

**UNIVERSITY OF NEVADA, LAS VEGAS
WILLIAM F. HARRAH COLLEGE OF HOTEL ADMINISTRATION
DEPARTMENT OF FOOD AND BEVERAGE MANAGEMENT
FALL 2007**

**FAB 101
FOODSERVICE SANITATION
Section 0M7**

Time: Friday, 7:30 – 11:20 AM; September 7th to October 5th
Class Room: CBC 108A
Instructor: Edward G. McKeown B.S., CHF&BM
Office: None on Campus
Phone: 610-8282 Cell Phone
E-mail: mckeowne@unlv.nevada.edu or through Web Campus (Preferred)
Office Hours: Available by appointment

1: Required Text Materials:

ServSafe Course book, 4th Ed. (2006). Chicago: The Educational Foundation of the National Restaurant Association.

- This text contains the assigned reading material. In addition, attached inside is the **official NRA certification exam** registration form and answer sheet. The text is available at the UNLV Bookstore. Ask for it at the *bookstore's information counter*. Typically these texts are not kept on the bookstore's FAB area shelves because the book's exam form is subject to theft. Do not accept a book without this form inside. Once purchased, keep the form in a safe place until the NRA exam. Remember: You must take the NRA exam to complete this course, and you must use the text's official exam form in taking the NRA exam.
- You will also need a **Scantron** exam form for each of the three in-class quizzes. These are scheduled for weeks two, three and four. The certification examination will be given on week five (October 5); you must use the exam registration and answer sheet referred to above for this exam.

WebCampus Materials

- Course Syllabus: FAB 101, Section 0M7, Syllabus.
- Course Grades: Grades for all course elements will be posted to the WebCampus site as soon as they are available. This includes the chapter assignments, the weekly exams, the Restaurant Observation report and the NRA Certification Exam. You will be able to check your status and grade throughout the semester.

- Course Content: This contains all the PowerPoint slides used for this course. You should print out the slides in handout form and bring them to class so you can follow the lectures and take notes more effectively.
- Course Calendar: Summarizes due dates for the assignments and report; quiz schedule; certification exam schedule.
- Restaurant Observation Report: An explanation of the report parameters and an example of a completed report. Report is to be submitted through Webcampus.
- Assignments: There are three assignments. They are due the second, third and fourth weeks. These are to be turned in using the assignments section on WebCampus.
- Pre Test: This is an online exam. It is used only for assessment purposes. It does not count in your grade.

2: Course Description:

This course provides the student with knowledge of the basic principles of food service sanitation. It will discuss the importance of proper sanitation for foodservice operations, the causes of foodborne illness, and how to prevent these illnesses through proper handling of the flow of food through the facility, proper facility design and maintenance, and the implementation of sanitation management procedures. The course will emphasize HACCP (Hazard Analysis Critical Control Point) programs as the most up-to-date standards for the foodservice industry.

3: Course Objectives:

The primary objective of this course is to prepare the student to pass the ServSafe Sanitation Certification Exam designed and graded by the Educational Foundation of the National Restaurant Association. During this process, the student will be able to:

1. Identify the hazards to safe food and the foods at risk in a foodservice operation.
2. Identify and discuss the Hazard Analysis Critical Control Point (HACCP) system and be able to design a HACCP flowchart.
3. Demonstrate knowledge of how to protect food during purchasing, receiving, storing, preparing, holding, and serving.
4. Discuss the procedures for ensuring sanitary equipment, facilities, and food-handling practices.
5. Explain how to set-up cleaning, safety, pest control, crisis management, and training programs.

4: Grading Criteria:

1. Homework Assignments	150
2. Sanitation quizzes – 3 @ 100 points each	300
3. Restaurant Observation Report	250
4. ServSafe Examination	<u>300</u>
Total	<u>1000</u>

Grading Scale:

A = 930+	A- = 900-929	B+ = 870-899	B = 820-869	B- = 790-819
C+ = 750-789	C = 700-749	D = 600-699	F = 0-599	

5: Homework Assignments:

Each student is required to complete three assignments and to submit them to the instructor through WebCampus by the due date. The assignments are worth from 40 to 60 points each for a total of 150 points; 15% of the course grade. Late submissions will be allowed, but will receive a reduction in points for being late. The questions on these assignments are very similar to those that will be on the Sanitation Certification Exam, so they should be effective study tools for the exam. The assignments are on the WebCampus home page. You will have to print each one and complete the answers.

