Course Number  
HOS 118

Course Title  
Sanitation and Safety in Food Service Operations

Credits  
2

Hours: Lecture/Lab/Other  
30/0/0

Co- or Pre-requisite:  
None

Revised  
Fall 2018

Catalog description (2017-2018 Catalog):
Sanitation and Safety in Food Service Operations (2 credits) Laws and principles governing safe food service, from purchasing, receiving, preparing, serving, and storing to re-heating food products. Prepares students to take the National Restaurant Association Education Foundation certification exam as part of the course. 2 lecture hours

Course Format: 7 session format

Instructor and Contact Information:
Doug Fee 609 570-3447  feed@mccc.edu

Required texts/other materials:

Course Competencies/Goals:
The student will be able to:

1. Evaluate and utilize safe food practices including identifying risk factors sources, symptoms, personal hygiene and the prevention of food borne illness.
2. Differentiate and discuss the various aspects of the microworld as they pertain to foodborne illness (virus, bacteria, parasites and fungi)
3. Evaluate the impact of contamination, food allergens and food borne illness
4. Apply the principles of the flow of food, including; purchasing and receiving, storage, preparation and service and determine when food should be discarded or undergo corrective action.
5. Discuss and demonstrate a working knowledge of the proper standards for sanitary facilities and equipment and analyze the various aspects of proper cleaning and sanitizing of equipment and facilities
6. Analyze and apply food safety regulation and standards at the federal, state and local level
Method of Evaluation – Your Performance evaluation is based upon:

- Test average 60%
- Sanitation Position Paper 20%
- Class Participation 20%

**Grade Scale:**

- 82% - 80% = B-
- 79% - 77% = C+
- 76% - 70% = C
- 69% - 60% = D
- 59% - 0% = F

**Weekly tests** will be taken at the academic testing center. We will be covering the information in class and the test will be taken at the testing center and are due one week after the class. Please review the class assignments and schedule. If you miss class it is still your responsibility to take the test by the due date given.

**Participation:** This will include bringing in any articles and research as assigned.

**Note:** The ServSafe Certification Exam at the end of the course is not graded nor a requirement for the course. Students who pass this exam with a 75% or better will earn this nationally recognized certification from the National Restaurant Association. Please be sure to bring your Scantron exam answer sheet. *(This exam is not a requirement for the class and your course grade will not be affected.)*

- **Research Paper:** Students are required to prepare a typed Research Paper on an approved topic of your choosing in safety and sanitation *(see approved topics at the end of Syllabus)*. The report must be a minimum of **1500 words**. (approx. **7 pages of text utilizing 12 point font not including illustrations**). The topic must be submitted for approval to the instructor on the first day of class. The final paper must make a statement relating to a food safety topic and your position must be defended with research sources supporting your claim. The final research paper must include the total word count **any papers less than 1500 words will not be accepted for submission**

Examples of positions:
- Fish farming is dangerous and will lead to health and environmental problems.
- Organic foods are not safer than non-organic foods and are a waste of money.
- Antibiotics that are given to cattle will affect human health.

The research paper will be completed in stages and submitted throughout the semester as follows:

- **Your Research Topic** must be submitted to the instructor by **Class 2**
- **Your Research Outline** must be submitted to the instructor by **Class 3**
- **Your Research draft** must be submitted to the instructor by **Class 4**
- **Your Final Paper** is including documented resources due by **Class 6**

**Failure to submit these assignments on time will result in a grade of 50% loss of the participation grade on the day it is due. There will be no exceptions. A hard copy is required.**
Please give the following in mind:

- the final research paper must include the total word count any papers less than 2000 words will not be accepted for submission
- be sure to review the grade rubric as you write the paper
- no handwritten submissions will be accepted for any stage of the position paper except for the initial topic selection
- utilize spell check
- Proof read Everything

"The material used in your report and presentation must include reputable sources. Utilize a MINIMUM of 5 Sources following APA guidelines. DO NOT use your sanitation textbook as a source or emphasize information that can be found in it. Internet sources and sites must be listed exactly so that the information can be verified. Do not cut and paste from the Internet and expect to get a passing grade. The supporting material for your position should not be the bulk of your paper.

