Instructor: Dr. Mary Olle  
Office: HMS N 106 B  
Office Phone: 936-468-1873  
Email: ollemary@sfasu.edu

Course Time/Location: TR HMS 204 2:00 – 5:20
Office Hours: M 1:30 – 4:00, W 1:30 – 3:30
F 11:00 – 11:30 or by appointment
Credits: 3 Credit Hours

I. Course Description:
Meal management with emphasis on procuring, planning, preparing and serving. Analysis of resource allocation in relation to time, energy, economics, and human factors.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):
This course supports the mission of the College of Education “to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development”.

The College of Education values and goals are:
1. Academic excellence through critical, reflective, and creative thinking
2. Life-long learning
3. Collaboration and shared decision-making
4. Openness to new ideas, to cultural diverse people, and to innovation and change
5. Integrity, responsibility, diligence, and ethical behavior
6. Service that enriches the community
7. Service that enriches the community
8. Professional Organization Standards related to this course include: https://www.ahlei.org, cmaa.org, clubcorp.com

Program Learning Outcomes:
1. The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Human Sciences.
2. The student will exhibit the professional behavior (strong communication skills, a professional image, a good work ethic, and adequate preparation for employment in his/her specific discipline) expected in the field of Human Sciences.
3. The student will demonstrate competence in his/her specific discipline using oral and written forms.
4. The student will demonstrate a positive service attitude.

Student Learning Outcomes:
The course objectives provide an opportunity for the student to:

- Develop an understanding of menu planning principles, menu composition, design, and merchandising.
- Identify human nutritional needs, nutrient functions in the body, and the major food sources of nutrients.
- Explain the psychological, emotional, and social influences on eating habits and the influence of these on nutrition and health.
- Develop an appreciation of the importance of effective human relationships with customers and person with whom one works.
- Explain the styles of service for commercial operations and basic table setting styles.
• Demonstrate recipe standardization skills for various numbers of individuals/customers.
• Develop menus based on individual and group nutritional needs.
• Develop oral and written communication skills.
• Develop computer skills through application.
• Demonstrate cooking techniques with emphasis to nutritional requirements and brunch
  cookery.
• Develop an understanding of nutritional contributions to certain medical diagnoses.

The Accreditation Council for Education in Nutrition and Dietetics requires that course content
include principles of food science and food systems, techniques of food preparation and
application to the development, modification and evaluation of recipes, menus and food products
acceptable to diverse groups.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

COOKING EXPERIENCE – There will be 3 cooking projects (Family meal, Farm meal, Event), 1
demonstration and two outside of class experiences (tour a local grocery store and Community
Farm).

1. You will give a demonstration on the use, care, and safety of an assigned piece of
  kitchen equipment or utensils.

2. As a class, we will visit a local community garden, Appleby Community Farm
   (http://www.applebycommunityfarm.com/) located at 11825 North SU 59 Nacogdoches
   TX 75965. As a team, you will develop and prepare a menu based on the food items
   available and harvested. As a team, you will research the nutritional value of the items
   prepared. You will cook enough food for the class and make a presentation about your
   research findings, what other nutritional aspects and value of the recipes, and other
   culinary options of benefit. This information will also be turned in as a report and include
   a menu card as part of your grade. You will have to turn in a report containing the menu,
   time plans, recipes, and cost analysis. The group leaders will evaluate each group
   member’s participation and performance.
   This assignment meets ACEND KRD 5.1: Course content must include the principles of
   food science and food systems, techniques of food preparation and application to the
   development, modification and evaluation of recipes, menus and food products
   acceptable to diverse teams.

3. You will work as a team to develop specific menus involving cost control. Teams will be
   assigned to plan and prepare a $5.00 meal for a family of four or a $10.00 meal for a
   family of four. Your assigned team will prepare and present three required components of
   the menu (starch, protein, vegetable). You will have to turn in a report containing the
   menu, time plans, recipes, and cost analysis. The group leaders will evaluate each group
   member’s participation and performance.

