



**SCHOOL of BUSINESS AND TECHNOLOGY**  
**Department of Hospitality and Tourism Management**

Richard A. Henson Center, Room 2100  
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**COURSE OUTLINE – SYLLABUS**

**1. GENERAL INFORMATION:**

- 1.1 Course: FMGT 101 – Applied Foodservice Sanitation – 2 Credit Hrs.
- 1.2 Meeting Time: Online Tu Th., 2:00-3:15pm, or 3:30 – 4:45 p.m., and classroom Henson Center Room 1130- See section 7 for details
- 1.3 Instructor: Ms. Aleksandra Butler, MS
- 1.4 Text: ServSafe Coursebook; Seventh Edition – plus Exam Access Code
- 1.5 Office Hours: By Appointment
- 1.6 **HTM Department Mission and Philosophy:** The Mission of the HRM Department, within the School of Business and Technology, is to prepare entry level Hospitality Management professionals with **essential skills** for long term Hospitality career success and industry leadership. The Department also fosters research and service of direct application and benefit to the State of Maryland and the global hospitality industry.
- 1.7 **Disability Statement:** Students capable of success, regardless of their disabilities are admitted to the university. The faculty and staff of the University of Maryland Eastern Shore work cooperatively to assist their students in achieving their educational goals. Moreover, students with disabilities are accommodated in accordance with both federal and state laws. To receive special accommodations for a disability, the student must register with Student Disability Services (SDS) before any accommodations can be granted. At the time of registering for disability services, please bring documentation to support your claimed disability. The documentation must be recent and provided by a licensed professional with expertise in the special disability area. If you have any questions about disability services or accommodations, please contact Dr. Dorling K. Joseph at (410) 621-3446. Student Disability Services (SDS) is located in the Student Services Center (SSC, Suite 2165).

## 2. COURSE DESCRIPTION:

### 2.1 **Course Description:** (University Catalog, 2016-2017)

This course covers, in detail, the principles and practices of sanitation and hygiene as applied to the food service industry. Successful completion of the course qualifies students for a National Restaurant Association Education Foundation Sanitation Certificate. The emphasis of the course is on the training of supervisory personnel in sanitation procedures.

## 3. COURSE OBJECTIVES:

3.1 **General:** This course is designed to introduce students to the principles and practices of sanitation and hygiene.

### 3.2 **Program Learning Outcome (PLO) based:**

3.2.1 Program Learning Outcome PLO#1- HOSPITALITY ATTITUDE: To produce graduates with ability to apply the principles of hospitality operations and utilize professional terminology while exhibiting/demonstrating hospitality professionalism and demeanor.

3.3 **Course Learning Objectives (CLOs):** Upon completion of this course students will be able to:

- 3.3.1 Recite – the fundamental principles of sanitation 1\*
- 3.3.2 Discuss – the application of sanitation principles to food service operations2 \*
- 3.3.3 Describe – how to train employees on proper hand washing 2 \*
- 3.3.4 Apply – the principles and techniques of “ServSafe Sanitation” to the certification exam3 \*
- 3.3.5 Identify - critical thinking in safe food handling practices2 \*
- 3.3.6 Memorize- training modules 1\*
- 3.3.7 Explain – safe food handling practices 2\*
  - Bloom’s Taxonomy Learning Levels
- 3.3.8 Proudly list their official NRA certificate as a certified ServSafe foodservice professional on resumes and in related biographical spaces

#### 4. CONDUCT OF COURSE:

4.1 **Prerequisites:** none

4.2 **Attendance:** (Note UMES/School of Business & Technology Policy)

4.2.1 Class attendance as well as online assignment completion is compulsory for all students. Please see the schedule of dates.

4.2.2 "Excused absences" are those absences incurred by the student's participation in college class- sponsored activities. Examples include band, chorale, gospel choir, athletic teams, field trips.

4.2.3 Every student is responsible for informing his/her teacher(s) of impending absence(s) from class when the student has such information beforehand. Thus, class attendance is paramount. In the service industry, tardiness is not acceptable. Students not present at the beginning of class are counted as absent.

4.3 **Activities:** This class will be mainly discussion and online as well as in class presentations. Students will be expected to develop and deliver sanitation training modules. Students will be required to conduct and evaluate sanitation inspections. The class will provide logistical support to the FMGT – 350 Class – Gourmet Dinner Series. Dishwasher Training is mandatory for all students.

#### 5. FINAL GRADE DETERMINATION:

In general, students are responsible for all assignments, quizzes and tests. The final exam is NRA Servsafe exam and that the full 200 points will be awarded upon passing that exam. No points will be awarded for not passing. **Note that incomplete grades will be entered for those who don't pass.** Retakes will be available.

Final grades will be specifically determined as follows, based on 500 points:

4 Exams @ 50 points	= 200
Class Participation & Assignment Prep.	= 100
<u>Servsafe Exam Pass</u>	<u>= 200</u>
<b>Total</b>	<b>500</b>

\* Individuals already holding valid ServSafe Certificates will receive 200 points toward the final grade.

#### 6. REFERENCES:

6.1 [www.NRA.org](http://www.NRA.org)

6.2 [www.Servsafe.org](http://www.Servsafe.org)

## 7. SCHEDULE OF DATES, TOPICS AND ASSIGNMENTS FOR FMGT 101

Dates	Topics	Assignments
Week		
1	Providing Safe Food	Chap 1:
2	The MicroWorld	Chap 2:
3	The MicroWorld	Chap 2:
4	Contamination, Allergens & Illness	Chap 3:
4	The Safe Food handler	Chap 4
5	<b>Exam #1</b>	All material to date
5	The Flow of Food: Introduction	Chap 5:
6	The Flow of Food: Purchasing and Receiving	Chap 6:
6	The Flow of Food: Purchasing and Receiving	Chap 6:
7	The Flow of Food: Storage	Chap 7:7
7	Field Trip: Food Microbiology Lab in Food Science Building	n/a
8	<b>Exam #2</b>	All Material to date
8	The Flow of Food: Preparation	Chap 8:
9	The Flow of Food: Service	Chap 9:
10	Food Safety Management Systems	Chap 10:
11	Sanitary Facilities and Pest Management	Chap 11:
11	<b>Exam # 3-</b>	All Material to date
12	Cleaning and Sanitizing	Chap 12:
13	Integrated Pest Management	Chap 13:
	1	
14	Food Safety Regulations and Standards Case Study	Chap 14:
15	Employee Food Safety Training Field Trip: Facilities Inspection	Chap 15:
15	<b>Exam # 4 –</b> ServSafe Exam Preview	All Material to date
15	<b>NRA ServSafe Certification Exam - TBA</b>	All Course Material