I. Course Description:

Quantity food preparation, menu planning, food cost determination, recipe standardization, and efficient food service. Principles of management applied to foodservice systems including restaurants and institutions. Prerequisite: N/A. [Course Fee - $45]

HMS 404.001 will meet for 3 hours per week the first 5 weeks of the semester fulfilling 15 contact hours required for a 1 credit hour lecture class. Students will also spend 30 total hours, 2 hours per credit per week, outside of class to prepare for exams and experiential classroom activities as described in the syllabus. The lecture class will meet during the scheduled final exam time in Week 16.

**Critical Assignment: PLO 4 Service Attitude: The student will demonstrate a positive service attitude.**

**Assessment #2 – Internal Guest Reflection Paper**

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

**James I. Perkins College of Education Diversity Statement is found at the following link:**
http://coe.sfasu.edu/about-us/

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 3 – Key Ratios:** The student will calculate, interpret and understand key ratios, financial statements and budgets, related to the hospitality industry.

**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 and cost recipes.
- Identify basic principles of menu planning for commercial and/or institutional settings.
- Develop menus appropriate for commercial and/or institutional settings incorporating principles of menu development including nutritional, aesthetic, cultural, regional, and international preferences and financial considerations.
• Identify basic considerations in purchasing for commercial and/or institutional operations.
• Demonstrate an understanding of the terminology related to quantity food production and service.
• Develop methods and apply skills for forecasting in quantity food production.
• Apply skills for portion control for institutional and commercial operations.
• Identify and operate tools/equipment used in quantity food production and service.
• To plan a full service menu and forecast food production needs to implement the menu.
• To develop an awareness of cost and production controls through development and use of standardized recipes.
• To execute through lab participation the utilization of cooking principles, appropriate equipment, and adequate kitchen management of food production.
• To develop an awareness of food product quality standards that will be acceptable to the intended market.
• To develop an understanding of safe food handling procedures and practice the principles of serving safe food to the intended market.
• To develop managerial skills in personnel development, staff supervision, event marketing and promotion, food production, financial management, service, and guest relations.
• To engage in group activities while maintaining a professional relationship with instructor, classmates, and guests.

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 Assignments, Activities, Instructional Strategies, use of Technology:

**EXAMS** - 2 exams will be given covering material from the textbook, lecture, and lab experience. Each exam will be worth 100 points. Make-up exams will only be given for an excused absence. Scheduling is at the discretion of the instructor.

**ASSIGNMENTS** – You will complete a research/reflective paper on internal guest satisfaction. This paper must include industry research as it relates to internal guest (co-workers) interaction and work environment. You must then reflect on experiences from the Culinary Café kitchen, Lumberjack Express, and personal jobs as they relate to internal guest relations. The paper needs to be 5 pages of content (half research/half reflection): 1 inch margins, double-spaced, reference page, APA format. THIS PAPER MUST BE DOWNLOADED TO LIVETEXT (Due Sunday, March 1, 2020 by midnight). You must have a LiveText account to submit this assignment. Failure to submit this assignment in LiveText will result in a (0) Zero for this grade. The grading rubric will be posted in Desire 2 Learn (D2L).

You will have food math worksheets to complete and turn in for Assignment points.

You will have a Foodservice Equipment PowerPoint presentation. You will be assigned a piece of equipment, and you must prepare a PowerPoint presentation that explains how it works, equipment variations that affect volume capacity, cost comparisons of 3 brands, what foods can be cooked in it, how to clean it, and safety concerns associated with the equipment. (If you can find actual injury documentation, you can earn Bonus points!)

**INSTRUCTIONAL STRATEGIES** – This class uses didactic (lecture) format with class discussions, group assignments, facility tours, hands-on experience, and web-based research.

**TECHNOLOGY** – Desire 2 Learn (D2L) will be used to post announcements, course grades, online assignments, and support information.

IV. Evaluation and Assessments (Grading):

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>100</td>
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<tr>
<td>Exam 2</td>
<td>100</td>
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<tr>
<td>PowerPoint</td>
<td>100</td>
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<tr>
<td>Internal Guest Paper</td>
<td>100</td>
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<tr>
<td>Assignments</td>
<td>50</td>
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<tr>
<td>Attendance</td>
<td>50</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>500</strong></td>
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Grading:

