Instructor: Jill Pruett, RDN, LD  
Office: HMS N 101 F  
Course Time/Location: Lab: Tues 2:00pm-3:40pm in HMS 204  
Email: pruettjs@sfasu.edu or Email through D2L  
Office Phone: 936-468-4502  
Credits: 1 Credit Hour  
Office Hours: M/W 9:00am-10:00am; T 12:30pm-1:30pm or by appointment  
Prerequisite: None

I. Course Description:  
This course gives an overview of Meal Management with an emphasis on procuring, planning, preparing and serving. Included in the course is learning how to analyze resource allocation in relation to time, energy, economics, and human factors.

II. Intended Learning Outcomes/Goals/Objectives:  
This course supports the vision, mission, and core values of the College of Education

<table>
<thead>
<tr>
<th>COE Mission</th>
<th>Relation to learning experiences in HMS 139</th>
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</thead>
<tbody>
<tr>
<td>The Mission of the James I. Perkins College of Education is to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development.</td>
<td>This course will afford the student the opportunity to develop competence in understanding and applying knowledge of meal production management principles in lecture and laboratory settings.</td>
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<table>
<thead>
<tr>
<th>COE Core Values</th>
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<tbody>
<tr>
<td>Academic excellence through critical, reflective and creative thinking</td>
<td>Students will use critical, reflective and creative thinking skills in applying course content, food preparation principles and professional research to the lecture and lab assignments.</td>
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<tr>
<td>Collaboration and shared decision making</td>
<td>Students will work together as a team during lecture and laboratory activities and assignments.</td>
</tr>
<tr>
<td>Openness to new ideas, culturally diverse people and innovation and change</td>
<td>Recipes that reflect diverse cultures will be utilized and will expose the students to culturally diverse food.</td>
</tr>
<tr>
<td>Integrity, responsibility, diligence and ethical behavior and</td>
<td>Students will become aware of the impact of values, beliefs and attitudes in relation to diverse populations through ongoing class discussions. Questioning commonly held assumptions and belief systems will be emphasized during lecture along with identifying critical thinking skills needed to exhibit ethical and social behavior.</td>
</tr>
<tr>
<td>Service that enriches the community</td>
<td>Students will understand the value of positive community service in the areas of hospitality and/or nutrition.</td>
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Professional organization standards related to this course include: https://www.ahlei.org, https://www.cmaa.org, https://www.clubcorp.com
I. Program Learning Outcomes:

1. The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Human Sciences.
2. The student will exhibit the professional behavior (strong communication skills, a professional image, a good work ethic, and adequate preparation for employment in his/her specific discipline) expected in the field of Human Sciences.
3. The student will demonstrate competence in his/her specific discipline using oral and written forms.
4. The student will demonstrate a positive service attitude.

II. Student Learning Outcomes:

The course objectives provide an opportunity for the student to:

- Develop an understanding of menu planning principles, menu composition, design, and merchandising.
- Identify human nutritional needs, nutrient functions in the body, and the major food sources of nutrients.
- Explain the psychological, emotional, and social influences on eating habits and the influence of these on nutrition and health.
- Develop an appreciation of the importance of effective human relationships with customers and persons with whom one works.
- Explain the styles of service for commercial operations and basic menu styles.
- Demonstrate recipe standardization skills for various numbers of individuals/customers.
- Develop menus based on individual and group nutritional needs.
- Develop oral and written communication skills.
- Develop computer skills through application.
- Demonstrate cooking techniques with emphasis on nutritional requirements and food science applications.
- Develop an understanding of nutritional contributions to certain medical diagnoses.

The Accreditation Council for Education in Nutrition and Dietetics requires that course content include principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups (ACEND KRD 5.1).

III. Lab Course Assignments, Activities, Instructional Strategies, use of Technology:

Lab Experiences – There will be 3 cooking projects, 1 recipe conversion project and 1 outside of class tour as part of the lab grade.

**FAMILY BUDGET MEAL:** You will work as a team to develop a specific menu involving cost control and profitability. Kitchen groups will plan a nutritious day's worth of meals for a family of four with a total day’s budget of $20. Meals will include breakfast, lunch, dinner and one snack. Each kitchen group will prepare and present the dinner portion of the day’s meal plan including three required components of the menu (starch, protein, vegetable) that also meets nutritional guidelines outlined in the assignment content. The total dinner budget is $7.50 in total for the 4 servings of each meal component. After completion of the cooking lab, groups will hand in the required completed paperwork (see general information below).

