I. Course Description

HMS 222 Public Health and Safety Management – Concepts of public health issues, sanitation procedures and safety management in hospitality industry; ethical responsibility of the administrator; economic aspects of providing health and safe services and work environments.

The Final Exam in this course is the ServSafe Food Protection Manager National Certification Exam through the National Restaurant Association Education Foundation. This certification is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP) and lasts for 5 years. This exam MUST be proctored face-to-face by a registered ServSafe Examination Proctor.

II. Intended Learning Outcomes/Goals/Objectives:

Stephen F. Austin State University Mission:
Stephen F. Austin State University is a comprehensive institution dedicated to excellence in teaching, research, scholarship, creative work, and service. Through the personal attention of our faculty and staff, we engage our students in a learner-centered environment and offer opportunities to prepare for the challenges of living in the global community.

The SFA Way:
At Stephen F. Austin State University, our faculty, staff, alumni and students believe in doing things “The SFA Way.” We expect the best from ourselves and from each other, and we hold each other accountable when we fail to maintain these standards.

Root Principles are the Principles of:
- Respect
- Caring
- Responsibility
- Unity
- Integrity

James I. Perkins College of Education Vision, Mission and Core Values:

Vision:
The Perkins College of Education at Stephen F. Austin State University will be the college of choice for students striving to achieve professional excellence through exemplary programs that are recognized at state, national and international levels.
Mission:
The mission of the Perkins College of Education is to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development.

Core Values:
In the James I. Perkins College of Education at Stephen F. Austin State University, we value and are committed to the following core values, which are reflected in course assignments:

- Academic excellence through critical, reflective, and creative thinking
- Life-long learning
- Collaboration and shared decision-making
- Openness to new ideas, to culturally diverse people, and to innovation and change
- Integrity, responsibility, diligence, and ethical behavior, and
- Service that enriches the community.

School of Human Sciences Mission:

The mission of the School of Human Sciences is to prepare professionals to seek and apply knowledge in Human Sciences for the benefit of individuals and communities in a global environment.

Program Learning Outcomes:
The information taught in this course contributes to the following Program Learning Outcomes:

PLO 1 – Resource Development: The Students will demonstrate the use of appropriate technology and sustainability in the hospitality industry.

PLO 2 – Professional Behavior: 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 and Hospitality.

PLO 4 – Service Attitude: The student will demonstrate a positive service attitude.

Student Learning Objectives:

Students will be able to:

- Identify hazards to the public health in the day-to-day operations of a food preparation, service or dispensing facility.
- Develop or implement specific policies, procedures, or standards aimed at preventing foodborne illness.
- Coordinate training, supervising or directing food preparation activities and taking corrective action as needed to protect the health of the consumer.
- Identify the ways in which food can become contaminated.
- Develop or implement a HACCP program for a hospitality establishment.
- Understand the correct procedures for purchasing, receiving, and storage of food and non-food items.
Identify the correct procedures for cleaning, sanitizing, and maintaining equipment used in a hospitality establishment.

Develop or implement an aggressive pest control program for a hospitality establishment.

Identify the federal, state, and local health standards.

Identify the responsibilities of management maintaining a safe work environment.

For additional information on meaningful and measurable learning outcomes see the assessment resource page [http://www.sfasu.edu/assessment/index.asp](http://www.sfasu.edu/assessment/index.asp).

### III. Course Assignment, Activities, Instructional Strategies, use of Technology:

The MyServSafeLab course code is barrios66564.

Assignment Points: D2L Assignments MUST be completed in D2L. MyServSafeLab chapter TESTBANKS are the ONLY items graded in that course material. The module assignments and the pre/post review tests are to teach you the material.

Quizzes and Exams: Only MyServSafeLab chapter TESTBANKS will be used towards your class grade. There will be 15 TESTBANKS, 1 Exam Review Quiz, and 1 Final Exam this semester.

ALL WORK WILL BE DUE ON FRIDAY EVENINGS!!!

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Quizzes (worth 20 points each)</th>
<th>Discussions (worth 10 pts each)</th>
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<tbody>
<tr>
<td>Sept 1 by 10 p.m.</td>
<td>Testbank 1</td>
<td>Student Intro, Discussion 1</td>
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<tr>
<td>Sept 8 by 10 p.m.</td>
<td>Testbank 2</td>
<td>Discussion 2</td>
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<tr>
<td>Sept 15 by 10 p.m.</td>
<td>Testbank 3</td>
<td>Discussion 3</td>
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<tr>
<td>Sept 22 by 10 p.m.</td>
<td>Testbank 4</td>
<td>Discussion 4</td>
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<td>Sept 29 by 10 p.m.</td>
<td>Testbank 5</td>
<td>Discussion 5</td>
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<td>Oct 6 by 10 p.m.</td>
<td>Testbank 6</td>
<td>Discussion 6</td>
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<tr>
<td>Oct 13 by 10 p.m.</td>
<td>Testbank 7</td>
<td>Discussion 7</td>
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<tr>
<td>Oct 20 by 10 p.m.</td>
<td>Testbank 8</td>
<td>Discussion 8</td>
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<tr>
<td>Oct 27 by 10 p.m.</td>
<td>Testbank 9</td>
<td>Discussion 9</td>
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<tr>
<td>Nov 3 by 10 p.m.</td>
<td>Testbank 10</td>
<td>Discussion 10</td>
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<td>Nov 10 by 10 p.m.</td>
<td>Testbank 11</td>
<td>Discussion 11</td>
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<tr>
<td>Nov 17 by 10 p.m.</td>
<td>Testbank 12</td>
<td>Discussion 12</td>
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<tr>
<td>Nov 24 by 10:00 p.m.</td>
<td>Testbank 13</td>
<td>Discussion 13</td>
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<tr>
<td>Dec 1 by 10:00 p.m.</td>
<td>Testbank 14</td>
<td>Discussion 14</td>
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<tr>
<td>Dec 8 by 10 p.m.</td>
<td>Testbank 15 &amp; Exam Prep Test</td>
<td>Discussion 15</td>
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<tr>
<td>By December 15</td>
<td>Final must be proctored by a Registered ServSafe Proctor</td>
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—I will proctor the Final Exam in the Library on Friday, Dec. 16, 2016

