School of Human Sciences
HMS 139-L050 MANAGEMENT IN MEAL PRODUCTION
Lecture/Lab
Spring 2020

Instructor: Jill Pruett, MS, RDN, LD
Office: 101F HMS North
Course Time & Location: Lecture TR 12:30-1:20pm; Lab T 1:30-3:10
Email: pruettjs@sfasu.edu or through Brightspace D2L
Office Phone: (936) 468-7010
Office Hours: MTWR 11am-12pm (noon)
Prerequisites: None

NOTE: Emails and phone calls will be responded to within 24-48 hours, Monday-Friday. The preferred method of communication is through email.

**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. The lab portion of 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 articles, conducting research, and completing the module quizzes and assignments.

Diversity Statement: The James I. Perkins College of Education is committed to proactively recruiting and retaining a diverse faculty, staff, and student population. Through open dialogue, mutual respect, and shared responsibility, faculty, staff, and students will demonstrate an understanding and sensitivity to ethnicity, race, gender, exceptionalities, culture, language/dialect, age, social class, family structure, sexual orientation, religion, and spiritual values in order to enhance the quality of life in a diverse, global community.

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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<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>Life-long learning</td>
<td>Students will utilize the process of learning to develop and/or expand menu planning and nutrition interests through key concepts taught in the course.</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><strong>Openness to new ideas, culturally diverse people and innovation and change</strong></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><strong>Integrity, responsibility, diligence and ethical behavior</strong></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><strong>Service that enriches the community</strong></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.ahlei.org), [https://www.cmaa.org](https://www.cmaa.org), [https://www.clubcorp.com](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, and Instructional Strategies use of Technology:**
Brightspace enhancements will be used for this course. You can access Brightspace via [http://d2l.sfasu.edu](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 and exams. 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 D2L including all news sent by the instructor throughout the semester.

2. Lab Preparation. Students will be required to participate in all culinary labs, individual and group discussions, and assignments. 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 D2L including all news sent by the instructor throughout the semester.

3. Quizzes and Exams (3 quizzes and 2 exams = 295 total points toward lecture grade)

Quizzes will cover measurement conversions handout and Menu Design and Psychology lecture and PowerPoint presentations. One bonus quiz over the syllabus will be offered at the beginning of the semester. Exams will cover online and lecture content, powerpoint presentations, assignment key learning and associated articles on the scheduled dates. Each exam will have an in class portion as well as an online portion. The textbook is recommended to supplement the course content, but is not required to complete the Brightspace quizzes and exams. All quizzes and exams will be timed; however, you will be allowed to revisit a question. There will be no make-up quizzes. Failure to complete a quiz or exam by the due date will result in a zero unless prior instructor approval has been determined. Student ethics and dishonesty policies apply to in class and online completion of quizzes and exams. This includes not copying from someone else's screen while taking the quizzes and exams, 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. Cheating and other violations of University policy may result in a zero grade, failure of the course or expulsion from the university.

It is recommended to take quizzes on a computer that is not reliant on WiFi Internet service to ensure a consistent connection. You should also use Chrome or Firefox browsers, but NOT Internet Explorer. If you experience problems while taking a quiz, you may want to contact Brightspace D2L support at 9336-468-1919. You may be able to close your browser, open Chrome or Firefox and resume the quiz and complete it within the time restriction, although the timer will still be counting down during that time period. Make sure to contact your instructor as soon as possible after an incident to report the problem.

4. Assignments (5 assignments totalling 230 points for lecture grade; 2 assignments worth 50 points for lab grade).

Assignments are part of both lecture and lab grades for this course. Assignments are either due via Dropbox or LiveText, and one discussion, all found in Brightspace D2L. The outside research, in class group work and lab lecture will be required to complete the Brightspace assignments. Some assignments will be started in class; however, you will be asked to upload completed work into Dropbox for all assignments. The majority of the assignments are completed outside of class.

5. Attendance (30 total points can be earned towards the lecture grade; 5 points per culinary lab can be earned for full participation in lab planning and execution). Attendance in lecture will be taken unannounced at various times during the semester, including in-class group work allotted for the final major FS Menu Concept Project. Participation points in involve assisting team in planning and executing culinary labs, as well as wearing the full uniform and clean up associated with the labs.

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 sign up for hospitality supported events totaling 4 service hours to be completed within the semester. The main event in lab
partnered with SFA elementary education students will fulfill this requirement. The hours will count for 25 points. NOTE: this is an ‘all or nothing’ grade. If less than 4 hours are worked, the result will be a zero (0) grade. This service learning opportunity will expose students to the important cross-cutting themes such as communication skills, critical thinking, diversity, global perspectives, professionalism, independence and community development.

