## COURSE OUTLINE

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS 118</td>
<td>Sanitation and Safety in Food Service Operations</td>
<td>2</td>
</tr>
</tbody>
</table>

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

**Co- or Pre-requisite:**  
None

**Revised**  
Spring 2013

### Catalog description (2011-2013 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

### Instructor and Contact Information:

### 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. Appraise and critique food safety management systems as they relate to HACCP
6. 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
7. Evaluate the effectiveness and impact of proper integrated pest management
8. Analyze and apply food safety regulation and standards at the federal, state and local level
9. Train other staff in food safety and sanitation in food service operations

**Method of Evaluation – Your Performance evaluation is based upon:**
- Weekly test average 70%
- Sanitation Position Paper 20%
- Class Participation 10%

**Grade Scale:**
- 100% - 93% = A
- 92% - 90% = A-
- 89% - 87% = B+
- 86% - 83% = B
- 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 by 12 noon. 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.

**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 **2000 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.

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 1**
- Your **Research Outline** must be submitted to the instructor by **Class 2**
• Your **Research draft** must be submitted to the instructor by **Class 3**
• Your **Final Paper** is including documented resources due by **Class 5**

**Failure to submit these assignments on time will result in a grade of 0 for participation on the day it is due.**

**Please give the following in mind:**
- the final research paper must include the total word count
- 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
- **Proofread 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](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.

**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
CLASS ASSIGNMENTS AND SCHEDULE

Class 1  January 28
- Syllabus Review and Introduction
- **ServSafe Coursebook**: Chapters 1 – 2
- Research topic selected
- **Test 1 taken at the testing center. Test is available as of February 4**\(^\text{th}\) **and the Due date is noon February 11**\(^\text{th}\):
- (**ServSafe Coursebook**: Chapters 1 -2)

Class 2  February 4
- **ServSafe Coursebook**: Chapters 3 -4
- **Research Outline Due**
- **Test 2 taken at the testing center. Due date is noon February 11**\(^\text{th}\):
- (**ServSafe Coursebook**: Chapters 3 – 4)

Class 3  February 11
- **ServSafe Coursebook**: Chapters 5 -6 – 7
- Research Topic due
- **Test 3 taken at the testing center. Due date is noon February 18**\(^\text{th}\):
- (**ServSafe Coursebook**: Chapters 5-6-7)

Class 4  February 18
- **ServSafe Coursebook**: Chapters 8 – 9 - 10
- **Test 4 taken at the testing center. Due date is noon February 25**\(^\text{th}\):
- (**ServSafe Coursebook**: Chapters 8-9-10)

Class 5  February 25
- **ServSafe Coursebook**: Chapters 11 – 12 - 13
- **Test 5 taken at the testing center. Due date is noon March 4**\(^\text{th}\):
- (**ServSafe Coursebook**: Chapters 11-12-13)
- Research paper is due today!

Class 6  March 4
- **ServSafe Coursebook**: Chapters 14 - 15
- Review for certification exam
- **Test 6 taken at the testing center. Due date is noon March 11**\(^\text{th}\):
- (**ServSafe Coursebook**: Chapters 14-15)

March 11 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.
Testing center General Policies

1. Photo ID is required for all students. A validated MCCC photo ID must be presented in order to take exams for MCCC classes.
2. A class schedule is needed to verify current status of class/section enrollment. Students must know their course number and instructor’s name.
3. Loose books, unsealed bags, food and beverages are not permitted in the Testing Center. Lockers are available to store all items not permitted inside. Tokens for locker use are available in the Testing Center. Sealed bags are permitted if placed under the seat. Hats must be removed or worn backwards.
4. *Electronic devices are not permitted.*
5. All authorized testing aids must be presented to Testing Center staff before entering the testing room. Testing aids may not be shared. Calculator models TI-89 and TI-92 are not permitted by order of the Mathematics Department.
6. Only one test may be taken at a time, and must be completed in one sitting. If students leave the Testing Center without permission after receiving a test, that test will be considered completed.
7. Talking is not permitted in the testing area or at the scanning machine.
8. Children are not permitted to accompany students testing in the Testing Center.
9. All Testing Center materials must be returned to the proctor before students leave the testing area. All scratch paper will be supplied by the Testing Center only.
10. Test results will not be conveyed by telephone.
11. College policies regarding misconduct and academic integrity (i.e., unruly behavior, cheating) will be enforced. Any irregularities will be reported for action by the instructor, academic department, Academic Integrity Committee, and/or dean.

