Instructor: Jill Pruett, MS, RDN, LD
Lab Course Time & Location: M/W 9-10:40am, HMS N 204
Email: pruettjs@sfasu.edu or through Brightspace D2L
Virtual Office Hours: TTh 1:00pm – 3:30pm CST*
Corequisite: CHEF 1101

Office: 101F HMS North
Office Phone: (936) 468-7010
Credits: Lab 2 hr
Prerequisites: None

All office hours will be conducted via Zoom. For information on how to join the office hours, please review the Getting Started module in Brightspace about virtual office hours. NOTE: you will be in a waiting room once you join office hours because I may be with another student. Please wait and I will join you as soon as possible. I will get to everyone who joins the virtual waiting room during office hours.

*Additional days/times can be scheduled with me. Please email me to set up an appointment. NOTE: Emails and phone calls will be responded to within 24-48 hours, Monday-Friday. The preferred method of communication is through email.

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**SYLLABUS IS SUBJECT TO CHANGE***

Course Description:
Basic principles and techniques of food safety, and food selection, preparation and storage, including food composition, nutrient content and role in the diet. This course utilizes funds from the general SFA course fee charged to each student upon registration and includes a lab fee of $10/student. In addition, the lab portion of the 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).

Principles of Food Science (1 credit lecture; online). Students in this course receive extensive course content information via online content modules equivalent to 50 minutes per week for 15 weeks and a comprehensive exam on week 16. Students will engage in a variety of assignments that can include, but not limited to, quizzes and proctored exams. For every hour a student spends engaging with the course content, they spend at least two hours completing associated assessments.

Principles of Food Science lab (2 credits, face to face). Students in this course receive extensive course content information in a lab setting equivalent to 200 minutes per week for 15 weeks and a culminating online lab practical on week 16. Students will engage in labs, which may include, but not limited to, lab attendance, lab reports, and a final lab practical exam. Students will spend 4 contact hours per week in the lab setting.

Diversity Statement: James I. Perkins College of Education Diversity Statement is found at the following link: http://coe.sfasu.edu/about-us/
II. Intended Learning Outcomes/Goals/Objectives:
The conceptual framework and the vision, mission, and goals of the James I. Perkins College of Education describe a shared vision and purpose for the SFASU College of Education. It provides coherence for our curriculum, clinical experiences, and assessments. It is linked to the university vision and values and describes how those values translate into knowledge, skills, and dispositions in the College of Education.

It is this philosophy and vision that helps to distinguish our graduates from those of other institutions. This course supports the vision, mission, and core values of the James I. Perkins College of Education whose mission is to prepare competent, successful, caring, and enthusiastic professionals dedicated to responsible service, leadership, and continued professional intellectual development.

In the College of Education at Stephen F. Austin State University, we value and are committed to:

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

Program Learning Outcomes
No specific program learning outcomes for this major are addressed in this course.

**Stephen F. Austin State University’s Didactic Program in Dietetics (DPD) is accredited by The Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND requires that “food science and food systems, environmental sustainability, techniques of food preparation and development and modification and evaluation of recipes, menus and food products acceptable to diverse groups (ACEND Standard 5.2).” This course meets part of this standard.

This course meets standards set for Family Consumer Sciences Composite Certificate and Family Consumer Sciences Hospitality focus students, as set by the Texas Education Agency (TEA). See Student Learning Outcomes below for specifics.

Student Learning Outcomes
After successful completion of this course, the student will:
1. Be able to demonstrate the effects of chemical reactions, temperature, manipulation, and environment on food quality and retention of nutrients. *(4.10s)*
2. Develop an understanding of the preparation of specific foods and food products in relation to the scientific concepts of food.
3. Know and understand factors that affect food quality and nutrient retention.* (4.9k)
4. Be able to explain safety and sanitation procedures related to food storage, transportation, preparation and service.* (4.9s)
5. Know and understand food preparation and meal management techniques.
6. Identify changes occurring during food preparation.
7. Know and understand the standards of quality related to food selection.* (4.7k)
8. Students are able to apply safety principles related to food, personnel and consumers.
9. Identify the government food controls that protect the consumer.
11. Demonstrate knowledge of tools, equipment, and supplies used in food production, management, and service.
12. Know and understand global factors that affect the production, supply and distribution of food.
13. Know and understand the effects of technology on food product development, processing, packing and availability.* (4.12k)
14. Be able to describe food-borne illnesses, their causes, and prevention methods.* (4.7s)
15. Have demonstrated the ability to work effectively as a team member.
16. Have knowledge of applied sensory evaluation of food.
17. Be able to evaluation food science and nutrition research data and conclusions for validity and reliability.* (4.13s)

*Meets TEA Standards. The specific standard reference is indicated in parentheses following the student learning outcome.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:
Brightspace by D2L 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 support at 936-468-1919.

