

Syllabus Spring 2018

HSP K108: Sanitation & Safety (CRN 13860)

Three Rivers Community College
Mohegan Campus
Norwich CT 06360

Instructor: Paul M Jones

Office Hours: Tuesday and Thursday 5:00- 6:15 pm
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Three Rivers Community College

Course Syllabus

1. TITLE AND NUMBER: HSP K108: Sanitation & Safety (CRN 13860)

2. DESIGNATION:

a. Elective X Type: Obtaining College Credits

b. Required X Program: HSP

3. PREREQUISITE: None

4. COURSE DESCRIPTION: This Course teaches students about the potential hazardous situations in the hospitality industry and the appropriate and correct action(s) to take. Students will receive the National Restaurant Association's Certification in Food Sanitation and Safety required by law in the food service industry. Students will learn all aspects of sanitation including the ordering, receiving, storing, preparing, and serving of food.

5. OBJECTIVES:

Discuss key components of the Hazard Analysis Critical Control Point [HACCP] program.

Detail requirements of a sanitation program.

Characterize the microorganisms related to food-borne illness and food spoilage.

Characterize the growth requirements for microorganisms.

Describe food borne illness prevention methods.

Identify safe temperatures for thawing, cooking, holding, cooling and reheating foods.

Describe appropriate personal hygiene practices to prevent illness.

Describe how to handle and prepare potentially hazardous food products.

Identify signs of food spoilage and soiled production areas.

Describe proper food disposal, ware washing and loading dock procedures.

Describe problems with rodents and insects in food service and detail control procedures.

Describe safe purchasing, receiving, handling and storage procedures food items.

Identify appropriate equipment and layouts to protect from hazard.

Detail procedures for prevention of employee injury.

Identify all local, state and federal regulations that affect food service operations.

6. REQUIRED TEXT

ServSafe Manager textbook (ESV7) with Online Exam Voucher (7th Edition)
Author: National Restaurant Association
Copyright Year: 2017
ISBN: 978-1-58280-330-2

7. GRADES and QUALITY POINTS

Grade	Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

8. METHOD of EVALUATION:

Students will receive grades based on the following:

<u>Attendance/Homework</u>	30%
<u>Unit Tests (2)</u>	20%
<u>ServSafe Exam</u>	50%

NOTE: If three classes are missed, the student will be will be required to make up the entire course. Successful completion also depends on passing the ServSafe Exam.

9. Withdrawal Policy

Course withdrawals are recommended if you cannot complete your course and are accepted up until the week before classes end. Specific deadline dates are posted in the **academic calendar** and are strictly enforced. A grade of "W" will be assigned after you formally withdraw. If you stop attending classes without withdrawing, a grade of "W" will not be automatically assigned.

Neglecting to withdraw may result in a grade of "F". It is strongly advised that you speak with your instructor before withdrawing. Instructor signature is not required to withdraw.

No tuition or fee refunds will be granted for a withdrawn course.

For your convenience, you may choose to withdraw online.

1. **Withdraw Online** - Before you withdraw - Are you receiving:
 - a. financial aid - contact Financial Aid Office - 860-215-9040
 - b. veteran's assistance - contact Veterans Office - 860-215-9235
2. **Not receiving** financial aid or veteran's assistance, go to 3 and 4 below:
3. **Select** the correct course (CRN) you want to withdraw
4. **Select WW** in the drop down menu and submit changes

Note: Your **WW** will appear in your myCommNet student record. No additional withdrawal form is required.

5. **Withdrawal form** is available online or in person at the Registrar's Office Room A115.
6. Completed withdrawal form may be:
 - a. emailed to: registrar@threeivers.edu or
 - b. faxed to: 860-215-9919
 - c. dropped off in personQuestions: call the Registrar's Office at: 860-215-9064

10. Disability Statement

Counseling and Student Development Services -Disabilities

Contact Information

College Disabilities Service Provider	
Matt Liscum, Counselor (860) 215-9265 Room A113	<ul style="list-style-type: none">• Learning Disabilities• ADD/ADHD• Autism Spectrum• Mental Health Disabilities
Elizabeth Willcox, Advisor (860) 215-9289 Room A113	<ul style="list-style-type: none">• Medical Disabilities• Mobility Disabilities• Sensory Disability

Students with Disabilities

Three Rivers Community College welcomes students with disabilities. Services for students with disabilities are coordinated through the Counseling Center. In accordance with federal law, students with documented disabilities may request reasonable accommodations. Students are required to submit a Self Disclosure Form, provide documentation, and meet with a Disability Service Provider before the start of the semester, if possible. Please call the Counseling Center for more information.

