

**FACS 3445 Section: 01**

**QUANTITY FOOD PURCHASING, PREPARATION AND SERVICE**

**CREDIT HOURS: 4**

**SEMESTER: Fall, 2017**

**College of Health Sciences, Department of Family and Consumer Sciences**

**Class Meets:** Monday and Wednesday 10-10:50 am

Margaret Lea Houston Building (formerly AB2); Room 301

**Format:** Face-to-Face and includes 30 hours of practicum lab training as part of the course

**Instructor:** Valencia Browning Keen, PhD, RD, LD, Associate Professor

**Office:** Margaret Lea Houston Building (formerly AB2), Room 225

**Phone:** 936-294-1245

**Email:** vbk001@shsu.edu

**Office Hours:** MW: 9-10 am and TR: 1-3 pm and by appointment as needed unless I am away at a conference, meeting, personal day.

**IDEA Objectives Achieved:**

- Gaining factual knowledge (terminology, classification, methods, trends)
- Learning to apply course material (to improve thinking, problem solving, and decisions)
- Acquired skills in working with others as a member of a team

**Required Textbook:** *Gregoire, Mary B. Foodservice Organizations: A managerial and systems approach*, 9<sup>th</sup> edition, Pearson, 2017.

**Course Description:**

This course will address the application of established standards, techniques and practices to quantity food production and service. Basic principles of product identification factors, purchasing, receiving, storing, issuing, production and service will be covered. Factors affecting food quality, food costs, and quantity food production as related to the time factor are emphasized. Discussions of generally accepted quantity food management principles and procedures for various types of food service operations will also be the focus. Field and practical application is provided via **ARAMARK** food service OR various community experiences contracted with SHSU. Thirty hours of practicum experience coordinated by Dr. Browning-Keen and a Dietetic Intern along with the practicum supervisors is required. Prerequisites: FCS 1441 or 2441.

Upon completion of this course, the student will be able to excel in the following objectives and three are identified in compliance with the Academy of Nutrition and Dietetic Education Standards:

1. Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe inter-professional relationships in various practice settings;
2. KRDN: 4.5 Describe safety principles related to food, personnel and consumers;
3. Describe principles of food service safety and accident prevention in the quantity kitchen environment;
4. Demonstrate the ability to plan nutritious, appealing food combinations and menu patterns that meet the needs of the defined clientele within economic and physical limitations of a food service facility; Using the knowledge about a facility, the student will plan a menu to incorporate food/recipe composition, flavor, color, texture, temperature, shape and form;
5. Demonstrate the ability to scale recipes to serve a forecasted number of clients with a consistent (expected) quality outcome;
6. Define the purpose of food distribution systems and the role of marketing and merchandising in the business of food service;
7. Be able to identify quantity preparation, service and holding equipment, and understand functions, use and maintenance of equipment;
8. Interpret and comply with food safety regulations in the practice setting; Students will take a food safety certification exam from Serve Safe;
9. Analyze and evaluate food product flow in various serving conditions at different food service facilities;
10. Student groups will practically apply principles and skills in the following areas:
  - a. Proper receiving, storage and inventory procedures relative to quality and cost control;
  - b. Menu planning, pricing and evaluation;
  - c. Food purchasing, forecasting, production and food presentation
  - d. Safe food handling

#### **Academic Policy and Procedures:**

All academic policies for syllabus guidelines can be found at [www.shsu.syllabus](http://www.shsu.syllabus) guidelines.

The academic policies that will be used include the following:

- Class attendance policy using SHSU Class Attendance Policy AP: 800401
- Procedures in cases of Academic Dishonesty AP 810213 and an example would be plagiarism;
- Academic Grievance Procedures for Students AP 900823;
- Students with Disabilities AP 811006;
- Student Absences on Religious Holy Days AP 861001;
- Use of Telephones and Text Messages in Academic Classrooms and Facilities AP 100728;

**Cell Phone Use:** If a student is expecting an emergency call for a health related incident with close family members, he or she may leave their phone on and exit the room when the call comes in. If for any other reason the phone is out or being used for anything during class or exams or assignments, the student will be asked to leave the class and a grade of zero will be applied for the exam or assignment.

