**SYLLABUS IS SUBJECT TO CHANGE**

I. Course Description:

This course provides 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. This course requires a specific uniform, which costs approximately $100 (See the “Other Relevant Information” section of this syllabus for more details on the required uniform).

To do well in the lab portion of this course, you will want to spend roughly 2-3 hours per week completing assignments and discussions. To do well in the lecture portion of this course, you will want to spend a minimum of roughly 3-4 hours per week reviewing the module content, reading the corresponding textbook chapters, and completing the module quizzes, discussions and assignments.

II. Intended Learning Outcomes/Goals/Objectives:

This course supports the vision, mission, goals, and core values of the Perkins College of Education (PCOE)

<table>
<thead>
<tr>
<th>COE Mission</th>
<th>Relation to learning experiences in HMS 139</th>
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<tbody>
<tr>
<td>The mission of the Perkins College of Education is to prepare competent, successful, caring and enthusiastic professionals from diverse backgrounds dedicated to responsible service, leadership, social justice and continued professional and intellectual development in an interconnected global society.</td>
<td>This course will afford the student the opportunity to develop competence in understanding and applying knowledge of meal production management principles in a variety of settings.</td>
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<table>
<thead>
<tr>
<th>PCOE 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 coursework.</td>
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<tr>
<td>Collaboration and shared decision making</td>
<td>Students will work independently and as a team to complete assigned coursework.</td>
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<tr>
<td>Openness to new ideas, culturally diverse people and innovation and change</td>
<td>Recipes including those that reflect diverse cultures will be utilized in the laboratory setting and will expose the students to culturally diverse food.</td>
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<tr>
<td>Integrity, responsibility, diligence and ethical behavior</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>
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<tr>
<td>Service that enriches the community</td>
<td>Students will understand the value of food systems and its effect on the local, state, national and global community.</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.

*The Accreditation Council for Education in Nutrition and Dietetics (ACEND) 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 and food budgeting (ACEND KRD 5.1).

II. Student Learning Outcomes:
After successful completion of this course, the student will:

- Apply an understanding of menu planning principles, menu composition, design, and merchandising.
- Identify and utilize resources to apply to human nutritional needs, nutrient functions in the body, and the major food sources of nutrients to coursework.
- Understand 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 communication with customers and persons with whom one works.
- Explain the styles of service for commercial operations and basic menu styles.
- Demonstrate recipe preparation skills for various numbers of individuals/customers to be served.
- Develop menus based on individual and group nutritional needs.
- Develop oral and written communication skills.
- Develop computer skills through application of course content to assignments.
- Demonstrate cooking techniques with emphasis on nutritional requirements and food science applications.
- Develop an understanding of nutritional contributions to certain medical diagnoses.
- Have a basic understanding of food budgeting and how to conduct recipe costing.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:
Brightspace enhancements will be used for this course. You can access Brightspace via http://d2l.sfasu.edu. If you need help with Brightspace, please contact the Brightspace help desk at 936-468-1919. Please refer to the “Evaluations and Assessments (Grading)” section of this syllabus for a detailed description of all graded course activities and assessments.

IV. Evaluation and Assessments (Grading):
1. Lecture Preparation. Students will be required to participate in all individual and group discussions, assignments, and take all quizzes. It is the student’s responsibility to follow the course timeline and submit all work on time and to the best of his/her ability. Students should contact the instructor when questions arise and gain additional information or updates in the course through regular interaction in the course in Brightspace including all news sent by the instructor throughout the semester.

2. Lab Preparation. Students will be required to participate in all individual and group discussions, assignments and take all quizzes. It is the student’s responsibility to follow the course timeline and submit all work on time and to the best of his/her ability. Students should contact the instructor when questions arise and gain additional information or
updates in the course through regular interaction in the course in Brightspace including all news sent by the instructor throughout the semester.

