



## Walters State Community College Course Syllabus

### Course Information

**Course Number and Name:** CULA 2520 Retail & Wholesale Meat Cutting

**Section ID:** 80558.202380

**Semester and Year:** Fall 2023

**Credit Hours:** 4

**Start Date:** August 21, 2023

**End Date:** December 08, 2023

**Course Format:** CON - Conventional Methodology

**Catalog Course Description:** This lab class will provide meat cutting techniques for optimal utilization and profit. The student will be provided a full understanding of the slaughtering process, as well as how to successfully fabricate and utilize all aspects of the animal carcasses for retail or wholesale applications. The student will learn practical and technical information needed to develop, implement and maintain a HACCP-based food safety system. Online OSHA training to provide recognition, avoidance, reduction and prevention of safety and health hazards in the workplace. 2 hours lecture/ 4 hours lab.

**Meeting Details:** W; 08:00AM - 02:30PM; CAPE 154

**Course Drop Deadline:** October 27, 2023

### Instructor Information

**Name:** Alan Abrams

**Role:** Butchery Instructor

**Office Location:** CAPE 147

**Office Hours:** Please email to schedule as needed

**Office Phone:** 865-774-5817

**Email:** Alan.Abrams@ws.edu

**Supervisor Name:** Joe Cairns

**Supervisor Phone:** 865-774-5816

**Secretary Name:** Deb Peachey

**Secretary Phone:** 865-774-5817

## Required Textbook(s) and Materials

We will be using OER (Open Educational Resources) from a variety of courses. All will be provided to students in class and in eLearn.

## Supplemental or Optional Materials

We will be using OER (Open Educational Resources) from a variety of courses. All will be provided to students in class and in eLearn.

## Student Learning Outcomes/Objectives

- Students will
  1. Understand the basics of work safety and hygiene as it relates to a butchery operation.
  2. Display an understanding of how specific animals are best marketed and utilized.
  3. Successfully identify the needs of a retail or wholesale operation as they apply to their respective business models for profitability.
  4. Learn how to operate a variety of butchery equipment such as band saw, buffalo chopper, tenderizer and tumbler.
  5. Process meat in bulk to enhance basic meat knowledge (muscle structure) and fundamental knife skills.
  6. Learn how to successfully fabricate meats to maintain good yield percentages.
  7. Successfully prepare for the OSHA certification exam.
  8. Review and support HACCP principles on a daily basis.

## Instructional Approach and Methods

This will be a lecture and lab class. We will typically meet for 30-45 minutes to review and discuss the past week's content as well as what will be done for that week. Students will have a variety of means to be evaluated including journaling, hands-on practicals, meat math and testing.

## Assessment, Evaluation and Testing Procedures

Class Activity	Point Value	Percentage of Grade
Lab Evaluation	600 points	60%
Hands-On Practical Testing	200 points	20%
Written Testing	100 points	10%
Costing Exercises	100 points	10%

## Grading Scale

A	900-1000 (990%- 100%)
B	800-899 (80%- 89%)
C	700-799- (70%-79%)
D	600-699- (60%-69%)
F	599 (59%) and below

## Assignments

1. Costing assignments will be provided to the students throughout the semester.
2. Students will have weekly testing on the material covered.
3. Practical testing will occur throughout the semester, so students are encouraged to practice to ensure they are prepared for the hands-on practical portion of the class.

## Class Participation

This is a lab class and not a lecture class; students are expected to attend all scheduled classes, and you cannot make up work or learn if you are not here. **It is your responsibility to notify Instructor if you will be late or absent. There will be no make-ups for hands-on evaluations or work done in class.**

If a student misses three (3) or more classes, the student will NOT meet the minimum class competencies required to pass. A doctor's note will be accepted for up to one excused absence, but you are still responsible for the material covered in that class.

Students are expected to be on time; arriving after the class begins will severely affect your daily grade. Tardiness or leaving early is recorded and reflected in daily participation points.

Students must attend the first day of class or contact the instructor prior to the first class if they intend to remain in the class. Absences are counted from the first scheduled meeting of the class. An explanation for the cause of all absences must be to each instructor. If possible, students should inform instructors in advance of planned absences.

Proper sanitation, personal hygiene practices as well as well as mindfulness in controlling time and temperature exposure of products used in the class. Students will also be expected to follow any HACCP stated guidelines via the standard operating procedures. Students will sign off on these procedures on the first day of class.

## Course and Class Policies/Procedures

Class will begin each week promptly at 8:00 am and may go until 2:30 pm. If you are able to come early to assist in getting the lab set up, you are welcome to come.

Students will be graded each week as though it was a hands-on practical. Students will be graded on professionalism, sanitation, knife handling, knife usage, product fabrication, acceptable product utilization, proper equipment usage, lab clean up, and team work.

## Online/Web-Enhanced Course Supplementary Information

Virtual Office Hours

Available by appointment only

Library Information

<https://library.ws.edu/c.php?g=181040&p=1191972>

Technical Support

<https://helpdesk.ws.edu/>

Web Addresses/Resources (Culinary Arts Database)

[https://go-gale-com.libproxy.ws.edu:3443/ps/start.do?p=PPCA&u=tel\\_a\\_wsc](https://go-gale-com.libproxy.ws.edu:3443/ps/start.do?p=PPCA&u=tel_a_wsc)

Guidelines for Communication: Email, Discussion Posts, Chat

WS email, eLearn, and Microsoft Teams will be the preferred methods for online communication.

## Academic Program Standards/Policies/Accreditation Information

Professionalism of each student graded using criteria based on the following items:

- Clean, complete Uniform
  - Dirty uniforms will not be allowed:

- On Time for class
- Appropriate conduct & language
- Teamwork
- Because of the amount of material to be covered in class and the expected level of professionalism, unnecessary talk will not be tolerated. Students who do not comply are to leave the class.
- Cell phone usage is discouraged in class unless approved by Instructor.
- Class is not dismissed until the Instructor authorizes students to leave. Students leaving prior to Instructor dismissal will lose all daily participation points.
- Lab Cleaning Assignments as posted in the Closing Checklist are to be completed by each class before students are dismissed from the class.
- Books, knife kits, etc. are to be placed in LOCKERS ONLY; do not leave in unlocked classroom, on work tables, or in work/production areas
- Requires flexibility in schedule as required to fulfill duties
- Requires prolonged sitting or standing
- Requires some physical exertion to manually move, lift, carry, pull or push heavy objects or materials
- Requires stooping, bending and reaching
- Requires concentration in a noisy environment
- Requires ability to transport food to other locations as necessary

## 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.waltersstate.edu/academics/humanities/writing-lab)  
[ws.edu/academics/humanities/writing-lab](https://www.waltersstate.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](https://www.waltersstate.edu/helpdesk)

## **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](http://catalog.ws.edu/).(opens in new window)  
[catalog.ws.edu/](http://catalog.ws.edu/)

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