Cell phones may not be used for taping or photography without the consent of the professor and for class related projects that may arise.

Any use of a telephone or text messenger or any device that performs these functions during a test period is prohibited unless instructed by the instructor. Even the visible presence of such a device during the test period is grounds for a zero for that test. Use of these devices during a test is considered de facto evidence of cheating and could result in a charge of academic dishonesty (see student code of conduct);

**Outside Work:** Any students holding an outside job should be aware that course work and lab hours will not be altered to accommodate an outside job.

**Professional Conduct:** Students are expected to conduct themselves in a professional manner. As much as 10% of your final course grade may be deducted if unprofessional behavior is observed in any class or lab related activities.

**Academic Dishonesty:**

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

Actions that constitute cheating or academic dishonesty include but are not limited to:

1. Copying work of another student, (Friends working together should take extra care to have work that is different so as to not appear to be copied.)
2. Tracing a drawing of another student
3. Plagiarizing published work (In writing enhanced courses written work is subject to be reviewed through Turn-it-in.com to check for plagiarized work.)
4. Using the computer to generate work that is to be hand generated
5. Allowing someone else to complete an assignment or work for the student.

**Classroom Rules of Conduct:**

Students are expected to assist in maintaining a classroom environment that is conducive to learning and fully engaged in participation every day. Students are to treat faculty and students with respect. Students are to turn off cell phone or smart phones and store phones while in the classroom. Students found texting in class are subject to ejection from the class. Under no

circumstances are cell phones or any electronic devices to be used or seen during times of examination. Students may tape record lectures provided they do not disturb other students in the process and that the instructor is notified in advance.

In addition, all tobacco products, including chewing tobacco, are prohibited in all academic buildings and classes. Students found using these products in the academic building will be asked to leave.

Sidebar conversations will not be tolerated in the classroom. The instructor reserves the right to remove any student(s) found talking loudly and/or disrupting classroom instruction. When you are attending lab activities and rotations, please secure all personal items outside the laboratory setting.

### **Religious Holidays:**

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

“Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

### **Americans with Disabilities Act:**

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should visit with the Office of Services for Students with Disabilities located in the Counseling Center. They should make arrangements with the instructor so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If a student has a disability that may affect adversely his/her work in this class, then the student is encouraged to register with the SHSU Counseling Center and talk with the instructor about how best to deal with the situation. All disclosures of disabilities will be kept strictly confidential. No accommodation can be made until a student registers with the Counseling Center.

**Visitors in the Classroom:**

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the instructor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

**Course Requirements/Attendance Policy:**

Regular and punctual class attendance is expected as stated in the latest Sam Houston State University catalog. A record of student's attendance will be kept. Three absences are permitted without penalty before a subjective factor will be applied to the final grade. Those who miss a substantial number of classes will penalize themselves by missing material that will be discussed in class, that may not appear in the texts, and over which the class will be tested. If a student arrives late for class and roll has been taken, the student is considered absent for the day unless otherwise corrected during the class period.

**Course Format:**

The lecture portion of this course consists of lessons and questions that are based on the chapters of the textbook. Networking with Aramark Food Service of SHSU campus or other SHSU food service contracts is partial fulfillment of the laboratory experiences for this class, and additional laboratory experiences may be required which would be provided in the catering opportunities offered by Aramark.

**Lab Experiences:** Students will use the lab experiences wisely to observe personnel, equipment, layout and food safety, food production procedures, etc. Students must complete a minimum of 30 hours of experience at Aramark and additional hours in catered events if chosen by the student to assist with grade enhancement. If students are not scheduled to work at ARAMARK, they will be placed in an approved and contracted food service. Guidelines for the lab experiences will be provided by the professor. Students must be properly dressed in order to participate in the laboratory exercises. When at the facility, students must abide by the designated dress code and rules. All personal items of the students must be secured outside the setting of the lab experience secured and out of site.

Aramark and outside Uniform requirements include: White polo T-shirt, black slacks, non-slip closed toe shoes (no tennis shoes);

**Contact Person:** Michelle Stone, DI or Dr. Browning-Keen's Grad Assistant. Upon completion of the rotations at Aramark or designated outside contracted foodservice, the student will complete a form on observations, experiences, reflections and time log. Each student will submit to the instructor in class. In case of an emergency or illness, it is the student's responsibility to notify the contact person and the instructor. You will also need to arrange a make-up session with the contact person within two weeks of the missed session.

