



**CHEF 1205.111C1**  
**Sanitation and Safety**  
**Fall 2024 – 1st 8-weeks**  
**9:00am-10:20am, Monday through Thursday**

**Instructor Information:** Chef Brittany Shelby  
 Bshelby1@com.edu  
 409-933-8291

**Student hours and location:** ICB 313-9 or MCC

<b>Monday</b>	<b>1:00-5:30pm</b>
<b>Tuesday</b>	<b>By Appointment Only</b>
<b>Wednesday</b>	<b>1:00-4:00pm</b>
<b>Thursday</b>	<b>By Appointment Only</b>
<b>Friday</b>	<b>By Appointment Only</b>

**Required Textbook/Materials:** ServSafe Coursebook 8<sup>th</sup> Edition with ServSafe Exam online Exam Voucher

**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 workplace safety standards.

**Course requirements:** The course is divided into four categories to prepare students for the ServSafe Certification, an exam prepared by the National Restaurant Association.

15 Guided Notes Assignments; these are assignments that students will complete in class during lectures or at home while reading chapters. They must be turned in on the designated due date.

6 key term quizzes. These quizzes cannot be made up; students must study key terms for chapters to prepare for quizzes.

6 exams; students must study chapters and guided notes to prepare for exams. Exams can only be made up if a student has a doctor's excuse.

Other assignments will be assigned throughout the semester as study aids used to prepare the student for the ServSafe exam.

**Determination of Course Grade/Detailed Grading Formula:**

Exams	35%
Quizzes	30%
Guided Notes	25%
Other Assignments	10%

**Late Work, Make-Up, and Extra-Credit Policy:**

Guides Notes: 10% will be deducted each day assignment is late max 3 days late

Quizzes and Exam: MUST BE PRESENT ON QUIZ AND EXAM DAYS=CANNOT MAKE UP QUIZ OR EXAM

Extra Credit will be given at the instructor's discretion.

**\*\*If you have a personal or emergency situation, please contact me as soon as possible, and I will do my best to work with you in a fair and equitable manner. Supporting documentation may be requested.**

**Attendance Policy:** Attendance in a classroom course is based on actual, physical classroom attendance which will be taken each class period. Students will receive credit for attending the class each week if present in the classroom.

The last date of attendance will be the last date the student attended class in the physical classroom. Attendance will be tracked in the gradebook and students must sign in on the physical classroom sign in sheets.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Identify causes of and prevention procedures for food-borne illness, intoxication, and infection	Critical Thinking Skills	Chapter 2: Understanding the Microworld: Quiz and Exam
2. Discuss personal hygiene and safe food handling procedures	Personal Responsibility	Chapter 4: The Safe Food Handler Quiz and Exam
3. Describe food storage and refrigeration techniques	Critical Thinking Skills	Chapter 7: The Flow of Food: Storage Quiz and Exam
4. Explain sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal	Critical Thinking Skills	Chapter 11: Safe Facilities and Equipment Quiz and Exam  Chapter 12: Cleaning and Sanitizing Quiz and Exam
5. Discuss Occupational Safety and Health Administration (OSHA) requirements and workplace safety programs	Critical Thinking Skills	Chapter 10 Food Safety Management Systems Quiz and Exam

**Academic Dishonesty:** Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook. <https://www.com.edu/student-services/student-handbook.html> Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material may receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Andrew Gregory Department Chair, Business and Accounting and Culinary Arts at 409-933-8339 or [agregory2@com.edu](mailto:agregory2@com.edu).

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Course outline:

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**CHEF 1205 Sanitation and Safety Tentative Schedule Fall 2024**

- **Week 1 August 19-25**
  - Chapter 1: Keeping Food Safe
  - Chapter 2: Understanding the Microworld
    - Quiz and Exam Review: **August 22 Thursday**
    - Chapter Assignments Due and Exam: **August 26 Monday**
- **Week 2 August 26-September 1**
  - Chapter 3: Contamination, Food Allergens, and Foodborne Illness
  - Chapter 4: The Safe Food Handler
    - Quiz and Exam Review: **August 29 Thursday**
    - Holiday: September 2: SCHOOL CLOSED
    - Chapter Assignments Due and Exam: **September 3 Tuesday**
- **Week 3 September 2- 8**
  - Chapter 5: The Flow of Food: Introduction
  - Chapter 6: The Flow of Food: Purchasing and Receiving
    - Quiz and Exam Review: **September 5 Thursday**
    - Chapter Assignments Due and Exam: **September 9 Monday**
- **Week 4 September 9-15**
- **Week 5 September 16-22**
  - Chapter 7: The Flow of Food: Storage
  - Chapter 8: The Flow of Food: Preparation
- Chapter 9: The Flow of Food: Service
  - Quiz and Exam Review: **September 16 Monday**
  - Study Day: **September 17 Tuesday**
  - Chapter Assignments Due and Exam: **September 18 Wednesday**
- **Week 6 September 23-29**
  - Chapter 10: Food Safety Management Systems
  - Chapter 11: Safe Facilities and Equipment
  - Chapter 12: Cleaning and Sanitizing
    - Quiz and Exam Review: **September 25 Wednesday**
    - Chapter Assignments Due and Exam: **September 30 Monday**
- **Week 7 September 30- October 6**
  - Chapter 13: Keeping Food Safe
  - Chapter 14: Understanding the Microworld
  - Chapter 15: Staff Food Safety Training
    - Exam Review: **October 3 NO QUIZ Thursday**
    - Chapter Assignments Due and Exam: **October 7 Monday**
- **Week 8 October 7-10**
  - Final Review
  - ServSafe Exam: **October 10 Thursday**

## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student Handbook 2024-2025 v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)

Location: COM Doyle Family Administration Building, Student Success Center

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is October 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2<sup>nd</sup> 8-week session is November 26.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

### Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click

here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.