**SYLLABUS IS SUBJECT TO CHANGE***

### I. Course Description:
Basic principles and techniques of food science and nutrient composition of food, food safety and sanitation, local and global food systems and sustainability, and food preparation and storage techniques to retain nutrient content. This course utilizes funds from the general SFA course fee charged to each student upon registration for lab expenses. 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-hr credit lecture; online). Students in this course receive extensive course content information via online 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 are not limited to quizzes and exams. For every hour a student spends engaging with the course content, they spend at least two hours preparing for and completing associated assessments.

Principles of Food Science lab (2-hr credits lab; 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 comprehensive lab exam on week 16. Students will engage in labs that apply course content to hands-on activities, which may include lab attendance and activities, lab reports, and a final lab exam. Students will spend 4 contact hours per week in the lab setting and up to 4 hours per week outside of lab completing associated assessments.

### II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):
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 also 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 can apply safety principles related to food, personnel and consumers. * (4.9s)
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. TEA Standards for Family and Consumer Sciences can be reviewed by following the link: https://mrlivesfasu-my.sharepoint.com/:w:/g/personal/strahljl_sfasu_edu/EcczVRuj6KFNi0nc_79To0QBCTv66GNTW3yRO2XjxQvOeQ?e=wq7mag"

III. Course Assignments, Activities, Instructional Strategies, use of Technology:
Brightspace 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 team at (936) 468-1919. Please refer to the “IV. Evaluations and Assessments (Grading)” section of this syllabus for a detailed description of all graded course activities and assessments.

Using technology in online testing
The online lecture course will be coordinated through Brightspace. It is imperative that you check Brightspace multiple times throughout the week to stay informed with any course updates. Additionally, students should check their grade points in Brightspace. Any discrepancies in points must be resolved within one week after the assignment grades have been posted, otherwise, the posted grade points are considered final and will not be reviewed later. The lab portion contains portions of it that are supported in Brightspace.

If you choose to take exams on 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 (such as Wifi) or other technical problems on 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 between 8:00 am to 5:00 pm on the scheduled day in the event you have technical problems. NOTE: technology problems associated with course activities are not a valid excuse for missing a quiz or exam.

If you experience technical difficulties, please contact the SFA resources below:
1. Brightspace technical support (936) 468-1919 from 8:00 am to 5:00 pm. Please note the Brightspace technical support is not available on weekends.
2. SFA IT computer support: (936) 468-4357, available from 8:00 am to 5:00 pm M-F.
IV. Evaluation and Assessments (Grading):

LECTURE

1. Exams (3 @ 50 points each; 150 total points)
Exams assess the understanding of key food science processes and food preparation techniques, food and personal safety and sanitation, nutrient retention, and food selection. Exams are part of the lecture grade for this course. There will be three (3) exams consisting of 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 and will be conducted during class. You will be required to bring your laptop to class to take the exams. 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 a reasonable time 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: 200 total pts. (12 quizzes. 4 @ 20 pts each; 8 @ 15 pts each)
Quizzes cover the module content related to the course schedule and offer students an opportunity to assess their understanding of the module content. 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. All quizzes will be timed, and it is your responsibility to complete them during the assigned timeframe. You will not be allowed to revisit a quiz question, unlike the exams.

Quizzes are open all semester and you are given ample time to complete them, therefore, excuses are rarely accepted. That means 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. The same rules for quizzes apply to exams regarding off campus computer use and academic dishonesty policies.

LAB

1. Lab Attendance: 390 total pts. (24 labs @ 15 pts each; 1 lab @ 30 pts each)
Attendance is critical to the successful completion of the lab course, thus, it is mandatory that you attend all labs. Lab activities are essential for a deeper understanding of key module concepts, meeting the required number of course hours, and for the completion of each lab report. Coming to lab late disrupts the class and the instructor, as well as the late student misses important instructions for lab that day. Arriving late to lab will result in point deductions, including 5 points for each increment of 5 minutes the student is late. 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.