You will have the following activities in these courses:
Lecture:
- Module quizzes that utilize the online content provided and supplemented by the textbook.
- Unit exams
- Final exam (30% comprehensive, 70% new information)

Lab:
- Hands on experiences in the food lab that support and reinforce the learning objectives for this course.
- Unit lab reports that assess overall understanding of unit content.
• Cumulative assessment as a final lab practical over key course concepts covered in lab during the semester.

**Using technology in online testing:** If you choose to take a quiz or exam on a computer that is not supported by the University you will do so at your own risk. Inability to access the quiz or exam, finish them, or submit a quiz or exam during the scheduled 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 not be lost, however, it does guarantee a reliable way to verify interruptions of service. This alone could save your grade. If you need technical assistance during an exam, please call Brightspace Support at (936) 468-1919.

Please refer to the “Evaluations and Assessments (Grading)” section below for a detailed description of all graded course activities and assessments.

**IV. Evaluation and Assessments (Grading):**

**LECTURE:**

1. Exams (3 @ 100 points each; 300 total points)

**IMPORTANT NOTE:** All online exams will be timed and proctored, thus, the exams require the use of a webcam. If your computer does not have one, you will need to purchase one that you can attach to your computer when you take the exams.

Exams are part of the lecture grade for this course. There will be three (3) exams consisting of 500 multiple choice, true-false, and/or matching questions. You will be allowed to revisit exam questions as time permits. Please see the course timeline for dates for each of the exams. Students are to behave with the utmost in academic integrity when completing all assessments and assignments. Please see Student Academic Dishonesty: Policy 4.1 below.

Exam days are posted at the beginning of the semester. Please adjust your schedule accordingly with your work and other extracurricular activities to allow you to take them when scheduled. If there are issues, please contact your instructor before the exam to discuss.

There will be no makeup unit exams unless prior approval by the instructor has been given to do so. If you miss an exam with an excused absence and it cannot be made up within the semester due to time and situation constraints, the final exam grade may count for the missed exam. For example, if you received an 80% on the final exam, you may receive an 80% on exam 1 if it was missed for an excused absence. This is ONLY for **SPECIAL CIRCUMSTANCES AND WITH PRIOR INSTRUCTOR APPROVAL AND PROPER DOCUMENTATION.** This is up to the instructor’s discretion.
2. **Quizzes: 185 total pts. (11 quizzes @ 15 pts each; 1 @ 20 pts)** All module quizzes are part of the lecture grade for this course. Quizzes will cover the Brightspace module content and any recommended textbook reading and will close at 11:59 pm on the due date. Some of the textbook content will also be part of the Unit quizzes and exams.

All quizzes will be timed; however, you will not be allowed to revisit a question, unlike the exams. There will be no make-up quizzes unless prior approval by the instructor has been given except for SPECIAL CIRCUMSTANCES that have been approved by the instructor. Failure to complete a quiz by the due date will result in a zero. Quizzes are open all semester and you are given ample time to complete them; therefore, excuses are rarely accepted. The same rules apply to quizzes as for the exams regarding off campus computer use and academic dishonesty policies.

**LAB:**

3. **Lab Attendance: 460 total pts. (20 labs @ 15 pts each; 1 labs @ 30 pts each = 330 pts)** It is mandatory that you attend all labs. Lab activities are essential to the understanding of key concepts and for the completion of each lab report.

