STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System

The Ultimate Advantage is an Educated Mind

School of Business **HOSP101** **Food Service Sanitation** **3 Credit Hours** **8 weeks** **Prerequisite(s)**: **HOSP100**

Please see the **Lessons** area in the classroom for additional course specific information

Table of Contents

Course Description (Catalog)

Examine topics related to food borne diseases and how to control them, importance of employee personal hygiene and habits, and appropriate procedures for handling utensils and equipment. Key terms and real-world food safety case studies are reviewed.

Course Scope

This course is divided into 8 weeks and is organized to give students knowledge about the many food borne diseases and how to control them. Also, examined is the importance of employee personal hygiene and habits, and appropriate procedures for handling utensils and equipment. Instruction is primarily textbook driven with accompanied online lectures and online classroom weekly discussion. Because it is a survey course of a broad subject, it will out of necessity; cover each topic with a broad brush. However, the reference area and online conference room will allow a deeper look into any subject area that particularly attracts the student. The student

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will learn how to use the World Wide Web to research topics related to the material discussed and covered in the textbook.

Course Materials

Required Course Textbook
There is no required course textbook – all readings will be accessed through the weekly lessons links.

Required Readings:
See Lessons

Additional Resources:
In the classroom lessons and forums, there are additional course articles and up to date APA documents as well as additional web based resources

Course Objectives

After successfully completing this course, you will be able to:

1. Design Food Safety techniques that can be used to prevent the outbreak of foodborne illness
2. Identify the hazards that can cause food to become unsafe
3. Demonstrate proficiency in safe food handling techniques from delivery to service
4. Describe cleaning and sanitizing programs to ensure safety in a foodservice organization
5. Construct training programs to support the continuation of safe food service

8 – Week Course Outline

Week	Topic(s)	Learning Objectives	Reading(s)	Assignment(s)
1	Keeping Food Safe Understanding the Microworld	LO 1, LO 2	Week #1 Lessons	FORUM # 1

2	Contamination, Food Allergens, and Foodborne Illness The Safe Foodhandler	LO 2, LO 3	Week #2 Lessons	FORUM # 2 Assignment Week 2
3	The Flow of Food: An Introduction and Purchasing & Receiving	LO 1, LO 3	Week #3 Lessons	FORUM # 3 Assignment Week 3
4	The Flow of Food: Storage and Preparation	LO 1, LO 3	Week #4 Lessons	FORUM # 4
5	The Flow of Food: Service	LO 1, LO 3	Week #5 Lessons	FORUM # 5 Assignment Week 5
6	Food Safety Management Systems Safe Facilities and Equipment	LO 3, LO 4	Week #6 Lessons	FORUM # 6 Begin working on final project
7	Cleaning & Sanitizing Integrated Pest Management	LO 4, LO 5	Week #7 Lessons	FORUM # 7 Continue working on Final Project
8	Food Safety Regulation and Standards Staff Food Safety Training	LO 5	Week #8 Lessons	FORUM # 8 Final Project Due

Evaluation Procedures

Reading Assignments: The textbook and additional journals as assigned

Weekly Forum Assignments:
Detailed expectations and grading rubrics are located in the classroom lessons and in the forums.

Homework Assignments:
There are several assignments, based on application of information from the textbook and online lessons. Specific instructions and expectations are outlined in each assignment.

Assignment labeling: Assignment **files** will be labeled with the following format:

Student Name_Assignment Name_Course Identifier Example:
FirstnameLastname_AssignmentOne_HOSP101 or Lastname_AssignmentOne_HOSP101

Formatting:
Resources and citations are to be formatted according to APA (6th Edition) style and formatting. Documents are to be MS Word documents.

Final Project The final project is due at the end of week 8. Final project is to follow labeling instructions as defined above. Detailed instructions and expectations are outlined in the classroom.

Grade Instruments	% of Grade
Forum Posts #1-8	**40%**
Assignments (3)	**40%**
Final Project	**20%**
Total	**100**

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by Sunday evening of the week as noted and include Forum questions (accomplished in groups through a threaded forum), examination, and individual assignments submitted for review by

the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

Policies & Guidelines

Please see the Student Handbook to reference all University policies. Quick links to frequently asked question about policies are listed below.

> Drop/Withdrawal Policy
> Plagiarism Policy
> Extension Process and Policy
> Disability Accommodations

Grading Scale
Please see the Student Handbook to reference the University's grading scale.

Citation and Reference Style
Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Netiquette
Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.

- **Humor Note:** Despite the best of intentions, jokes and <u>especially</u> satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add "emoticons" to help alert your readers: ;-), :), ☺

Disclaimer Statement
Course content may vary from the outline to meet the needs of this particular group.

Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to **librarian@apus.edu**.

- *Charles Town Library and Inter Library Loan:* The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- *Electronic Books:* You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- *Electronic Journals:* The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- *Tutor.*com: AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.
- *Disability Accommodations*: Students are encouraged email dsa@apus.edu to discuss potential academic accommodations and begin the review process.

Turnitin.com

Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it

for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.