I. Course Description:

Meal management with emphasis on procuring, planning, preparing and serving. Analysis of resource allocation in relation to time, energy, economics, and human factors. Prerequisites: HMS 137/137L.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

This course supports the mission of the College of Education “to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development”.

The College of Education values and goals are:
1. Academic excellence through critical, reflective, and creative thinking
2. Life-long learning
3. Collaboration and shared decision-making
4. Openness to new ideas, to cultural diverse people, and to innovation and change
5. Integrity, responsibility, diligence, and ethical behavior
6. Service that enriches the community

Program Learning Outcomes:

1. **PLO 1 – Resource Development:** The Students will demonstrate the use of appropriate technology and sustainability in the hospitality industry.
2. **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.
3. **PLO 3 – Key Ratios:** The student will calculate, interpret and understand key ratios, financial statements and budgets, related to the hospitality industry.
4. **PLO 4 – Service Attitude:** The student will demonstrate a positive service attitude.

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 person with whom one works.
- Explain the styles of service for commercial operations and basic table setting 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 to nutritional requirements and meat cookery.
- Develop an understanding of nutritional contributions to certain medical diagnoses.
The Accreditation Council for Education in Nutrition and Dietetics requires that course content include evaluation of a budget and interpretation of financial data (ACEND KRDN 4.2).

Course Goals
Your Meal Management course will incorporate the influences of contemporary lifestyle and world politics on meal management in restaurants, institutions, and the home. Some of the concerns addressed in this course include food safety and the importance of food for achieving and maintaining a healthy weight while also maximizing the sociability, pleasure, and comfort that good food can bring to our lives. This course is designed to facilitate the mastery of the knowledge required to produce and serve healthful, appetizing, and beautiful meals.

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

COURSEWORK –

Getting Started: The ‘Getting Started’ module contains activities to familiarize yourself with the course assessment tools. Successful completion of ALL activities in the module will allow you to earn points toward your final grade.

Individual Journal Activities: Journal activities utilize a personal journal in which you will communicate directly with your instructor. Your thoughts and comments are shared only with the course instructor.

Class Discussions: These forums are used to generate discussion between you and your fellow classmates.

Quizzes: You will have 3 quizzes cover Nutrition, Measurement Conversions, and Menu Design.

Lab Activities: My Culinary Lab is a way for you to experience what you are learning. These individual lab activities are to be conducted in your own kitchen. You will be required to make small market purchases to complete the labs.

Written Paper: You will complete a semester-long paper as a final assessment. Details, including writing style and presentation, will be provided on D2L.

Team Activities: These activities are to be completed by pre-assigned teams of students. These assignments may include discussions, papers and/or presentations, and peer evaluations. A detailed description of each assignment is provided on D2L. Teams and team activities are a core component of this class, so read and follow directions carefully.

INSTRUCTIONAL STRATEGIES – This class will be administered 100% online. The student is the learner and must demonstrate initiative and motivation to complete the required work in this course.

Students will conduct labs in their home kitchens. Students will need access to necessary cooking equipment and supplies, as outlined in individual assignments. Students will also need to dress appropriately for the labs, including a chef’s coat, lab coat, or apron, hair restraint, long pants or skirt, and closed-toe, rubber-soled shoes. Students should also demonstrate proper hand-washing and safe food handling techniques when working in the kitchen.

TECHNOLOGY – This course will be delivered through the university’s Learning Management System (LMS), D2L. Each student is required to have access to a computer with internet capabilities in order to access the course. Each student is also required to have a working, university (sfasu.edu) email account. As a student of Stephen F. Austin State University, you have free access to this course’s D2L site. You will need to access the course regularly throughout the semester.

If at any point during the course you experience technical difficulties in D2L, please let your instructor know immediately. You will also need to contact Andra Floyd, head of the SFASU D2L support team, by email (afloyd@sfasu.edu) or phone (936-468-1919) for technical help.

