

FDSC 2503
Food Safety and Sanitation
Fall, 2017

Instructor: Dr. Pamela Brady
Office: FDSC E28
e-mail: pbrady@uark.edu
phone: 575-7042

Texts and Supplies:

- National Restaurant Association Solutions. 2017. ServSafe Coursebook, 7th ed. Students are responsible for all material in each chapter. **NOTE:** If you are planning to take the ServSafe exam at the end of the semester, you will need the official ServSafe scantron form. This form is included in the price of the book if a new book is purchased. If purchased without the book, the form costs \$38 + shipping and handling.
- Supplemental Readings as Assigned – When readings are assigned, they will be listed in the Content section of Blackboard. Information from assigned readings will be included on exams.
- Turning Technology Student Response System (Clickers): See last page of Syllabus for instructions on registering clickers and class policies on their use.

Course Description:


FDSC 2503- Food Safety and Sanitation

Principles of sanitation, cleaners and sanitizers, sanitary equipment and facility designs, and microbial growth and control in food preparation and processing operations. Lecture/discussion.
Two 75 min periods weekly.


Course Objectives:

1. To familiarize the student with food microbiology and sanitation principles involved in food handling, preparation, and service. Potential food safety problems associated with microbial survival and growth also will be discussed.
2. To provide the student with a general understanding of the mechanisms of action of detergents/cleaners and sanitizers.
3. To provide the student with an understanding of sanitation procedures appropriate for preparation and processing facilities.
4. To provide the student with perspectives on the involvement of sanitation in Food Quality Assurance and Management Programs and an overview of food laws and regulations concerning the safe production of food.

Tentative Class Schedule

Week	Tuesday: Topic	Thursday: Topic
1 (Aug 22&24)	Course Introduction Keeping Food Safe (Ch. 1)	Factors Influencing Food Safety (See Blackboard for Reading Assignment)
2 (Aug 29&31)	The MicroWorld (Ch. 2)	The MicroWorld (Cont.) Introductory Assignment Due
3 (Sept. 5&7)	The MicroWorld (Cont.)	The MicroWorld (Cont.) Foodborne Contamination/Food Allergens (Ch. 3)
4 (Sept 12&14)	Foodborne Contamination/ Food Allergens (Ch. 3)	Exam 1
5 (Sept 19&21)	The Safe Foodhandler (Ch. 4)	The Flow of Food (Ch. 5-9)
6 (Sept 26&28)	The Flow of Food (Ch. 5-9)	The Flow of Food (Ch. 5-9)
7 (Oct 3&5)	The Flow of Food (Ch. 5-9)	The Flow of Food (Ch. 5-9)
8 (Oct 10&12)	Exam 2	Safe Facilities and Equipment (Ch. 11)
9 (Oct 17&19)		Safe Facilities and Equipment (Ch. 11)
10 (Oct 24&26)	Cleaning and Sanitizing (Ch. 12)	Cleaning and Sanitizing (Ch.12)
11 (Oct 31 &Nov 2)	Environmental Sanitation and Maintenance (pp. 12.15 – 12.17 & Ch. 13)	Exam 3

Students must notify the instructor in writing no later than **Nov 2** if they plan to take the ServSafe exam. To do this, turn in a sheet of paper with your name and whether the test

document in the front of your text is a scantron form or a seat code for an on-line test. EMAIL NOTIFICATIONS WILL NOT BE ACCEPTED. If your text does not have a test form in it, you are responsible for obtaining one from another source BEFORE you tell the instructor you will take the exam.		
12 (Nov 7&9)	Food Safety Regulations and Standards (Ch.14)	Food Safety Management Systems (Ch. 10)
13 (Nov 14&16)	Crisis Management (pp 10-11 to 10-19) Staff Training (Ch.15)	Accident Prevention; Responding to Foodborne Disease Outbreaks (See Blackboard for Reading Assignment)
14 (Nov21&23)	Defending Food from Intentional Contamination	
15 (Nov 28&30)	ServSafe Review	Exam 4
16 (Dec 5&7)	ServSafe Exam¹ – in class	No class
Final Exam – Dec. 12 12:45 pm – 2:45 pm		

¹The ServSafe exam is not a required part of this course, however, ServSafe certification is required for Dietetics and Hospitality students. Taking the exam while registered for this course is the easiest (and least expensive) way to obtain this certification.

