



2016 SPRING SOL INTERNATIONAL SCHOOL

Course Name: Global Sanitation & HACCP	Class Code:	Class Location: W13 Rm: 804	Semester & Day(s): Spring 2016: Mon & Wed 1330-1500
Professor: Dr. Edward G. Mc Keown	Office & Office Hours: W7 Room 307	Textbook: Recommended: 1. Servsafe manager textbook 2. The HACCP Food Safety Training Manual	
<p><u>Course Description:</u> 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.</p> <p><u>Course Objectives:</u></p> <ol style="list-style-type: none"> 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. 6. Explain the need for a Hazard Analysis Critical Control Point system. 7. State the principles and terminology relating to HACCP, by being able to: <ol style="list-style-type: none"> a. Describe the basic principles of HACCP b. Define terms relating to HACCP c. Relate HACCP principles to practical situations, by being able to: d. Outline the preparation of a HACCP plan e. Explain how to implement the HACCP plan and identify potential problems f. State how to verify and maintain HACCP systems <p><u>Course Assessments:</u> Weekly assignments, participation, Restaurant report, Group Project, Quizzes, and a final exam.</p>			
<u>Grade Breakdown:</u>		<u>Grading Curve:</u>	
<ul style="list-style-type: none"> ● Homework & Participation (20%) ● Group Project (HAACP Plan) (15%) ● Restaurant Observation report (15%) ● Quizzes (20%) ● Final (30%) 		<ul style="list-style-type: none"> A = 91%- 100% B = 81%-90% C = 71%-80% D = 61%-70% F = 60% or less 	

COURSE CALENDAR

Week/Days	Subject	Weekly Activities
1	Segment Introduction	ServSafe Chapters 1, 2, 3, and 4 Restaurant Observation report assigned
2	Assignments 1, 2, 3, and 4 due	ServSafe Chapters 5, 6, 7, and 8 Quiz 1
3	Assignments 5, 6, 7, and 8 due	ServSafe Chapters 9 and 10 Quiz 2
4	Assignments 9 and 10 due	Quiz 3
5	Restaurant Reports due	Assign HACCP Groups
6		Introduction Training, Job Descriptions, Food Safety vs. Sanitation, Active Managerial Control
7		HACCP Star Point 1: Prerequisite Programs Development, SOP's, Common Foodborne Illnesses, Icons
8		HACCP Star Point 1: Prerequisite Programs (Cont) Food Safety Responsibilities (PHF/TCS/TDZ), Pest Control, Service/Self-Service
9	HACCP Quiz 1	HACCP Star Point 2: Food Defense Federal Actions, Training Employees (Crisis Mgmt)
10		HACCP Star Point 3: Create a HACCP Plan HACCP Intro, HACCP Philosophy Principle 1: Hazard Analysis Principle 2: CCP's
11		HACCP Star Point 4: Work the Plan Principle 3: Establish Critical Limits Principle 4: Establish Monitoring Procedures Principle 5: Corrective Actions
12		HACCP Star Point 5: Checks and Balances Principle 6: Verification Principle 7: Record Keeping
13	HACCP Quiz 2	HACCP Plan Report Group Work
14		HACCP Group Presentations Written Report Due
15	Final Exam	Final

RESTAURANT OBSERVATION REPORT ASSIGNMENT
Worth 15% of final grade

Due Monday, the fifth week, at the beginning of class

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 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?

HACCP PLAN TEAM REPORT

Worth 15% of final grade

DUE MONDAY THE WEEK BEFORE FINALS

TEAMS:

Teams will be assigned on the fifth week of class, and will consist of a maximum of five (5) students per team. During the semester, each team must work on written assignments, worksheets, and application forms together.

IT IS IMPORTANT TO RECOGNIZE THAT HACCP IS NOT A PROCESS CONDUCTED BY AN INDIVIDUAL; IT INVOLVES THE ENTIRE TEAM.

REPORT FORMAT:

- Typed cover page with team name, course number, date, and the names of each member.
- Typed report: Double-spaced, One-inch margins, Times New Roman font size 12.

REPORT ORGANIZATION:

The report will be organized within the 7 principles of HACCP and each section will be numbered and identified as follows:

8. HACCP Principle 1: Conducting a Hazard Analysis
9. HACCP Principle 2: Determining Critical Control Points
10. HACCP Principle 3: Establish Critical Limits
11. HACCP Principle 4: Monitoring
12. HACCP Principle 5: Taking Corrective Actions
13. HACCP Principle 6: Verification
14. HACCP Principle 7: Record Keeping and Documentation

Failure to comply will result in a deduction of a minimum of 50 points from the project grade.

Role of Management Teams:

Students will work in teams of no more than 5 students. One individual will be designated by each team as team leader. The role of the team leader is to act as liaison between the professor and the team. The team leader is ***not*** expected to assume responsibility for the entire team, and it is expected that all team members will contribute to the best of their abilities to the overall success of the team.

The HACCP plan and presentation are graded on a team basis and will yield the same grade to all participants, provided that the amount of effort by all team members is fairly equal. Should one or more members of a team be evaluated by their peers, or by me, as performing above or below the standards of the team, will have an influence on the final grading.

Individual Team Member Evaluations:

Each individual team member will submit an evaluation of all team members at the end of the course to determine whether each member of the team contributed fairly to preparing and delivering the oral presentation, the assignments, and the simulation. Each team member will rate each group member (and themselves) on relative contribution made to preparing and delivering the written and oral case presentation. If you receive a poor rating on this evaluation, your final course grade will be lowered one (or more) letter grades. You should do your fair share of work on preparing and presenting the case analysis and the assignments.

Teams may request that the instructor fire any one member of a team or allow any one member of the team to resign. Prior to either a resignation or termination, the entire team must meet with the professor to discuss the nature of the problem and corrective action taken to date. There must be at least two such meetings before a resignation or termination. Both meetings must be documented in writing and signed by all team members. Since they are exceptional actions, they will be viewed as significant in final grade calculations. Individuals who choose to resign have the following options:

1. To locate another team who is willing to include them as a member; or
2. To drop the course and enroll at a future time.

Individuals who are fired from a team have only the option of dropping the course or earning an F grade.