**Instructional Strategies:**

This class is fully online. Students will have multiple ways of accessing course content through online learning modules, audio files, and videos.
Use of Technology/MyCourses:
MyCourses (D2L) AND MyServSafeLab.com will be used to deliver course content, post grades, post notes and assignments and to make announcements. The student’s success in this course will depend upon their ability to check MyCourses at least once a day for any updates or announcements. If the student needs to contact the instructor of the course, please use the e-mail address on the first page or call to make an appointment.

IV. Evaluation and Assessments:
Quizzes-16 @ 20 points each 320

Discussions 16@ 10 points each 160
ServSafe Exam 200
Total points 680

Points to letter grade: Total Points for Grade
609-680 Letter Grade A
541-608 B
473-540 C
405-472 D
0-404 F

The grading scale:
A Excellent 100 – 90
B Good 89 – 80
C Average 79 – 70
D Passing 69 – 60
F Failure Below 60

V. Tentative Course Outline/Calendar:
The students should note that the instructor will make additional assignments and/or modify the schedule of activities as needed.

<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>Week 1 Aug 28-Sept 1</td>
<td>Module 1</td>
<td>Student Introduction</td>
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<td>Chapter 1</td>
<td>Testbank 1 &amp; Discussion 1</td>
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<tr>
<td>Week 2 Sept 2-8</td>
<td>Module 1</td>
<td>Testbank 2 &amp; Discussion 2</td>
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<td>Chapter 2</td>
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<td>3 Sept 9-15</td>
<td>Module 2</td>
<td>Chapter 3</td>
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<td>4 Sept 16-22</td>
<td>Module 2</td>
<td>Chapter 4</td>
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<tr>
<td>5 Sept 23-29</td>
<td>Module 3</td>
<td>Chapter 5</td>
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<tr>
<td>6 Sept 30-Oct 6</td>
<td>Module 3</td>
<td>Chapter 6</td>
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<td>7 Oct 7-13</td>
<td>Module 4</td>
<td>Chapter 7</td>
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<td>8 Oct 14-20</td>
<td>Module 4</td>
<td>Chapter 8</td>
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<td>9 Oct 21-27</td>
<td>Module 5</td>
<td>Chapter 9</td>
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<td>10 Oct 28-Nov 3</td>
<td>Module 5</td>
<td>Chapter 10</td>
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<td>11 Nov 4-10</td>
<td>Module 6</td>
<td>Chapter 11</td>
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<td>12 Nov 11-17</td>
<td>Module 6</td>
<td>Chapter 12</td>
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<td>13 Nov 11-24</td>
<td>Module 7</td>
<td>Chapter 13</td>
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<tr>
<td>14 Nov 25-Dec 1</td>
<td>Module 7</td>
<td>Chapter 14</td>
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<tr>
<td>15 Dec 2-8</td>
<td>Module 8</td>
<td>Chapter 15</td>
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<tr>
<td>16 Dec 11-15</td>
<td>ServSafe Certification</td>
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<tr>
<td>FINALS WEEK!!</td>
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**VI. Required Readings**

**The required Text for this course is:**
National Restaurant Association. *ServSafe Bundle with eText and Online Exam Voucher, 6/e*


*NOTE: You must purchase MyServSafe Lab Access, ServSafe eCoursbook and ONLINE exam access code (bundled together) to complete this course. You cannot access the quizzes without purchasing my MyServSafe Lab Access Code. NO EXCEPTIONS.*

**VII. Course Evaluations:**
“Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. 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 PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!”

In the Perkins 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.

VIII. Student Ethics and Other Policy Information:

**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. This is not a self-paced class. There are deadlines that must be met. NO LATE WORK will be accepted.

In the case of emergencies, the student is responsible for contacting his/her professor in a timely fashion and apprising the professor of the situation. E-mail contact is typically the most efficient and reliable method of contact, however, when an emergency occurs in route, then a phone call is appropriate.

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 (including the first 12 day attendance report) 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. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.
Students with Disabilities

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, 936-468-3004 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/).

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. 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 policy 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](https://www.sfasu.edu/judicial/earlyalert.asp) or call the office at 936-468-2703.
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.texas.ets.org/registrationBulletin/ -<http://www.texas.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 Martin 936-468-1740 or snyderke1@sfasu.edu.

IX. Other Relevant Course Information:

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 exhibit professional courtesy and conduct. Examples include a positive work attitude, sensitivity to others, attentiveness, and cooperation.
3. 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.
4. If student dissatisfaction arises, the student’s request for a private conference/phone call with the professor serves as the first step toward resolution.

General Information:

- You are responsible for logging on and participating in this course. You are expected to view all learning modules, videos and online content for this course.
- This course is not self-paced. There are bi-weekly deadlines.
- You are responsible for scheduling your final certification in the Pearson Lab. More about this will be explained as the semester progresses.
- Take home message:

The faculty member is the facilitator and you are the learner. This means that you read and study the text and any other materials presented, that you ask questions when you do not understand and offer pertinent insights into class discussions.