



Walters State Community College Course Syllabus

Course Information

Course Number and Name: CULA 1200 Sanitation and Food Safety

Section ID: 80552.202380

Semester and Year: Fall 2023

Credit Hours: 1

Start Date: August 21, 2023

End Date: October 06, 2023

Course Format: HYB - Hybrid (Web-Assisted Classes)

Catalog Course Description: This primer course is designed to educate all students to the sacred trust between food production facilities and the general public. It should prepare each student to successfully complete the National Restaurants Association's ServSafe or similar certificate. **As needed.** (NIT)

Meeting Details: T; 03:00PM - 05:00PM; CAPE 130

Course Drop Deadline: September 21, 2023

Instructor Information

Name: Joseph Cairns

Role: Associate Professor of Culinary Arts

Office Location: CAPE 118

Office Hours: Please contact instructor to set up any meetings

Office Phone: 865-774-5816

Email: Joseph.Cairns@ws.edu

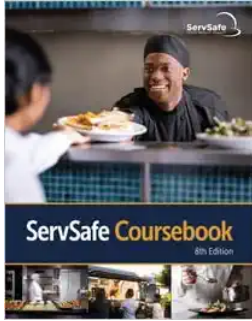
Supervisor Name: Dr. Tera Howerton, Dean of Business and Technical Education

Supervisor Phone: 423-585-6961

Secretary Name: Deb Peachey

Secretary Phone: 865-774-5817

Required Textbook(s) and Materials



ServSafe Manager

ISBN: 9780866127097

Authors: National Restaurant Association

Publisher: National Restaurant Association

Publication Date: 2022

Edition: 8th

Additional Information

Be sure you purchase a new and unused book, as you will need the exam voucher code included in the new book. If you do have a book without a voucher, instructions are located on the class eLearn site on how to acquire a new voucher. The cost for the voucher is \$39.00.

Supplemental or Optional Materials

In the event that a class is needed to be presented online, WIFI access on a computer that will allow the student to watch class meetings as needed to be viewed on Teams, as well as the ability to complete homework assignments and testing on eLearn.

Student Learning Outcomes/Objectives

- To develop an understanding of the basic principles of sanitation and safety; to be able to apply them in the foodservice operations; and to reinforce personal hygiene habits and food handling practices that protects the health of the consumer. This class will prepare the student to take the Servsafe certification exam.
1. Identify microorganisms, which are related to food spoilage and food-borne illnesses; describe their requirements and methods for growth.
 2. Demonstrate acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.
 3. Demonstrate good personal hygiene and health habits in a laboratory setting to include hand washing.
 4. Outline the requirements for proper receiving and storage of both raw and prepared foods.
 5. Identify the Hazard Analysis Critical Control Point (HAACP) during all food handling processes as a method for minimizing the risk of food-borne illness.
 6. List the major reasons for and recognize signs of food spoilage and contamination.

7. Recognize sanitary and safety design and construction features of food production equipment and facilities. (i.e., NSF, UL, OSHA ADA, etc.).
8. Review Safety Data Sheets (SDS) and explain their requirements in handling hazardous materials. Discuss right-to-know laws.
9. Identify proper methods of waste disposal and recycling.
10. Demonstrate appropriate emergency policies for kitchen and dining room injuries.
11. Describe appropriate measures for insects, rodents and pest control eradication.
12. Describe appropriate types and use of fire extinguishers used in the foodservice area.
13. Review and apply the laws and rules of the regulatory agencies governing sanitation and safety in a foodservice operation.

- **Receive a passing grade of 70% or better on the ServSafe certification exam**

Instructional Approach and Methods

1. This class will include in person meetings and possibly some DVC lectures, as needed, with regular testing for each chapter.
2. Students need to be present for lecture and engaged in lecture to receive full credit for class meetings.
3. National Restaurant Association certification exam, requiring a minimum score of 70% to move forward in the culinary program.

Assessment, Evaluation and Testing Procedures

Class Activity	Points	Percentage of Grade
Chapter Tests- 15 tests	15 X 20= 300	30%
Class Attendance and Participation- 6 meetings	6 X 25= 150	15%
Assignments	15 X 10= 150	15%
Certification Final	300	30%
Chef Event Credits- 7 hours	100	10%
TOTAL	1000	100%

Grading Scale

A	900-1000 (90%-100%)
B	800- 899 (80%-89%)
C	700- 799 (70%-79%)
D	600- 699 (60%-69%)
F	599 and (59%) and below

Assignments

Weekly meetings- 10 dates; please refer to the outline listed on eLearn and below as well.