4. You will work as a team to plan, prepare, and execute a Themed Event. You will cook for
   the rest of the class, as well as faculty guests. You will be responsible for FOH and BOH
   planning, service, and cleaning. Each team will have a GM and an Executive Chef. You
   will have to turn in a report containing the menu, time plans, recipes, and cost analysis.
   The group leaders will evaluate each group member’s participation and performance.

ASSIGNMENTS –

All cooking assignments will include a completed market order, time schedule, and team
and class evaluations. All paperwork must be completed and turned in by due date to
received full points. An evaluation form will also be completed by the instructor.
Service Learning Component (must complete 6 hours) – 50 points
In order to prepare competent professionals for a global society the faculty of the hospitality program has implemented a service learning component across multiple courses. Students are required to sign up for APPROVED events outside of class time to fulfill this component. Hours will be documented by both the student and the approved site supervisor. Failure to complete six hours of service learning will result in no points awarded. This is an “all or nothing” assignment.

Additional information will be given in class for specific event times and dates. This service learning opportunity will expose students to the important cross-cutting themes within the Body of Knowledge of Human Sciences. These themes include: communication skills, critical thinking, diversity, global perspectives, professionalism, independence and community development.

INSTRUCTIONAL STRATEGIES – This class uses didactic (lecture) format with class discussions, group assignments, hands-on practical application, and web-based research.

TECHNOLOGY – Desire 2 Learn (D2L) will be used to post announcements, course grades, online assignments, and support information.

IV. Evaluation and Assessments (Grading):

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<tr>
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<tbody>
<tr>
<td>Measuring/Equipment Demo</td>
<td>50</td>
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<tr>
<td>$5.00/$10.00 Family Meal Lab</td>
<td>75</td>
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<tr>
<td>Farm Meal Lab – including paper</td>
<td>200</td>
<td>B (81%) 659 - 587</td>
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<tr>
<td>Themed Event</td>
<td>200</td>
<td>C (71%) 586 - 515</td>
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<td>Attendance/Lab Participation</td>
<td>150</td>
<td>D (61%) 514 - 442</td>
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<td>Volunteer/Service Learning Hours</td>
<td>50</td>
<td>F 441 and below</td>
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<td><strong>TOTAL</strong></td>
<td><strong>725</strong></td>
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Attendance is worth 150 points. Attendance will be taken during class. There will be BONUS opportunity throughout the semester, so COME TO CLASSS!!!

V. Tentative Course Outline/Calendar:

Jan 19  Course Overview, Review Syllabus – Exams, Assignments, etc
Jan 21  Lab Expectations, details, uniforms, attendance; Equipment demos assigned
Jan 26  Chapter 1 New Trends in the Foodservice Industry
Jan 28  Present Trends articles; Chapter 11; Demo food market order – If needed
Feb 2   Chapter 2 Market Survey
Feb 4   Equipment Demos; $5/$10 Family Meal Lab explained; Review
Feb 9   **Exam 1 – Chapter 1, 2, 11**
Feb 11  $5/$10 Family Meal Planning – DUE: Recipes and Market Order
Feb 16  Chapter 3 Nutrition and Menu Planning
Feb 18  **$5/$10 Family Meal LAB**
Feb 23  Chapter 4 Food Service Menus/Menu Project explained
Feb 25  Event Lab explained
March 1  Chapter 5 Yield Test
March 3  **DUE: Recipes and Market Order**
March 8  Review for Exam II
### Syllabus