6: Restaurant Observation Report:

An explanation of this assignment is included in the syllabus and will be discussed during the first day of class. The explanation and example is included on the WebCampus site. This report must be submitted through WebCampus, using the “Turn-it-in” assignment box. Late reports can be submitted, but the grade will be reduced to a maximum of 125 points (125/250 or 50%). If a student were to submit late assignments they could forfeit 150 points for the weekly homework assignments and 125 (minimum) points for the report. This would be 27.5% of the semester total and would probably assure that the student could not pass the course.

7: Sanitation Quizzes:

There will be 3 quizzes, worth 100 points each. These quizzes will consist of multiple choice questions and will be based on the material covered during the previous class period. The questions are taken from those provided by The Educational Foundation of the National Restaurant Association. They are the types of questions that will appear on the ServSafe Certification Examination.

be given incompletes. An incomplete reverts to an F at the end of the next semester. Therefore a student who gets an incomplete in the summer and does not retake the test in the fall will get an F and have to repeat the entire course.

- Certificates will be available approximately 2 – 3 weeks after the test date.

Note: This is a standardized exam, prepared by the National Restaurant Association Educational Foundation. Examination proctors must be certified (as must instructors) and have to follow all proctoring policies and procedures. The ones that are of most importance to the students are the requirements that **proctors prepare a seating chart and assign seats to all examinees, that proctors must obtain a photo ID from all examinees and that such ID's will be held until the test booklet and answer Scantron are submitted.** Once the proctor has assigned seats to all examinees and the scheduled exam time has been arrived at, **the proctor must close the examination room.** At that time the Scantron sheet instructions are given and the exam booklets are distributed. **Once the room is closed no students may enter.** This means that, if you are late, you will not be permitted to take the examination. You must bring the correct Scantron with you. If you should forget it, the exam room will have been closed before you could purchase another one.

PROFESSIONALISM

I expect students to demonstrate restraint and professionalism at all times. Failure to demonstrate common courtesy and respect toward others will result in your removal from the class. **Please** turn off all cell phones and beepers while you are in class.

PUNCTUALITY

Students are expected to arrive on time for the class. The quizzes the second, third and fourth weeks will be given at the end of the class period. Students who forget to bring a Scantron will have to use exam time to obtain one and they will not be given additional time.

MAKE-UP POLICY

- Make up quizzes will only be given if the student has missed class for a legitimate medical reason, religious holiday, and University official extracurricular activity or has made arrangements with the instructor prior to the absence.
- Students must notify the instructor of anticipated absences by the end of the first class.
- Also, students who represent UNLV at any official extracurricular activity shall have the opportunity to make up quizzes, but the student must provide official written notification no less than one week prior to the missed class (es). Homework assignments and reports cannot be made up; they would have to be submitted prior to the missed class (es).

UNLV POLICY STATEMENTS:

ACADEMIC ACCOMMODATIONS FOR DISABLED STUDENTS

If you have a documented disability that requires assistance, you will need to go to Disability Services (DS) for coordination in your academic accommodations. DS is located within the Learning Enhancement Services office in the Reynolds Student Services Center, room 137. The DS phone number is 702-895-0866, or TDD 702-895-0652. You may visit their website at www.unlv.edu/studentlife/les

DIVERSITY STATEMENT

- It has been and will continue to be the policy of UNLV, to be an equal opportunity institution. All decisions of admissions and employment are based on objective standards that will further the goals of equal opportunity.
- The university is committed to assuring that all programs and activities are readily accessible to all eligible persons without regard to race, religion, gender, national origin, ancestry, age, disability, Vietnam-Era and/or disabled veteran status, any protected class under relevant state and federal laws, and, in accordance with the University policy, sexual orientation.

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<http://www.unlv.edu/committees/copyright>

ACADEMIC INTEGRITY

- Per the University's Undergraduate Catalog, UNLV is dedicated to learning by all members of its community. In responding to this dedication, the University demands a high level of scholarly behavior and academic honesty on the part of students, faculty, staff, and administrators. No form of academic dishonesty is acceptable.
- While maintenance of an atmosphere of academic integrity is the responsibility of all, the faculty is principally responsible for enforcement of these principles. Academic dishonesty includes any act that violates the academic process of the university. These acts include, but are not limited to, cheating on an examination, stealing examination questions, substituting one person for another at an examination, violating the procedures of a national or state examination, falsifying data, destroying or tampering with or stealing a computer program or file, and, turning in the work of someone and claiming it as your own.
- **If you are caught performing any of the above violations, you will receive an F in this class.** The instructor is responsible for recording the circumstances and for giving the student the opportunity to reply. Appeals go to the dean of the college offering the course, the Academic Standards Committee, and the Vice President for Academic Affairs.