Plagiarism will be reported to the academic standards committee and result in failing this course. The final paper will be checked to be sure the required length is met (total word count) and required number of sources (in-text citations and References Page) following APA guidelines.

Your Research Paper will be graded based on the Research Paper Scoring Rubric contained in the course. Please review this before submitting your final paper to the “drop box” to self-assess that you have met the requirements.

The West Windsor Learning Center, located in LB214 on the West Windsor Campus, offers a comprehensive tutoring program to meet student needs across the disciplines. The tutors are knowledgeable, patient and experienced.

More information regarding hours, study groups, writing reading and study skills, drop-in tutoring and seemed a tutoring can be found by visiting:

http://www.mccc.edu/student_services_learncenter_ww.shtml

Reasonable Accommodations for Students with Documented Disabilities

Mercer County Community College is committed to supporting all students in their academic and co-curricular endeavors. Each semester, a significant number of students document disabilities, which may require learning, sight, hearing, manual, speech, or mobility accommodations to ensure access to academic and co-curricular activities. The college provides services and reasonable accommodations to all students who need and have a legal entitlement to such accommodations. For more information regarding accommodations, you may visit the Office of Academic Support Services or contact them at 609.570.3422 or urbanb@mccc.edu.
CLASS ASSIGNMENTS AND SCHEDULE

Class 1  September 5
- Syllabus Review and Introduction
- *ServSafe Coursebook*: Introduction and Chapter 1
- Research topic discussed
Test 1 taken at the testing center. The Due date is **September 19**
- *(ServSafe Coursebook): Chapters 1 -2*

Class 2  September 12
*ServSafe Coursebook*: Chapters 2 -4
- *Research Paper Topic Due*
- Test 2 taken at the testing center. The Due date is **September 19**
- *(ServSafe Coursebook): Chapters 3 – 4*

Class 3  September 19
- *ServSafe Coursebook*: Chapters 5 -6 – 7
- *Research Paper Outline Due*
- Test 3 taken at the testing center. Due date is **October 3**;
- *(ServSafe Coursebook): Chapters 5-6-7*

Class 4  September 26
- *ServSafe Coursebook*: Chapters 8 – 9 – 10
- *Research Paper Draft due*
- Test 4 taken at the testing center. Due date is **October 3**;
- *(ServSafe Coursebook): Chapters 8-9-10*

Class 5  October 3
- *ServSafe Coursebook*: Chapters 11 – 12 - 13
- Test 5 taken at the testing center. Due date is **October 10**;
- *(ServSafe Coursebook): Chapters 11-12-13*

Class 6  October 10
*ServSafe Coursebook*: Chapters 14 - 15
- Review for certification exam
- Test 6 taken at the testing center. Due date is **May 3**
- *(ServSafe Coursebook): Chapters 14-15*

Class 7  October 17
Research paper is due today!

*Servesafe Exam*  *ServSafe Coursebook*: Certification Exam

**BRING YOUR SCANTRON EXAM SHEET!!**
This course outline may be subject to change based upon the progress of the class and the ability to demonstrate an understanding of the material as outlined in the course objectives. The instructor will notify the class of these changes.

**West Windsor Campus**

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<thead>
<tr>
<th>Fall and Spring Semesters</th>
<th>tests collected</th>
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<td>Monday - Thursday</td>
<td>9 a.m. - 7:30 p.m.</td>
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**First Semester Students** A coach has been assigned to assist you with navigating your first semester in college. Coaches help with understanding how Mercer works, finding appropriate help with course work, and establishing academic goals. Visit [www.mccc.edu/coaching](http://www.mccc.edu/coaching) to find your coach or Contact: Arlene Stinson, LB217, 570-3451, [SOAR@mccc.edu](mailto:SOAR@mccc.edu)

**Academic Advising after your first semester** Faculty advisors provide help with completing your major after your first semester. Meet your faculty advisors! Contact the division of your major to find out who is your faculty advisor.

- **Liberal Arts Division:** Debbie Stotland, LA162, 570-3378, [Stotland@mccc.edu](mailto:Stotland@mccc.edu)
- **Business Division:** Doris Geck, BS134, 570-3482, [Geckd@mccc.edu](mailto:Geckd@mccc.edu)
- **Math, Science, Health:** Barbara Pieslak, MS126, 570-3383, [pieslakb@mccc.edu](mailto:pieslakb@mccc.edu)

**Use your “MyMercer” Portal!** Your “MyMercer” portal contains your MercerMail, financial information, class schedule, grades, and other information. Check your “MyMercer” portal every day! Visit [www.mccc.edu/mymercer](http://www.mccc.edu/mymercer) to access your portal.

