



CULINARY ARTS INSTITUTE
FOOD SERVICE MANAGEMENT/CULINARY ART PROGRAM
FSMGMT 050 - SANITATION AND SAFETY
SYLLABUS
SPRING 2014

Section: 0272
Location: Culinary Arts Institute Building – Rm. 230
Hours: TUES: 12:10 – 3:20PM
Text: ServSafe Coursebook, 6th edition with examination sheet (www.servsafe.com)
Chef Instructor: Brandy McKay M.A. MFSE
Phone: 818.364.7600
Email: bmckay@lamission.edu
Office Location: Culinary Arts Institute, Faculty Offices,
Office Hours: By Appointment or Before Class

PREREQUISITE: Be enthusiastic and ready to rock it!

WHAT ARE STUDENT LEARNING OUTCOMES? Student Learning Outcomes (SLO's) focus on designing curriculum around answering this question:

- What will a student be able to DO in his/her multiple roles with what he/she learns in the course?

When instruction focuses on SLO's the learning process is more learner centered and more relevant to a student's life.

STUDENT LEARNING OUTCOMES

- Upon successful completion of this course students will demonstrate and analyze the various consequences of the contamination and the influences that affect safe food.
- Upon successful completion of this course students will explain the role of the foodservice worker as it relates to the safe preparation of food. Standards and governmental guidelines will be used as assessment tools.
- Upon successful completion of this course students will evaluate the quality of a foodservice operation's safety and sanitation program using the nationally recognized assessment tool from the National Restaurant Association and the Los Angeles Environmental Health Department.

COURSE DESCRIPTION: This course deals with the basic principles of sanitation and safety including the types of microorganisms that cause food-borne illness, food-borne infections, toxin-mediated infection, and intoxication. Basic environmental conditions and food handler practices that cause sanitation/safety risks will be explored. The major types of food hazards that cause food-borne illness, contamination and cross-contamination will be identified. US governmental regulation, as well as California state and Los Angeles County Environmental Health Department regulations will be discussed.

INSTRUCTION METHODS

Various methods of instruction are utilized, including lectures, class opinion, polls, discussions, films, slides and guest lectures and field trips to do on-site inspections at foodservice operations. A primary objective of this particular course is to establish an atmosphere in which each student feels that he may express his own point of view without feeling threatened, and that questions may be asked and answered without embarrassment. No limits are placed upon the subject matter or the extent of questioning, except that all discussions should be in "good taste" and with due recognition of the varying personal, economic, religious and social backgrounds of each class member and the level of maturity of the group as a whole. Occasionally, if the topic lends itself, the class will be broken into small discussion groups, each with a recorder. At the end of the class, the recorders will become a panel and report their findings to the class. The Inspection Report Project will be an individual project. You will choose the property that you will evaluate and inspect. You will present your findings in class.

MYSERVSAFE.LAB.COM = Students will need to log online to access the MyServSafeLab instructional site. Your class course ID number is eguaras10077. How do I Enroll!?!

PROJECT-BASED LEARNING: Project-Based Learning (PBL) is an instructional approach built upon realistic learning activities. PBL engages student's interest and motivation while helping the student recognize the projects significance.

COURSE OBJECTIVES:

1. Define the terms sanitation, hazard, risk, flow of food and critical control point.
2. Explain the dangers of food-borne illness.
3. Identify what is meant by high risk populations for food-borne illness and explain why these populations are at high risk.
4. Identify the characteristics of potentially dangerous/hazardous food.
5. Identify three classifications of contamination associated with food.
6. Describe how food-borne illness occurs.
7. Recognize the three key practices that can help ensure food safety.
8. Identify the four basic types of microbial contaminants, give examples and describe preventive actions for each.
9. Differentiate between food-borne infection and food-borne intoxication and identify the major cause of each.
10. Describe the basic environmental conditions that encourage the growth of micro-organisms and distinguish between food-borne illness, infection, toxin-mediated infection and intoxication.
11. Discuss how contamination and cross-contamination of food can occur.
12. Describe the HACCP system of food safety and the methods of implementing it and identify potentially hazardous food.
13. Identify personal behaviors that can contaminate food.
14. Recognize the factors of personal hygiene essential for foodservice employees and implementation of proper hand-washing techniques and glove use.
15. Categorize foods most commonly implicated in outbreaks of food-borne illnesses and the major and methods for controlling food-borne illness.
16. Identify three major types of hazards that may cause food-borne illness.
17. Detect signs of spoilage in food shipments and optimum temperatures for different food items in storage.
18. Establish proper storage conditions and temperatures for various food items in storage.
19. Assess the importance of the time/temperature principle.
20. Evaluate the preparation and serving of food in a sanitary manner.
21. Identify the operating requirements for central kitchens and mobile, temporary and vending units.
22. Critique actions to take in emergency situations when accidents occur.
23. Identify methods of establishing a crisis management plan and evaluation of its plan after a crisis.
24. Identify procedures to follow during and following a food-borne illness outbreak.
25. Determine the essential elements of a successful employee sanitation/safety training program and describe ways of effective implementation.