Grading (see discussions below for more details:

4 Hourly Exams (see schedule) @ 150 pts.	600 pts.
Final Exam – Comprehensive (optional)	(150 pts.)
Attendance (1 pt/lecture period, except 1 st week)	21 pts.
Class participation	59 pts.
Introductory Assignment	10 pts.
<hr/>	
Total Possible Points	690 pts.

Exams

Exams will usually be returned to students 1 week after they are given. Students should review exams and ask any questions regarding grades before the next hourly exam. No changes will be made to an exam grade after the next hourly exam.

Make-up Exams

- Students who know before an exam that they have a conflict with taking it on the published date should contact the instructor before the exam to make arrangements for taking the exam at an alternate time.
- Students missing an exam should contact the instructor **within 24 hours** of the scheduled exam regarding arrangements for making up the exam. A missed exam generally may be taken if arrangements are made for this before the exams are returned in class. If a time for a make-up exam cannot be arranged before the exams are returned, the instructor and the student will examine other options for making up the missed exam.
- Students not contacting the instructor within the designated 24 hour period will receive a 0 on the missed exam. Use of the final to replace a zero on a missed exam will not automatically occur and must be approved by the instructor before the final is taken. If this approval is not obtained, the final will replace the student's lowest graded exam and the zero will be the grade for the missed exam.

Final Exam

The comprehensive final exam is optional. If a student chooses to take the final and if the grade on the final is higher than their lowest test grade, the grade on the final will be used to replace the lower grade. If a student takes the final and does not score higher than their lowest test grade, the final will not count. The final cannot replace a 0 for a missed exam without prior approval by the instructor. If this approval is not obtained, the final will replace the lowest graded exam if higher than that score.

Introductory Assignment

Instructions for the Introductory Assignment can be found on Blackboard. Note this assignment is due the second week of classes and will serve as attendance and class participation points for the first week. This assignment is to be submitted through the Assignment section on Blackboard and instructions for posting assignments are provided in this section. Please read and follow these instructions to assure work is submitted properly for grading. It is recommended that students keep copies of all work turned as a safeguard in case questions arise about the work.

Attendance and Participation

According to UA Academic Regulations "Students have the responsibility to attend classes and to actively engage in all learning assignments or opportunities provided in their classes. Students should treat class attendance as mandatory." (<http://catalog.uark.edu/undergraduatecatalog>

/academicregulations/#attendancetext). In accordance with this regulation, attendance and participation assessments are part of this class.

Each class period points will be given for attendance (1 pt/class) and class participation (varies) as recorded using the Student Response System (clickers). Students must have the response devices and the devices must be properly registered to obtain these points. Students have until Exam 1 to purchase devices and get them registered (See last page of Syllabus for registration information). All students are encouraged to get their clickers and start using them as early as possible in the semester to assure they are working correctly by the first exam. After the first exam, students not having clickers will not receive attendance points or points for class participation.

During each class period students will be asked to participate in short introductory/review/reinforcement questions using the response system (clickers). Responses will be graded with 1 point given for correct answers, when a question has a correct answer or for participation when there is not a “correct” answer to the question or the question is asked to introduce a topic so the student is not expected to know the answer. When the student is expected to know the answer to a question, incorrect answers will receive ½ point per question for attempting to answer the question.

Students should also sign the provided sign-in sheets. These will be used as a backup for recording attendance should the clickers not work for a class period. Signing the sheets will not substitute for using the clicker when the system is functioning properly.

