



University of North Texas
Department of Hospitality & Tourism Management
HMGT 1420 - FOOD SANITATION

COURSE INFORMATION

Course Title: Food Sanitation

Term: Spring 2017

Course Number: HMGT 1420.002/004 – 1 Credit Hour

All work in this course is done online. Quizzes and assignments have specific deadlines (see class calendar for specific dates).

Professor / Instructor Contact Information

Instructor: Dr. Lisa Kennon – Chilton Hall #359J

Office hours: Monday 3:00 – 5:00 (or by appointment)

Email address: You may reach me by email (kennon@unt.edu) but please put the course name in your subject line so I know your message is related to our class. I will use the Blackboard Message tool for backup communication. Click on Messages - Email, then on Create Message, and then on To select my name (Lisa Kennon). Select the name, create a specific subject title, write your message, and click on Submit.

Materials – Text, Readings, Supplementary Readings

Textbook: ServSafe Coursebook, published by the National Restaurant Association.

The current coursebook is **the 6th edition –revised EDITION: 6TH 14**

PUBLISHER: PEARSON

ISBN: 9781582803197



You can purchase your book new or used, you can borrow it or share it, BUT this is the book is used for the course.

See the UNT Bookstore information for HMGT 1420 to access the most up-to-date information on ordering the book.

Course Description

Course Description: An introduction to food service sanitation, providing training in the regulations and procedures necessary to prevent food poisoning and food-borne diseases in a food service environment.

Course Objectives:

Upon completion of the course, students will be able to:

- Define food-borne illnesses, outbreak, cleanliness, sanitation, contamination and spoilage.
- List the capital offenses of sanitation
- Define the temperature danger zone
- Explain the need for good food service sanitation
- Illustrate the major hazards, sources, and opportunities for contamination in a food service operation
- Describe the steps in a Hazard Analysis Critical Control Program (HACCP) and apply this system as an effective food safety program in a food service establishment
- Apply the goals of a sanitation program and the role of the food service manager in the program
- Analyze the roles of food, people, and facilities in the problem of food-borne illness

Course Procedures: Please be aware that this is an accelerated course, and the Final Exam will be given in the 7th the week of the class. The course is organized into seven segments, one of which is to be completed each week. You will begin in the “Start Here” section, which contains information and activities/quizzes you will need to check out before you begin the course work. On each Wednesday of the class, you will be able to access that week’s Content Folder, which contains information and items including quizzes, lecture notes and links, and instructions for any new assignment. For example, on the first week you will find a Content Quiz and an assignment called ‘My Hand Washing Diary.’

Each week, another Content Folder will open. The folders will be available for the remainder of the course. There are two assignments in the course: *My Hand Washing Diary* and *Recent Outbreaks of Food-borne Illness*. All quizzes and assignments will open at 12:30 am on a Wednesday and close at 11:59 pm on the designated Tuesday. **Check the course calendar for specific dates.**

ACCESS AND NAVIGATION

This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Blackboard Learn.

Student Resources

As a student, you will have access to:

- Student Orientation via Blackboard Learn. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.
- Blackboard’s [On Demand Learning Center for Students](#). It is recommended that you become familiar with the various tools and tutorials to better equip you to navigate the course.

Being a Successful Online Student

[-What Makes a Successful Online Student?](#)

How the Course is Organized

On Wednesday of each week, a Content Folder will open, with lecture notes, a quiz, discussion threads, and sometimes an assignment and other materials. The quiz will remain available for seven days; the assignments will be available for at least two weeks. All Content Folders, quizzes and assignments will open at 12:30 am on Wednesday and the quiz will close at 11:59 pm on the designated Tuesday. Opportunities to earn extra credit may be offered.

Be sure to read the instructions and any other materials completely before beginning the quiz or assignment.

What Should Students Do First?

First, read this Syllabus thoroughly, and read “Welcome to HMGT 1420 Food Sanitation” on the Syllabus and Course Info page. On the Start Here page, you will find the “HMGT 1420 Course Structure Overview” and the Introductory Quiz (over the syllabus and other course structure information). You will also find the “Student Information Form,” and the “50-Mile Survey,” both of which **MUST BE COMPLETED IMMEDIATELY** to confirm your participation in this online course.