Integral to this project, each student will also complete a menu costing worksheet of the dinner meal recipe(s) to demonstrate that the family dinner meal met the $7.50 budget. Each student will complete and upload the recipe costing sheet in LiveText. This assignment meets KRDN 4.2 (Evaluate a budget and interpret financial data)
OUTSIDE OF CLASS TOUR: As a class, we will visit the local community farm, Appleby Community Farm, (http://www.applebycommunityfarm.com/) located at 11825 North US 59 Nacogdoches TX 75965 to learn about community assisted agriculture and understand how to apply the farm to table concept to the Farm to Table Lab.

FARM-TO-TABLE LAB: Each kitchen team will develop a three-course menu based on an assigned produce item available from the community farm. Menu items will include an appetizer, an entrée and either a salad OR a dessert utilizing the vegetable as “the star of the dish”. Each kitchen team will prepare two of the three selected standardized recipes for the class to sample, working within a set budget and timeframe. At the end of the lab, each kitchen group will hand in the required completed paperwork (see below).

CLASSIC RECIPE CONVERSION: The instructor will assign each student a classic recipe and a health concern. Students are expected to research the health concern using reputable government and/or industry sources to identify diet parameters related to the health concern. Then the student will select ingredients in the classic recipe to be changed and recommend appropriate substitutions to make it comply with the diet parameters of the health concern and work in the recipe. Students will present their findings to the class including a short overview of the health concern, diet parameters and recommended ingredient substitutions.

THEMED EVENT: As a kitchen team, students will work to plan, prepare and execute an event focused on the "BookJoy & Bites" initiative, a project partnership with SFASU Elementary Education department and a local Nacogdoches elementary school. Students will choose a children’s book from a set list, select appropriate standardized recipes to compliment the book and prepare 50 tasting samples for school children and a parent who attend during the evening event, along with the rest of the class and faculty guests. Students will be responsible for planning, service, presentation and clean up. Each kitchen group will submit the required completed paperwork. This event will count as four (4) hours toward the required six (6) volunteer service hours for the semester and thus requires an after class time commitment from the students from 3:40pm to 7:30 pm. Please ask for time off from work and/or other extracurricular events early to ensure your attendance.

GENERAL INFORMATION REGARDING ASSIGNMENTS – All cooking assignments will require the following completed paperwork: a accurate, typed market order, printed standardized recipes, completed typed work schedule, recipe costing worksheets and self/team and class evaluations. All paperwork must be completed and turned in by the end of the cooking lab unless otherwise noted to receive full points for the event. The project rubric will be completed by the instructor but will be provided by the student teams with the kitchen member names noted on it. Written assignments include APA format, double-spaced, and typed in 11-pt Arial or New Times Roman font.

Lab Evaluation and Assessments (Grading):

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Budget Family Meal Lab</td>
<td>50</td>
<td>A (90-100%)</td>
</tr>
<tr>
<td>LiveText assignment</td>
<td>20</td>
<td>B (80-89%)</td>
</tr>
<tr>
<td>Classic Recipe Conversion Lab</td>
<td>50</td>
<td>C (70-79%)</td>
</tr>
<tr>
<td>Farm Meal Lab</td>
<td>75</td>
<td>D (60-69%)</td>
</tr>
<tr>
<td>Themed Event</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Attendance/Lab &amp; Tour (10 points each)*</td>
<td>130</td>
<td>F (59% and below)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>475</td>
<td></td>
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</table>

*Lab attendance will be taken during class.
IV. INSTRUCTIONAL STRATEGIES – This class uses didactic (lecture) format with class discussions, group assignments, hands-on practical application, and web-based research.

V. TECHNOLOGY – Desire 2 Learn (D2L) will be used to post announcements, course grades, online assignments, and support information. For help, call the D2L help desk at 936-468-1919.

