Food Manager's Certification Exam. This Exam will be taken in person in a computer lab at the Lubbock Center. **Each student should have an access code that is necessary to take the exam.** Date of this exam is to be determined.
- If you need special accommodations, you will still have to take the test on the scheduled date of the exam. If there is a conflict, you will have to prove it to your instructor in order to take an exam at a different time.

Classroom Etiquette: Students should arrive on time for class and be in full, required uniform. All cellphones, laptops, and bags are not allowed in the lab space. Only required materials such as textbooks, binders, knife kits, and pens are allowed to be in class. Lockers will be assigned for student use, students must bring their own lock if desired. No outside food or drink is allowed in class except for a closable water bottle. All students are responsible for cleaning up after themselves. No one will leave class until the lab is clean and approved by the instructor.

Required Uniform: Students should ALWAYS be in full uniform for ALL classes. Clean/wrinkle free chef coats, pants, caps, and non-slip shoes are required. Students SHOULD NOT wear any jewelry except for a snug to the wrist watch, and a wedding band/ring that are permitted. Student's personal hygiene is EXTREMELY important. Clean hair, hands, and fingernails are a part of the uniform as well.

Topics: The list of selected topics may be modified during the course of the semester. The instructor will notify the class of any changes to the topic list.

Course Outline

CHEF 1305**Sanitation and Safety**

| Week | Dates | Topic | Lab |
|-------------|--------------|---|---|
| 1 | 8/25-8/28 | Keeping Food Safe | Day 1: Orientation/Syllabus/Blackboard/Ch.1 Lecture Day 2: Online Assignments/No In Person Class |
| 2 | 9/1- 9/4 | Keeping Food Safe | Day 1: Holiday/No Class Day 2: Online Assignments/No In Person Class |
| 3 | 9/8-9/11 | Understanding the Microworld, Contamination Food Allergens, and Foodborne Illness | Day 1: Ch. 2 Lecture Day 2: Ch. 3 Lecture |
| 4 | 9/15-9/18 | The Safe Food Handler, The Flow of Food: An Introduction | Day 1: Ch. 4 Lecture Day 2: Ch. 5 Lecture |
| 5 | 9/22-9/25 | The Flow of Food: Purchasing and Receiving | Day 1: Ch. 6 Lecture Day 2: Online Assignments/No In Person Class |
| 6 | 9/29-10/2 | The Flow of Food: Storage | Day 1: Ch. 7 Lecture Day 2: Online Assignments/No In Person Class |
| 7 | 10/6-10/9 | The Flow of Food: Preparation, The Flow of Food: Service | Day 1: Ch. 8 Lecture Day 2: Ch. 9 Lecture |
| 8 | 10/13-10/16 | Food Safety Management Systems, Safe Facilities and Equipment | Day 1: Ch. 10 Lecture Day 2: Ch. 11 Lecture |
| 9 | 10/20-10/23 | Cleaning and Sanitizing, Integrated Pest Management | Day 1: Ch. 12 Lecture Day 2: Ch. 13 Lecture |
| 10 | 10/27-10/30 | Food Safety Regulations and Standards | Day 1: Ch. 14 Lecture Day 2: Online Assignments/No In Person Class |
| 11 | 11/3-11/6 | Staff Food Safety Training | Day 1: Ch. 15 Lecture Day 2: Online Assignments/No In Person Class |
| 12 | 11/10-11/13 | Review | Day 1: Work on Incomplete Assignments |

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| | | | Day 2: Practice Exam Review |
| 13 | 11/17-11/20 | Review | Day 1: Practice Exam Review Day 2: Online Assignments/No In Person Class |
| 14 | 11/24-11/27 | Final Exam | Day 1: Final Exam, November 24th Day 2: Thanksgiving |
| 15 | 12/1-12/4 | Practical Finals | Practical Finals |
| 16 | 12/8-12/11 | Clean Up-Mandatory | Clean Up-Mandatory |

Assignments Open/Due Dates

| Week | Assignment Open/Due Date | Topic | Reading Assignment |
|------|--------------------------|--|--------------------|
| 1 | 8/25- | Keeping Food Safe | Chapter 1 |
| 2 | 8/25-9/4 | Keeping Food Safe | Chapter 1 |
| 3 | 9/5-9/11 | Understanding the Microworld, Contamination, Food Allergens, and Foodborne Illness | Chapter 2, 3 |
| 4 | 9/12-9/18 | The Safe Food Handler, The Flow of Food: An Introduction | Chapter 4, 5 |
| 5 | 9/19-9/25 | The Flow of Food: Purchasing and Receiving | Chapter 6 |
| 6 | 9/26-10/2 | The Flow of Food: Storage | Chapter 7 |
| 7 | 10/3-10/9 | The Flow of Food: Preparation, The Flow of Food: Service | Chapter 8, 9 |
| 8 | 10/10-10/16 | Food Safety Management Systems, Safe Facilities and Equipment | Chapter 10, 11 |
| 9 | 10/17-10/23 | Cleaning and Sanitizing, Integrated Pest Management | Chapter 12, 13 |
| 10 | 10/24-10/30 | Food Safety Regulations and Standards | Chapter 14 |
| 11 | 10/31-11/6 | Staff Food Safety Training | Chapter 15 |

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| 12 | 11/7-11/13 | Review | Review |
| 13 | 11/14-11/20 | Practice Exams/Review | Practice Exams/Review |
| 14 | 11/21-11/27 | Finals-Lecture Classes | Finals-Lecture Classes |
| 15 | 11/28-12/4 | Finals-Lab Classes | Finals-Lab Classes |
| 16 | 12/5-12/11 | Lab Clean Up | Lab Clean Up |

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