3. Quizzes (5 quizzes = 75 total points for lecture)

A total of 5 (five) module quizzes are part of the lecture grade for this course. Quizzes will cover the specific module content, any PowerPoint presentations provided and textbook material on the scheduled date. The textbook is recommended but not required to complete the Brightspace quizzes. All quizzes will be timed; however, you will be allowed to revisit a question. There will be no make-up quizzes. Failure to complete a quiz by the due date will result in a zero because you will have at least a week to complete the reading within the module and take the quizzes. Quizzes are open all semester and you are given ample time to complete them; therefore, excuses are rarely accepted. Copying from someone else's screen while taking the quizzes, visiting other sites while your browser is opened to the quiz, using your notes or the textbook, giving or receiving an advance copy of the quizzes, getting an old copy of the quizzes, or hiring a surrogate test-taker will all be considered cheating and are flagrant violations of University policy.

It is recommended to take quizzes on a computer that is not reliant on WiFi Internet service to ensure a consistent connection. If you experience problems while taking a quiz, you may want to contact D2L support at 9336-468-1919. You may be able to resume the quiz and complete it within the time restriction. Make sure to contact your instructor as soon as possible to report the problem.

4. Assignments (8 assignments with 210 points total for lecture; 1 assignment = 30 points for lab).

Assignments are part of both lecture and lab grade for this course. Assignments are either due via Dropbox, are discussions, or are quizzes that are called “assignment” quizzes in Brightspace. The textbook and lab experiences will be required to complete the Brightspace assignments. Some assignments will be completed in class; however, you will still be asked to upload proof of completion into Dropbox for most of the in-class assignments. The majority of the assignments are completed outside of class.

5. Discussions (7 discussions in lecture = 75 points; 5 discussions in lab = 95 points)

6. Volunteer Service Learning (25 points). In order to prepare competent professionals for a global society, the Human Sciences faculty has implemented a service learning component across multiple courses. Students are required to locate food and/or nutrition events and obtain instructor approval that will be completed within the semester to fulfill this component. Hours will be documented by both the student and the approved site supervisor. Each student must complete 3 hours of volunteer service during the semester and the hours will count for 25 points. NOTE: this is an ‘all or nothing’ grade. If less than 3 hours are worked, the result will be a zero (0) grade. This service learning opportunity will expose students to the important cross-cutting themes within the Body of Knowledge of Human Sciences. These themes include: communication skills, critical thinking, diversity, global perspectives, professionalism, independence and community development.

continued
**Please note: lecture and lab grades are two separate grades.**

Your lecture grade is based on your lecture discussion, quiz and assignment grades; your lab grade is based on your lab discussion, group work and assignment grades. Please refer to the course gradebook to determine which activities are for lecture and lab grades. In addition, lecture and lab grades will be entered independently when grades are due. Lecture is worth 2 credit hours and lab is worth 1 credit hour.

**Using technology in online testing**

If you choose to take an exam at a computer that is not supported by the University you will do so at your own risk. Inability to access the exam, finish the exam or submit an exam during the designated exam time due to unreliable internet connections or other technical problems at an off-campus computer will not be accepted as a valid excuse. Your exam will be graded “as is.” Using a campus computer does not guarantee that connections may be lost, however, they do guarantee a reliable way to verify interruptions of service. This alone could save your grade. It is best to take the exam during the 8am-5pm work day in the event you have technical problems. If you need technical assistance during an exam, please call the Brightspace help desk at 936-468-1919.

V. Tentative Course Outline/Calendar.

This is a tentative outline of the course schedule. As a general rule, all modules open up on Tuesdays, initial discussion posts (if scheduled) and some assignments are due on Fridays, and response posts, along with quizzes, assignments, group work, etc. are due on following Monday that each module starts. However, please refer to the course timeline for exact due dates, to know specific due dates and times.