How Students Should Proceed Each Week for Class Activities

On the first Wednesday of the course, the ‘Week 1 Content Folder’ will open at 12:30 am, containing lecture notes and the ‘Week 1 Content Quiz.’ This will be repeated each week. Be sure to read the lecture notes and the relevant information in the textbook before attempting the quizzes, and save and submit your answers. You will have one week (until the following Tuesday at 11:59 pm) to complete the quizzes. The quizzes are all multiple choice and you will see your grades right away.

On each Wednesday morning, a new Content Folder will open with lecture notes, assignments, and the weekly quiz. Each folder will cover designated chapters in the textbook, as well as information provided in the lecture notes. The quizzes will open on Wednesday morning, and will close Tuesday at midnight each week. All dates are clearly shown in the course calendar.

The course also includes a discussion post site – the discussion posts are provided as a way for students in the class to interconnect and to share information, ideas, and opinions. I will read and track your individual contributions, but they are not graded.

Instructions for the assignments you will accomplish in the course will open in the weekly Content Folders. *My Hand Washing Diary* allows you to create your answers directly in the assignment, or to cut and paste from a Microsoft Word document. For the *Recent Outbreaks of Food-borne Illness* assignment, create your work as a Word document and submit it as an attachment to the assignment. If you do not use Microsoft Word and your filename does not end in ‘.doc’ or ‘.docx’ we may not be able to open the document and you will receive a grade of ‘0’ for the assignment. All of these items must be graded by the instructor or the teaching assistant, and will require approximately a week to be completely graded. All grades will be posted to Blackboard.

Student Support

The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu

Phone: 940.565-2324

In Person: Sage Hall, Room 130

Regular hours are maintained to provide support to students. Please refer to the website (<http://www.unt.edu/helpdesk/hours.htm>) for updated hours.

COURSE REQUIREMENTS

Participation:

As a student enrolled in this distributed learning (online) class, you are expected to participate on a regular basis and respond in a timely manner to any student/instructor communication. It is your responsibility to read all components of this class. Please refer to the course calendar, the Content Folders, and the textbook for specific details. ***Failure to complete assignments and quizzes will result in an unsatisfactory score in the class.***

Student Responsibilities:

1. You are responsible for having sufficient computer and Internet access to complete class assignments.
2. You are responsible for devoting specific and sufficient time to class assignments and readings. Due to the accelerated nature of this class, you should plan to spend approximately **12 hours per week** for each week of assigned class content.
3. You are responsible for accessing and following all course instructions found in the weekly/unit content area of the Blackboard course. You should check the course site at least twice a week. **Always** read messages from the instructor. Read the entire message carefully to be clear on details provided.
4. You are responsible for having the required textbook by the end of the first week of the semester, and for reading each chapter in the textbook as it is covered in the weekly Content Folder.
5. You are responsible for completing the assigned 'online' quizzes included in each weekly Content Folder by the posted deadline. Other assigned tasks must also be completed, following the instructions and observing the posted deadlines.
6. You are responsible for immediately contacting the instructor if you are unclear about any required assignment or grade.

7. You are responsible for immediately contacting the Student Help Desk if you have any problems with Blackboard access, attachments, etc.

COMMUNICATIONS

From time to time, we may be sending messages and/or announcements to all students regarding aspects of the course, often including reminders of important deadlines. Please be sure to read all of these communications.

Discussion postings are another means of communication used in the class, although normally there are no direct responses made or expected, and these are not graded.

When you are communicating in this, or any other, online class you must remember two things:

- The person you are communicating with deserves to be treated with respect and consideration
- Your message is preserved for all time in the class record

With this in mind, I will expect that your communications to me and to others will be in the proper format, including a greeting and a signature, and will use correct spelling and grammar. For further information on this, please follow this link: [netiquette for the course](#).

You will see a side tab in BBL called HTM Happenings. This is a spot for sharing University, College or Department news that would impact or help you. HTM student association news is often shared here.

ASSESSMENT & GRADING

Assessments

This course is made up of a series of assignments and quizzes to assist you in achieving the course learning objectives. Each week you will work on various combinations of assignments, quizzes, and discussions. These will generally be made available to you by each Wednesday and will close on the following Tuesday. Check the course calendar for specific dates and deadlines.