**Serve Safe Certification:** Students must complete a course in food safety practices for food service employees to obtain a ServeSafe Certification prior to starting lab experiences. You can access the online course through SHSU Continuing Education 360 training (<http://store.360training.com/CategoryDisplay?urlRequestType=Base&catalogId=10001&categoryId=25654&pageView=simple&urlLANGLD=1&beginIndex=O&langid=1&top=Y&storeId=1>)

[59251](#)) or SHSU will be contracting with a proctor and the cost is between \$50.00-75.00. All students must submit their Serve Safe Certificate of completion to the instructor in class prior to beginning the foodservice rotations. If the student has received a Serve Safe Certification prior to this course and is still current, the student may either retake the Serve Safe course and receive a new certificate OR write a two page paper (Times New Roman, 12 point font, double spaced) on why food safety and sanitation is important to quantity food service. A copy of the certification is required to be turned in for your files.

### **Course Evaluation and Grading Scale:**

\*Participation and Attendance: 100 points. Please participate. My job is to help you succeed!

\*Serve Safe Certification: 50 Points-Guidelines provided in class;

\*Time Sheets w/supervisor signature and Learning Description Reports (Time/Temperature; Equipment Operation; Time/Motion; -150 points (30 hours total or more if you like for additional points toward your final grade). Guidelines will be provided in class;

\*Production or Service Center Reports: 75 points: Guidelines will be provided in class before completing your rotations;

\*Sustainability Report: 75 points: Guidelines will be provided in class before completing your rotations;

\*In- Class Short Assignments – Food for Fifty Exercises: 70 points total to include: equipment decisions, layout and design decisions, menu/forecast, market order; Guidelines will be provided in class;

\*Disaster Management Case Study Scenarios: 100 points: Guidelines will be provided in class;

\*World Food Day Participation: 50 points-Guidelines to be distributed in class;

\*Veteran's Day Preparation: 100 points-Procurement, Production and Service Project; Guidelines will be provided in class;

\*One Comprehensive Final Exam: 100 points-This will be an objective test using a scan tron.

**\*\*Total Points: 870 points**

-790-870 = A

-709-789 = B

-628-708 = C

**\*\*Below this, why did you enroll in the class? Always make an appointment to visit with me if you believe you are getting behind in the assignments.**

Note: The instructor reserves the right to provide additional opportunities in class to enhance concepts and usually working with a partner or small group. Points can be enhanced by participating in these activities and will be adjusted accordingly if learning is not apparent or critical reading is not apparent. Therefore, attendance only enhances the final grade.

Note: If a student misses the final exam (you only have one exam), then the instructor reserves the right to give the student a zero. So, stay well during finals week!

The instructor may refer students who are failing or demonstrating poor academic performance to the SHSU First Alert program. Since my job is to help you succeed, I trust this will not be a necessity for anyone but is in place if you need help.

**\*Tentative Course Outline; Sometimes changes must be made if issues come up. We are on planet earth\***

Date	Lecture	Reading
W 8/23	Intro/syllabus review and Current Trends linked to nutrition and food service: -- Can we empower families to manage disease through heritage cooking and Food Selection? Are we prepared to sustain the world's food supply when disaster strikes?	Chapter 1:Systems Approach Chapter 15:Meals, Satisfaction Accountability  Farm to Table or Preservation to Table?
M 8/28	Systems Approach to food service organizations	Chapter 1 Systems Approach and Food Trends Continued
W 8/30	How do we manage quality?	Chapter 1 Systems Approach Chapter 2 Managing Quality
M 9/4	<b>Labor Day Holiday-Enjoy!</b>	<b>Labor Day Holiday-Enjoy!</b>
W 9/6	The Menu: The tool of any food service operation	Chapter.2,3 The Menu and Managing Food Quality
M 9/11	Producing a menu Types of Menus	Chapter 3 The Menu <b>*In class Assignment and bring a menu to class</b>
W 9/13	Producing a menu Measurements and Conversions	Chap 3: The Menu <b>*In class Assignment</b>
M 9/18	Food Product Flow and Kitchen Design	Chap. 4: Quantity Food Production Flow <b>*In class Assignment</b>
W 9/20	Implementing equipment Implementing New Products	Chapter 4: Quantity Food Production Flow *Sure Quest Spreadsheet Overview* <b>*In class assignment;</b>
M 9/25	Safety, Sanitation and Maintenance Serve Safe Training Content	Chapter 8: Safety, Sanitation, Maintenance and Serve Safe Lecture <b>*In class assignment;</b>
W 9/27	Safety, Sanitation and Maintenance	Chapter 8: Safety, Sanitation, Maintenance and Serve Safe Lecture <b>*In class assignment</b>