Continuing Notice of Nondiscrimination

Three Rivers Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Equity and Diversity Officer, 574 New London Turnpike, Norwich, CT 06360. 860-215-9000.

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Disability Resources:

- The Light House: provides off-campus housing and support for students diagnosed with Autism Spectrum Disorders. Website: www.lhcampus.com Director: Kathryn Greene 860-445-7626

Digication Statement:

As a student, you will maintain an online learning portfolio using a TRCC designed template. Through this electronic tool, you can see your own growth in college-wide learning. It may even help you to find the major that is a match to you. You can keep this Digication account after graduation, too. A Three Rivers General Education Assessment Team will select random works and review them so that we can improve the college experience for all. Your name will not be attached to any of the assessment work; it is private. This tool will also be a “place” where you can connect your learning from the classroom, school, and life. Sometimes when you look at all of the work you have done and think about it, you learn something else. In Digication, you will be able to make other portfolios, too. It’s like a file cabinet with the ability to have multiple but separate files. What is exciting about the electronic tool is when you look inside you will see you are developing in new ways! Look at your class outline to see what assignments to post into the TRCC Template; you may post your own choices, too. Have fun in learning!

SPRING 2018 Standard 15 Week Session

Jan 11	New student orientation
Jan 15	Martin Luther King Day - college closed
Jan 16	Professional Day, Registration deadline and last day to drop classes for full tuition refund
Jan 17	Classes begin, Add and drop periods begin
Jan 23	Last day for registered students to add a class
Jan 30	Last day to drop classes and partial tuition refund
Feb 14	Last day to select audit option
Feb 16-19	Presidents' Recess - classes not in session
Feb 16	Classes NOT in session - college open
Feb 19	Classes NOT in session - college closed
Mar 12-18	Spring Break - classes not in session
Mar 15	Last day to apply for summer (August '18) graduation
Mar 28	Last day to select pass/fail option, last day to submit incomplete work from Fall '17 and Intersession '17
Mar 29	Advising day (classes in session)
Mar 30	Day of Reflection - college closed
Apr 2	Continuing Degree-Seeking Student Registration for Summer '18 Session and Fall '18 Semester
	Advising Day (classes in session)
Apr 16	New Student and Non-Degree Seeking Student Registration for Summer '18 Session and Fall '18 Semester
May 4	Last day to withdraw from classes
May 11	Last day of 15 week session
May 18	Final grades due
May 21	Student grades available on web
May 23	Commencement
May 28	Memorial Day - college closed
June 15	Last day to apply for fall (December '18) graduation

Course Schedule

Tuesday and Thursday 5:00 – 6:15pm

1/18	Introductions, discuss syllabus, Q and A, Chapter 1 intro
1/23	Chapter 1
1/25	Chapter 1 review. Chapter 2 intro
1/30	Chapter 2
2/1	Chapter 2 review. Chapter 3 intro
2/6	Chapter 3
2/8	Chapter 3 review. Chapter 4 intro
2/13	Chapter 4
2/15	Chapter 4 review. Chapter 5 intro
2/20	Chapter 5
2/22	Chapter 5 review. Chapter 6 intro
2/27	No class
3/1	Chapter 6
3/6	Chapter 6 review and Mid-Term prep
3/8	Mid-Term Test
3/13	No class – Spring Break
3/15	No class – Spring Break
3/20	Chapter 7
3/22	Chapter 7 review.
3/27	Chapter 8.
3/29	Chapter 8 review.
4/3	Chapter 9
4/5	Chapter 9 review.
4/10	Chapter 10
4/12	Chapter 10 review.
4/17	Textbook review
4/19	Practice diagnostic test
4/24	Chapters 1 & 2 review.
4/26	Chapter 3 & 4 review
5/1	Chapter 5 & 6 review
5/3	Chapter 7 & 8 review
5/8	Chapter 9 & 10 review
5/10	Kahoot review
5/15	ServSafe Certification Exam
5/17	No class

**This schedule is a guideline of the semester. What is offered on a specific evening(s) may change depending on material covered. If a class is missed, student is responsible to gather any materials and notes that are needed. Schedule may/will be revised as course progresses.*