Three or more excused or unexcused absences requires a discussion with the instructor to determine if the course should be dropped or a zero given for the days missed. There will be no make-up lab time in this course, however, if you wish to complete the hands-on activities in your own kitchen facility, you can do so at your own personal 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 up to three (3) days of absences. 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 if a lab is missed. Missing more than three lab days, whether excused or unexcused, may result in a zero for the lab or students may be asked to drop the course. Please see lab policies found in the Getting Started module.

Students are expected to be on time to all labs, dressed in the proper attire as stated below (section IX) and ready to participate. Unexcused tardiness, missing uniform components or not practicing food safety behavior will result in points being deducted from the daily lab attendance grade—refer to the lab attendance grading chart below. 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.

Daily Lab Participation Points. 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 lab on time, and participate in lab dressed in full uniform, you will receive 15 points each day. If you need to borrow parts of the uniform 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>Full Uniform</td>
<td>10</td>
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<tr>
<td>Chef coat or pants</td>
<td>3</td>
</tr>
<tr>
<td>Toque (hat)</td>
<td>1</td>
</tr>
<tr>
<td>Shoes</td>
<td>3</td>
</tr>
</tbody>
</table>

In addition, as part of the lab grade are safety 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.

2. Lab Reports (4 @ 50 pts = 200 pts) assess your understanding of the key food science and food preparation concepts covered in lab.

Students will complete lab reports that apply hands-on activities and knowledge of key content on a particular topic. Lecture and lab modules will be used to complete the reports. The textbook may also be required to supplement the information in the modules.

Reports will be completed individually by each student and submitted via Dropbox in Brightspace by the due date outlined in the course calendar. Late submission of lab reports will be accepted with a point reduction in the score the student earns for that report. Late submission due to excused absences will not receive point deductions. **For each day the submission is late, starting from 12:01 am the following day, there will be a 20% reduction in the student’s grade.** For example, if a lab report worth 50 points, each day the report is late, there will be a point reduction of 10 points from the grade the student earns. 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 exam and should be completed anyway.

3. Lab Exam (50 points) is a comprehensive exam given to assess the understanding of key food science and food preparation concepts covered in lab during the semester.

The lab exam will take place at the end of the semester and will be an examination covering one of eight different concepts. It is part of the overall lab grade. Students will receive a topic that is randomly generated. This exam is taken as a proctored online exam. In order to prepare for the lab exam, students will complete a lab exam review that includes the key preparation and food science concepts about eight topics given at the beginning of the semester. The exam is timed and only one attempt is given. There will be no make-up lab exams offered, except for those students who receive prior instructor approval for excused absences only.
Course Point Summary

<table>
<thead>
<tr>
<th>Point Assignments</th>
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<tbody>
<tr>
<td><strong>LECTURE</strong></td>
<td><strong>LAB</strong></td>
</tr>
<tr>
<td>Quizzes -- 200 points total (8 @ 15 points each; 4 @ 20 pts)</td>
<td>Lab Attendance -- 390 points total (24 labs @ 15 pts each and one clean up lab @ 30 pts)</td>
</tr>
<tr>
<td>3 Exams -- 150 points total (3 @ 50 points each)</td>
<td>Lab exam -- 50 points total</td>
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<tr>
<td>Lab Reports -- 200 points total (4 @ 50 points)</td>
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<tr>
<td>350 Points Total</td>
<td>640 Points Total</td>
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**Please note: lecture and lab grades are two separate grades.** Lecture grade is based on quizzes and exam grades; the lab grade is based on points received on lab reports, lab attendance and the lab exam. 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.

V. Tentative Course Outline/Calendar

This calendar will tell you the topics of the day and help you stay on top of deadlines. Refer to it weekly for exact due dates of quizzes and any assignments. Quizzes and lab reports are due on Sundays by 11:59 pm EXCEPT where noted below. NOTE: Bonus Syllabus Quiz (optional), Prevention of Physical Injury form, and Food Safety Quiz are **DUE 1/28 by 11:59pm**.

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. Almost 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. Lab reports must be typed, saved as a word or pdf doc, and uploaded to the appropriate Dropbox by the due date for full credit.