<table>
<thead>
<tr>
<th>Fall and Spring Semesters</th>
<th>tests collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>9 a.m. - 7:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>closed</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 a.m. - 2:30 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>closed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Sessions</th>
<th>tests collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>9 a.m. - 7:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>closed</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 a.m. - 12:30</td>
</tr>
<tr>
<td>Time</td>
<td>Day</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td>p.m.</td>
<td>Sunday</td>
</tr>
<tr>
<td></td>
<td>closed</td>
</tr>
</tbody>
</table>
Research Paper Topic Examples

Please remember that you must form an opinion about the topic you choose and defend that position in your paper. For example you may say that “Fish farming will lead to the end of civilization as we know it.” You must then defend that position and back that statement up with facts. All facts must be sourced utilizing APA guidelines.

These are general guidelines for topics. Your research paper must represent a well-defined position that you must defend.

- Genetically Modified Foods
- Hormones / Steroid use in livestock
- Irradiation of foods
- Pesticides
- Food Bio-terrorism
- Drinking water regulations and testing (bottled water)
- Poultry industry
- Wild game testing/regulating / outbreaks
- Fish farming
- USDA testing methods for specific industries (i.e. meat)
- Food Preservatives
- FDA food ingredient testing
- Mad Cow Disease
- Sushi Safety
- Organic foods: safety, regulations, is it better?
- Allergies: foodservice related issues industry trends i.e. peanuts (including latex gloves)
- Food Recall policies and case studies
- Cruise Ship Food Safety
- Poultry Industry
- Junk Science and consumer beliefs
- Food borne illness outbreaks: determining the source
- Food supplements and minimal regulations
- Produce
- Food additives
- Game meats
- Avian Influenza
- Lobbying and food safety laws
## Research Paper Scoring Rubric