   There will be no make-up lab time in this course, however, if a student wishes to complete the hands-on activities in their own kitchen facility, it is done so at their own expense and choice. Excused absences that include instructor approval with the proper documentation will be allowed and will not affect the student’s lab grade. Unexcused absences will be graded as a zero. Students will still be able to complete lab reports and they are expected to do so even lab is missed. Students are expected to be on time to all labs, dressed in the proper attire as stated below (section IX) and ready to work. If students have unexcused tardiness, points will be deducted from the daily lab attendance grade. For chronic tardiness, students may be asked to leave the lab for that day and forfeit the points associated with the day’s lab attendance and activities.

   Students are responsible for obtaining missed lab content from classmates if class is missed, no matter if the absence is excused or not. A missed class period will be excused only for special circumstances and with proper documentation.

   **Lab Attendance Grade Outlined.** Lab participation points are earned for wearing the SFA uniform, attending class on time and practicing safe behavior. Being timely and wearing the proper uniform is expected. If you attend and participate in lab dressed in full uniform, you will receive 8 points each day. If you need to borrow parts of the uniform or toque from the instructor (more than once), points will be deducted from the lab point total. Points deducted will be noted in Brightspace as follows:

<table>
<thead>
<tr>
<th>Missing Uniform Components</th>
<th>Points deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
In addition, as part of the lab grade are behavior expectations that affect the health and safety of all lab students and the instructor. Students are required to clean all equipment and workspaces and participate in the cleaning of common areas and frequently touched surfaces on a daily basis to ensure the health of all students in the lab. Students are also expected to adhere to recognized food safety and food handling practices and policies outlined in the food safety module and safety contract. Students not following set guidelines for behavior and health standards will have points deducted from the total lab points for the day as follows:

<table>
<thead>
<tr>
<th>Unsafe Health and Sanitation behavior</th>
<th>Points deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wearing of fake nails, excessive jewelry or dirty uniform/mask</td>
<td>2</td>
</tr>
<tr>
<td>Unsafe or irresponsible behavior</td>
<td>3</td>
</tr>
<tr>
<td>Avoidance of daily kitchen cleaning</td>
<td>2</td>
</tr>
</tbody>
</table>

Prior to the end of the semester, all students will participate in a mandatory deep cleaning day to ensure that the labs and equipment continue to function at the fullest capacity. Students who are absent from this mandatory cleaning day will have 30 points deducted from their total lab grade, unless the absence is excused.

4. Lab Reports (2 @ 30 pts; 4 @ 50 pts = 260 pts)
Lab reports reinforce hands-on activities that assess understanding of key lab content. Lecture and lab modules will be used to complete the lab reports. They will be submitted via Dropbox in Brightspace by the due date outlined in the course calendar. The textbook may also be required to complete the lab reports. Hands-on activities and culinary experiences, including cooking and clean up, will be completed in class, and learned content will be assessed in the lab reports. Since the food science concepts and food preparation techniques supporting lab activities are extremely important in the understanding of the key concepts of the class, students will complete unit lab reports that include questions related to the lab topic for that day to assess baseline knowledge.

Late submissions of lab reports will be accepted for EXCUSED ABSENCES ONLY with a point reduction in the score the student earns for that report. For each day the submission is late, starting from 12:00 am the following day, there will be a 20% reduction in the student’s grade. For example, in a lab report worth 50 points, each day the report is late, there will be a point reduction of 10 points. After 5 days past the due date, lab reports will not earn any
points, however, the material is still essential to the successful completion of the lab practical, and should be completed anyway.

5. Lab Practical (50 points)
The lab practical will take place at the end of the semester and will be an online examination covering the hands-on and food science concepts of eight different food concepts. It is part of the overall lab grade. Students will receive a topic that is randomly computer generated when the lab practical quiz is opened by the student. In order to prepare for the lab practical, students will answer questions from a lab practical review that includes the key preparation and food science concepts included in the identified eight topics given at the beginning of the semester. The timed exam requires that the student write answers to the questions on the one topic they receive. One attempt to complete the lab practical will be given over the course of a specified day. There will be no make-up lab practical exams offered, except for those students who receive prior instructor approval for excused absences only. The lab practical exam will be proctored and timed.

