

**SAFETY & SANITATION**  
CHEF – 1204  
Northeast Texas Community College  
Course Syllabus

**Instructor:** Chef Jamie Hudman

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A study of personal cleanliness, sanitary practices in food preparation: causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points), and workplace safety standards.

**Course Description**

Identify causes of and prevention procedures for food-borne illnesses, intoxication, and infection; demonstrate good personal hygiene and safe food handling procedures, describe food storage and refrigeration techniques, explain sanitation of dishes, equipment, and kitchen including cleaning material, garbage and refuse disposal; and discuss occupational safety and health administration (OSHA) requirements and effective workplace safety programs.

**Textbook**

Servsafe Essentials – NRA solutions, Sixth & Seventh Editions

**Teaching Methods & Expectations**

- Please come to class with a positive attitude to ensure success in the classroom and lab. Come prepared for class – this is a college dual credit course. Class participation is a must and is an integral part of your grade.
  
- **Absences**
  - **Excused** – illness or official college activity- Dr.'s note required for re-entry into class
    - **Absence of any kind (excused/unexcused) will deduct from grade point total, see grading policy**
    - **If you are experiencing any of the following, do not come to class/lab:**
      - **Fever**
      - **Vomiting**
      - **Diarrhea**
  - **Unexcused** – For any reason other than those stated above, an absence will be counted as unexcused.

- It is the student's responsibility to make an appointment with the instructor to get missed work. You will be expected to be prepared at the following class with assigned homework/quizzes/tests.
- **Makeup Tests** – Any missed tests will be given at the on the day you return to school at 7:45am. Student should arrive early to take test with enough time to not be late for class. Failure to make up your tests and work by assigned time will result in a Zero for that grade.
- **Homework Assignments** are due at the beginning of class and should be turned in upon entry to class.
- **Tardy/Leaving Early**
  - Student will be counted T/LE:
    - After the door to the classroom is closed.
    - Instruction has begun.
- **Class Disruptions**
  - Cell phone usage is not permitted during class. Cell phone violators will have the device confiscated for the remainder of class time. Cell phones are not permitted in the lab at any time.
  - **For Testing:** All cell phones will be put away out of sight.
  - Excessive talking will not be tolerated at any time in class/lab.

#### **Classroom Cleanup:**

Our classroom and Lab are a direct reflection of our school. At the end of every class:

- All chairs pushed under the table in a neat fashion
- All trash/debris in trashcans

#### **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 oneself.

**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.

## **Grading:**

The grading system is one based on points. Every item/assignment/quiz/test/project will have a point value assigned to it. Your grade at the end of the semester will be the total point value you have received for all items in the semester. Point values will be as follows:

**Assignments/Homework (20%): up to 20 points per assignment = 200 points TOTAL**

**Tests (50%): up to 100 points per test = 500 points TOTAL**

- 10 individual tests: 50 pts
- Any missed test must be made up before next class period or will result in a grade of Zero

**Class Final Exam (30%): up to 300 points TOTAL**

- Class written final exam will be a comprehensive written exam including all topics covered in class/lab/projects for the entire semester.

## **Grade Totals:**

**A = 1000 - 900 points**

**B = 899 - 800 points**

**C = 799 - 700 points**

**D = 699 - 650 points**

**F = 649 or below**

All Students enrolled in NTCC Culinary Arts are **REQUIRED** TO TAKE the SERVSAFE certificate test.

Passing grade for SERVSAFE is: 75%

Those that are not enrolled in NTCC Culinary Arts are highly recommended to find a SERVSAFE testing center in their area to become certified.