Title: Foodservice Sanitation
Catalog Number: DIET 160
Credit Hours: 1
Total Contact Hours: online
Lecture (or Lab): online
Instructor: Jennifer J. Francis, MPH, RD
Office Hours – Location: by phone at 413-454-4385
Contact Information:
By phone or course e-mail

Course Syllabus

Course Description
Prerequisites: None
This course provides an overview of the principles of food microbiology, important food borne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of food borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system.

Course Objectives
Upon completion of this course, the students will be able to demonstrate safe food preparation and storage practices. They will be able to identify potential sources of food borne illness, and describe the health hazard associated with specific food borne pathogens. They will be able to define HACCP protocol, and design a HACCP program.

Topical Outline of Instruction
- Providing Safe Food;
- Microorganisms;
- Food Contamination;
- Establishing a Foodservice Safety System;
- Purchasing, Receiving, and Storing Food;
- Cleaning and Sanitizing;
- Pest Management;
- Accident Prevention and Crisis Management;
- Sanitation Regulation and Employee Training.

Course Requirements
Weekly homework, online exams, Servsafe Certification Exam
Student Evaluation and Grading

Homework (14) 30%
Exams (7) 30%
Certification Exam Grade 40%

Course Grade:
A 93 - 100     A- 90 - 92.9
B+ 87 - 89.9   B 83 - 86.9    B- 80 - 82.9
C+ 77 - 79.9   C 73 - 76.9    C- 70 - 72.9
D+ 67 - 69.9   D 63 - 66.9
F 0 - 62.9

Text, Tools and / or Supplies

ServSafe Course book, Sixth Edition, Copyright 2012. The Educational Foundation of the National Restaurant Association
You must have a “bubble sheet” to take the ServSafe Certification Exam

Attendance Policy

Students must log onto the course a minimum of one time per week. Students who have not logged into the course, or who have not turned in any work for a period of two weeks will be dropped from the class.

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 PM following the last day of the class. You will receive an email to your student email account when course evaluations are available.

ADA Syllabus Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual’s accommodations.
SMCC Pay-for-Print Policy

Per Page Costs

Each semester students receive a $20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

a. There is a $0.10 per page fee for standard 8.5" by 11" black and white documents.
b. The reverse sides of duplex (double-sided) documents are free.
c. There is a $.50 per page fee for standard 8.5" by 11" color documents.
d. There is a $.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
e. There is a $1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

Duplex charges (printing on both sides of a page) work in the following fashion: One page is $0.10, two pages are $0.10, three pages are $0.20, and four pages are $0.20, etc. The flipsides are free, but another sheet of paper is $0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

How does it work?
The College’s pay-for-print system monitors printing on all printers (including those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up.

Refunds
Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student’s account.

Why is SMCC charging for printing?
The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the
pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an email to helpdesk@smccme.edu.

Be sure to log OUT of the system when you’ve finished your printing, to prevent unauthorized access to your account.

**Add-Drop Policy**
Students who drop a course during the one-week “add/drop” period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

**Withdrawal Policy**
A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through ninth week of twelve-week summer courses. This period is pro-rated for shorter-length courses. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation “W” will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

**Plagiarism Statement**
Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College’s Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.