<table>
<thead>
<tr>
<th>Point Assignments</th>
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</thead>
<tbody>
<tr>
<td><strong>LECTURE</strong></td>
<td><strong>LAB</strong></td>
</tr>
<tr>
<td>Quizzes -- 185 points total (11 @ 15 points each; 1 @ 20 pts)</td>
<td>Lab Attendance -- 330 points total (20 labs @ 15 pts each and one clean up lab @ 30 pts)</td>
</tr>
<tr>
<td>3 Exams – 300 points total (3@ 100 points each)</td>
<td>Lab Practical exam – 50 points total</td>
</tr>
<tr>
<td></td>
<td>Lab Reports – 260 points total (2 @ 30 pts; 4 @ 50 points)</td>
</tr>
<tr>
<td><strong>485 Points Total</strong></td>
<td><strong>640 Points Total</strong></td>
</tr>
</tbody>
</table>

**Grading Scale**

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>A</th>
<th>90% - 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>80% - 89%</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Less than 60%</td>
<td></td>
</tr>
</tbody>
</table>

**Please note:** lecture and lab grades are two separate grades. Lecture grade is based on your quizzes and exam grades; the lab grade is based on points received on lab reports, lab attendance and the lab practical. Lecture and lab grades will be entered independently when grades are due. Lecture is worth 1 credit hour and lab is worth 2 credit hours.

There will be no make-up quizzes, online assignments, or exams for unexcused absences. This will be determined by the instructor on a case by case basis.
V. Tentative Course Outline/Calendar.

This calendar lists the topics of the day and deadlines for assignments. Refer to it weekly for exact due dates of quizzes and any assignments. Typically, quizzes and lab reports are due on Sundays by 11:59 pm, except where noted in the calendar. Be sure to check the course calendar for exact due dates as there may be exceptions to the Sunday deadline. **NOTE:** Bonus Syllabus Quiz, Food Preparation Basics Quiz, and Food and Personal Safety Lab Report are due on Sunday, August 29th by 11:59 pm.

The ‘Topic/Module’ and ‘Chapter’ columns refer to online module content and any required textbook reading outlined in the modules—the textbook is required for the course, but you are NOT required to read the entire textbook. Most everything you need is in the module content. The ‘Quizzes/lab reports’ column gives you due dates of the weekly activities.

Complete quizzes or submit lab reports in Brightspace. All exams (highlighted in yellow) and quizzes are part of the lecture grade. Lab attendance, lab reports and lab practical exam are part of the lab grade. Lab reports must be typed, saved as a word doc, and uploaded to the appropriate Dropbox.

