



CHEF-1205-111C1
Sanitation and Safety
Fall 2025

09:00AM - 10:50AM Lecture Monday, Tuesday

Instructor Information: Sherry Rooks srooks@com.edu 409-933-3727

Office hours and location: by appointment Mainland City Centre- Culinary Arts

Required Textbook/Materials: ServSafe Coursebook 8th Edition with ServSafe Exam online Exam Voucher
1 ½ inch Binder

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:

- Exams: No makeup unless approved; 15-point deduction/day up to 2 days.
 - Projects & Presentations: No makeups; missing = zero without approval.
 - Assignments: Late only with approval; 10-point deduction/day up to 3 days
- **Extra Credit: May be offered at the instructor's discretion.**

****In case of a personal emergency, please notify the instructor as soon as possible. Efforts will be made to accommodate the situation fairly, and supporting documentation may be required.**

Attendance Policy: Attendance is based on physical presence in the classroom and will be taken during each class session. Students will earn attendance credit only when physically present. In an 8-week course, students are allowed to miss a maximum of two (2) class sessions. Exceeding this limit may result in withdrawal from the course at the instructor's discretion

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)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
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
Describe food storage and refrigeration techniques	Critical Thinking Skills	Chapter 7: The Flow of Food: Storage Quiz and Exam
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
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.

Course outline:

CHEF 1205 SANITATION AND SAFETY TENTATIVE SCHEDULE

Week #	DATES (MON-SUN)	CHAPTER	MON	TUES	DUE
Week 1	AUG 18 - AUG 24	CHAPTER 1: KEEPING FOOD SAFE CHAPTER 2: UNDERSTANDING THE MICROWORLD	CLASS OVERVIEW LECTURE	LECTURE	
Week 2	AUG 25 - AUG 31	CHAPTER 3: CONTAMINATION, FOOD ALLERGENS, AND FOODBORNE ILLNESS CHAPTER 4: THE SAFE FOOD HANDLER	CH 1-2 QUIZ CHAPTER 3-4 LECTURE	TUES EXAM 1-2 LECTURE	TUESDAY AUGUST 26 CHAPTERS 1-2 STUDY GUIDES
Week 3	SEP 1 - SEP 7	<u>NO CH 3&4 QUIZ</u>	LABOR DAY	TUES EXAM CH 3-4 9-10:30 LECTURE	TUESDAY SEPTEMBER 2 CHAPTERS 3-4 STUDY GUIDES
Week 4	SEP 8 - SEP 14	CHAPTER 5: THE FLOW OF FOOD: INTRODUCTION CHAPTER 6: THE FLOW OF FOOD: PURCHASING AND RECEIVING	LECTURE	LECTURE CH 5-6 QUIZ	

Week 5	SEP 15 – SEP 21	CHAPTER 7: THE FLOW OF FOOD: STORAGE CHAPTER 8: THE FLOW OF FOOD: PREPARATION CHAPTER 9: THE FLOW OF FOOD: SERVICE	LECTURE	EXAM 5-6 LECTURE	TUESDAY SEPTEMBER 16 CHAPTERS 5-6 STUDY GUIDES
Week 6	SEP 22 – SEP 28	CHAPTER 10: FOOD SAFETY MANAGEMENT SYSTEMS CHAPTER 11: SAFE FACILITIES AND EQUIPMENT CHAPTER 12: CLEANING AND SANITIZING	CH 7-9 QUIZ LECTURE	EXAM 7-9	TUESDAY SEPTEMBER 23 CHAPTERS 7-9 STUDY GUIDES
Week 7	SEP 29 – OCT 5	CHAPTER 13: KEEPING FOOD SAFE CHAPTER 14: UNDERSTANDING THE MICROWORLD CHAPTER 15: STAFF FOOD SAFETY TRAINING	LECTURE	EXAM 10-12	TUESDAY SEPTEMBER 30 CHAPTERS 10-11-12 STUDY GUIDES
Week 8	OCT 6 – OCT 10	MONDAY-TUESDAY PRACTICE AND REVIEW DAYS	SERVSAFE CERTIFICATION EXAM FRIDAY OCTOBER 10		TUESDAY OCTOBER 7 CHAPTERS 13-15 STUDY GUIDES

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/student-handbook.html>. *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 accommodation is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: 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 1st 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

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 or 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.