Points toward lecture and lab are outlined below:

<table>
<thead>
<tr>
<th>Grade Assignments</th>
<th>LECTURE</th>
<th>LAB</th>
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<tbody>
<tr>
<td>Quizzes -- 40 points total</td>
<td>Assignments -- 225 points total (4 assignments)</td>
<td>Assignments -- 50 points total (2 assignments)</td>
</tr>
<tr>
<td>(2 Quizzes)</td>
<td>Attendance -- 30 points total</td>
<td>Attendance -- points built into each culinary lab (planning and execution)</td>
</tr>
<tr>
<td>Exams -- 250 points total</td>
<td>Volunteer Service -- 25 total points</td>
<td>Culinary Labs: 280 points total (6 labs)</td>
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<tr>
<td>(2 exams)</td>
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<tr>
<td>Assignments -- 225 points</td>
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<tr>
<td>total (4 assignments)</td>
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<tr>
<td>Attendance -- 30 points</td>
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<tr>
<td>total (2 exams)</td>
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<tr>
<td>Volunteer Service -- 25</td>
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<tr>
<td>total points</td>
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<tr>
<td>570 Points Total</td>
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<td>330 Points Total</td>
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Note: there are two bonus opportunities worth 15 points.

**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 for both the lecture and lab portions of the class. 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 calendar 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.
<table>
<thead>
<tr>
<th>MODULE</th>
<th>DATE</th>
<th>Activities: Readings, Assignments, Quizzes, Discussions</th>
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</table>
| **GETTING STARTED**    | Jan 16 Th    | **Lecture:** Syllabus, course calendar, expectations  
                             Read the “Getting Started” Module |
|                        |              | **HOMEWORK:** Read Teamwork Skills module including articles. |
|                        |              | **BONUS:** Syllabus Quiz DUE by Jan 23 at 12:30pm |
| **TEAMBUILDING**       | Jan 21 Tu    | **Lecture:** What is a team?  
                             Teambuilding exercise |
|                        | Jan 21 Tu    | **Lab:** Overview and expectations, lab activities (including Book Bites event), uniform, attendance, sanitation and safety.  
                             Introductions, sign Injury contracts; Assign kitchen groups. Create team name.  
                             Hand out measurement conversions chart |
|                        | Jan 23 Th    | **Lecture:** Foodservice segments. Overview of FS Menu Concept final project and review past projects. Assign Final project teams. |
|                        |              | **FS MENU CONCEPT GROUPS:** Create a team name/Compile list of things you need to know/what you know already. **HAND** in at end of class. |
| **MEAL MANAGEMENT**    | Jan 28 Tu    | **Lecture:** Menu Basics/ Menu Planning |
|                        | Jan 28 Tu    | **Lab:** Standardized recipes presentation and recipe demo details. Kitchen equipment demonstration drawing. Create demonstration outline. Determine food item needed to demonstrate equipment, if any |
|                        | Jan 30 Th    | **Lecture:** **Quiz:** Measurements and conversions in class  
                             Cycle menus; Nacogdoches Medical Center  
                             Explain Jail menu assignment **DUE Feb 6 by 12:30 pm** |
| **RECIPE COSTING**     | Feb 4 Tu     | **Lecture:** Recipe Costing Presentation. Handout worksheet |
|                        | Feb 4 Tu     | **Lab:** **Equipment Demonstration Presentations. WEAR YOUR UNIFORM TODAY** |
|                        | Feb 6 Th     | **Lecture:** Jail Menu evaluation **DUE TODAY at 12:30pm**  
                             Jail Menu key learning discussion  
                             Recipe Costing learning groups |
| **MARKET SURVEY**      | Feb 11 Tu    | **Lecture:** Market Survey Presentation |
|                        | Feb 11 Tu    | **Lab:** Eating on a budget presentation; Explain $7.50 Nutritious Budget Family Meal LAB and LIVETEXT recipe costing.  
                             Research standardized recipe(s) for lab; get instructor approval on recipe(s) during class. **Market orders and recipe links DUE on Feb 18 by end of lab.** |
LIVETEXT Recipe Costing assignment DUE Feb 18 by 11:59 pm for each student!

Feb 13 Th  
**Lecture:** FS MENU CONCEPT PROJECT IN CLASS WORK—Market survey details/slide(s). Hand in at end of class

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**TRENDS/YIELD COSTING**

Feb 18 Tu  
**Lecture:** Trends Presentation  
**HOMEWORK:** Explain Trends summary paper  
Due Feb 25 by 12:30 pm

Feb 18 Tu  
Lab: Market order worksheet. Continue working on Budget Meal Lab. Market orders, work schedules, and recipe links due by end of LAB TODAY. LIVETEXT recipe costing assignment DUE TODAY BY 11:59pm

Feb 20 Th  
**Lecture:** Yield costing presentation

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**EXAM 1**

Feb 25 Tu  
**Lecture:** Trends summary paper DUE TODAY by 12:30pm  
Exam 1 review

Feb 25 Tu  
**Lab:** BUDGET MEAL LAB. WEAR YOUR UNIFORM

Feb 27 Th  
**Lecture:** EXAM 1 covering teamwork, segments, measurements and conversions, basic menu planning, trends, market survey, recipe and yield costing, standard menus, eating on a budget

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Mar 3 Tu  
**Lecture:** FS MENU CONCEPT GROUP WORK—IN CLASS: Identify two trends to include in project. HAND in at end of class. Choose 4-5 signature menu items to include in menus.