VI. Tentative Tuesday lab course calendar for HMS 139 Management in Meal Production:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 29</td>
<td>Course Overview, Review Syllabus – Lab experiences and expectations/uniforms/attendance; assign kitchens</td>
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</tbody>
</table>
| Sept 5 | **Standardized recipes lecture**  
Explain $5 Family Budget Meal LAB and Livetext assignment: **HOMEWORK**: research standardized and budget-friendly recipes. Bring paper copies of recipes to Sept 14 lab |
| Sept 12| Family Budget Meal group work. Bring paper copies of recipes to lab to get recipes approved. Explain market order worksheet, recipe costing part of project and paperwork needed for all cooking labs. **Recipe costing worksheet is due by Sept 22 from each student via LiveText.** |
| Sept 19| Meet at KROGER – North Street. Grocery Store Work for Family Budget Meal; Kitchen groups: upload **recipe links and Market Orders DUE by 6 pm TODAY via dropbox.** |
| Sept 26| **BUDGET FAMILY MEAL LAB. WEAR YOUR UNIFORM and BRING ALL MATERIALS**                                                                                       |
| Oct 3  | Explain Farm to Table Lab. Assign ingredients. Show examples of category “stars”. **HOMEWORK**: research seasonal recipes using assigned ingredients. Bring hard copy of recipes and materials to work on in Oct 12 lab |
| Oct 10 | continue Farm to Table Lab planning; **all recipes and market orders due by 6 pm today.** (Tour during lecture)                                               |
| Oct 17 | **FARM TO TABLE LAB. WEAR YOUR UNIFORM and BRING ALL MATERIALS**                                                                                        |
| Oct 24 | Explain BookJoy & Bites Event. **Bring hard copy of recipes to Nov 2 lab.**                                                                                |
| Oct 31 | Explain classic recipe conversion project. **DUE: NOON via dropbox on Nov 30th**  
Work on BookJoy & Bites event—get recipes approved, outline menu and duties for event |
| Nov 7  | Continue work on BookJoy & Bites. **RECIPES AND MARKET ORDERS DUE TODAY by 6 pm**                                                                       |
| Nov 14 | **BOOK JOY & BITES EVENT**                                                                                                                                 |
| Nov 21 | **HAPPY THANKSGIVING**                                                                                                                                      |
| Nov 28 | **Classic recipe conversion due at NOON.** Kitchen groups will present their findings**                                                                    |
| Dec 5  | **Lab Clean Up** – 50 points will be deducted for nonattendance on this day                                                                            |
| Dec 11-15 | **Finals week (for Lecture only)**                                                                                                                              |

The instructor has the right to change or amend this syllabus at any time throughout the semester.

VII. Readings (Recommended but not required):

**Recommended Textbook**

**LiveText Statement: (Required)**
This course collects assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education, using the LiveText data management
system. Students who do not have an existing LiveText account will receive an access code via your SFA Titan email within the first week of class. You will be required to register your LiveText account, and you will be notified how to register your account. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails. If you have questions about LiveText, call ext. 1267 or e-mail SFALiveText@sfasu.edu.

**Additional Resource Textbooks (Not Required)**


**VIII. Course Evaluations:**

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. *Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted. Bonus points will be awarded for completion of the course evaluations.*

**IX. Student Ethics and Other Policy Information:**

**Class Attendance and Excused Absence: Policy 6.7**

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the
student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student's attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences.

**Attendance:**

Due to collaborative and reflective nature of the course and the sequence of activities, students are required to actively participate in a professional manner in classes. There are deadlines that must be met. No Late Assignments will be accepted.

Learning is reciprocal; your participation in the class is essential to the instructional process and will be a factor in the determination of your final grade. Regular and punctual attendance at all scheduled classes is expected. Attendance is critical to the course and will be taken during class; it is the student's responsibility to personally sign the roll sheet every class period. **Do not sign the attendance sheet for another student nor ask someone else to sign in for you.**

Lab attendance is worth 130 points of your total grade. It is important that you attend to understand the material and work with your teams. It also may make the difference between two letter grades at the end of the semester so it is to your advantage to attend classes. Tardiness will result in point deductions. Students are encouraged to be punctual out of courtesy for others, but also to ensure that they will not miss important announcements or be late for class discussion, activities, or tests.

**Attendance for Lab days (whether your group is cooking or not) is MANDATORY FOR PRE EVENT LAB AND EVENT DAYS TO “EXPERIENCE” THE MEALS AND PRESENTATIONS!** Your team depends on you to be there. Only excused absences will not count against your attendance grade. **Refer to “Class Attendance and Excused Absence: Policy 6.7” above.**

However, you are allowed 1 (one) “unexcused” absence for a NON EVENT lab day. This absence covers any type of need such as illness, weddings, car problems, family emergencies, and personal travel, etc. (excludes planned absences for SFA extracurricular functions – documentation is required). For an absence to be considered “excused”, the instructor must receive documentation from the Office of Student Rights & Responsibilities. If additional absences are incurred without official documentation from the Office of Student Rights & Responsibilities, 10 points will be deducted from your attendance points total for each day you are not in attendance. If you exhaust your total points from unexcused absences, and continue to miss class, you will continue to lose points from your total points accrued in the class. In-class activities cannot be made up and 50 points will be deducted from your total grade if absent from scheduled clean up lab day.