Assignments for this course will be submitted electronically through D2L, unless otherwise instructed. Some assignments require audio files. Students must have a working computer microphone or the ability to add audio to files on their computer to complete these assignments. Files with audio are submitted as PowerPoint files. All other submitted files must be in PDF or Word format.
IV. Evaluation and Assessments (Grading):

<table>
<thead>
<tr>
<th>Module</th>
<th>Credits</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started Module</td>
<td>15</td>
<td>A</td>
<td>90%-100%</td>
</tr>
<tr>
<td>Meal Management Module</td>
<td>75</td>
<td>B</td>
<td>80%-89%</td>
</tr>
<tr>
<td>Nutrition Module</td>
<td>55</td>
<td>C</td>
<td>70%-79%</td>
</tr>
<tr>
<td>Menu Planning Module</td>
<td>110</td>
<td>D</td>
<td>60%-69%</td>
</tr>
<tr>
<td>Food Buying Module</td>
<td>135</td>
<td>F</td>
<td>0%-59%</td>
</tr>
<tr>
<td>Service and Hospitality Module</td>
<td>120</td>
<td></td>
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<tr>
<td>Trends Module</td>
<td>50</td>
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<tr>
<td>Wrapping Up Module</td>
<td>15</td>
<td></td>
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<td><strong>TOTAL</strong></td>
<td><strong>575</strong></td>
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You will receive the same for the lecture and lab sections of HMS 139.

V. Tentative Course Outline/Calendar:

**July 16-20**
- **Getting Started Module**
  - Introductions
  - Favorite Activity Photo
  - Syllabus Quiz (Bonus)
  - Course Expectations

**July 20-24**
- **Meal Management Module**
  - Kitchen Equipment Discussion
  - Kitchen Equipment Demo
  - Teamwork Assignment
  - Measurement Conversion Quiz

**July 20-28**
- **Nutrition Module**
  - Kid’s Meal Poster
  - Nutrition Quiz
  - Personal Nutrition Goals

**July 24-31**
- **Menu Planning Module**
  - Menu Design Quiz
  - Jail Menu Assignment
  - Team Menu Planning
  - Team Menu Development
  - Self/Team Evaluation

**July 31-Aug 6**
- **Food Buying Module**
  - Teamwork 2 Assignment
  - Team Food Buying
  - Team Menu Modifications
  - Self/Team Evaluations
  - My Culinary Lab – Produce Meal
  - Produce Meal Budget

**Aug 6-15**
- **Service and Hospitality Module**
  - Team Event Plan
  - Team Event Paper
  - Self/Team Evaluation
  - My Culinary Lab – Nutritious Meal
  - Nutritious Meal Budget

**Aug 6-16**
- **Trends Module**
  - Trends Paper

**Aug 10-15**
- **Wrapping Up Module**
  - Legacy Assignment
VI. Readings (Required and recommended—including texts, websites, articles, etc.):

**Recommended Textbook**
Fundamentals of Meal Management (5th edition)
Author: Margaret McWilliams
ISBN: 9780135140864

Textbook readings are provided in each module of this course, and the textbook provides a great reference for many of the activities and assignments. The quizzes do not draw from the textbook, though, so the textbook is recommended, not required.

**LiveText** account, ISBN# 978-0-979-6635-4-3. 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 a 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.

If you are purchasing LiveText for the first time, you need to complete the My Cultural Awareness Profile (MCAP) found within your LiveText account. You should complete the MCAP within the first month of long terms and within the first week of short terms.

**Additional Resource Textbooks**

VII. 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.

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 QUIZZES will be accepted.

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/.

Academic Integrity
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 Semester Grades Policy (A-54)
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, driver’s 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 limit food or drink to the kitchen during non-lab days. Per University policy, food and drink are not allowed in University classrooms/labs.

3. Students should exhibit professional courtesy and conduct. Examples include a positive work attitude, sensitivity to others, attentiveness, and cooperation.

4. 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.

5. If student dissatisfaction arises, the student’s request for a private conference/phone call with the professor serves as the first step toward resolution.

**NETIQUETTE**

Netiquette refers to “Network Etiquette”. It is the way one should behave when sending email, posting to threaded discussions, or chatting online.

Here are some basic rules to help you get the most out of your online learning:

- **ALL CAPS IMPLIES THAT YOU ARE SHOUTING** - Please do not do this!
- **Watch your “tone”** - it’s written, not verbal communication. It can be very easy to misinterpret someone’s meaning online.
- **Check your spelling** - Always!
- **Make your messages easier to read by making your paragraphs short and to the point.**
- **Never “say” anything that you would not want posted on the wall of a face to face classroom, because it could be!**
• Behave as you would in a face-to-face classroom.
• Remember there is a real live person at the other end reading your posts and email. Treat them with respect.
• Foul language, insults and harassment are not tolerated (just as it would not be tolerated in a face to face classroom).
• Think about what you have written before you submit it.