#### Exam 2 – Chapters 3, 4, 5

**March 10**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>March 15</td>
<td>SPRING BREAK</td>
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<tr>
<td>March 17</td>
<td>SPRING BREAK</td>
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<tr>
<td>March 22</td>
<td>Chapter 6 Standardized Recipes</td>
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<tr>
<td>March 24</td>
<td><strong>EASTER BREAK</strong></td>
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<tr>
<td>March 29</td>
<td>Chapter 7 Recipe Costing</td>
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<td>March 31</td>
<td>Recipe Costing cont.; finalize Event Lab</td>
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<tr>
<th>Date</th>
<th>Activity</th>
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<tr>
<td>April 5</td>
<td><strong>Exam III – Chapters 6, 7</strong></td>
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<tr>
<td>April 7</td>
<td><strong>Event LAB</strong></td>
</tr>
<tr>
<td>April 12</td>
<td>Chapter 8 Characteristics of a Menu, Chapter 9 Sales History</td>
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<td>April 14</td>
<td><strong>Farm Tour – Meet at Appleby Community Farm</strong></td>
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<tr>
<td>April 19</td>
<td>Chapter 10 Merchandising the Menu</td>
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<tr>
<td>April 21</td>
<td>Planning for Farm-to-Table Lab <strong>DUE:</strong> Recipes and Market Order</td>
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<tr>
<td>April 25</td>
<td>Present Menu Projects</td>
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<tr>
<td>April 28</td>
<td><strong>Farm-to-Table LAB</strong></td>
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<tr>
<td>May 3</td>
<td>Review for Final</td>
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<tr>
<td>May 5</td>
<td>Lab Clean Up</td>
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<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>May 12</td>
<td><strong>FINAL EXAM 8:00 – 10:00</strong></td>
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Exam Schedule is available at this website: [http://www.sfasu.edu/registrar/144.asp](http://www.sfasu.edu/registrar/144.asp)

The instructor has the right to change or amend this syllabus at any time throughout the semester.

#### VI. Readings (Required and recommended—including texts, websites, articles, etc.):

**Required Textbook**


**LiveText Statement:**

This course collects assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education, using the LiveText data management system. Students who do not have an existing LiveText account will receive an access code via your SFA Titan email within the first week of class. You will be required to register your LiveText account, and you will be notified how to register your account. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails. If you have questions about LiveText, call ext. 1267 or e-mail SFALiveText@sfasu.edu.

**Additional Resource Textbooks**


VII. Course Evaluations:

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information: Found at https://www.sfasu.edu/policies

Class Attendance and Excused Absence: Policy 6.7

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences.

Attendance:
Due to collaborative and reflective nature of the course and the sequence of activities, students are required to actively participate in a professional manner in classes. There are deadlines that must be met. No Late Assignments will be accepted.

Learning is reciprocal; your participation in the class is essential to the instructional process and will be a factor in the determination of your final grade. Regular and punctual attendance at all
scheduled classes is expected. Attendance is critical to the course and will be taken during class; it is the student’s responsibility to personally sign the roll sheet every class period. **Do not sign the attendance sheet for another student nor ask someone else to sign in for you.**

Attendance is worth 150 points of your total grade. You are allowed **1 (one) “unexcused” absence** for the lecture component of this class is allowed. This absence covers any type of need such as illness, weddings, car problems, family emergencies, and personal travel, etc. (excludes planned absences for SFA extracurricular functions – documentation is required). For an absence to be considered “excused”, the instructor must receive documentation from the Office of Student Rights & Responsibilities. If additional absences are incurred without official documentation from the Office of Student Rights & Responsibilities, **10 points will be deducted from your attendance points total for each day you are not in attendance.** If you exhaust your 50 points from unexcused absences, and continue to miss class, you will continue to lose points from your total points accrued in the class. In class activities cannot be made up. **Ten (10) points will be deducted from your total grade if absent from scheduled lab clean up.**

Tardiness will result in point deductions. Students are encouraged to be punctual out of courtesy for others, but also to ensure that they will not miss important announcements or be late for class discussion, activities, or tests.

The Lab component of the class also contains an Attendance/Lab Participation Grade. Attendance for Lab days (whether your group is cooking or not) is **MANDATORY. ALL STUDENTS ARE REQUIRED TO ATTEND ON LAB DAYS TO “EXPERIENCE” THE MEALS AND PRESENTATIONS!**

**Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6**
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**Student Academic Dishonesty: Policy 4.1**

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one’s own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

**Penalties for Academic Dishonesty**
Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.
Student Appeals
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades: Policy 5.5
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct: Policy 10.4
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703

Additional Information:

To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:
1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.

2. Provide one of the following primary ID documents: passport, drivers license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at www.texas.ets.org/registrationBulletin/<http://www.texas.ets.org/registrationBulletin/>). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

For further information concerning this matter, contact Katie Snyder 936-468-1740 or snyderke1@sfasu.edu.