- A 450-500
- B 400-449
- C 350-399
- D 300-349
- F 0-299
V. Tentative Course Outline/Calendar:
Jan 16  Course Overview, Review of Meals, Expectations, Review Grading
        Assign Chefs, Explain Cafe, Chapter 1 – Intro to the Foodservice Industry, Menu Planning
Jan 21  Chapter 2 and Chapter 3
        Food Math, Menu Planning, Test Review (First 3 weeks planned!!!)
Jan 28  Exam #1 (Ch 1-3)
        Chapter 4 & 5, Menu Planning (Next 3 weeks planned!!!)
Feb 4   Chapter 6 and Chapter 7
        Test Review (Last 3 weeks planned!!!)
Feb 11  Exam #2 (Ch 4-7)
        PowerPoint Presentations
Feb 18:20 Cafe Preparation
        ASIAN: CAJUN
Feb 25:27 Cafe Preparation (Internal Guest paper DUE in LiveText Sunday, March 1, 2020)
        COUNTRY COOKING: MEDITERRANEAN
Mar 3:5  Cafe Preparation
        FUSION: CREOLE
Mar 10:12 NO LUNCH
        Spring Break!!!
Mar 17:19 Cafe Preparation
        TEXAS BBQ: LATIN
Mar 24:26 Cafe Preparation
        CAJUN: EUROPEAN
Mar 31: Apr 2 Cafe Preparation
        MEDITERRANEAN: ASIAN
Apr 7:9  Cafe Preparation
        TEXAS FUSION Cafe on Tuesday and Easter Break on Thursday
Apr 14:16 Cafe Preparation
        LATIN: COUNTRY COOKING
Apr 21:23 Cafe Preparation
        CREOLE: FUSION
Apr 28:30 Cafe Preparation
        EUROPEAN: TEXAS BBQ

KITCHEN CLEANUP and CLASS EVALUATION - TUESDAY, May 5, 2020, 8:00AM

VI. Readings (Required and recommended—including texts, websites, articles, etc.):

Recommended Textbook

The FEM add-on will not be used for this class, however may be required for field experience courses within the Perkins College of Education.

LiveText Statement:
This course uses the LiveText 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 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 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 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 account, call ext. 1267 or e-mail SFALiveText@sfasu.edu. Once LiveText 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 system may result in course failure.
Supplemental Textbooks


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: Attendance is worth 50 points. I allow 1 (one) free unexcused absence for the lecture component of this class. For each unexcused absence after “the 1”, you will lose 10 points from your Attendance grade. If you exhaust your 50 points from unexcused absences, and continue to miss class, you will continue to lose points from your total points accrued in the class.

The Lab component of the class also contains an Attendance/Lab Participation Grade. Attendance for Lab days is MANDATORY. ALL STUDENTS ARE REQUIRED TO ATTEND ON LAB DAYS TO
CONTRIBUTE TO THE MEAL EXPERIENCE FOR OUR GUESTS, AND THE ULTIMATE SUCCESS OF THE EVENT!

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 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 provvidence 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 snyderkel1@sfasu.edu.

IX. Other Relevant Course Information:

UNIFORM/SUPPLIES: All students in this class MUST have a PURPLE Chef Jacket, Black Chef Toque, Closed-Toe Black Slip-resistant shoes, Black Cotton Pants or Chef Pants, Instant Read Thermometer 0°F-220°F.

ALL UNIFORMS MUST BE CLEAN, IRONED/PRESSED, AND PROFESSIONAL IN APPEARANCE! You will be asked to leave if not, AND RECEIVE A ZERO (0) FOR THE DAY!

*Chef supplies can be purchased at the B&N Bookstore and Jack Backers.*
GENERAL INFORMATION

Arrive to class on time (to be on time is to be early!). Yes, you are expected to stay for the entire class. If you have to leave early, notify instructor as to the reason so you are excused and not marked absent.

Read chapters BEFORE class to enhance participation and contribute to the learning environment.

CELL PHONE USAGE IS PROHIBITED!! If you are caught texting (whether it is in front of me, under the desk, or however else you have perfected the Art of Texting), you will be asked to leave class and be marked absent. If you are waiting on an important call, let me know ahead of time, and step outside when you need to take the call. There will be times when I will allow the use of Smartphones, Ipads, laptops, etc. to do internet searches during group time to research recipes, ingredients, etc. BUT I WILL LET YOU KNOW WHEN THOSE TIMES EXIST!!!

If you are absent and seek it to be excused, you must furnish a written excuse to me the next class period you attend. If I do not receive a written excuse, it will be counted as an unexcused absence. This is YOUR RESPONSIBILITY to keep track of!!

On Exam days, do not come to class wearing ball caps, trench coats, gloves, unnecessary Band-Aids, or anything else that can hide cheat sheets/slips. I’m not so far removed from college that I don’t know the tricks!!

You will need a calculator for this class. We will have food math exercises in class and on exams. Cell phone calculators ARE NOT ALLOWED for exams. WHY?? Because I know it is easy to have Cheat Sheets on your NOTES App... You must supply a standard calculator for exams – NO EXCEPTIONS.

Practice Food Safety, Fire Safety, and Sharps Safety at all times.

Do more than your fair share of cleaning! Clean as you go! No one wants to clean up after you!

Wash your hands properly and frequently!

IF IN DOUBT, PLEASE ASK!!!!

PROFESSIONAL STANDARDS

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.

Students should maintain their individual work areas by returning materials to assigned/proper locations and leaving work stations clean and orderly.

Students are expected to work in the class area for the duration of the class period unless further instructions are provided by the professor.

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.

Smoke breaks are not allowed. If you are going through EXTREME nicotine withdrawals and cannot function, ask for permission. Per University policy, smoking is prohibited within University buildings and must be at least 20 feet from any entrance/exit.
Students should exhibit professional courtesy and conduct. Examples include a positive work attitude, sensitivity to others, attentiveness, and cooperation.

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.

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