

**Safety and Sanitation**  
**CHEF – 1205**  
**Thursday 1:30p.m.-3:30p.m.**  
**Culinary Arts School**  
**Northeast Texas Community College**  
**Course Syllabus**

**Professor: Chef Kat Miller-Hays**

Hanson Sewell Center

Pittsburg, TX

**Office:** (903) 434-8392

**Email:** kmillerhays@ntcc.edu

**Course Description**

A complete overview of the tested material to become certified.

**Learning Outcomes**

To learn all aspects of a safe and sanitary kitchen and the practices and knowledge to maintain that kitchen.

**Textbook**

Servesafe Coursebook 6<sup>th</sup> edition

**Teaching Methods & Expectations**

This class is solely a lecture class and requires good study skills. We will spend each week of the semester going of 1-2 chapters until we have completed the book in its entirety. Along with this line of studying you will need to sign into quizlet and participate throughout the semester for a grade. It is imperative that you stay on top of all of the information and study every week in preparation for the final state exam.

- Please come to class with a positive attitude to ensure success in the classroom and lab. Come prepared for class – this is a college course. Class participation is a must and is an integral part of your grade.
- **Dress Code for all Culinary Department Classes** – Chef uniform
- **Equipment Needed** for this class:
  - Notebook, Pens/Pencils
- **Breaks**
  - Instructor will give assigned breaks during class/lab time.
  - Additional breaks will be granted at instructor's discretion.
  - Smoke Breaks will be given at instructor's discretion.
    - **Smoking protocol:** Remove jacket and leave INSIDE. Smoking is to be done in designated areas ONLY. Upon return from smoke break,

promptly wash hands AND face to remove odor and nicotine from both.

- **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.
- Three or more UNEXCUSED absences will result in loss of grade and possible dismissal from class.
- 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 beginning of the next class period of which the student returns. 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 at the podium upon entry to class.

- **Tardy/Leaving Early**

- Student will be counted T/LE:
  - After the door to the classroom is closed.
  - Instruction has begun.
  - Leaving class or lab early/before instructor has announced dismissal.
  - Three (3) T/LE marks will be counted as an Unexcused Absence.
  - Check above time for class; know when you are expected to be in class!

**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 placed on podium table/instructor table until test is complete.
- Excessive talking and profanity will not be tolerated at any time in class/lab.

**Classroom Cleanup:**

Our classroom is 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
- Student lecture board is cleaned/wiped down

**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.

**NTCC CATALOG NOTIFICATION:**

"All students attending NTCC Culinary Arts, regardless of the time and location of the class, must abide by the rules and regulations outlined in the current Catalog/Student Handbook. A copy of the Catalog/Handbook and the Timetable of Classes may be obtained from the admissions office on the main campus or at any of our off-campus sites. You may also access the Catalog/Handbook on-line at the following web address: <http://www.ntcc.edu/catalog>" Students should attend the first day of class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class.

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds

the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook.”

Plagiarism, cheating and other forms of academic dishonesty are prohibited.

## **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:

A = 90 – 100

B = 80 – 89.9

C = 70 – 79.9

D = 60 – 69.9

F = 0 – 59.9

## **PORTFOLIO INSTRUCTIONS:**

Comprehensive notebooks are to be kept throughout the semester. This notebook is for you, it will contain everything you learn in this class and will be a valuable tool for you to have in the future.

Keep all study pages, exams and notes for this class. You will greatly benefit from having these materials at the end of the class when taking the state exam.

Syllabus Received Notification:

I, \_\_\_\_\_, have read and understand all items included in above syllabus for Safety and Sanitation CHEF – 1205

Signature: \_\_\_\_\_

Date: \_\_\_\_\_