Introductory Quiz = 10 points

Weekly Quizzes: 5 quizzes @ 20 points each = 100 points

These quizzes are included in weekly Content Folders. Quizzes are due by midnight on Tuesday of each week. These quizzes cover the required textbook reading and the content of the lecture notes included in the Content Folders. Complete the quizzes online; the quizzes will be timed and grades made available to you following the submission of the quiz. If you lose Internet connectivity during a quiz, log back in immediately and continue on with the quiz. Save your answers often (every 5-10 minutes). If you experience any issues while taking a quiz, you must contact the Blackboard Helpdesk immediately so that your issue is documented with a helpdesk ticket number, although a ticket number only allows you to retake the test. Considerations regarding quiz issues will be made by the instructor on an individual basis based on the documentation.

One major piece of advice for these quizzes....***Do not wait until Tuesday evening to begin work on the module – this should be ongoing!!!! Failure to do so will result in a poor grade in this course. If you have computer problems, you may not be able to submit your work successfully!***

Assessment Method: Multiple-choice quiz. Each quiz is worth 20 points.

Weekly assignments: 40 total points

The *My Hand Washing Diary* assignment is worth 25 points. You will have three weeks to complete your Diary, which is based on one day in your life. You will complete this online.

The *Recent Outbreaks of Food-borne Illness* assignment will demonstrate your research skills; you will submit it as a Word document. This assignment is worth 15 points.

Assessment Method: Each of these assignments is graded individually by the instructor, and will take approximately one week to grade, depending on the final class size. All grades will be posted on Blackboard.

Final Exam: 100 points

About the final exam:

- The final exam is comprehensive, and covers the entire textbook along with additional content covered weekly in the BBL content folders. Completing the ‘Apply your Knowledge’ segments at the end of each chapter is an excellent way to prepare for this exam, and a practice quiz is available.
- **Grading**

Total Points Possible for Semester = 250

225 – 250 points	= A
200 – 224 points	= B
175 – 199 points	= C
150 – 174 points	= D
Fewer than 150 points	= F

ACADEMIC CALENDAR/COURSE DESIGN

Please see the Calendar for all date information.

COURSE EVALUATION

Student evaluation of teaching is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester to provide students a chance to comment on how this class is taught. Student feedback is important and an essential part of participation in this course.

SCHOLARLY EXPECTATIONS

All work submitted for credit must be original work created by the scholar uniquely for the class.

RESOURCES

UNT Portal: <http://my.unt.edu>

UNT Blackboard Learn Student Resources: Technical Support: <http://www.unt.edu/helpdesk/>

UNT Library Information for Off-Campus Users: <https://www.library.unt.edu/audience/campus-users>

Computer Labs: General access computer lab information (including locations and hours of operation) can be located at: <http://www.gacl.unt.edu/>

COURSE POLICIES

Quiz Policy

You will have seven days to complete all weekly quizzes. Reasons for not completing work such as Internet failure, computer hardware or software failure, inaccessibility to a computer with Internet connections, etc., will not be excused for makeup. You are strongly encouraged to complete all assignments 24 to 48 hours before the deadline thus giving you time to make other arrangements if there are technical difficulties or you do not have access to an Internet connection. If you experience any issues while taking a quiz, you must contact the Blackboard Helpdesk immediately so that your issue is documented with a helpdesk ticket number (see information on the Home Page). Considerations regarding quiz issues will be made by the instructor on an individual basis based on the documentation.

Assignment Policy

All due dates are shown on the class Calendar. Instructions for assignments are located on the home page, and all submissions must be in Microsoft Word format (‘.doc’ or ‘.docx’).

Late Work

Late work will NOT be accepted without written documentation of a medical problem or other emergency situation. Since you have ample time to complete assignments, being ill on the due date will not be an acceptable excuse.

Copyright Notice

Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies.

Syllabus Change Policy

The instructor reserves the right to revise this syllabus, with appropriate notice to all students.

Policy on Server Unavailability or Other Technical Difficulties

The University of North Texas is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

College of Merchandising, Hospitality & Tourism
Syllabus Statements
Spring 2017

Do you want to graduate on time?

- A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions.
- Advisors help you sequence courses correctly for an “on time” graduation. Ultimately, it is a student’s responsibility to ensure they have met all prerequisites before enrolling in a class.
- Students who have not met prerequisites will not be allowed to remain in a course.
- Once classes begin, students often have few, if any, options for adding a different course, which can be an issue for financial aid.

