

## Servsafe Syllabus

Fall Semester 2019 Thursday 1:30-3:30

### Instructor Information

Instructor

Chef Kaely Rasha Thomas

Email

kthomas@ntcc.edu

Office Location & Hours

Culinary Arts School

Tuesday @ 9am or Wed@ 1:00 pm

Thursday@ 1:00pm or by appointment  
only. Thanks

### General Information

#### Description

This course is a complete overview of the tested material to become certified in kitchen safety.

**DO NOT OPEN THE PACKAGING OF THIS BOOK UNTIL I HAVE CONFIRMED YOU HAVE THE CORRECT BOOK!! MANY BOOKS LOOK IDENTICAL AND THIS BOOK IS VERY EXPENSIVE AND IF YOU OPEN THE PACKAGING YOU CANNOT RETURN IT IF YOU HAVE THE WRONG BOOK!**

#### Expectations and Goals

- Keeping food safe
- The microworld
- Contamination
- The Flow of Food
- Management Systems
- Cleaning and Sanitizing
- Pest Management
- Regulations and Standards
- Staff Training

### Course Materials

#### Required Materials

Equipment Needed for this class:

- Notebook, Pens/Pencils, Sheet Protectors, Spiral/Tablet, notecards, sharpie and a thermometer

### Optional Materials

- Some students like to keep a bleach pen and super glue in their knife kits.
- Additional text: The Deluxe Food Lover's Companion by Sharon Tyler Herbst and Ron Herbst (this is not required but is very helpful. It's about 10 bucks and has 6,700 food definitions)

### Required Text

Textbook: Servsafe 7<sup>th</sup> edition ISBN: 978-1-58280-309-8

### Additional Information and Resources

#### Grading:

Quizzes: 20%

Homework: 20%

Daily Grade/Attendance: 20%

Exams: 20%

Projects: 20%

The grading scale below will be used to determine your final grade.

90-100	A
80-89	B
70-79	C
60-69	D
59 & below	F

**Quizzes and Homework:** There will be written and oral quizzes and homework throughout the semester. These will be announced and unannounced. We will discuss all homework due dates and times prior to turning them in. Some assignments will require more class time and therefore will be finished during the following lecture class.

**DISCLAIMER:** There is quite a bit of material to cover in this course. Students will need to use any resources available to study. I will provide lecture, games, testing, etc. to help students prepare for the final test. It will be up to the student to keep up with attendance.

**Class Participation:** Class participation is based on attendance, discussion, and participation of the events that are held throughout the semester. There will be no makeup days for class participation. Class attendance is required. If you have more than three unexcused absences, you should consult with me about your grade. Anyone who wishes to withdraw from class must take the responsibility to formally drop with the Registrar; otherwise a failing grade will be given.

#### ADA Statement

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for

Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook.

**Family Educational Rights And Privacy Act (FERPA):** The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

### Academic Honesty

All forms of academic dishonesty including cheating on tests, plagiarism, collusion, and falsification of information call for discipline.

*Cheating* on tests is defined to include the following:

- Copying from another student's paper;
- Using materials during a test not authorized by the person giving the test;
- Collaborating with any other person during the test without permission;
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the content of tests not yet administered;
- Bribing any other person to obtain tests or information about tests;
- Substituting for another student or permitting any other person to substitute for one.

*Plagiarism* is defined as the appropriation of any person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

*Collusion* is defined as the unauthorized collaboration with any person in preparing work offered for credit.