Also, please refer to the module content for details on how to complete the activities listed below. The instructor reserves the right to make changes to this schedule at any time. Please check this page weekly, or more, to manage assignment due dates and times. **NOTE: Graded work will not be accepted after the due date and time, unless prior arrangements have been made with the instructor.**

### Grade Assignments

<table>
<thead>
<tr>
<th>Grade Assignments</th>
<th>Lecture</th>
<th>Lab</th>
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<tbody>
<tr>
<td>Quizzes -- 75 points total (5 Quizzes)</td>
<td>My Culinary Labs: 90 points total (3 @ 30 points each)</td>
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<tr>
<td>Discussion topics (7) -- 75 points total</td>
<td>5 Discussion topics -- 95 points total</td>
<td></td>
</tr>
<tr>
<td>Assignments -- 215 points total (8 assignments)</td>
<td>Assignments -- 30 points total (1 assignment)</td>
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</tr>
<tr>
<td>Recipe Costing: (2 recipes) 55 points total</td>
<td>Meal Management Team Activities (10 activities) = 195 total points</td>
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</tr>
<tr>
<td>Volunteer Service -- 25 total points</td>
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<tr>
<td>445 Points Total</td>
<td>410 Points Total</td>
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*Note: there are two bonus opportunities worth 15 points.*

### Grading Scale

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>90% - 100%</td>
<td>80% - 89%</td>
<td>70% - 79%</td>
<td>60% - 69%</td>
<td>Less than 60%</td>
</tr>
<tr>
<td>MODULE</td>
<td>DATE</td>
<td>Activities: Readings, Assignments, Quizzes, Discussions</td>
<td>DUE DATE/TIME</td>
<td></td>
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</tbody>
</table>
| GETTING STARTED               | Jan 22 Tu  | Course Opens  
Begin the “Getting Started” Module |                     |
|                               | Jan 25 F   | Class **Discussion:** Introductions                     | 1/25 @ 11:59pm      |
|                               | Jan 28 M   | Class **Discussion:** Respond to 2 posts                | 1/28 @ 11:59pm      |
|                               |            | **Assignment:** Favorite Activity Photo                  | 1/28 @ 11:59pm      |
|                               |            | **Quiz:** Syllabus Quiz                                  | 1/28 @ 11:59pm      |
|                               |            | Individual **Discussion:** Course Expectations           | 1/28 @ 11:59pm      |
| MEAL MANAGEMENT DECISIONS     | Jan 29 Tu  | Begin the ‘Meal Management’ Module  
**Read** Chapters 10, 11, 12  
**Review** the ‘Trends’ Module |                     |
|                               | Feb 1 F    | Class **Discussion:** Kitchen Equipment                  | 2/1 @ 11:59pm       |
|                               | Feb 4 M    | Class **Discussion:** Respond to 2 posts                | 2/4 @ 11:59pm       |
|                               |            | **Assignment:** Create Kitchen Equipment  
Demonstration PowerPoint | 2/4 @ 11:59pm       |
|                               |            | Individual **Discussion:** Teamwork                      | 2/4 @ 11:59pm       |
| NUTRITION                      | Feb 5 Tu   | Begin Nutrition Module  
**Read** Chapter 2  
**Review** Nutrition PowerPoint |                     |
|                               | Feb 11 M   | **Assignment:** Kids Meal Evaluation                    | 2/11 @ 11:59pm      |
|                               |            | **Quiz:** Nutrition                                     | 2/11 @ 11:59pm      |
|                               |            | Individual **Discussion:** Nutrition Goals               | 2/11/@ 11:59pm      |
| MEAL PLANNING                  | Feb 12 Tu  | Begin the ‘Planning Meals’ Module  
**Read** Chapters 1, 3  
**Review** Recipe Costing PowerPoint |                     |
|                               | Feb 15 F   | **Quiz:** Recipe Costing                                | 2/15 @ 11:59pm      |
|                               |            | **Quiz:** Menu Design and Psychology                     | 2/15 @ 11:59pm      |
|                               | Feb 18 M   | **Assignment:** Jail Menu Evaluation                    | 2/15 @ 11:59pm      |
|                               | Feb 25 M   | Group Work: Team Concept & Menu plan                    | 2/18 @ 11:59pm      |
|                               |            | Group work: Team **Menu Development**  
PLUS: Self/Team **Evaluation** | 2/25 @ 11:59pm      |
| FOOD BUYING                   | Feb 26 Tu  | Begin the ‘Food Buying’ Module  
**Read** Chapters 4, 5, 6, 7, 8, 9 |                     |
|                               | Mar 1 F    | Individual Discussion: Teamwork 2                      | 3/1 @ 11:59pm       |
|                               | Mar 4 M    | Group work: Team Produce Modification **Plan**         | 3/1 @ 11:59pm       |
|                               | Mar 8 F    | Team Produce **Menu PLUS Self/Team Evaluation**       | 3/4 @ 11:59pm       |
|                               | Mar 15 F   | Assignment: Produce Recipe **Costing**                | 3/8 @ 11:59pm       |
|                               |            | My Culinary Lab: **Prepare** Produce Meal              | 3/15 @ 11:59pm      |
| SPRING BREAK                  | Mar 18-22  | HAVE A SAFE AND HAPPY BREAK!!!! |                     |
### SERVICE & HOSPITALITY (24 days)