Weekly Chapter Dropbox assignments- 15 chapters

Chapter testing- 15 chapters; 15 tests

Certification Exam requires setting up an account on www.servsafe.com. Be sure to save your log in information (username and password) for later use, as the same log in information will be used for Human Resource Management, and Purchasing and Cost Control. Bring your Servsafe information (log in and password) with you to the certification exam, along with the online exam voucher.

Class Participation

This is an in-person class, with some classes to be scheduled . The first day of class will be on August 22nd at 3 pm in CAPE 104 on the Sevierville campus. Please refer to the outline on eLearn for all class meeting dates. Students are expected to be present, not on phones or other devices, and not sleeping during class. Students are expected to engage in the class activities each class. The more engaging the discussions the easier it is for us all to relax and to absorb what we discuss. **If a student is unable to attend class, the student will be able to make up the class by writing a 2 page double spaced paper, Arial or Times New Roman, on the subjects covered for the content covered for that week.** This will only be accepted if the student either emails the paper to the instructor or brings it into class the week following the week missed.

The material covered is substantial and must be memorized to be able to score a minimum of 70% on the final exam. Students should stay on track each week and complete the review notebook for each chapter. Test content will be drawn directly from the assignments given.

Students are expected to be in person on the Sevierville Campus CAPE 104 (Dining Room) to take the final exam which is scheduled for October 3rd, 2023, at 3 pm. The make up will be on October 4th at 3 pm in CAPE 104.

Course and Class Policies/Procedures

Class will meet for six (six) dates throughout the semester, with additional dates added for the final exam and make-up, as needed. We will be meeting in person on the following dates listed below from 3:00 pm- 5:00 pm on Tuesday afternoons. This information is also listed in the class outline located on eLearn. *Attendance will be taken as part of your grade.*

Class meeting dates will take place on the following Tuesdays (attendance will be taken): August 22nd, August 29th, September 5th, September 12th, September 19th, September 26th followed by a review session. The final exam will take place in the CAPE Dining Room (CAPE 104-105) on October 3rd, 2023 at 3 pm. A make-up date for the final exam is scheduled for October 4th, 2023 at 3 pm in CAPE 104-105. Be sure to create an account at www.servsafe.com prior to test date. Bring username and password information with you, as well as your digital test access code for the exam. This code can be found inside the cover of your 8th edition ServSafe Manager book. If student does not have a voucher for any reason, a virtual code can be purchased on the ServSafe site for approximately \$39.00. Instructions to do so are located on eLearn.

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions). Plagiarism includes, but is not limited to the following:
 - a. Using cut/paste tool from original document with no references given.
 - b. Copying another student's work and submitting it as one's own.
 - c. Forging or otherwise altering signatures.
 - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
 - a. Utilizing old tests, projects, notes or written papers.
 - b. Providing unauthorized information to a fellow student about exam content.

- c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
 - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
 - e. Consulting with a classmate or others when taking a computerized test.
 - f. Disregarding other specific policies and procedures outlined for a particular class.
 - g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
 - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.walters.edu/academics/humanities/writing-lab)
[ws.edu/academics/humanities/writing-lab](https://www.walters.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.waltersstate.edu/academics/mathematics/learning-lab)
[ws.edu/academics/mathematics/learning-lab](https://www.waltersstate.edu/academics/mathematics/learning-lab)

TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](https://www.waltersstate.edu/helpdesk)
helpdesk.ws.edu

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](https://www.waltersstate.edu/student-services/disability/)
[ws.edu/student-services/disability/](https://www.waltersstate.edu/student-services/disability/)

SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

College Policies

STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of

the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](#)
catalog.ws.edu/

[Walters State Timetable of Classes \(opens in new window\)](#)
ws.edu/admissions/registration/

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not

produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](#)

ws.edu/home/

[Walters State Facebook page \(opens in new window\)](#)

<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](#)

<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](#)

ws.edu/set/

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy \(opens in new window\)](#)