School of Human Sciences  
CHEF 1239-501  
MANAGEMENT IN MEAL PRODUCTION  
Online Lecture  
Spring 2024

Instructor: Jill Pruett, MS, RDN, LD  
Office: 101F HMS North  
Course Time & Location: Lecture--online; Lab--Tues 1-2:40 pm in HMS N, room 204  
Email: pruettjs@sfasu.edu or through Brightspace  
Prerequisites: None; co requisite: CHEF 1139  
Office Hours (CST)*: T/TH: 10:00am – 12pm; TH: 1:00 – 2:00pm  
Credit: Lecture 2 hr  
Office Phone: 936-468-7010

NOTE: Emails and phone calls will be responded to within 24-48 hours, Monday-Friday. The preferred method of communication is through email. Students are expected to respond to the instructor’s emails within 24-48 hours as well.

*Office Hours: All office hours will be conducted via Zoom and in my physical office. For information on how to join the virtual office hours, please review the content in the Getting Started module. Office hours subject to change with written notification.

**SYLLABUS IS SUBJECT TO CHANGE***

I. Course Description:
This course provides an overview of meal management with an emphasis on procuring, planning, preparing, and serving meals. Included in the course is learning how to analyze resource allocation in relation to time, energy, economics, and human factors.

In lecture (2 credits), students receive extensive course content information equivalent to 100 minutes per week for 15 weeks and includes a culminating experience in week 16. Students engage in a variety of assignments that can include but are not limited to quizzes and assignments.

Students are required to take the lab portion of the course, CHEF 1139 (1 credit) at the same time as this course. Students receive course content information for the lab via lecture, online content modules and hands on activities equivalent to 50 minutes per week for 15 weeks and a comprehensive project. Students engage in a variety of hands-on activities and assignments that apply course content.

II. Intended Learning Outcomes/Goals/Objectives:
The vision, mission, and core values of the James I. Perkins College of Education (PCOE) is to prepare competent, successful, caring, and enthusiastic professionals dedicated to responsible service, leadership, and continued professional intellectual development. The PCOE’s vision, mission, and goals are linked to the Stephen F. Austin State University vision and values and describe 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.
The complete listing of the standards associated with the Program Learning Outcomes, Student Learning Outcomes, assignments, and assessments are located on the PCOE website.

In the PCOE, 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

Professional organization standards related to this course include: https://www.ahlei.org, https://www.cmaa.org, https://www.clubcorp.com

Program Learning Outcomes:

- The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Human Sciences.
- 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.
- The student will demonstrate competence in his/her specific discipline using oral and written forms.
- The student will demonstrate a positive service attitude.

This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.

Student Learning Outcomes:

After successful completion of this course, the student will:

- Apply an understanding of menu planning principles, menu composition, design, and merchandising.
- Identify and utilize resources to apply to human nutritional needs, nutrient functions in the body, and the major food sources of nutrients to coursework.
- Understand the psychological, emotional, and social influences on eating habits and the influence of these on nutrition and health.
- Develop an appreciation of the importance of effective communication with classmates, customers, and persons with whom one works.
- Explain the styles of service for commercial operations and basic menu styles.
- Demonstrate recipe preparation skills for various numbers of individuals/customers to be served.
- Develop menus based on individual and group nutritional needs.
- Develop oral and written communication skills.
- Develop computer skills through application of course content to assignments.
• Demonstrate cooking techniques with emphasis on nutritional requirements and food science applications.
• Develop an understanding of nutritional contributions to certain medical diagnoses.
• Have a basic understanding of food budgeting and how to conduct recipe costing.

III. Course Assignments, Activities, and Instructional Strategies use of Technology:
Brightspace 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.
Students will be required to complete and submit all course quizzes and assignments related to lecture in Brightspace. It is the student’s responsibility to follow the course timeline and submit all work on time and to the best of his/her ability. Students should contact the instructor when questions arise and gain additional information or updates in the course through regular interaction in the course in Brightspace, including all news sent by the instructor throughout the semester.
1. **Quizzes (7 module quizzes: 5@20 pts ea.; 2@10 pts ea. = 120 total points)**
   Each unit quiz covers the corresponding module material, including key learning from associated assignments. All quizzes will be timed, and you will not be allowed to revisit questions. Quizzes are open at the beginning of the semester, and due by the posted due date in the course calendar and this syllabus. They may not be made up due to absences, unless instructor approval is obtained for university determined excused absences. It is in your best interest to contact me before a deadline, or just as soon as possible, if you must be absent. The university states that excused absences include illness, hospitalization or family death. University sponsored events, such as sporting competitions or club events, are also considered excused. **There will be no make-up quizzes for unexcused reasons, including car or computer troubles at the last minute.** Failure to complete a module quiz by the due date will result in a zero unless you have received prior instructor approval.

