Dear Student:

WELCOME to HRMGT HRMGT 225 Food Service and Sanitation.

This course will be online. There will not be any in-class, face-to-face meetings at any point during this semester.

All readings, assignments, quizzes, exams, and papers will be entirely online and can be completed anywhere you have access to the internet. The only exception to the exam schedule will be an optional testing for the Serv-safe exam. This exam will require administering the exam in the TLC lab. The date and time of this exam will be scheduled. The Serv-safe exam is optional.

Although this is an online class you will find me to be regularly available to answer any questions you might have. Please don’t hesitate to contact me at any point during the semester. I will also be communicating with you through discussion boards, so my hope is that you will not feel as if you are taking this class alone, but rather that you are part of a team all working together to succeed and learn about the management of the sanitation protocols in a commercial kitchen.

To succeed in this class, because of the short duration, it is vital that you check the website on a daily basis. When the work is assigned I will provide you with a due date for the completion of the work. Normally, you will have to complete 1 or 2 discussion boards, a homework assignment and a quiz for each chapter.

Students are eligible to take the Servsafe manager’s exam at the end of the class. This is not a requirement of the class and will be administered in the TLC lab.

The Discussion Board assignments requirements: I respond to each of your discussion board assignments. I generally have a follow-up question to ask or an evaluation comment. Each post that I make requires that you post a reply that you have revisited the site and read my comments. You need to complete this step or you will not receive credit for your post—even if my comment is, “Excellent.”
Also, I may require you to visit a fellow student’s post that I have found to be extremely helpful in discussing the topic. You will be asked to comment on your fellow’s student post to receive credit for the post. Each Discussion Board is worth 10 points.

**Quiz requirement:** Almost each chapter has a quiz. These quizzes for the chapters studied during the week will go up Monday and come down Sunday. You need to read the chapters first to score well on the quizzes.

**Availability:** Please note that the Canvas site for this course will not be available until the first day of instruction of this semester. In the meantime, if you have any questions about this course, please let me know by contacting me via email.

**Important Information:** All students must successfully log in to the class Canvas site by 11:59 PST on the first day of class or you will be dropped. You will be able to log in about 24 hours earlier than that if you wish.

**Required Materials and Class Expectations:** In order to succeed in this course you must have regular, consistent access to the internet. You may access the course Canvas site from the college’s library, computer labs, or from your local public library. You will also need to obtain, if you have not already done so, a valid MyCanyons email address through which you can be contacted. If you have not already done this you can do so here: [https://my2.canyons.edu/WebAdvisor](https://my2.canyons.edu/WebAdvisor)

To get started in this course, you will need to acquaint yourself with Canvas, since almost all of your coursework will involve this website. If you are unfamiliar with Canvas, you can learn more about Canvas here: [https://community.canvaslms.com/community/answers/guides/](https://community.canvaslms.com/community/answers/guides/)

Once you’ve become familiar with the basics of how Canvas works, you can access this specific course here: [https://coc.instructure.com/login/canvas](https://coc.instructure.com/login/canvas)

If you have more general questions about online courses, or if you would like to know the technical requirements (recommended software, browser, and other related information), you may find the College of the Canyons Distance Learning site useful: [http://www.canyons.edu/Offices/Distance_Learning/](http://www.canyons.edu/Offices/Distance_Learning/)

**Required Readings**

The textbook for this class is:

ISBN13: 978-1582803098  
National Restaurant Association

You will also be required to review case studies, powerpoints and videos as well.

