

Syllabus Fall 2015

HSP K108: Sanitation & Safety (CRN 30066)

Three Rivers Community College
Mohegan Campus
Norwich CT 06360

Instructor: Paul M Jones

Office Hours: Thursday 4:00- 6:45 pm
Room D-224

Grasso Tech: 441-0372
M-Fr 7:15-2:45
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Three Rivers Community College

Course Syllabus

1. TITLE AND NUMBER: HSP K108: Sanitation & Safety (CRN 30066)

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 Course book with answer sheet (6th Edition)

Author: National Restaurant Association

Copyright Year: 2015

ISBN: 9780133883503

Publisher: Pearson

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:

Attendance/Homework 30%

Unit Tests (2) 20%

ServSafe Exam 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@threerivers.edu or
 - b. faxed to: 860-215-9919
 - c. dropped off in person
- Questions: call the Registrar's Office at: 860-215-9064

10. Disability Statement

Counseling and Student Development Services -Disabilities

Contact Information

Phone: (860) 215-9017

Location: Room A-119

Hours: Monday through Friday (excepting major holidays) 8:30am to 5:00pm

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 at (860) 215-9017 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.

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

Course Schedule

Thursdays:

9/3	Introductions, discuss syllabus, Chapter 1
9/10	Chapter 2 & 3
9/17	Chapter 4 & 5
9/24	Sanitation Inspection (Grasso Tech) (Class will be broken into 3 groups, group 1 will attend on this night, and the 2 other groups will have no class)
10/1	Chapter 6 & 7
10/8	Chapter 8 & 9
10/15	Chapter 10 and review
10/22	Unit Test, Mid-Term
10/29	Chapter 11 & 12
11/5	Sanitation Inspection (Grasso Tech) (Class will be broken into 3 groups, group 2 will attend on this night, and the 2 other groups will have no class)
11/12	Chapter 13 & 14
11/19	Chapter 15
11/26	Thanksgiving recess
12/3	Sanitation Inspection (Grasso Tech) (Class will be broken into 3 groups, group 3 will attend on this night, and the 2 other groups will have no class)
12/10	Review and ServSafe Certificate Test
12/17	Final class & Certificate Handout

**This schedule is a guideline of the semester. What is offered on a specific evening(s) may change depending on material covered.*