

**Nashville State Community College  
(Business and Professional Studies)  
(Culinary Arts)**

**(CULA 1200 Safety and Sanitation)**

The syllabus aims to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. You will be notified if any of the content changes during the semester.

**Course Title: Safety and Sanitation**

**Credits: 2**

**Class Hours: 2**

**Course Description:**

This primer course is designed to educate all students about the sacred trust between food production facilities and the public. It should prepare each student to successfully complete the National Restaurant Association's ServSafe or any similar certificate. A grade of "C" or above in all Culinary Arts courses must be earned before graduation. Prerequisite(s): None

**Instructor Information:**

**Name:**

**Email:**

**Phone:**

**Textbook:** ServSafe Manager Book, 7th Edition Revised/ Servsafe CourseBook, 8<sup>th</sup> Edition (bookstore)

**Exam:** Online exam voucher comes with the book.

**Reference Materials:**

**Supplies:**

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore's website](http://bkstr.com/nscstore/shop/textbooks-and-course-materials) ( [bkstr.com/nscstore/shop/textbooks-and-course-materials](http://bkstr.com/nscstore/shop/textbooks-and-course-materials) ) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3363, or [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

**Digital Course Materials:** These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials

embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit [www.nsc.edu/dcm](http://www.nsc.edu/dcm).

**Honors Option:** Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

**Course Outcomes:** At the end of the semester, this is what you should know and/or be able to do:

- Explain the role of the kitchen manager concerning food safety.
- Differentiate between various biological and chemical food contaminants.
- Explain the HACCP procedure and its role in preventing foodborne illness.
- Demonstrate preventive measures for cross-contamination.
- Explain the time – temperature relationship in terms of food safety.

### **Course Competencies:**

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

- Describe the components of a food sanitation program.
- Describe effective foodservice sanitation system and the liabilities and issues that occur without such a system.
- Trace the flow of food from delivery, through storage and preparation for the customer and recognize the points in the flow (HACCP) where potential contamination can be reduced or eliminated.
- Describe the nature of bacteria and bacteria's requirements for growth in food.
- Describe the relationship between personal hygiene and the spread of disease, especially concerning cross contamination and food contact.
- Identify safe cooking procedures, critical control points, and practices utilizing the HACCP system.
- Develop a system designed to keep the entire facility clean and sanitary, which includes all storage areas and equipment.
- Describe safe use of cleaning agents, MSDS sheets, and how to safely store cleaning agents.

The following are general education competencies intended to support the course outcomes:

- Know how to locate, evaluate, and use information sources.
- Use critical thinking skills.
- Apply scientific thought processes to a range of situations.

### **Topics to Be Covered:**

- Safety and Sanitation guidelines within the foodservice industry.

**Course Assessments:** We will use the following assessments to demonstrate your understanding, knowledge, and skills:

- Weekly Attendance- 10%

- Quizzes and/or assignments- 10%
- Midterm Exam- 10%
- Final Exam- 70% (must receive a 70% or higher on the certification exam to pass the class. Anything below a 70% is an automatic failure for the class).

**Grading Policy:**

A grade of “C” or above must be earned in culinary prerequisite courses to meet requirements for enrollment in subsequent courses. A grade of “C” or above in all Culinary Arts courses must be earned prior to graduation.

**Grading Scale:**

Letter Grade	Percentage Range
A	90-100
B	80-89
C	70-79
D	60-69
F	59-below

**FA**

You are still enrolled if you stop attending class or are in an online class and stop submitting assignments but do not turn in a withdrawal form by the deadline. You will be given a grade of FA, meaning you failed due to not attending class and not completing your assignments. Please refer to the current academic calendar on the Nashville State website, looking for the date that indicates the “Last Day to Earn F for Attendance (FA).” If you stop attending your course after this date, you will receive an F.

**FN**

An FN is awarded if you have never attended your course or done any work in an online course.

**Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

You are expected to take all quizzes and exams (theory & production) at the scheduled time. Make-up quizzes will be given at the instructor’s convenience. Without prior arrangements, no makeup exams or quizzes will be given.

**Attendance Policy**

Students are expected to attend all scheduled classes. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

In online courses, attendance is signaled by logging on to the D2L/NS Online shell, participating as prompted (e.g., responding to an instructor’s email, posting to a discussion board) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

**Attendance**

Attendance is required for class and will be entered weekly as part of your overall grade. Please be on time for class to start. There will be consequences for tardiness:

**Up to 5 minutes late**= 1/4 of your attendance points for the day.

**5-10 minutes late**= 1/2 of your attendance points for the day

**Over 10 minutes late**= No entry into class.

\* Emergencies happen. If you have something come up please get in touch with me in advance to let me know about any absence or expected tardiness.

### **Dress Code**

**Hospitality Students:** Dress pants (khaki, navy, or black- NO jeans), Polo or button up (tucked in), Dress shoes. All items should be clean and pressed.

**Culinary Students:** Black non-slip shoes, Chef pants, and NSCC Chef Jacket. All items should be clean and pressed.

If you are not in uniform you will be sent home. This includes the final exam.

### **General Policy**

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests during any missed course session(s), regardless of the reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
  - *If you cannot notify an instructor before the scheduled course time, contact the instructor as soon as possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
  - *If you cannot notify an instructor before the scheduled course time, contact the instructor as soon as possible.*

### **Instructor's Policy**

**For financial aid** purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

## Technology Statement

- All classes at the College are web enhanced. “Web enhanced” means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website](#).

## Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

## D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu ([student email](#)) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

- Login to your [MyNSCC](#) to access your NSCC info and My Self Service.

## ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage

you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615-353-3363, or e-mail [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

### **Classroom Misconduct**

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

### **Academic Misconduct**

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the semester grade.

### **Academic Early Alert System**

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

### **RAVE Emergency Alert System**

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: [getrave.com/login/nsc](http://getrave.com/login/nsc). The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you.
- Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

### **Student Wellness**

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free tutoring](#) provides assistance beyond the classroom to help you make the most of your college education.

- [These resources](#) include information on student support, student D2L resources, [NSCC email](#), scheduling, online courses, and more.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

### **Inclement Weather & Campus Closings**

You get notices about campus closings in these places: text messages from RAVE and [www.nsc.edu](http://www.nsc.edu). Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

### **Class Cancellation Policy**

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.