IX. Other Relevant Course Information:

UNIFORM/SUPPLIES: All students in this class MUST have a Chef’s Jacket, Chef’s Toque, Closed-Toe Black Slip-resistant shoes, Black Cotton Pants or Chef Pants, Instant Read Thermometer 0°F-220°F. ALL UNIFORMS MUST BE CLEAN, IRONED/pressed, AND PROFESSIONAL IN APPEARANCE! You will be asked to leave if not!
ChefWear supplies may be purchased at Barnes and Noble, Jack Backers College Bookstore, or online.

1. All students will wear the hair restraint (toque) purchased with their chef’s coat. In addition, long hair must be restrained with a clip or rubber band.
2. All students will wear black leather closed toe shoes that completely cover the top of the foot near the ankle. The shoes must have rubber soles or non-skid soles.
3. Earrings, necklaces, bracelets, and certain types of facial piercings are NOT allowed. One wrist watch and engagement/wedding ring will be allowed.
4. Fingernails must be clean and of modest length. No fingernail polish or acrylic nails are allowed during lab.
5. Food service gloves are required when open wounds are present on the hands. Other wounds that are not covered by the chef’s coat should be bandaged properly.

GENERAL INFORMATION

- Arrive to class on time (to be on time is to be early!). Yes, you are expected to stay for the entire class. If you have to leave early, notify instructor as to the reason so you are excused and not marked absent.
- Read chapters BEFORE class to enhance participation and contribute to the learning environment.
- CELL PHONE USAGE IS PROHIBITED!! If you are caught texting (whether it is in front of me, under the desk, or however else you have perfected the Art of Texting), you will be asked to leave class and be marked absent. If you are waiting on an important call, let me know ahead of time, and step outside when you need to take the call. There will be times when I will allow the use of Smartphones, Ipads, laptops, etc. to do internet searches during group time to research recipes, ingredients, etc. BUT I WILL LET YOU KNOW WHEN THOSE TIMES EXIST!!!
- If you are absent and seek it to be excused, you must furnish a written excuse to me the next class period you attend. If I do not receive a written excuse, it will be counted as an unexcused absence. This is YOUR RESPONSIBILITY to keep track of!!!
- On Exam days, do not come to class wearing ball caps, trench coats, gloves, unnecessary Band-Aids, or anything else that can hide cheat sheets/slips. I’m not so far removed from college that I don’t know the tricks!!
- You will need a calculator for this class. We will have food math exercises in class and on exams. Cell phone calculators ARE NOT ALLOWED for exams. WHY?? Because I know it is easy to have Cheat Sheets on your NOTES App… You must supply a standard calculator for exams — NO EXCEPTIONS.
- Practice Food Safety, Fire Safety, and Sharps Safety at all times.
- Do more than your fair share of cleaning! Clean as you go! No one wants to clean up after you!
- Wash your hands properly and frequently!
- IF IN DOUBT, PLEASE ASK!!!!

PROFESSIONAL STANDARDS

1. Students should prepare themselves adequately for each semester. Professors are not able to provide effective student critique when student work is unavailable for review or student effort is lacking.
2. Students should maintain their individual work areas by returning materials to assigned/proper locations and leaving work stations clean and orderly.
3. Students are expected to work in the class area for the duration of the class period unless further instructions are provided by the professor.
4. Students should limit food or drink to the kitchen during non-lab days. Per University policy, food and drink are not allowed in University classrooms/labs.
5. Smoke breaks are not allowed. If you are going through EXTREME nicotine withdrawals and cannot function, ask for permission. Per University policy, smoking is prohibited within University buildings and must be at least 20 feet from any entrance/exit.

6. Students should exhibit professional courtesy and conduct. Examples include a positive work attitude, sensitivity to others, attentiveness, and cooperation.

7. Faculty are committed to provide information and prompt response to students on the web, return student work in a timely fashion, honored posted office hours, provide feedback on student progress, and work with field supervisors.

8. If student dissatisfaction arises, the student's request for a private conference/phone call with the professor serves as the first step toward resolution.