UNIFORM CODE: Students must be in proper CAI school uniform at all times. Black skull caps and bistro aprons are necessary only if food is being prepared. By law, students must wear appropriate attire in the food production laboratory. It is the student's responsibility to be dressed in clean, proper attire for all lab periods. If you are not dressed appropriately/complete uniform, you will not be admitted to class, and you will be given an absence for the day. If you are passing through or working in the kitchen, you must be in uniform. NO EXCUSES!

Complete Uniform:

- White Chef Coat, neckerchief/cravat, white apron, black skull cap, heavy non-slip black shoes with shoe laces/ties or clogs, black or white socks, and houndstooth/checkered pants. Student will be sent home and marked absent if not in full uniform.
- No nail polish, faux nails or rings. Nails must be trimmed and short. No excuse.
- No earrings (studs ok), nose rings or facial piercings.
- No hoodies or sweaters under the chef coat. If you are cold, wear white thermals under the chef coat.
- Completely clean shave or beard and mustache trimmed neat to ¼ inch in length. You will be sent home if you have not shaved and can only return if you have shaved. If you have a beard you must purchase a beard guard and wear in the kitchen during production times.

ATTENDANCE: Culinary Arts Institute's attendance policy approximates the expectations found in a working situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the culinary arts and hospitality industries. At the time the student moves from training into a career, the employer will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. The faculty and staff of Culinary Arts Institute @ LAMC consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. If you are absent for three (3) days or more, you will be dropped from the class and will have to retake the course next semester.

IMPORTANT: If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF – OFFICIALLY – on or before November 7, 2013. Failure to do so may result in a grade of "F" in the class.

DIETARY SERVICE SUPERVISOR STUDENTS: All students taking any Culinary Arts class are subject to the same principals and guidelines. Students will learn to ensure that all foods are served by methods that conserve nutritive value, flavor and appearance and all foods are prepared in a form designed to meet individual needs. All substitutions should be similar nutritive value. Student's competency will be demonstration and evaluated by the Registered Dietitian/Professor.

STUDENTS WITH SPECIAL NEEDS: If you have any health impairments that require regular medication, or any disability that might affect your performance in the class or lab, and would like your chef instructor to make special accommodations, please call our campus Special Services Director at 818-364-7734 as soon as possible. They will help you arrange special accommodations for your classes.

The special needs of each student are met, in part, by:

1. Group discussion at the "peer" level, providing for the interchange of ideas
2. Reading materials supplementing the required text material
3. Availability of the teacher for personal interviews and referral to appropriate community resources as indicated.

CAMPUS PARKING: Students must park in the Student Parking levels and not in the Faculty/Staff parking level. Your cooperation on this is greatly appreciated. Valid Faculty/Staff parking permit is required to park in the Faculty/Staff parking area. Any student found parked in Faculty/Staff parking area will be subject to getting a parking ticket and/or towed at the expense of the student.

EVALUATION METHODS

Grading is based upon weekly class participation, assignments, exams, journal reports, Internet assignments and a final examination based on the National Restaurant Association's ServSafe Certification Exam plus the inspection final project, which is like a term paper with an oral presentation. Attendance and participation in class will also be evaluated.