Course Schedule:

All Chapter assignments are from the ServSafe Course book, 4th Edition.

DAY ONE
September 7th

Segment Introduction
Pre-exam (*does not count as a grade*)
Chapters 1, 2, 3, and 4
Restaurant Observations Report Assigned

DAY TWO
September 14th

Assignments 1, 2, 3, and 4 DUE in WebCampus
Chapters 5, 6, 7, 8 and 9
Quiz #1: need Scantron

DAY THREE
September 21st

Assignments 5, 6, 7, 8 and 9 DUE in WebCampus
Chapters 10, 11, 12
Quiz #2: need Scantron

DAY FOUR
September 28th

Assignments 10 – 15 DUE in WebCampus
Restaurant Observation Report DUE in WebCampus
Chapters 13, 14 and 15
Quiz #3: need Scantron

DAY FIVE
October 5th

Foodservice Sanitation Certification Exam
will need NRA Scantron Sheet
YOU MUST BE ON TIME. ONCE INSTRUCTIONS
HAVE BEGUN, THE DOORS WILL BE LOCKED
AND YOU WILL NOT BE ALLOWED ENTRY INTO
THE ROOM

FAB 101
RESTAURANT OBSERVATION REPORT ASSIGNMENT
Worth 250 points total

Due FRIDAY, September 28th by 7am, through WebCampus

Go to either a buffet restaurant, fast food restaurant, or sit-down restaurant with an open kitchen. Observe the following items concerning the restaurant's cleanliness and sanitation procedures. You do not need to actually eat at the restaurant, but obviously that would be helpful to ensure that you can write a complete report. The course packet contains an example of an acceptable report.

The report parameters are:

- Cover page with your name, course number, date, and the exact name, location and type of restaurant.
- Approximately three page (exclusive of the cover page)
- Typed
- Double-spaced, one-inch margins; 12 font size.

Report Organization: There will be 7 sections and each will be numbered and identified as follows: Failure to comply will result in a deduction of a minimum of 50 points.

1. **Exterior of the Restaurant** - Is the restaurant a stand-alone restaurant or is it in a food court, mall, hotel, sports facility, etc? Is the parking lot clean and well lit? Is the landscaping, signage, etc. clean and appropriate?
2. **Dining Area** - Are the floor and furniture clean and free of debris? Does the furniture have any cracks or tears? Are the tables set properly? Are tables cleared and reset in a timely manner? Do side stands and service areas look clean and sanitary? If there are self-service condiments or beverages, are those areas set-up in a proper manner. Are garbage areas kept clean?
3. **Service Staff** - Are employees wearing clean and proper uniforms? Do they appear to be following the correct procedures for serving food, clearing and resetting tables, etc? Are they doing anything in particular that could contaminate food? Is the food served at the proper temperature?
4. **Kitchen Staff** -Are employees wearing clean and proper uniforms? Do they appear to be following the correct procedures for preparing food? Are they doing anything in particular that could contaminate food?
5. **Kitchen Area** - Does the kitchen equipment look like it is clean and sanitary? Does the food appear to be stored properly in the proper type of storage area? Does any food appear to be kept out at room temperature? If the restaurant is a buffet, please give details of the buffet set-up, types of service utensils used, use of sneeze guards, etc.
6. **Restrooms** - Are the restrooms maintained in a clean and sanitary manner? Are there any signs or checklists promoting sanitary practices?
7. **Miscellaneous** - Is the restaurant's Health Inspection Certificate clearly displayed? Are there any sanitation warnings on the printed menu or menu board? Is there any evidence of pests inside or outside the restaurant? Did you notice anything else that is a significant sanitation violation? Based on what you observed, would you eat in this restaurant again?

Course Contract – FAB 101

Please sign this page and turn it in to Mr. McKeown. If this is not done by the end of the first class (Friday September 7th) the assumption will be that the student is not willing to comply with the conditions set forth in this syllabus and the student(s) will be dropped from the course.

I have read and understand all materials in the 101 course syllabus, and accept responsibility for compliance.

Signature _____

Name (printed) _____

Date: _____