<table>
<thead>
<tr>
<th>Lab Date</th>
<th>Chapter(s)</th>
<th>Topic/Module</th>
<th>Activity</th>
<th>Quizzes/Lab Reports</th>
</tr>
</thead>
</table>
| 8/23 M   | Ch. 4      | Intro to Course and Syllabus overview--Lab protocol Food Safety and Preservation | Lecture Lab | BONUS Syllabus Quiz DUE 8/29  
Prevention of Physical Injury Form DUE 8/29 (Sign before hands-on labs begin) |
| 8/25 W   | Ch. 5      | Food Prep Basics -- Assign kitchen groups, Kitchen Stations Dishwasher Overview Mise en place | Lecture, Lab | Food Prep Basics Quiz DUE 8/29  
Food and Personal Safety Lab Report DUE 8/29 |
| 8/30 M   | Ch. 3, 22  | **FIRST DAY TO WEAR YOUR UNIFORM!**  
Food Composition & Oils--composition science stations  
**Emulsifiers:** Mayonnaise | Lecture, Lab | Food Comp & Oils Quiz DUE 9/5  
Food Composition Lab Report DUE 9/5 |
<p>| 9/1 W    | Ch. 5      | Knife Skills &amp; Aromatics Food Selection &amp; Evaluation | Lecture, Lab | |
|          | Ch. 1,2    |              |          | |</p>
<table>
<thead>
<tr>
<th>Lab Date</th>
<th>Chapter(s)</th>
<th>Topic/Module</th>
<th>Activity</th>
<th>Quizzes/Assignments</th>
</tr>
</thead>
</table>
| 9/6 M    | Ch. 15, 18 | Soups/Starches/Sauces Tomato Soup | Lecture, Lab | Soups/Starches/Sauces Quiz DUE 9/12  
Begin Soups/Starches/Sauces Lab Report DUE 9/19 |
| 9/8 W    | Ch. 15, 18 | Soups/Starches/Sauces/Grains Mother Sauces Lab 1—Starch thickened/Rice | Lecture, Lab |  |
| 9/13 M   | Ch. 15, 18 | Soups/Starches/Sauces/Grains Mother Sauces Lab 2—Non-starch thickened/Pasta | Lab | Soups/Starches/Sauces Lab Report DUE 9/19 |
| 9/15 W   |           | EXAM 1 (online proctored exam; covers modules in Unit one and Ch. 1-5, 15, 16, 18, & 22) |  | Take the exam on Wednesday, 9/15 between 12:00 am and 11:59 pm |
| 9/20 M   | Ch. 7, 8, 9, 10 | Protein Lab 1: Dry Heat Methods Roast/Bake/Broil/Sauté | Lecture, Lab | Protein Quiz (Beef, Pork, Poultry, Fish/Seafood) DUE 9/26  
Start on Comprehensive Cooking Methods Lab report – DUE 10/3 |
<p>| 9/22 W   | Ch. 7, 8, 9, 10 | Protein Lab 2: Moist Heat Method – Braise/Stew | Lab |  |
| 9/27 M   | Ch. 7, 8, 9, 10 | Protein Lab 3: Moist Heat Methods – Poach/Boil/Steam | Lecture, Lab | Comprehensive Cooking Methods Lab Report DUE 10/3 |
| 9/29 W   | Ch. 10 &amp; 11 | Dairy: Cheese &amp; Milk Queso Blanco Butter | Lecture, Lab | Dairy Quiz DUE 10/3 |</p>
<table>
<thead>
<tr>
<th>Lab Date</th>
<th>Chapter(s)</th>
<th>Topic/Module</th>
<th>Activity</th>
<th>Quizzes/Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/4 M</td>
<td>Ch. 12</td>
<td>Eggs: Part I Basic Prep &amp; Emulsifiers (Hollandaise)</td>
<td>Lecture, Lab</td>
<td>Eggs - Quiz DUE 10/10</td>
</tr>
<tr>
<td>10/6 W</td>
<td>Ch. 12</td>
<td>Eggs: Part 2 Egg Foams—pavlova, souffles</td>
<td>Lab</td>
<td>Eggs/Dairy Lab Report DUE 10/10</td>
</tr>
<tr>
<td>10/11 M</td>
<td>Ch. 13, 14</td>
<td>Vegetables &amp; Legumes -- Pigments, Cooking Methods &amp; Nutrition Enzymatic browning</td>
<td>Lecture, Lab</td>
<td>Vegetables &amp; Legumes Quiz DUE 10/12 (BEFORE Exam 2)</td>
</tr>
<tr>
<td>10/13 W</td>
<td>EXAM 2 (online proctored exam; covers modules in Unit two and Ch. 7-14)</td>
<td></td>
<td></td>
<td>Take the exam on Wednesday, 10/13 between 12:00 am and 11:59 pm</td>
</tr>
<tr>
<td>10/18 M</td>
<td>Ch. 17 &amp; 19</td>
<td>Flours &amp; Leaveners Lab Quick Breads--Pancakes</td>
<td>Lecture, Lab</td>
<td>Baked Goods Quiz: DUE 10/24</td>
</tr>
<tr>
<td>10/20 W</td>
<td>Ch. 17 &amp; 19</td>
<td>Quick Breads -- Muffins</td>
<td>Lecture, Lab</td>
<td>Quick &amp; Yeast Breads Quiz: DUE 10/24</td>
</tr>
<tr>
<td>10/25 M</td>
<td>Ch. 17 &amp; 19</td>
<td>Quick Breads -- Biscuits</td>
<td>Lab</td>
<td></td>
</tr>
<tr>
<td>10/27 W</td>
<td>Ch. 17 &amp; 19</td>
<td>Yeast Breads Cinnamon Rolls</td>
<td>Lab</td>
<td>GET TO LAB EARLY!!</td>
</tr>
<tr>
<td>11/1 M</td>
<td>Ch. 17 &amp; 23</td>
<td>Cake</td>
<td>Lecture, Lab</td>
<td>Cakes &amp; Cookies Quiz DUE 11/7</td>
</tr>
<tr>
<td>Lab Date</td>
<td>Chapter(s)</td>
<td>Topic/Module</td>
<td>Activity</td>
<td>Quizzes/Assignments</td>
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</tr>
<tr>
<td>11/3 W</td>
<td>Ch. 17 &amp; 23</td>
<td>Cookies</td>
<td>Lab</td>
<td>Baked Goods Lab Report DUE 11/7</td>
</tr>
<tr>
<td>11/8 M</td>
<td>Ch. 14, 22 &amp; 24</td>
<td>Fruit/Pies/Pastries Galettes</td>
<td>Lecture, Lab</td>
<td>Pie/Pastry Quiz DUE 11/14</td>
</tr>
<tr>
<td>11/10 W</td>
<td>Ch. 3, 21 &amp; 25</td>
<td>Candy</td>
<td>Lecture, Lab</td>
<td>Candy Quiz DUE 11/14</td>
</tr>
<tr>
<td>11/15 M</td>
<td></td>
<td></td>
<td></td>
<td>Prepare for Lab Practical – In class review</td>
</tr>
<tr>
<td>11/17 W</td>
<td></td>
<td></td>
<td></td>
<td>LAB PRACTICAL (online proctored exam). Give yourself 30 minutes.</td>
</tr>
<tr>
<td>11/23-11/27</td>
<td></td>
<td></td>
<td></td>
<td>THANKSGIVING BREAK!! Enjoy and relax</td>
</tr>
<tr>
<td>11/29 M</td>
<td></td>
<td></td>
<td></td>
<td>CLEAN UP LAB – MANDATORY ATTENDANCE</td>
</tr>
<tr>
<td>12/1 W</td>
<td></td>
<td></td>
<td></td>
<td>Prepare for final exam—NO LAB TODAY</td>
</tr>
<tr>
<td><strong>12/6 – 12/8 M/W</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>FINAL EXAM (online proctored exam; covers modules in Unit three and Ch. 17, 19, 20-25)</strong>&lt;br&gt;Take the exam online starting at 12:00am on Monday, 12/6 until Wednesday, 12/8 at 11:59 pm.</td>
</tr>
</tbody>
</table>