Mar 3 Tu  
**Lab:** Yield Costing Lab. WEAR YOUR UNIFORM

**NUTRITION – PART 1**

Mar 5 Th  
**Lecture:** Nutrition Presentation Part I

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**SPRING BREAK**

**MARCH 9-13**  
HAVE A SAFE AND FUN SPRING BREAK

**NUTRITION-PART 2**

Mar 17 Tu  
**Lecture:** Nutrition Presentation/Dietary Guidelines Part II  
Explain kids meal assignment DUE Mar 24 by 12:30pm

Mar 17 Tu  
**Lab:** Explain Book Bites Event. Show Bites presentation. Explain farm to table recipe requirements. Announce vegetable assignments to kitchen teams. Start to research recipe ideas and bring hard copies to next lab next week

Mar 19 Th  
**Lecture:** APPLEBY COMMUNITY FARM – Meet at the farm

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**MENU DESIGN & PSYCHOLOGY**

Mar 24 Tu  
**Lecture:** Kids Meal Assignment due TODAY by 12:30pm  
Menu Design and Psychology Presentation—GUEST LECTURE: Dr. Donna Fickes

Mar 24 Tu  
**Lab:** Continue working on Book Bites Event recipes and market orders DUE TODAY by end of class
Mar 26 Th  Lecture: **FS MENU CONCEPT PROJECT IN-CLASS work** -- Create two of five menus for project. Hand in by end of class

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**EQUIPMENT/EVENT/VIDEO**

Mar 31 Tu  Lecture: **Equipment analysis lecture.** Take 10 min at end of class to discuss equipment needs in FS Menu Concept groups

Mar 31 Tu  Lab: **BOOK BITES TEACHER EVENT. WEAR YOUR UNIFORM and BRING ALL MATERIALS** (Be prepared to work from lab time until 8 pm and hand in paperwork)

Apr 2 Th  Lecture: Video communications presentation

FS MENU PROJECT IN CLASS WORK— Choose video tool and start working on video. HEADS UP: Rough video DUE April 7 by 11:59pm

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**VIDEO**

Apr 7 Tu  Lecture: **FS MENU CONCEPT WORK IN CLASS** -- complete rough video and **hand TODAY by 11:59pm** (rough only)

Apr 7 Tu  Lab: Explain Classic Recipe Conversion assignment. Review how to convert recipes and nutrition resources. Assign recipes and health conditions. **Classic Recipe Conversion Assignment DUE TUESDAY APRIL 14 by 9:00AM**

Apr 9 TH  **HAPPY EASTER!**  NO CLASS for EASTER HOLIDAY (Apr 9-10)

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**CLASSIC RECIPE WINNERS ANNOUNCED/TRUTH IN MENUS/MERCHANDISING**

Apr 14 Tu  Lecture: **Classic Recipe Conversion Assignment DUE TODAY by 9:00AM. FS MENU CONCEPT WORK IN CLASS**— continue working on last three menus. Hand in at end of class

Apr 14 Tu  Lab: Announce winners from classic recipe conversion assignment. Market orders **DUE TODAY by end of lab.**

Apr 16 Th  Lecture: Truth in Food/Menus and Merchandising the Menu Presentations

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**EXAM 2**

Apr 21 Tu  Lecture: **Exam 2 review**

Apr 21 Tu  **Lab: CLASSIC RECIPE LAB. WEAR YOUR UNIFORM**

Apr 23 Th  **Lecture: EXAM 2** covering nutrition parts 1 and 2, menu design and psychology, equipment analysis, Truth in Food/Menus and merchandising the menu presentations, recipe and yield costing

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**FINAL PREPARATION FOR FS MENU CONCEPT PROJECTS/PRESENTATIONS**

Apr 28 Tu  Lecture: open class time to **complete FS Menu Concept projects**

Apr 28 Tu  **Lab: MANDATORY CLEAN UP LAB** – worth 30 points
April 30th  Lecture: all components of the menu concept project is DUE TODAY by 11:59 PM

 Finals Week  May 7th  10:45-1:15pm  Menu Concept Final Presentations (lecture only)

Course Complete!!!  HAPPY SUMMER BREAK

VI. Readings:


LiveText/Watermark Statement:
This course uses the LiveText/Watermark data management system to collect critical 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. Students who do not have an existing LiveText/Watermark account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText/Watermark account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText/Watermark registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

If you have questions about obtaining or registering your LiveText/Watermark account, call ext. 1267 or e-mail SFALiveText@sfasu.edu. Once LiveText/Watermark is activated, if you have technical questions, call ext. 7050 or e-mail LiveText@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText/Watermark system may result in course failure.

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 from a physician’s note, 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 approved 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/.

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.

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 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.