Student ethics and dishonesty policies (see HOP 04-106 below) apply to the completion of the quizzes and all assignments will be completed independently, unless otherwise noted. This includes copying from someone else’s screen while taking the quizzes, submitting assignments that were written by classmates or previous students in the course, visiting other sites while your browser is opened to the quiz, using your notes or the textbook, giving or receiving an advance copy of the quizzes, getting an old copy of the quizzes, or hiring a surrogate test-taker. Cheating and other violations of university policy may result in a zero grade, failure of the course or expulsion from the university.

2. **Assignments (5 lecture assignments, totaling 120 points).**
   Assignments will be submitted to Brightspace by the due date. Outside research, as well as the information in the modules, will be used to complete the assignments.

   Late assignments may be accepted without point penalty if you have an excused absence that was discussed with me prior to the deadline. Late submissions for unexcused absences may will result in a point reduction the student earns, every day that an assignment is late, starting at 12:01 am the day after the due date. Point deductions will be **20%** from the assignment’s total points the score the student earns for every day the assignment is late. After 5 days late, assignments will receive a zero.

3. **Exams.** There are no exams in this course.

**LAB.** Students will be required to complete and submit all course culinary labs and assignments related to lab in Brightspace. Please refer to the course calendar and ask questions if you are unclear about instructions or due dates.

1. **Lab Attendance (7 labs (6@10 pts ea.; 1@30 pts ea., totaling 110 points).**
   A critical part of meal management includes planning, as well as preparation and clean up of the meal. Attendance is required to complete various activities to support culinary labs as you will work in teams. Attendance will be taken for each lab except the first
one. Missing labs will affect your lab grade and put undue stress on your kitchen team. There are eight days when we will not meet for lab this semester. This time should be spent working on assignments related to the lab activities.

2. Lab Assignments (6 assignments associated with the culinary labs, totaling 190 points). Assignments in lab include planning, preparation, clean up, completing teamwork evaluations, and recipe costing related to three culinary labs. Information from various modules and lecture will be used to complete the assignments.

As with lecture assignments, late submissions may be accepted without point penalty if you have an excused absence that was discussed with me prior to the deadline. Late submissions related to unexcused absences will result in point deductions. Every day that an assignment is late, 20% from the assignment’s total points will be deducted from the score the student earns. After 5 days late, assignments will receive a zero.

**Note, lecture and lab grades are two separate grades.** Your lecture grade is based on your quizzes and some assignments; your lab grade is based on your lab assignments and culinary lab projects. Lecture and lab grades will be entered independently when grades are due. Lecture is worth 2 credit hours and lab is worth 1 credit hour.

Course Point Summary:

<table>
<thead>
<tr>
<th></th>
<th>LECTURE</th>
<th>LAB</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>120 points total (7 quizzes)</td>
<td>Lab Attendance – 110 points (6 labs)</td>
</tr>
<tr>
<td>Assignments</td>
<td>120 pts total (5 assignments)</td>
<td>Assignments – 190 total points (6 assignments)</td>
</tr>
<tr>
<td></td>
<td><strong>240 Points Total</strong></td>
<td><strong>300 Points Total</strong></td>
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Grading Scale

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

This timeline gives you a quick view of the semester module content and assignment due dates. Access this information weekly in Brightspace for content, updates, and due dates.

We will not meet every week, so please note the dates attendance is required. If you choose to complete the culinary labs in your own kitchen facility, you will be responsible for purchasing all the needed ingredients, cookware and kitchen tools. Those choosing to work in the kitchen labs will have all ingredients and equipment provided through differential tuition funds.
Everything will be submitted in the appropriate Brightspace Dropbox. Note the due dates as they vary.