GRADING PROCEDURES

1. Homework: 200 points
Complete all Apply Knowledge and Multiple Choice questions at the end of each chapter. You will earn 10 points per chapter for homework each week. Complete the study questions at the end of each section/chapter. These will be turned in or checked each week.
2. Attendance/Participation in Class and Group Projects: 200 points
If you are not present in class for lecture and in-class assignments, you will lose points and your grade will be lowered. Attendance is a very important part of your grade, and is required to pass the class.
3. Quizzes: 400 points
There will be four progress quizzes per semester, each worth 100 points.
4. Inspection Report: 200 points
The inspection project will be completed at a foodservice facility. It is due as assigned and all students must complete this assignment to receive a passing grade in Sanitation and Safety Course. You will be required to give an oral presentation of this inspection report.
5. Midterm and Final Exam: 200 points
NOTE: To receive a Food Handler's permit from Los Angeles County Environmental Health Department, you need a certificate from the National Restaurant Association with a passing score of 75%, or above. Please note that all students must take the exam on the scheduled examination date. You will need to use the exam answer sheet from the front of your ServSafe course book. This form is then mailed for grading to the National Educational Foundation of the National Restaurant Association in Chicago, Illinois and requires a minimum of three weeks before results are given.

Homework			15%
Attendance/Class Participation			25%
Progress Exams			30%
Final I Project			20%
Final Exam			10%

GRADES:

1000 – 1200	A	850 – 999	B
750 - 849	C	600 – 749	D
599 – Below	F		

IMPORTANT INFORMATION: Class hours must be adhered to. A student who misses more than 3 absences may be dropped by the instructor, but it your (THE STUDENT) responsibility to drop or withdraw from the class. Continued tardiness will affect your attendance (3 tardy = 1 absence). If there is an emergency, the chef instructor can be contacted by phone or by email so that arrangements can be made.

Success Tips from Chef Eguaras:

- **SHOW UP TO CLASS!**
- Bring your books to every class
- Read the chapters prior to attending class in advance and review thoroughly
- Do the group projects and group presentations!
- Do not read other class's books in the Culinary Arts class.
- HAVE FUN!

CULINARY ARTS INSTITUTE
FOOD SERVICE MANAGEMENT/CULINARY ARTS PROGRAM
FSMGMT 050 - SANITATION AND SAFETY
TUESDAY 12:10-23:320PM
Course Outline
SPRING 2014

Please note that the schedule below may be subject to change.

WEEK 1	DATE	TOPIC	ASSIGNMENTS
Day 1	2/11	<ul style="list-style-type: none"> • Introductions • Class Objectives • Course Outline • Class Assignments • Weekly Group Projects 	<ul style="list-style-type: none"> • Read Chapter 1 • Complete and Apply Knowledge exercises and Study Questions
WEEK 2	DATE	TOPIC	ASSIGNMENTS
Day 2	2/18	Chapter 1 <ul style="list-style-type: none"> • Introduction to Food-borne Illness • The Safe Food Handler • Video: Sanitation 	<ul style="list-style-type: none"> • Read Chapter 2 • Complete and Apply Knowledge exercises and Study Questions • Study for Quiz #1 (Review Chapters 1-2)
WEEK 3	DATE	TOPIC	ASSIGNMENTS
Day 3	2/25	Chapter 2 <ul style="list-style-type: none"> • The Microworld 	<ul style="list-style-type: none"> • Read Chapter 3 • Complete and Apply Knowledge exercises and Study Questions • Quiz #1 (Chapters 1 & 2)
WEEK 4	DATE	TOPIC	ASSIGNMENTS
Day 4	3/4	Chapter 3 <ul style="list-style-type: none"> • Contamination, Food Allergies and Food-borne Illness • Go over microbe bacteria study • Film #3: Employee Health and Hygiene 	<ul style="list-style-type: none"> • Read Chapter 4 • Complete and Apply Knowledge exercises and Study Questions
WEEK 5	DATE	TOPIC	ASSIGNMENTS
Day 5	3/11	Chapter 4 <ul style="list-style-type: none"> • Contamination, Food Allergies and Food-borne Illness • Go over microbe bacteria study 	<ul style="list-style-type: none"> • Read Chapter 5 & 6 • Complete and Apply Knowledge exercises and Study Questions • Quiz #2 (Chapters 3 & 4)
WEEK 6	DATE	TOPIC	ASSIGNMENTS
Day 6	13/18	Chapter 5 and 6 <ul style="list-style-type: none"> • The Flow of Food through the Operation • Purchasing and Receiving Safe Food • Film #3: Purchasing and Receiving • Storage Principles 	<ul style="list-style-type: none"> • Read Chapter 7 • Complete and Apply Knowledge exercises and Study Questions
WEEK 7	DATE	TOPIC	ASSIGNMENTS
Day 7	3/25	Chapter 7 <ul style="list-style-type: none"> • The Flow of Food: Storage and 	<ul style="list-style-type: none"> • Read Chapter 8 • Complete and Apply Knowledge