**Tools for Success:** Your regular accessing of Canvas and completing the assigned tasks is critical for your success. In fact, in order to complete this course, you must complete the first assignment by 11:59 PST on the first day of the semester. This first assignment will not require much beyond answering a few simple questions that let me know you are able to log in to Canvas and that you are participating on the
first day. This is basically the same requirement for face-to-face classes, where students must be present on the first day. Furthermore, you will be expected to regularly participate in online discussion boards, as well as to complete written assignments on time. This is not a self-paced, or correspondence course, so you will need to complete all coursework including replying to my comments by the due date. Here are a few other tips for succeeding in this course that you might keep in mind:

1. **Check the Specs** - Make sure you have the proper software and other technical requirements and specifications before the course begins. You don’t want to fall behind early or be dropped from the course, so check to see that you are able to log in to Canvas at least a few days prior to the beginning of the semester (even if your specific course isn’t yet available). Then, if there are any problems, you’ll have time to seek help and fix things.

2. **Create a schedule** (and stick to it) - Make a calendar for the course, and plot all of the due dates and important assignments. By doing this, you’ll be able to keep up with the course and not have to log in to Canvas every time you’re wondering what’s coming up in the course. Online classes can move quickly, so it’s essential be aware of what’s happening. In addition, consider printing your syllabus so you’ll have a handy hard copy.

3. **Organize** – This goes along with creating a schedule and is generally a good idea for all of your courses, whether online or not. One good way to organize is to create a dedicated workspace, notebook, or area in your home where you keep all of your online class materials. This will help you stay on task and complete your coursework on time.

4. **Stay connected** – Don’t hesitate to contact your instructor with questions. There’s no such thing as a dumb question, and I am available to help and guide you through the course. Also, don’t be shy about connecting with your fellow students. If you’re unclear about something, post a question in the coffee shop forum in the discussion board; chances are, you’re not alone and others have the same question. By doing this, you’ll be doing yourself, and your peers, a favor. I will answer these questions or other students might be able to answer and help you with your question.

5. **Find Your Motivation** – Successful online students are self-starters, who set their own goals and try their best to meet them. But that doesn’t mean we were all born that way. Whatever your shortcomings as a student, this class is an opportunity to restart your academic career and succeed. If you would like to know about how to succeed in colleges classes of all types, contact your instructor, or your counselor, or both.

**Disability Accommodation:** COC provides services for students with disabilities in compliance with the American Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. If you need any accommodation in order to complete the coursework for this class, or if you have any questions about whether you meet the qualifications to receive services, please contact the College of the Canyons Disabled Students Program & Services (DSPS): [http://www.canyons.edu/offices/dsp/Pages/default.aspx](http://www.canyons.edu/offices/dsp/Pages/default.aspx)

**Course Description:** The course presents guidelines and concepts which insure a safe and sanitary food service facility. Emphasis is on customer protection and maintenance of sanitary standards. Areas covered include accident and fire prevention, food handling and storage and
food borne illness and prevention. The course includes an option to obtain sanitation certification through the National Institute of the Food Service Industry.

**Student Learning Outcome:**

1. Evaluate effective sanitation practices that insure food products are safe to ingest.

**Course Objectives:**

1. Analyze principles and processes that ensure the safe handling of food products.
2. Analyze the role of government agencies with regulatory control over commercial food operations.
3. Define the processes that contaminate food products.
4. Evaluate the purchasing cycle in a commercial food establishment.
5. Detail the receiving protocols of a commercial restaurant.
6. Evaluate the storing of food products to maximize quality and product integrity and minimize loss due to spoilage and contamination.
7. Evaluate the processes used to heat and cook food safely.
8. Appraise the variety of food service systems for efficiency and safety.
9. Analyze and compare sanitation practices related to chemicals for cleaning utensils and equipment.
10. Differentiate the use of heat and chemical processes for the purposes of cleaning and sanitizing food contact services and ware washing.
11. Delineate the sources of pest infestation and compare and contrast the commercial products available to control this problem.
12. Evaluate and identify the major sources of accidents in the food service environment as well as examine and identify the mechanisms available for accident prevention.
13. Evaluate the Los Angeles County restaurant inspection process.
14. Evaluate internet resources that support sanitation practices in a commercial food operation.

*Thank You*

*Kevin Anthony*