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter/Module</th>
<th>Assignments</th>
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</thead>
<tbody>
<tr>
<td>Week 1: Jan 18-28</td>
<td>Getting Started</td>
<td>• Read Getting Started module</td>
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<tr>
<td></td>
<td>Teamwork &amp; Segments</td>
<td>• Bonus Syllabus Quiz DUE 1/28</td>
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<tr>
<td></td>
<td></td>
<td>• Read Teamwork &amp; Segments module</td>
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<tr>
<td></td>
<td></td>
<td>• Teamwork/Segments Quiz DUE 1/28</td>
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<tr>
<td></td>
<td>Jan 23: In Class Lab—Course expectations and Recipe</td>
<td>• Lecture and Lab expectations</td>
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<td></td>
<td>Demonstration</td>
<td>• How to: Complete Market orders</td>
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<td></td>
<td></td>
<td>• Plan recipe demonstration and obtain recipe approval in class</td>
</tr>
<tr>
<td>Week 2: 1/29-2/4</td>
<td>Meal Management, focus: food safety</td>
<td>• Read Meal Management module</td>
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<td></td>
<td></td>
<td>• Food Safety Quiz DUE 2/4</td>
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<td></td>
<td></td>
<td>• Work on demo outline</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Submit demo market orders DUE TUES 1/30</td>
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<tr>
<td>Week 3: 2/5-2/11</td>
<td>Meal Management</td>
<td>• Read measurements and conversions module</td>
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<td>Feb 6: In Class Lab—Recipe demonstrations</td>
<td>• Measurements Quiz DUE 2/11</td>
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<td></td>
<td>• Culinary Lab: Recipe Demo WEAR UNIFORM</td>
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<tr>
<td></td>
<td></td>
<td>• Submit demo outline and evaluations DUE 2/6</td>
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<tr>
<td>Week 4: 2/12-2/18</td>
<td>Nutrition</td>
<td>• Read Nutrition module</td>
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<td>• Nutrition Quiz DUE 2/18</td>
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<td></td>
<td>• Submit Kids Meal Evaluation DUE 2/18</td>
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<tr>
<td>Week</td>
<td>Chapter/Module</td>
<td>Assignment</td>
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</tbody>
</table>
| Week 5: 2/19-2/25 | Budget                  | • Read Budget module  
• Recipe Costing Quiz DUE 2/25  
• Attend recipe costing lab  
• Obtain approval budget menu DUE 2/25 |
| Feb 20: In Class Lab |                         |                                                                            |
| Week 6: 2/26-3/3 | Budget, part 2          | • Submit budget menu market order DUE TUES 2/27  
• Work on budget meal recipe costing DUE 3/5 |
| Week 7: 3/4-3/10 | Budget, part 3          | • Culinary Lab: Budget Meal WEAR UNIFORM  
• Submit menu costing and group evaluation DUE TUES 3/5 |
| Mar 5: In Class Lab – Budget Meal |                         |                                                                            |
| Week 8: 3/11-3/17 | Happy Spring Break!     |                                                                            |
| Week 9: 3/18-3/24 | Customer—Market Survey  | • Read Customer/Market Survey module  
• Market Survey Quiz DUE 3/24  
• Market Survey Concept paper DUE 3/24 |
| Week 10: 3/25-3/31 | Menus and Recipes       | • Read Menus and Recipes module  
• Menus/recipes Quiz DUE 3/31  
• Research Italian appetizers, entrees, salads, desserts  
• Research in-season Texas produce you would use in Italian dishes |
| Week 11: 4/1-4/7 | Menus and Recipes       | • Review fine dining and bites presentations |
|            |                         |                                                                            |
- Review scaling up recipes from 4 servings to 10 servings
- **Submit** Final event menu **DUE 4/7**

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<thead>
<tr>
<th>Week</th>
<th>Chapter/Module</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>Week 12:</td>
<td>Events -- Italian Dinner event -- planning</td>
<td>• Vote on event menu</td>
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<tr>
<td>4/8-4/14</td>
<td><strong>April 9: In Class Lab--Planning</strong></td>
<td>• <strong>Submit</strong> market order and recipe(s) (10 servings) <strong>DUE 4/14</strong></td>
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<td></td>
<td>• <strong>Submit</strong> event recipe scaling worksheet <strong>DUE 4/14</strong></td>
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<tr>
<td>Week 13:</td>
<td>Events - Marketing</td>
<td>• Read Marketing module</td>
</tr>
<tr>
<td>4/15-4/21</td>
<td></td>
<td>• Bonus recipe costing <strong>DUE 4/21</strong></td>
</tr>
<tr>
<td>Week 14:</td>
<td>Events: Production and Service</td>
<td>• <strong>Culinary Lab: Italian Dinner—WEAR UNIFORM</strong></td>
</tr>
<tr>
<td>4/22-4/28</td>
<td><strong>Apr 23: In Lab Class—Italian dinner</strong></td>
<td>• <strong>Submit evaluations DUE TUES 4/23</strong></td>
</tr>
<tr>
<td>Week 15:</td>
<td>Events</td>
<td>• <strong>Submit Event Meal recipe costing for 10 servings, include recipe(s) and evaluation DUE 5/5</strong></td>
</tr>
<tr>
<td>4/29-5/5</td>
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<tr>
<td>Week 16:</td>
<td>Mandatory kitchen clean up</td>
<td>• <strong>Tuesday, 5/7 1-3 pm</strong> Mandatory lab cleanup day**</td>
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<tr>
<td>**Finals</td>
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<tr>
<td>Week –</td>
<td></td>
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<tr>
<td>TUES 5/7</td>
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</tbody>
</table>

The instructor has the right to change this course calendar at any time. Notices of changes will be provided in writing.

**VI. Textbook**

No textbook is required for this course. Quizzes and assignments will utilize the module content found in Brightspace, and any online material and resources identified in the modules.

**Calculator (Required).** Simple calculator is needed for basic mathematical calculations—addition, subtraction, multiplication and division 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
    - 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 at any time throughout the semester.* Any changes to this syllabus will be announced to the class in a timely manner.