<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>
<tbody>
<tr>
<td>1/22 M</td>
<td>Ch. 4</td>
<td>Intro to Course and Syllabus overview--Lab protocol</td>
<td>Lecture Lab</td>
<td>BONUS Syllabus Quiz <strong>DUE 1/28</strong></td>
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<td></td>
<td></td>
<td>Food Safety and Preservation</td>
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<td>Prevention of Physical Injury Form <strong>DUE 1/28</strong></td>
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<td>Lab Date</td>
<td>Chapter(s)</td>
<td>Topic/Module</td>
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<tr>
<td>1/24 W</td>
<td>Ch. 5</td>
<td>Food Prep Basics -- Assign kitchen groups, Kitchen Stations/Dishwasher Overview</td>
<td>Lecture, Lab</td>
<td>Food Safety Quiz <strong>DUE 1/28</strong></td>
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<td></td>
<td>Ch. 4</td>
<td>Food Safety and Preservation</td>
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<tr>
<td>1/29 M</td>
<td>Ch. 3, 22</td>
<td>Food Composition &amp; Oils—Lecture and composition science stations</td>
<td>Lecture, Lab</td>
<td>Food Composition and Oils Quiz <strong>DUE 2/4</strong></td>
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<tr>
<td>1/31 W</td>
<td>Ch. 22</td>
<td><strong>FIRST DAY TO WEAR YOUR UNIFORM!</strong></td>
<td>Lab</td>
<td>Start emulsifiers/mayo section of lab exam review in class</td>
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<td></td>
<td>Food Composition Part II</td>
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<td>Emulsifiers: Mayonnaise</td>
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<th>Lab Date</th>
<th>Chapter(s)</th>
<th>Topic/Module</th>
<th>Activity</th>
<th>Quizzes/Assignments</th>
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<tbody>
<tr>
<td>2/5 M</td>
<td>Ch. 5</td>
<td>Practicing Knife Skills</td>
<td>Lecture, Lab</td>
<td><strong>Complete Knife Skills section of lab exam review</strong></td>
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<td></td>
<td>Ch. 1, 2</td>
<td>Exploring Aromatics</td>
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<td>Food Selection &amp; Evaluation</td>
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<tr>
<td>2/7 W</td>
<td>Ch. 15, 18</td>
<td>Soups/Starches/Sauces Tomato Soup/knife skills lab</td>
<td>Lecture, Lab</td>
<td>**Soups/Starches/Sauces Quiz <strong>DUE 2/11</strong></td>
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<td>Start: Combined Starches Sauces Lab Report <strong>DUE 2/18</strong></td>
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<tr>
<td>2/12 M</td>
<td>Ch. 15, 18</td>
<td>Soups/Starches/Sauces/Grains Mother Sauces Lab 1—Starch thickened sauces/Rice</td>
<td>Lecture, Lab</td>
<td>Combined Starches Lab Report <strong>DUE 2/18</strong></td>
</tr>
<tr>
<td>2/14 W</td>
<td>Ch. 15, 18</td>
<td>Soups/Starches/Sauces/Grains Mother Sauces Lab 2 – Non-starch thickened sauces/Pasta</td>
<td>Lab</td>
<td><strong>Complete Soups/Starches/Sauces section of lab exam review</strong></td>
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<tr>
<td>Date</td>
<td>Activity</td>
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<tr>
<td>2/19 M</td>
<td>Prepare for Exam 1—in class review. Location: <strong>HMS North, room 201</strong> NO Uniforms today!</td>
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<tr>
<td>2/21 W</td>