M 10/2	Serve Safe Food Safety, Sanitation and Maintenance	Chapter 8 Safety, Sanitation and Serve Safe Material <b><u>*Serve Safe Certificate Due</u></b>  <b><u>*Tentative Begin Course Practicum Labs*</u></b>
W 10/4	What is a Meal? What should it include and experts from around the World –Why do meals add to proper growth and nutrition	<b><u>*Extra Credit:</u></b> View one of the following films and write reflection: -Just Eat It -Food Forward
M 10/9	Breads and Bakeshop Production: Food Allergies and specialties	Chapter 5 Procurement or Food Sourcing
W 10/11	Sweet Sensations and Profits for the menu  What is new in Ireland Foods, Food Ways and Food Service and why should we Care? How does it relate and compare to the USA food service?	Chapter 5: Procurement or Food Sourcing  Dr. Keen's Culinary International Experience in Quantity Production this summer in Ireland
M 10/16	Famine and its effects on the global economy of food and food systems sustainability	<b><u>*World Food Day Activities and presentations Due</u></b>
W 10/18	Cooking principles, methods & trends of Seafood: One of the prizes of Texas and the International Protein Markets	<b><u>*World Food Day Activities and presentations Due</u></b>
M 10/23	Cooking principles, methods & trends: Why all the fuss? Ethan Brown, Beyond Meat	Chapter 6: Food Production <b><u>*Food Sustainability Report Due</u></b>
W 10/25	Sanitation & safety of Poultry production: Is white meat really more beneficial?	Chapter 6: Food Production
M 10/30	Do we have to give up all that is white? The benefits of	Chapter 6: Food Production



	Dairy Foods, Starches and Sugars	
W 11/1	Greens and things: Market Fresh Ordering	Chapter 6: Food Production
M 11/6	A meal within a Meal: Capitalizing on eating on the run—The American Way!	Chapter 7: Distribution and Service
W 11/8/10/13	Stocks, soups, & sauces	<b><u>*Veteran's Day Preparation Project Due</u></b>
M 11/13	Sometimes the only meal of the day: From Soup Kitchens to Food Pantries to 5 Star	Chapter 7: Distribution and Service
W 11/15	Fruits, veg, & cereals	Chapter 7: Distribution and Service
M 11/20	Meal Planning for Special Diets Meal Satisfaction and Accountability-AGAIN	Chapter 15 Meals, Satisfaction and Accountability <b><u>*In class Assignment for Cultural Foods and Special Diets—Part I</u></b> <b><u>*All Practicum Paperwork Due</u></b>
W 11/22	Disaster and Emergency Food Service Preparedness  <b>**Happy Thanksgiving and tell the family hi! 11/23-24**</b>	Lecture Notes and Power Point <b><u>*In class Assignment for Cultural Foods and Special Diets-Part II</u></b>
W 11/27	Disaster and Emergency Preparedness	Lecture Notes and Power Point
W 11/29	Disaster and Emergency Preparedness	<b><u>*Complete Disaster and Emergency Preparedness Case Studies Due</u></b>
<b>Monday, December 4, 2017</b>	<b>Final Exam:10:30-12:30 pm</b>	<b><u>Comprehensive Final Exam</u></b>

**\*All of the lecture content and dates are subject to change.**

### **Instructor Evaluations:**

Students will be asked to complete a course/instructor evaluation form toward the end of the semester and each student will be alerted to participate electronically recalling the IDEA OBJECTIVES mentioned earlier in the syllabus.