Have you met with your advisor?

- ALL students should meet with their Academic Advisor at least one time per semester (Fall & Spring). Update your degree plan regularly to stay on track for a timely graduation.
- All pre-majors MUST meet with their Academic Advisor to receive an advising code to register for classes each semester.

Advising Contact Information (Chilton Hall 385 – 940.565.4635)

Merchandising and Retailing A-L	Amanda Johnson
Merchandising and Retailing M-Z	Brittany Barrett, MSIS
Hospitality Management A-L	Jaymi Wenzel
Hospitality Management M-Z	Philip Aguinaga, M.Ed.
Home Furnishings & Digital Retailing	Kelly Ayers, M.Ed.

Could you be dropped?

- It is imperative that students have paid for all enrolled classes. **Please check your online schedule daily through the 12th class day to insure you have not been dropped for non-payment of any amount.** Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, parking fees, etc.
- ***Students cannot be reinstated for any reason after the 12th class day regardless of situation.*** It is the student’s responsibility to ensure all payments have been made.

Are you receiving financial aid?

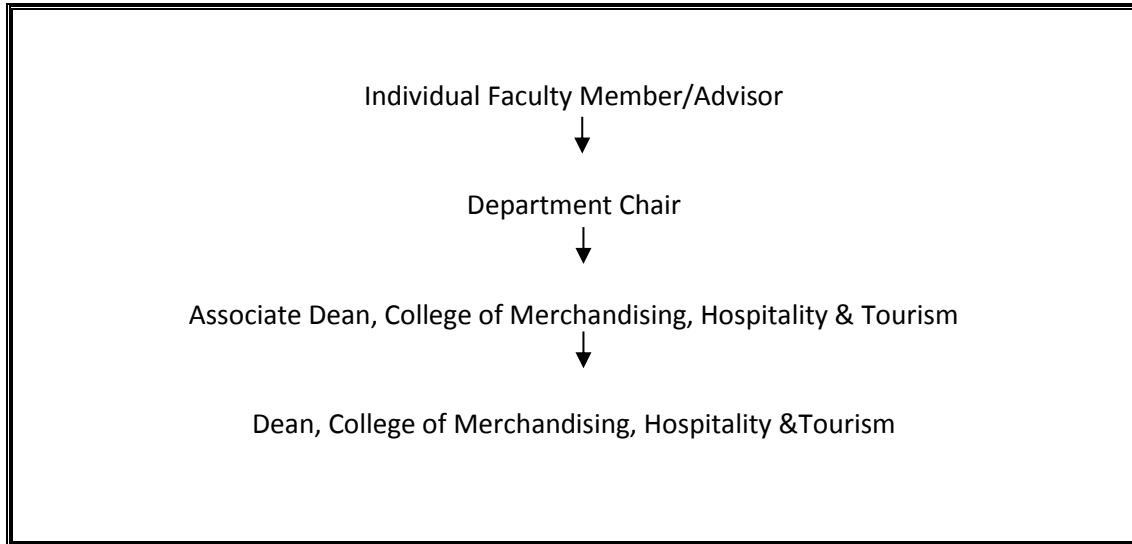
- A student must maintain Satisfactory Academic Progress (SAP) to continue receiving financial aid by maintaining a minimum 2.0 cumulative GPA and successfully completing the required number of credit hours based on total registered hours per semester.
- Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility.

Do you know these important dates in Spring 2017?

January 16	MLK Day – UNT Closed (No classes)
January 17	Classes begin (Tuesday)
January 20	Last day for change of schedule other than a drop. (Last day to add a class.)
February 7	Hospitality – EIR
March 13 – 19	Spring Break – No classes
March 22	Hospitality Career Expo
April 6	CMHT Annual Symposium
April 17	Beginning this date a student who wishes to drop a course must first receive written consent of the instructor.
April 21	Last day to Withdraw (drop all classes). Last day for an instructor to drop a student with a grade of WF for nonattendance.
May 4	Last regular class day
May 5	Reading Day (no classes)
May 6 - 11	Final Exams (<i>Exams begin on Saturday</i>)
May	Commencement – Check the UNT website for specific dates and times for graduation events.

Do you know who to contact for a course-related or advising issue?