*The instructor has the right to change this calendar at any time throughout the semester.*

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

**Required Textbook:** Brown, A. 2015. *Understanding Food Principles and Preparation, 6th ed.* Wadsworth Thomson Learning, Belmont, CA *(NOTE: the 5th or 4th edition is fine to use for this course). There is also an older version of the textbook on reserve in the library for room use only. ISBN-13: 978-1337557566*

Prerequisites: None
Using technology in online testing: Students are required to have a computer with a webcam that can be accessed daily, and that is connected to the Internet. If a computer is not available, the University provides computers free of charge at various locations on campus. It is not recommended that students take exams using cell phones or other handheld devices, and that they take exams on campus, if possible. If they choose to take an exam at a computer that is not supported by the University, it is done so at the student’s 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. Exams taken off campus that experience technical difficulties will be graded “as is.” Using a campus computer does not guarantee that connections may not be lost, however it does guarantee a reliable way to verify interruptions of service. This alone could save your grade. If you need technical assistance during an exam please call Brightspace Support at (936) 468-1919.

VI. 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.

VII. Student Ethics and Other Policy Information: Found at https://www.sfasu.edu/policies/

Class Attendance and Excused Absence: Policy 6.7 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.

**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, 936-4683004 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**
Faculty members promote academic integrity in multiple ways including instruction on the
components of academic honesty, as well as abiding by university policy on penalties for
cheating and plagiarism.

**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 by the deadline set by the instructor of record, not to exceed 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., Military Service Activation (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.

If a student has been found guilty of academic dishonesty, a grade of “WP” or “WH” may be changed to “WF” at the discretion of the faculty member. In the case of a grade change to “WF”, the course will not count towards the six course drop limit since the student is incurring an academic penalty.

**Student Code of Conduct: Policy 10.4** Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter’s ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well. Engaging in physical violence of any nature against any person. This includes fighting; assaulting; battering; using a knife, gun, or other weapon; or acting in a manner that threatens or endangers the physical health or safety of any person or causes a reasonable apprehension of such harm.