**Mar 26 Tu** Begin the ‘Service and Hospitality’ Module  
**Read** Chapters 13, 14, 15, 16, 17

**Mar 29 F** Group Work: Team Event **Plan** PLUS  
Self/Team **Evaluation**

**Apr 1 M** Group **Assignment**: Detailed **Team Event Paper**  
PLUS Self/Team **Evaluation**

**Apr 8 M** **Assignment**: Budget Meal **Standard Recipes, Market order** and **LiveText Recipe Costing**

**Apr 12 F** Culinary Lab: **Prepare** Nutritious Budget Meal

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### TRENDS  
**All semester**

**Jan 22 Tu** Trends Module Opens  
Review Trends PowerPoint  
Complete optional (bonus) university course evaluations  
In Brightspace D2L  
University deadline

**Apr 17 W** **Quiz**: Trends Quiz

**Apr 22 M** **Assignment**: **TRENDS PAPER DUE**

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### EASTER HOLIDAY  
**Apr 18-19** **HAPPY EASTER!!!**

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### VIDEO (2 weeks)

**Apr 23 Tu** Begin Video Module  
Review Video Tips video  
Research video creation tool (online)

**Apr 26 F** Group Work: Video Creation Tools Discussion

**May 6 M** **Assignment/Group Work**: FS Menu Concept **Video**

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### WRAPPING UP

**May 7 - 10**  
**Individual Discussion**: Legacy  
**Class Discussion**: Recipe for Success

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### COURSE COMPLETE!!!  
**HAPPY SUMMER BREAK**

The instructor reserves the right to change this syllabus any time throughout the semester.

### VI. Readings:

**Required Textbook**  
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.

**Calculator (Required)**  
Simple calculator is needed for basic mathematical calculations—addition, subtraction, multiplication and division only.
Additional Resource Textbooks (Not Required)


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: Found at https://www.sfasu.edu/policies/

Class Participation and Excused Absence: Policy 6.7 Documented participation, and, if indicated in the syllabus, submission of completed assignments are expected for all quizzes, 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 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 participation 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. In some cases, make up work will not be accepted since the modules are open for at least 7 days and allow for flexibility in work submission.

**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, 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/).

**Student Academic Dishonesty: Policy 4.1** Abiding by university policy on academic integrity is a responsibility of all university faculty and staff. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) 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 your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.
Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp).

**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 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.
IX. Other Relevant Course Information:

**Lab Preparation:** You MUST adhere to the following standards in order to participate in the lab portion of the class. Any student not adhering to these standards will have points deducted from specific projects.

1. All students will purchase the purple SFA chef’s coat, black pants, black toque, black slip-resistant shoes, and instant-read thermometer. The price for the entire uniform is about $80-$100. Don’t be alarmed with the cost; you will wear these items for at least 2 more courses. Obtain the uniform at Barnes & Noble Bookstore in the SFA Student Center (2301 North Street, (936) 462-7328), Jack Backers College Bookstore (315 E. College, (936) 205-5708) or online. All majors and non-majors alike are also required to conform to the dress code.

2. All students will wear the hat (toque) purchased with their chef’s coat. In addition, long hair must be restrained with a clip or rubber band.

3. **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.**

4. Earrings, necklaces, bracelets, and certain types of facial piercings are NOT allowed.

5. Fingernails must be clean and of modest length. No fingernail polish or acrylic nails are allowed during lab.

6. 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.