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phone: 575-7042

Texts and Supplies:

- National Restaurant Association Solutions. 2014. ServSafe Coursebook, 6th 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 forms cost about $40.
- 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.
- Student Response System (Clickers): Each class period points will be given for attendance and class participation 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. If devices are not registered by Exam 1, points missed between the exam and registration of the device will not be given.

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 80 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 will also 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

<table>
<thead>
<tr>
<th>Date/Thurs</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>Jan 19</td>
<td>Course Introduction Keeping Food Safe (Ch 1)</td>
<td>Jan 21</td>
<td>Factors Influencing Food Safety (See Blackboard for Reading Assignment)</td>
</tr>
<tr>
<td>Jan 26</td>
<td>The MicroWorld (Ch 2)</td>
<td>Jan 28</td>
<td>The MicroWorld (Cont.)</td>
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<tr>
<td>Feb 2</td>
<td>The MicroWorld (Cont.)</td>
<td>Feb 4</td>
<td>Foodborne Contamination/Food Allergens (Ch 3)</td>
</tr>
<tr>
<td>Feb 9</td>
<td>Foodborne Contamination/Food Allergens (Ch 3)</td>
<td>Feb 11</td>
<td>Exam 1</td>
</tr>
<tr>
<td>Feb 16</td>
<td>The Safe Foodhandler (Ch 4)</td>
<td>Feb 18</td>
<td>The Flow of Food (Ch. 5-9)</td>
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<tr>
<td>Feb 23</td>
<td>The Flow of Food (Ch 5-9)</td>
<td>Feb 25</td>
<td>The Flow of Food (Ch. 5-9)</td>
</tr>
<tr>
<td>Mar 1</td>
<td>The Flow of Food (Ch. 5-9)</td>
<td>Mar 3</td>
<td>The Flow of Food (Ch 5-9)</td>
</tr>
<tr>
<td>Mar 8</td>
<td>EXAM 2</td>
<td>Mar 10</td>
<td>Safe Facilities and Equipment (Ch 11)</td>
</tr>
<tr>
<td>Mar 15</td>
<td>Safe Facilities and Equipment (Ch 11)</td>
<td>Mar 17</td>
<td>Cleaning and Sanitizing (Ch.12)</td>
</tr>
<tr>
<td>Mar 22 &amp; 24</td>
<td>Spring Break</td>
<td></td>
<td></td>
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<tr>
<td>Mar 29</td>
<td>Cleaning and Sanitizing (Ch 12)</td>
<td>Mar 31</td>
<td>Environmental Sanitation and Maintenance (pp. 12.15 – 12.17 &amp; Ch 13)</td>
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</tbody>
</table>
Students must notify the instructor in writing no later than APRIL 7 if they plan to take the ServSafe exam. To do this, turn in a 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. 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. Options for getting a form are discussed in the ServSafe section of FAQs on Blackboard.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Apr 5</td>
<td>Exam 3</td>
<td>Apr 7</td>
<td>Food Safety Regulations and Standards (Ch.14)</td>
</tr>
<tr>
<td>Apr 12</td>
<td>Food Safety Management Systems (Ch 10)</td>
<td>Apr 14</td>
<td>Crisis Management (pp 10-11 to 10-19) Staff Training (Ch.15)</td>
</tr>
<tr>
<td>Apr 19</td>
<td>Accident Prevention Responding to Foodborne Disease Outbreaks (See Blackboard for Reading Assignment)</td>
<td>Apr 21</td>
<td>Defending Food from Intentional Contamination</td>
</tr>
<tr>
<td>Apr 26</td>
<td>Exam 4</td>
<td>Apr 28</td>
<td>ServSafe Review</td>
</tr>
<tr>
<td>May 3</td>
<td>ServSafe Exam¹ – in class</td>
<td>May 5</td>
<td>No Class/ Optional Final Exam date</td>
</tr>
</tbody>
</table>

Final Exam – Thursday, May 12 1:00-3:00 p.m.

¹The ServSafe exam is not a required part of this course, however, ServSafe certification is required for Dietetics students and 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):

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>4 Hourly Exams (see schedule) @ 150 pts.</td>
<td>600 pts.</td>
</tr>
<tr>
<td>Final Exam – Comprehensive</td>
<td>(150 pts.)</td>
</tr>
<tr>
<td>Attendance (1 pt/lecture period, except 1st class)</td>
<td>22 pts.</td>
</tr>
<tr>
<td>Class participation</td>
<td>68 pts.</td>
</tr>
<tr>
<td>Introductory Assignment</td>
<td>10 pts.</td>
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</tbody>
</table>

Total Possible Points 700 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.

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.

Attendance and Participation

Attendance points will be given for each lecture period (after the first) that a student uses their clicker. Students should also sign the provided sign-in sheets. These will be used as a backup should the clickers not work for a class period. Signing the sheets **will not** substitute for using the clicker.

During each class period students will be asked to participate in short review/reinforcement questions using the response system (clickers). Responses will be
graded and points will be given for correct answers when a question has a correct answer or for participation when there is not a “correct” answer to the question asked.

To allow students time to get clickers and to get them registered, only attendance points will be given before the first exam. Clickers will be used to take attendance but sign-in sheets will also be used for those not having clickers. 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.

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)
- 87% to 90%    B+ (3.33)
- 80% to 87%    B  (3.00)
- 77% to 80%    C+ (2.33)
- 70% to 77%    C  (2.00)
- 67% to 70%    D+ (1.33)
- 60% to 67%    D  (1.00)
- 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:
  - Abridged lecture notes. These will consist of the PowerPoint slides with information deleted on each slide. Many 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 5 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 lecture. Lectures will not only provide more 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.
o 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.

o 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.

o 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.
  
  o 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).
  
  o 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 22 points for attendance and 68 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 – Two times during the semester you will be given written assignments that must be completed on Blackboard. Instructions for these assignments will be provided in Course Materials and in the Assignments section. A link to submit the assignments 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/](http://provost.uark.edu/). Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.

**Additional Student Responsibilities:**

A. If, as a student, you have specific concerns about the course or need special accommodations to participate in the course, please contact the instructor in person or by e-mail. Students registered with CEA should check with the instructor to confirm that their accommodation information has been received.

B. You are to notify the instructor *in writing* within the first two weeks of the course of any religious observances which will necessitate an absence from class.
C. If you plan to participate in sanctioned judging trips, professional society meetings, and similar events, you are to submit a letter from the sponsor of the activity outlining the reason for your absence from class. It is preferred that this letter be provided to the instructor at least two weeks prior to the trip or event.

**Use of Computers and Cell Phones During Class:**

Students are welcome to use a laptop computer to take notes in class. Students caught using computers for things other than taking class notes will be asked to leave class that day and will lose in-class computer privileges for the remainder of the semester.

Cell phones are not allowed to be used in class except during the designated mid-lecture break. Students who are using during class to text or whose phones ring may be asked to leave class. This policy has been developed on the recommendations of previous students who found fellow students using cell phones texting, checking Facebook, etc. during class was distracting to their learning. 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](http://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.