<td>EXAM 1 (In class--face to face) exam, BRING LAB TOP TO CLASS; covers modules in Unit one and Ch. 1-5, 15, 16, 18, &amp; 22) LOCATION: <strong>HMS North, room 201</strong></td>
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<tr>
<td>2/26 M</td>
<td>Ch. 7, 8, 9, 10 Protein Lab 1: Dry Heat Methods Roast/Bake/Broil/Sauté Lecture, Lab Protein Quiz (Beef, Pork, Poultry, Fish/Seafood) <strong>DUE 2/25</strong> Start on Comprehensive Cooking Methods Lab report – <strong>DUE FRIDAY, 3/8</strong></td>
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<tr>
<td>2/28 W</td>
<td>Ch. 7, 8, 9, 10 Protein Lab 2: Moist Heat Method – Braise/Stew Lab</td>
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</tr>
<tr>
<td>3/4 M</td>
<td>Ch. 7, 8, 9, 10 Protein Lab 3: Moist Heat Methods – Poach/Boil/Steam Lecture, Lab Comprehensive Cooking Methods Lab Report <strong>DUE FRIDAY, 3/8</strong> Complete Meats and Cooking Methods section of the lab exam review</td>
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<td><strong>Lab Date</strong></td>
<td><strong>Chapter(s)</strong></td>
<td><strong>Topic/Module</strong></td>
<td><strong>Activity</strong></td>
</tr>
<tr>
<td>3/6 W</td>
<td>Ch. 10 &amp; 11 Dairy: Cheese &amp; Milk: Queso Blanco/Butter Whipped Cream</td>
<td>Lecture, Lab Dairy Quiz <strong>DUE FRIDAY, 3/8</strong></td>
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<tr>
<td>3/11-3/15</td>
<td><strong>Happy Spring Break</strong></td>
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<tr>
<td>3/20 W</td>
<td>Ch. 12 Eggs: Part 2 Egg Foams—pavlova, souffles Lab Eggs/Dairy Lab Report <strong>DUE Friday, 3/24</strong> Complete Egg/Dairy section of the lab exam review</td>
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<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>
<td>3/25 M</td>
<td>Ch. 13, 14</td>
<td>Vegetables &amp; Legumes -- Pigment Experiment, Cooking Methods &amp; Nutrition</td>
<td>Lecture, Lab</td>
<td>Vegetables &amp; Legumes Quiz NOTE: DUE TUESDAY, 3/26 (BEFORE EXAM 2)</td>
</tr>
<tr>
<td>3/27 W</td>
<td>EXAM 2 (In class--face to face) exam, BRING LAB TOP TO CLASS; covers modules in Unit two and Ch. 7-14 LOCATION: HMS North, room 201</td>
<td></td>
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</tr>
<tr>
<td>4/1 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 4/7</td>
</tr>
<tr>
<td>4/3 W</td>
<td>Ch. 17 &amp; 19</td>
<td>Quick Breads -- Muffins</td>
<td>Lecture, Lab</td>
<td></td>
</tr>
<tr>
<td>4/8 M</td>
<td>Ch. 17 &amp; 19</td>
<td>Quick Breads -- Biscuits</td>
<td>Lab</td>
<td>Complete the Quick and Yeast Breads section of the lab exam review Quick &amp; Yeast Breads Quiz: DUE 4/14 Start: Baked Goods Lab Report DUE 4/28</td>
</tr>
<tr>
<td>4/10 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>4/15 M</td>
<td>Ch. 14, 22 &amp; 24, Ch. 3, 21, 7 25</td>
<td>Pies/Galettes (make pastry) Candy</td>
<td>Lecture/Lab</td>
<td>Pie/Pastry Quiz DUE 4/21 Candy Quiz DUE 4/21</td>
</tr>
<tr>
<td>4/22 M</td>
<td>Ch. 17 &amp; 23</td>
<td>Cake</td>
<td>Lecture, Lab</td>
<td>Cakes &amp; Cookies Quiz DUE 4/28 Complete creaming section of the lab exam review</td>
</tr>
<tr>
<td>4/24 W</td>
<td>Ch. 17, 23</td>
<td>Cookies</td>
<td>Lab</td>
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</tbody>
</table>
VI. Readings (Required and recommended—including texts, websites, articles, etc.):
   Required Textbook:
   (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).