### Food Safety and Sanitation

<table>
<thead>
<tr>
<th>Category</th>
<th>10 - 9 points</th>
<th>8 - 7 points</th>
<th>6 - 5 points</th>
<th>4 - 3 points</th>
<th>2 - 1 points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Well Above Standards</td>
<td>Above Standards</td>
<td>Meets Standards</td>
<td>Approaching Standards</td>
<td>Below Standards</td>
<td></td>
</tr>
<tr>
<td>Supporting Material</td>
<td>Position is supported with well developed and thought out reasons (minimum of three). Reasons show strong analysis and conclusions based on the information.</td>
<td>Position is supported with a variety of sources. Adequate valid and accurate information has been used throughout the paper. Information is relevant and supports the writer’s ideas.</td>
<td>Position is supported with a minimum of three distinct reasons. Reasons are developed, but more analysis and conclusions are needed.</td>
<td>Position needs to be supported with more valid and accurate information. Some of the information may not be relevant and/or does not support the thesis.</td>
<td>Reasons are weak and/or repetitive. They need to be developed and explained further.</td>
<td></td>
</tr>
<tr>
<td>Depth and variety of evidence</td>
<td>Ideas are well organized.</td>
<td>Most ideas are well organized.</td>
<td>Organization of the paper needs to be strengthened.</td>
<td>Paper has some organization but some diversions or abrupt shifts in purpose are present.</td>
<td>Paper lacks valid and accurate information. Some of the information is not relevant and does not support</td>
<td></td>
</tr>
<tr>
<td>Accuracy</td>
<td>All supportive facts and statistics are reported accurately.</td>
<td>Almost all supportive facts and statistics are reported accurately.</td>
<td>Most supportive facts and statistics are reported accurately.</td>
<td>Many supportive facts and statistics were inaccurately reported.</td>
<td>Most supportive facts and statistics were inaccurately reported.</td>
<td></td>
</tr>
<tr>
<td>CATEGORY</td>
<td>with Total Possible Points</td>
<td>10 - 9 points</td>
<td>8 - 7 points</td>
<td>6 - 5 points</td>
<td>4-3 points</td>
<td>2 - 1 points</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------</td>
<td>----------------</td>
<td>--------------</td>
<td>--------------</td>
<td>-----------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Well Above</td>
<td>Above</td>
<td>Meets</td>
<td>Approaching</td>
<td>Below</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Standards</td>
<td>Standards</td>
<td>Standards</td>
<td>Standards</td>
<td>Standards</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 points</td>
<td>8 points</td>
<td>6 points</td>
<td>4 points</td>
<td>2 points</td>
</tr>
<tr>
<td>Closing</td>
<td>The conclusion is</td>
<td>The conclusion</td>
<td>The author's</td>
<td>The author's</td>
<td>The author's</td>
<td>There is no</td>
</tr>
<tr>
<td>paragraph</td>
<td>strong and leaves the</td>
<td>is recognizable.</td>
<td>position is</td>
<td>position is</td>
<td>position is</td>
<td>conclusion - the</td>
</tr>
<tr>
<td></td>
<td>reader solidly</td>
<td></td>
<td>restated</td>
<td>restated</td>
<td>restated</td>
<td>paper just ends</td>
</tr>
<tr>
<td></td>
<td>understanding the</td>
<td></td>
<td>within the</td>
<td>within the</td>
<td>within the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>writer's position.</td>
<td></td>
<td>first two</td>
<td>first two</td>
<td>first two</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Effective statement of</td>
<td></td>
<td>sentences of</td>
<td>sentences of</td>
<td>sentences of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the position statement</td>
<td></td>
<td>the closing</td>
<td>the closing</td>
<td>the closing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>begins the closing</td>
<td></td>
<td>paragraph.</td>
<td>paragraph.</td>
<td>paragraph.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>paragraph.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 points</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Has completed the</td>
<td>Has nearly</td>
<td>Has not</td>
<td>Has not</td>
<td>Has not</td>
<td>Inadequate</td>
</tr>
<tr>
<td></td>
<td>required number of</td>
<td>completed all</td>
<td>completed 90%</td>
<td>completed 3/4</td>
<td>completed 3/4</td>
<td>length to</td>
</tr>
<tr>
<td></td>
<td>pages/word count</td>
<td>the required</td>
<td>of the</td>
<td>of the</td>
<td>of the</td>
<td>discuss</td>
</tr>
<tr>
<td></td>
<td></td>
<td>pages</td>
<td>required</td>
<td>required</td>
<td>required</td>
<td>subject</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>pages</td>
<td>pages</td>
<td>pages</td>
<td>matter.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Writing Quality</td>
<td>Writing</td>
<td>Writing</td>
<td>Writing</td>
<td>Writing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30 points</td>
<td>Quality</td>
<td>Quality</td>
<td>Quality</td>
<td>Quality</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All sentences are</td>
<td>Most sentences</td>
<td>Most sentences</td>
<td>Most sentences</td>
<td>Many sentences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>well-constructed with</td>
<td>are well-</td>
<td>are well-</td>
<td>are well-</td>
<td>are not</td>
<td></td>
</tr>
<tr>
<td></td>
<td>varied structure. Author</td>
<td>constructed</td>
<td>constructed,</td>
<td>constructed,</td>
<td>well-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>makes no errors in</td>
<td>and there is</td>
<td>but there is</td>
<td>but there is</td>
<td>constructed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>grammar, spelling,</td>
<td>some varied</td>
<td>no variation</td>
<td>some varied</td>
<td>or varied.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>capitalization, or</td>
<td>sentence</td>
<td>in structure</td>
<td>sentence</td>
<td>Author</td>
<td></td>
</tr>
<tr>
<td></td>
<td>punctuation that</td>
<td>structure in</td>
<td></td>
<td>structure in</td>
<td>makes more</td>
<td></td>
</tr>
<tr>
<td></td>
<td>distract the reader from</td>
<td>the essay.</td>
<td></td>
<td>the essay.</td>
<td>than 4 errors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the content.</td>
<td>Author makes</td>
<td></td>
<td>Author makes</td>
<td>in grammar,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1-2 errors</td>
<td></td>
<td>3-4 errors</td>
<td>spelling,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>in grammar,</td>
<td></td>
<td>in grammar,</td>
<td>capitalization,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>spelling,</td>
<td></td>
<td>spelling,</td>
<td>or punctuation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>capitalization,</td>
<td></td>
<td>capitalization,</td>
<td>that distract</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>or punctuation</td>
<td></td>
<td>or punctuation</td>
<td>the reader</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>that distract</td>
<td></td>
<td>that distract</td>
<td>from the</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>the reader</td>
<td></td>
<td>the reader</td>
<td>content.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>from the</td>
<td></td>
<td>from the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>