		Preparation <ul style="list-style-type: none"> • Temperatures • Cooking, Heating and Holding • Safe Storage of Food 	exercises and Study Questions
WEEK 8	DATE	TOPIC	ASSIGNMENTS
Day 8	4/1	Chapter 8 <ul style="list-style-type: none"> • The Flow of Food: Storage and Preparation • Temperatures • Cooking, Heating and Holding • Safe Storage of Food • Review of Chapters 5, 6, 7 and 8 in preparation for next week's MIDTERM STUDY STUDY • SPRING BREAK NEXT WEEK 	<ul style="list-style-type: none"> • Read Chapter 9 • Complete and Apply Knowledge exercises and Study Questions
WEEK 9	DATE	TOPIC	ASSIGNMENTS
Day 9	4/15	Chapter 9 <ul style="list-style-type: none"> • MIDTERM • The Flow of Food: Service • Internet assignment on Sanitation and Safety • Film #4: Preparing, Cooking and Serving Food 	<ul style="list-style-type: none"> • Read Chapter 10 • Complete and Apply Knowledge exercises and Study Questions •
WEEK 10	DATE	TOPIC	ASSIGNMENTS
Day 10	4/22	Chapter 10 <ul style="list-style-type: none"> • Principles of the HACCP System • Food Safety Management Systems • Active Managerial Control • Crisis Management • Film #5: HACCP: What is it? 	<ul style="list-style-type: none"> • Read Chapter 11 and 12 • Complete and Apply Knowledge exercises and Study Questions • Prepare for Inspection Reports
WEEK 11	DATE	TOPIC	ASSIGNMENTS
Day 11	4/29	Chapter 11 and 12 <ul style="list-style-type: none"> • Quiz # 3 (Chapters 5 through 8) • Sanitary facilities and equipment • Cleaning and sanitizing equipment • Hand washing equipment/dishes versus machine washing • Water Temperatures 	<ul style="list-style-type: none"> • Read Chapter 13 and 14 • Complete and Apply Knowledge exercises and Study Questions • Present Inspection Reports
WEEK 12	DATE	TOPIC	ASSIGNMENTS
Day 12	5/6	Chapter 13 and 14 <ul style="list-style-type: none"> • Introduction of Pest Control • Integrated Pest Management • Food Safety Regulations and Standards • Government Regulations • FDA Food Code • The Inspection Process 	<ul style="list-style-type: none"> • Read Chapter 15 • Complete and Apply Knowledge exercises and Study Questions • Present Inspection Reports

WEEK 13	DATE	TOPIC	ASSIGNMENTS
Day 13	5/13	<ul style="list-style-type: none"> • Self –Inspections Chapter 15 <ul style="list-style-type: none"> • Employee food safety training • Review for the National ServSafe Examination • Inspection Reports (Oral Presentations) 	<ul style="list-style-type: none"> • Read Chapter 15 • Complete and Apply Knowledge exercises and Study Questions • Review Chapters 1-15 in preparation for the National ServSafe Examination • Prepare for Inspection Reports • Present Inspection Reports
WEEK 14	DATE	TOPIC	ASSIGNMENTS
Day 14	5/20	HOLIDAY - THANKSGIVING	HOLIDAY - THANKSGIVING
WEEK 15	DATE	TOPIC	ASSIGNMENTS
Day 15	5/27	<ul style="list-style-type: none"> • FINAL EXAM (Chapters 1 through 15) 	<ul style="list-style-type: none"> • Present Inspection Reports
WEEK 16	DATE	TOPIC	ASSIGNMENTS
Day 16	6/3	<ul style="list-style-type: none"> • National ServSafe Examination • MUST HAVE ServSafe Scantron to take exam (2 hours max time) 	Register for the spring ASAP or NOW!!!