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 Early Alert Program at SFA. 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.

**On-campus Resources:** SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students mental health and wellness. Many of these resources are free, and all of them are confidential.
VIII. Other Relevant Course Information:

**FACE COVERINGS (Masks):** Face coverings are strongly encouraged indoors when individuals are not vaccinated, or if unable to obtain physical distance to maintain the health of everyone in the labs and surrounding community.

**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 or be asked to leave for that class period.

1. **Wearing the complete SFA Lab Uniform (Mandatory):** All students will purchase the purple SFA chef’s coat, black pants, black toque (hat), 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) or Jack Backers College Bookstore (315 E. College, (936) 205-5708). Non-majors 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 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. No exceptions.
6. Disposable gloves are required when handling ready-to-eat food for consumption. It is especially important when open wounds are present on the hands. Other wounds that are not covered by the chef’s coat should be bandaged properly.
7. Cell phone use during the lab is not allowed due to sanitation concerns, unless approved on an individual basis by the instructor. Kitchen timers are available in every lab station.

8. Horseplay and sitting on the countertops are not allowed.

**Note:** The instructor will observe and evaluate the participation of each student in preparation, service, food quality, attitude and kitchen clean up as part of the grade determination for each lab period.

**One Bite Policy:** This class puts emphasis on preparation of meals that meet the standards of good menu planning. There may be foods included in a particular meal that you do not enjoy eating. **Regardless of your personal taste preferences, all students must try at least one bite of each food prepared by all kitchens.** If you have a medical condition that prevents the intake of certain foods you must provide written documentation that explicitly states what foods cannot be consumed. If you follow religious food restrictions you must provide written documentation stating what foods cannot be consumed. All documentation must be submitted **PRIOR TO THE FIRST PREPARATION LAB.**

**Risk of illness and injury:**
By registering for courses in the School of Human Sciences and participating in face-to-face learning opportunities, you acknowledge and accept the associated risks, including potentially being exposed to a contagion such as COVID-19. You agree to follow the university’s health and safety protocols, including any disclosure, distancing, or temperature monitoring requirements. The university has developed a plan, guided by local, state, and national guidelines, to manage the risk to students, faculty, and staff; however, no university can guarantee a contagion-free environment. You should monitor your own personal health status and determine whether in-person classes (or any activity) is an acceptable risk to you.

Utilizing kitchen knives and equipment runs the risk of lacerations or other injuries during the completion of the lab assignments. It is critical that you focus completely on the task at hand to reduce your chances of injury. All risks will be assumed by the student upon participating in the course, without liability by the university.

**Virtual Office Hours:** Hosting office hours is one way to support you. This semester virtual office hours have been set up. They will run very similarly to normal face-to-face office hours. You decide when to attend during the hours posted and log into zoom. When you click the link in the syllabus to be connected to the office hours, you will be put into a "waiting room." You will see a message stating that you will be admitted shortly. If you have to wait for a few minutes, that means someone is ahead of you. Do not worry! I WILL get to you in the order that you entered the waiting room, even if it extends beyond my office hours. Everyone who logs on gets to talk with me privately. If you have to wait, please be patient and know that I have not forgotten you are there.
**Required Equipment:** An instant read thermometer will be purchased by the student to monitor the temperature of the food being prepared for sanitation purposes. Students can purchase this at campus bookstores, online sites or discount stores for $8-20.

**Clean Up:** ALL STUDENTS WILL PARTICIPATE IN DAILY CLEAN UP OF THEIR KITCHEN UNIT. This includes washing dishes (dishwasher use will be discussed in class), wiping off the counters and stovetops, putting away supplies, rinsing out the sinks and running the disposal, putting away dishtowels, and emptying the trashcans. If the kitchen unit is left unclean, this will result in having the grade for that lab reduced. Kitchen groups will rotate for the clean-up of the common areas, including the dishroom and common touch areas.

Disclaimer: This syllabus represents a “best” plan for this course; however, plans can change when circumstances necessitate change. Any changes to this syllabus will be announced to the class in a timely manner. Your feedback is greatly appreciated to aid in the development of this class for future semesters. **The instructor has the right to change or amend this syllabus at any time throughout the semester.**