Understanding the academic organizational structure is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined below:



Do you require special accommodations?

The University of North Texas and the College of Merchandising, Hospitality and Tourism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

Are you aware of safety regulations?

Students are urged to use proper safety procedures and guidelines. In lab sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing,

walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

Do you know the penalties of academic dishonesty?

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook.

Do you meet ALL expectations for being enrolled in a course?

- Student are expected to be respectful of others, i.e., other students and faculty. Behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT.
- Students engaging in unacceptable behavior will be directed to leave the classroom and may be referred to the Dean of Students for possible violation of the Code of Student Conduct.
- UNTs expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students will be held accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

What is SPOT?

The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey at the end of the semester gives students the opportunity to comment on how the course is taught. Student feedback is important and is essential as we strive for excellence.

Do you know the date/time of the final exam in this course?

Final exams or other appropriate end of semester evaluations will be administered at the designated times during the final week of each long semester and during the specified day of each summer term.

Please check the calendar early in the semester to avoid any schedule conflicts.

Are you thinking about dropping course?

- **A decision to drop a course may affect your current and future financial aid eligibility.** Visit <http://financial.aid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. Talk to your academic advisor or Student Financial Aid if you think about dropping a course.
- A student needing to drop an online course should send their instructor an email with their name, student ID#, reason for dropping a course, and date you are sending the email. This *must be done prior to the UNT deadline to drop a course.*

If approved, the instructor will contact the Director of CMHT Advising in Chilton 385 where you may obtain a signed drop form. **It is your responsibility to turn in the completed drop slip to the UNT Registrar's office before the deadline to make sure you have been dropped from the course with a "W".** If you are taking only online courses and your instructor approves the drop, please contact the CMHT Director of Advising for instructions.

Do you know what you may be missing?

- Your access point for business and academic services at UNT occurs within the my.unt.edu site www.my.unt.edu. If you do not regularly check EagleConnect or link it to your favorite e-mail account, please do so to learn about job and internship opportunities, CMHT events, scholarships, and other important information.
- The website that explains Eagle Connect and how to forward your email: <http://eagleconnect.unt.edu/>

Are you considering transferring a course to meet UNT degree requirements?

Any CMHT equivalent course from another university must receive prior approval from the CMHT academic advisor to insure that all CMHT degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence **must have prior advisor approval.**

Are you an F-1 visa holder?

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component must be approved in advance by the instructor and can include activities such as taking an on-campus exam, participating in multiple on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

- If such an on-campus activity is required, it is the student's responsibility to do the following:
 - (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
 - (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.
- **Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.**

Do you know what to do in an emergency or UNT closure?

- UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at www.my.unt.edu.
- Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly.
- In the event of a university closure, your instructor will communicate with you through Blackboard regarding assignments, exams, field trips, and other items that may be impacted by the closure.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURS DAY	FRIDAY	SATUR DAY
	1/16	1/17 Read the following: Syllabus & Calendar Start Here!!	1/18 Week #1 Opens Introductory Quiz Opens Quiz #1 Opens HW Diary Opens	1/19	1/20	1/21
1/22	1/23	1/24 Student Info Survey Due 50 mile Survey Due Intro Quiz Due Quiz #1 Due	1/25 Week #2 Opens Quiz #2 Opens	1/26	1/27	1/28
1/29	1/30	1/31 Quiz #2 Due	2/1 Week #3 Opens Quiz #3 Opens HW Message Opens (Extra Credit)	2/2	2/3	2/4
2/5	2/6	2/7 Quiz #3 Due HW Diary Due	2/8 Week #4 Opens Quiz #4 Opens Recent Outbreaks Assignment Opens	2/9	2/10	2/11
2/12	2/13	2/14 Quiz #4 Due HW Message Due – Extra Credit	2/15 Week #5 Opens Quiz #5 Opens	2/16	2/17	2/18
2/19	2/20	2/21 Quiz #5 Due Recent Outbreaks Assignment Due	2/22 Week #6 Opens Practice Exams Open	2/23	2/24	2/25

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2/26	2/27	2/28 Last study day before the Final Exam	3/1 1420 Final Exam Opens for a timed block from 12:30 am to 11:59 pm. Do not wait till late evening/night to take the exam.	3/2	3/3	3/4