Absences falling within the definition of an Excusable Absence (see above reference for definition) will be given attendance points and the class average for participation points for the days of excused absences. Students seeking an excused absence should discuss the nature of their absence with the instructor.

Grading scale:

Grades are assigned as a rounded percentage of the possible points (because people always ask, the GPA value for each grade is shown in parentheses):

90% to 100%	A	(4.00)	70% to 77%	C	(2.00)
87% to 90%	B+	(3.33)	67% to 70%	D+	(1.33)
80% to 87%	B	(3.00)	60% to 67%	D	(1.00)
77% to 80%	C+	(2.33)	Below 60%	F	

Blackboard

The Blackboard website for this class provides information and teaching materials for students and should be considered an integral part of the course. Students should refer to this website frequently.

Class Announcements will appear under the class header on the Home Page. Links to other information are in the yellow box on the left side of the Home Page. Information that can be accessed here includes:

- A copy of this Syllabus and Tentative Course Schedule
- Course Materials. **This is the most critical information on the site.** Included in this section:
 - Abridged lecture notes. These will consist of the PowerPoint slides with information deleted on each slide. Some students like to print these and complete them during the class lectures as an aid for taking notes. This is not a requirement. Some students find they learn better by taking notes on their own. The abridged notes for the first 2 lectures will be provided as handouts as well as being available on Blackboard. This will give you an opportunity to decide if you think it is worth the effort to print the slides in this format for future classes. **PLEASE REMEMBER:** These are not the complete lectures. Lectures will not only provide information to complete the slides but also additional information as the slides are discussed. Information from both the slides and the in-class discussion along with that obtained from both the readings in the text and assigned supplemental readings will be included on exams. It is strongly recommended that students not use the incomplete lecture notes printed from Blackboard as their only source of course information.
 - Text assignments – the chapters and/or specific pages students are expected to read to reinforce lecture content. Material from these assignments will be included on exams.
 - Required Supplemental Reading Assignments – short (usually no more than 5 pages) readings from materials other than your text. Each has been chosen to add depth to the material from the text/lectures and students are expected to read these materials. Material from these assignments will be included on exams.
 - Recommended references – materials that provide good information about the content section but, in most cases, go beyond what is covered in this course. Students may want to retain these links for use in later courses or in future job situations.
- My Grades – Grades are posted here so students can monitor their progress in the course.
 - Grades on exams will be posted after the exam is returned in class. If there is an issue with a grade on an exam, it is your responsibility to monitor the posts in this section to be sure any grade changes are made, when appropriate, and to alert the instructor if a problem arises. (See Exam section above about time limits for grade changes on exams).
 - Grades for attendance and class participation will be up-dated throughout the semester (generally at the time exam grades are posted). Students should remember that although these categories on Blackboard say 21 points for attendance and 59 points for class participation, these points are being accumulated throughout the semester so early in the semester your number will be low and should increase as the semester progresses. Students should monitor these scores to assure their clicker is functioning properly. Please report any questions or concerns about clicker points to the instructor as soon as they are detected. Corrections in scores will not be made at the end of the semester if they resulted from problems that should have been corrected early in the semester.
- Assignments – Instructions for the Introductory Assignment will be posted in this section. A link to submit the assignment will be in the Assignments section along with instructions for how to prepare and submit assignments through Blackboard.

- FAQ – I have discovered that many of the same questions are asked via email by multiple students. In order to assure everyone gets prompt responses to questions I have started a list of Frequently Asked Questions along with their answers. Please look here before emailing me with a question. If your question does not appear, here, feel free to send me an email or ask in class. Your question may be the next one added to the FAQ list!

Inclement Weather

University-wide cancellation of classes will be announced via RazAlert. If inclement weather results in canceling a class, students will continue to be responsible for the material to be covered that day and should use the abridged notes posted on Blackboard along with the reading assignment(s) as a guide for studying the material for the missed lecture. If I feel the material needs additional explanation, you will be informed via email regarding the availability of this information. Material for days missed due to weather will be included on the next exam. If weather should result in an extended cancellation of classes, additional information will be posted in the announcement section of Blackboard on procedures for assuring the class progresses during this period so that it does not get too far off the schedule.