VII. Course Evaluations:
   Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses (the teaching itself and the content/assignments) 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 (full-time and part-time) annual evaluation processes, 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 summarized data will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Policy
   Institutional Absences (HOP 04-110)

   An Institutional Absence may be granted to a student who participates as a representative of the University in academic (including research), extra- or cocurricular, or athletic activities. Students will be excused for institutional purposes from otherwise required academic activity only when a
valid Institutional Absence is approved by the appropriate administrative unit or official and the
documentation of approval is provided to the faculty member at least five (5) days in advance.

Institutional absences will not be approved for keystone events, defined as: a special or unique
assignment, test, project, experience, or other academic exercise identified by the Faculty
member as critical for successful completion of standards of the class and unable to be missed.
These events must be identified on the syllabus at the beginning of the semester and
communicated to the students. Events added to the syllabus at a later date will not qualify for
Keystone Event status. Keystone Events where the date/time is changed will no longer be
considered a Keystone Event. Students should make themselves aware of any Keystone Events
identified in the syllabus to ensure there are no conflicts.

For keystone events where the assignment dates vary, it is incumbent upon the students to
work with their faculty member to not select a conflicting date.

More information on Institutional Absences, including how to apply, can be found at
https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences.

**Code of Student Conduct and Academic Integrity**

The Code of Student Conduct and Academic Integrity (HOP 04-106) outlines the prohibited
conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all
faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the
violations and procedures concerning academic conduct, including cheating, plagiarism,
collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the
test paper (or other assignment) of another student, (2) Possession and/or use during a test of
materials that are not authorized by the person giving the test, (3) Using, obtaining, or
attempting to obtain by any means the whole or any part of a non-administered test, test key,
homework solution, or computer program, or using a test that has been administered in prior
classes or semesters without permission of the Faculty member, (4) Substituting for another
person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying
research data, laboratory reports, and/or other records or academic work offered for credit, (6)
Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another
source or the use of one’s own previous work in another context without citing that it was used
previously, without any indication of the original source, including words, ideas, illustrations,
structure, computer code, and other expression or media, and presenting that material as one’s
own academic work being offered for credit or in conjunction with a program course or degree
requirements.

Collusion is the unauthorized collaboration with another person in preparing academic
assignments offered for credit or collaboration with another person to commit a violation of any
 provision of the rules on academic dishonesty, including disclosing and/or distributing the
contents of an exam.
Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially. For additional information, go to https://www.sfasu.edu/docs/hops/04-106.pdf.

Withheld Grades Semester Grades Policy (HOP policy 02-206)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework 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. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to https://www.sfasu.edu/docs/hops/02-206.pdf.

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, 468-3004 / 468-1004 (TDD) 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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Wellness and Well-Being

SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, 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.

Other important course-related policies:

***Other SFA policy information is found in the Handbook of Operating Procedures (HOP) IX: Resources

On-campus Resources:

- The Dean of Students Office (Rusk Building, 3rd floor lobby)
  - www.sfasu.edu/deanofstudents
  - 936.468.7249
  - dos@sfasu.edu
- SFASU Counseling Services • www.sfasu.edu/counselingservices
  - Health and Wellness Hub (corner of E. College and Raguet) • 936-468-2401
- SFASU Human Services Counseling Clinic • www.sfasu.edu/humanservices/139.asp
  - Human Services Room 202 • 936-468-1041
- **The Health and Wellness Hub** “The Hub”
  - **Location:** corner of E. College and Raguet St.
  - To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
    - Health Services
    - Counseling Services
    - Student Outreach and Support
    - Food Pantry
    - Wellness Coaching
    - Alcohol and Other Drug Education
    - [www.sfasu.edu/thehub](http://www.sfasu.edu/thehub)
    - 936.468.4008
    - thehub@sfasu.edu
  - **Crisis Resources:**
    - Burke 24-hour crisis line 1(800) 392-8343
    - National Suicide Crisis Prevention: 9-8-8
    - Suicide Prevention Lifeline 1(800) 273-TALK (8255)
    - Crisis Text Line: Text HELLO to 741-741

### VIII. Other Relevant Course Information:
**Lab Preparation:** You **MUST** adhere to the following standards 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. 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.

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

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

7. 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.
8. 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.
9. 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.

**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, and putting away dishtowels. 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. Students are also expected to attend the final mandatory lab cleanup day at the end of the semester. Failure to attend this lab will result in losing 30 lab points from the lab grade.

**The instructor has the right to change this syllabus and course calendar at any time throughout the semester.** Any changes will be announced to the class in a timely manner.