**Tutoring support** Academic support services are free and available for all students. Drop in or contact the following to make arrangements:

- Arlene Stinson (WWC), LB 217, 570.3422, [stinsonamccc.edu](mailto:stinsonamccc.edu)
- Joann Mia (TC), KC311, 570-3128, [miamccc.edu](mailto:miamccc.edu)

**Reasonable Accommodations for Students with Documented Disabilities** The Office of Special Services (OSS) provides continued support to students with documented disabilities. Support staff are available to help students with differing abilities make a smooth transition to college as well as to succeed throughout their college experience. Contact:

- Arlene Stinson, LB 217, 570-3525, [stinsonamccc.edu](mailto:stinsonamccc.edu)

**Career and Transfer Center** Planning to go to work or to transfer to a 4-year college after completing your Mercer degree? Contact the Career and Transfer Center for support and advice.

- Laurene Jones (WWC transfer services), SC201, 570-3307, [jonesl@mccc.edu](mailto:jonesl@mccc.edu)
- Kimberley Bowser (TC transfer and career), KC216, 570-3110, [bowserkmccc.edu](mailto:bowserkmccc.edu)

**Counseling Services** Are you experiencing personal challenges, feeling overwhelmed? Are you having stress and anxiety? Counseling services are available free of charge. Contact:

- Dorothy Gasparro, SC239, 570-3354, [gasparradmccc.edu](mailto:gasparradmccc.edu)
Veteran’s Services If you are military, veteran, or family member, we offer free support for you. Contact: SC220, 570-3240, vets@mccc.edu

Academic Integrity Statement – Mercer County Community College is committed to Academic Integrity – the honest, fair, and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work, and that faculty members will take reasonable precautions to prevent the opportunity for academic dishonesty.
The college recognizes the following general categories of violations of Academic Integrity, with representative examples of each. Academic Integrity is violated whenever a student:
a) Uses or obtains unauthorized assistance in any academic work.
   • Copying from another student’s exam.
   • Using notes, books, or aids of any kind during an exam when prohibited.
   • Stealing an exam or possessing a stolen copy of an exam.
b) Gives fraudulent assistance to another student.
   • Completing an academic activity or taking an exam for someone else.
   • Giving answers to or sharing answers with another student during an exam.
   • Sharing answers during an exam by using a system of signals.
c) Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.
   • Submitting a paper or other academic work for credit, which includes words, ideas, data, or creative work of others without acknowledging the source.
   • Using another author’s words without enclosing them in quotation marks, without paraphrasing them, or without citing the source appropriately.
   • Presenting another individual’s work as one’s own.
   • Submitting the same paper or academic assignment to another class without the permission of the instructor.
d) Fabricates data in support of an academic assignment.
   • Falsifying bibliographic entries.
   • Submitting any academic assignment, which contains falsified or fabricated data or results.
e) Inappropriately, or unethically, uses technological means to gain academic advantage.
   • Inappropriate or unethical acquisition of material via the Internet.
   • Using hidden devices for communication during an exam.

Each instructor is authorized to establish specific guidelines consistent with this policy.
Consequences for violations of Academic Integrity – For a single violation, the faculty member will determine the course of action to be followed. This may include assigning a lower grade on the assignment, assigning a lower final course grade, failing the student in the course, or other penalty appropriate to the violation. In all cases, the instructor shall notify the Chairperson of the Academic Standards Committee of the violation, and the penalty, imposed. When two (or more) violations of Academic Integrity are reported on a student, the Academic Standards Committee may impose disciplinary penalties beyond those imposed by the course instructors. The student shall have the right to a hearing before the Academic Standards Committee or a designated subcommittee thereof.
Appeals – The student has the right to appeal the decision of the instructor, or the Academic Standards Committee. Judicial procedures governing violations of Academic Integrity are contained in the Student Handbook.
Approved: Board of Trustees – May 18, 2000

Rev fall 2018