If classes are cancelled the class period before an exam, the exam will still be given on the scheduled date and, unless you are notified by a class announcement and/or email all material indicated on the schedule for inclusion on that exam will still be included. If classes are canceled on an exam date, the exam will be given at the next class meeting.

Should it be necessary to cancel this class when the entire University is not closed, the class cancellation will be posted as a Class Announcement on Blackboard and an email will be sent to each student. So, if there is bad weather in the forecast, be sure to check your email and/or monitor Class Announcements. It is your responsibility to keep your inbox cleaned out so you can receive class messages.

Students are encouraged to use good judgment in deciding whether or not to attend class in bad weather. If the weather is bad enough that traveling to class may be hazardous, students will not be penalized for missing the class period.

Academic Integrity and Student Responsibilities:

As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail.

Each University of Arkansas student is required to be familiar with and abide by the University's 'Academic Integrity Policy' which may be found at <http://provost.uark.edu/> Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.

There are companies that will try to lure you into selling the notes you take in this class. Don't let these companies take advantage of you. Selling my notes to any commercial service is considered a violation of my intellectual property rights and/or copyright law as well as a

violation of the U of A's academic integrity policy. Continued enrollment in this class signifies intent to abide by the policy. Any violation will be reported to the Office of Academic Initiatives and Integrity.

Use of Cell Phones During Class:

Cell phones are not allowed to be used in class except during lecture breaks. Students who are using phones during class to text or whose phones ring may be asked to leave class. **Please be considerate of your fellow students and put your cell phone away during class.**

Emergency Procedures

Many types of emergencies can occur on campus; instructions for specific emergencies such as severe weather, active shooter, or fire can be found at emergency.uark.edu.

Severe Weather (Tornado Warning):

- Follow the directions of the instructor or emergency personnel
- Seek shelter in the basement or interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building
- Stay in the center of the room, away from exterior walls, windows, and doors

Violence / Active Shooter (CADD):

- **CALL-** 9-1-1
- **AVOID-** If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- **DENY-** Barricade the door with desk, chairs, bookcases or any items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it's safe.
- **DEFEND-** Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

Clicker Registration and Policies

We will be using Turning Technologies Response Devices, otherwise known as clickers, for this class. If you have already purchased a clicker and registered it, then you do not need to purchase another clicker or need to register it again. If you purchase a new clicker at the University Bookstore, it will include a four-year license for \$69. If you purchase a used clicker, or have a clicker that you purchased prior to Fall 2014, then you will need to purchase a Turning Account license card at the University Bookstore and apply that license to your account. The use of ResponseWare will not be permitted for this class.

In order to **receive points** in this class when using a clicker, you must complete all of the following steps by Exam 1:

- **Purchase your clicker from the University Bookstore. They will have the correct model in stock.**

- **Create a Turning Account and register your clicker.**
- **Set your clicker to the correct channel for each class.**
- **While polling is open, press the button corresponding to the correct answer.**

Participation with clickers will account for 21 attendance points and 69 participation over the course of the semester. See the section on Attendance and Participation earlier in this Syllabus to see how these points will be assigned.

Even if you have already registered your clicker, it is recommended that you log into your Turning Account at <https://account.turningtechnologies.com/> and ensure that you have 3 checkmarks on the top of your dashboard.

Academic Integrity

Bringing a fellow student's clicker to class is cheating and a violation of the Academic Integrity Code. If you are caught with a remote other than your own or have points registered for a class that you did not attend, you will forfeit all clicker points and may face additional disciplinary action.

Important Links:

Registering your Clicker: <https://tips.uark.edu/create-student-clicker-account/>

Getting Started Using your Clicker: <https://tips.uark.edu/getting-started-with-student-clickers/>

Troubleshooting your Clicker Registration: <https://tips.uark.edu/clickerhelp>