**Academic Accommodation for Students with Disabilities:** Policy 6.1 and 6.6

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**Student Academic Dishonesty: Policy 4.1**

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:

- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Penalties for Academic Dishonesty
Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

Student Appeals
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades: Policy 5.5

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct: Policy 10.4

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

Additional Information:
To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:

1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.

2. Provide one of the following primary ID documents: passport, drivers license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at www.texes.ets.org/registrationBulletin/ <http://www.texes.ets.org/registrationBulletin/>). YOU must provide legal documentation to be
allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU. For further information concerning this matter, contact Katie Snyder 936-468-1740 or snyderke1@sfasu.edu.

X. Other Relevant Course Information:

UNIFORM/SUPPLIES: All students in this class MUST have a Chef’s Jacket, Chef’s Toque, Closed-Toe Black Slip-resistant shoes, Black Cotton Pants or Chef Pants, Instant Read Thermometer 0°F-220°F. ALL UNIFORMS MUST BE CLEAN, IRONED/PRESSED, AND PROFESSIONAL IN APPEARANCE! You will be asked to leave if not! ChefWear supplies may be purchased at Barnes and Noble, Jack Backers College Bookstore, or online.

1. All students will wear the hair restraint (toque) purchased with their chef’s coat. In addition, long hair must be restrained with a clip or rubber band.
2. All students will wear black leather closed toe shoes that completely cover the top of the foot near the ankle. The shoes must have rubber soles or non-skid soles.
3. Earrings, necklaces, bracelets, and certain types of facial piercings are NOT allowed. One wrist watch and engagement/wedding ring will be allowed.
4. Fingernails must be clean and of modest length. No fingernail polish or acrylic nails are allowed during lab.
5. Food service gloves are required when open wounds are present on the hands. Other wounds that are not covered by the chef’s coat should be bandaged properly.

GENERAL INFORMATION

- Arrive to class on time (to be on time is to be early!). Yes, you are expected to stay for the entire class. If you have to leave early, notify instructor as to the reason so you are excused and not marked absent.
- Read chapters BEFORE class to enhance participation and contribute to the learning environment.
- CELL PHONE USAGE IS PROHIBITED!! If you are caught texting (whether it is in front of me, under the desk, or however else you have perfected the Art of Texting), you will be asked to leave class and be marked absent. If you are waiting on an important call, let me know ahead of time, and step outside when you need to take the call. There will be times when I will allow the use of Smartphones, Ipads, laptops, etc. to do internet searches during group time to research recipes, ingredients, etc.
- On Exam days, do not come to class wearing ball caps, trench coats, gloves, unnecessary Band-Aids, or anything else that can hide cheat sheets/slips.
- You will need a calculator for this class. We will have food math exercises in class and on exams. Cell phone calculators ARE NOT ALLOWED for exams – NO EXCEPTIONS.
- Practice Food Safety, Fire Safety, and Sharps Safety at all times.
- Do more than your fair share of cleaning! Clean as you go! No one wants to clean up after you!
- Wash your hands properly and frequently!

PROFESSIONAL STANDARDS

1. Students should prepare themselves adequately for each semester. Professors are not able to provide effective student critique when student work is unavailable for review or student effort is lacking.
2. Students should maintain their individual work areas by returning materials to assigned/proper locations and leaving work stations clean and orderly.
3. Students are expected to work in the class area for the duration of the class period unless further instructions are provided by the professor.
4. Students should limit food or drink to the kitchen during non-lab days. Per University policy, food and drink are not allowed in University classrooms/labs.
5. Smoke breaks are not allowed. If you are going through EXTREME nicotine withdrawals and cannot function, ask for permission. Per University policy, smoking is prohibited within University buildings and must be at least 20 feet from any entrance/exit.
6. Students should exhibit professional courtesy and conduct. Examples include a positive work attitude, sensitivity to others, attentiveness, and cooperation.
7. Faculty are committed to provide information and prompt response to students on the web, return student work in a timely fashion, honored posted office hours, provide feedback on student progress, and work with field supervisors.
8. If student dissatisfaction arises, the student's request for a private conference/phone call with the professor serves as the first step toward resolution.