Remember to check this spring 2014 Schedule and register early! Classes may be cancelled due to low enrollment or classes may be full and closed. There are no "wait lists" available at LA Mission College.

HOLIDAYS (College CLOSED)

- Martin Luther King – January 20
- President's Day – February 14 to 17
- Cesar Chavez Day – March 31
- Spring Break – April 7 to 13
- Memorial Day – May 26
- Non-Instructional Day – May 27
(No classes/College services open)
- Independence Day – July 4

GENERAL CALENDAR DATES

Applications Accepted	Year Round
Assessment and Orientation	Year Round
Residency Determination Date	February 9
DAY AND EVENING CLASSES BEGIN	February 22
Saturday classes begin	February 24
Last day to petition for Credit/No-Credit	March 4
Deadline to petition for Fall 2013 Graduation... ..	April 4
Classes End	June 3
FINAL EXAMS	June 3
Semester ends	June 6

PRIORITY Registration Dates - Enrollment is by appointment ONLY, through the Internet.
(You may not register before your appointment date and time.)

CalWORKS, EOPS, DSPS, Foster Youth and Veterans November 13 to 17

FSMGMT 050 – Sanitation and Safety – SPRING 2014

Continuing Students	November 18 to December 8
New and re-entering students	December 9
ADD Dates - Late ADDs are not permitted	
Deadline to add online	February 9
Deadline to add full term (16-week) classes in person	February 21
DROP CLASSES ON-LINE ONLY (16-week classes)	
Drop classes without receiving a "W" with refund (By Internet only)	February 23*
Drop classes without incurring fees or with a refund (Registration/parking/non-resident fees/semester-length classes) (By Internet only)	February 23*
Drop classes with a "W" – A letter grade is required after this date forward - (By Internet only)	May 11

*PLEASE NOTE: The District required earlier and revised deadlines starting Summer 2012. A "W" will appear on your transcript record after this date. REMINDER: There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals. (See Important Notice, page 3). If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF – OFFICIALLY – on or before May 11, 2014 (by Internet only).

Failure to do so may result in a grade of "F" in that class.

REGISTRATION INFORMATION

Website – www.laccd.edu (Student Information System)

Admission Regular Office Hours

(Hours are subject to change. Please check the LAMC website)

Monday and Thursday – 8am-5pm

Tuesday and Wednesday – 8am-7pm

Friday – 8am-12noon

Drop classes with a "W" - Letter grade is required after this date and forward – February 23

FOR THOSE WITH DISABILITIES, ALTERNATE FORMATS OF THIS SCHEDULE ARE AVAILABLE BY CALLING 818.833.3313

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YOU MUST DROP THE CLASS YOURSELF ONLINE OFFICIALLY on or before February 23. Failure to do so may result in a grade of "F" in that class

NOTE: Remember to check this spring 2014 Schedule and register early! Classes may be cancelled due to low enrollment or classes may be full and closed. There are no "wait lists" available at LA Mission College.

COLLEGE RESOURCES FOR STUDENTS

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: <http://www.lamission.edu/admissions/>

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit <http://www.lamission.edu/assessment/>

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit <http://eagleslanding.lamission.edu/default.asp>

Counseling Department Office: For appointments and information call 818-364-7655 or visit <http://www.lamission.edu/counseling/>

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364-7732 or visit <http://www.lamission.edu/dsps/>

Extended Opportunity Programs and Services (EOPS): For appointments, eligibility and information call 818-364-7645 or visit <http://www.lamission.edu/eops/>

Financial Aid: For information and applications call 818-364-7648 or visit <http://www.lamission.edu/financialaid/>

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit <http://www.lamission.edu/library/>

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit www.lamission.edu/learningcenter/