



Course Syllabus
SEMESTER
School of Business Hospitality Management and Public Safety

Course Name:	ServSafe
Course & Section Number:	FNH 135-XXX
Meeting Day(s) & Time(s):	
Credits:	2 CH
Contact Hours:	2 Lec
Location:	
Instructor's Name:	
Office Hours & Location:	
OCC Phone:	
OCC Email:	*
Additional Contact Information:	

Catalog description:

Provides 30 instruction hours on food safety training and certification, using the ServSafe program created by the National Restaurant Association Education Foundation. A comprehensive course-includes content from the 2017 FDA Food Code, as well as new science-based and industry best practices relevant to state and local laws. Focuses on the control of microorganisms, contamination, food allergens, food borne illness, and the safe food handler. Follows the flow of food from purchasing through service. A ServSafe Food Protection Manager Certificate and Ohio Department of Health ServSafe card are provided to students who pass the NRAEF certification exam.

Prerequisite/Corequisites:

None **Co-requisites:** ENG 097 or equivalent test scores

Course Materials:

National Restaurant Association, (2022). *ServSafe Course Book, 8th Edition* with online exam voucher. ISBN 978-0-86612-740-0.

(Used books may not contain the required online exam voucher needed to take the ServSafe Managers Final Exam. Each student is required to supply the voucher at their own expense. Exam vouchers will be available for purchase through ServSafe.com, approximate cost is \$36.)

What You Will Learn in the Course

Course Objectives:

Outcome	Where Assessed
Provide the student with the ability to explain the fundamentals of food safety and facilities sanitation.	Homework, Report, Quizzes, Exams
Describe the key legal/legislative issues associated with food safety in the operation of a food service establishment.	Homework, Report, Quizzes, Exams
Illustrate proper personal hygiene habits and food handling practices that protect the health of the consumer.	Homework, Report, Quizzes, Exams

Student Learning Outcomes:

	Outcome	Where Assessed
1	Differentiate between the most common types of contaminants and how they convert, spoil and contaminate food.	Homework, Report, Quizzes, Exams
2	Describe symptoms common to food-borne illnesses and list ways these illnesses can be prevented through personal hygiene.	Homework, Report, Quizzes, Exams
3	Outline the flow of food through an establishment listing ways to prevent contamination and requirements for proper receiving and storing of raw and prepared foods.	Homework, Report, Quizzes, Exams
4	Explain and list the seven HACCP principles and critical control points for preparation, service and holding of food to protect the health of the consumer.	Homework, Report, Quizzes, Exams
5	Describe types of cleaners and sanitizers and their proper use including handling and storing as regulated on the MSDS.	Homework, Report, Quizzes, Exams
6	Identify proper methods of waste disposal and recycling	Homework, Report, Quizzes, Exams
7	Describe appropriate measures for insects, rodents and pest control eradication.	Homework, Report, Quizzes, Exams
8	Conduct a sanitation self-inspection and identify modifications necessary for compliance with standards.	Homework, Report, Quizzes, Exams
9	Describe standards, laws and regulations concerning safety and sanitation in food service operations.	Homework, Report, Quizzes, Exams

Program Outcomes:

The following program outcomes are assessed in this course

Outcome	Where Assessed
Demonstrate the food production skills essential for success in the professional kitchen.	
Apply basic principles of food sanitation and safety in the food service operation.	1-9
Evaluate menus based on recognized industry standards.	
Develop the management skills to prepare for the transition from employee to supervisor.	8-9

Institutional General Education Competencies:

As a student at Owens Community College, you will take General Education courses as part of your degree program. While specific to the General Education courses, will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

Competency	Where Assessed
Communicate effectively.	Reinforced
Act with professional responsibility.	Reinforced
Demonstrate sensitivity to others' beliefs and values.	Reinforced
Think analytically, critically, and creatively.	Report – Foodborne Illness Project

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 116.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 151) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

****Students can find more information on campus resources and student support at this [link](#).*****

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu. The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA | Protecting Student Privacy](#) regulations for more information.

Use of AI Tools: This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.

APA Example:

OpenAI. (2024). *ChatGPT* (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible. Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor before submitting your work.

NOTE: Some instructors will also list specific acceptable and unacceptable uses or include a statement like “All written assignments, projects, and exams must be completed independently.”

Student Responsibilities & Instructor Expectations

Assignment Policy:

- Assignments are due by the date posted elsewhere in this syllabus. No late assignments will be accepted. Failure to submit an assignment will result in a grade of “F/0” for that assignment.
- You may email me a rough draft of any written assignment for this class for my feedback up to one week before the due date listed in the Course Calendar.
- All course assignments must be submitted through Blackboard. Do not submit assignments by email.
 - Weekly homework assignments are to be completed by the students. All questions come from the ServSafe Coursebook. Students are expected to complete the Apply Your Knowledge “Discussion Questions”, Apply Your Knowledge “Case in Point(s)” and the “Study Questions” for each chapter. These can be located on Blackboard under the tab labeled “Homework”. Handwritten homework will not be accepted.
- All assignments must be completed in Microsoft Word document file types (.rtf, .doc, or .docx) or as a PDF. Submitted assignments completed in any other formats (e.g. pages, gdoc, etc.) will receive a grade of “F/0” for that assignment.
 - Microsoft Word is available in all Owens Community College computer labs and as a download for your computer. To access your downloadable copy of Microsoft Office, or use the online Office suite, visit the Office 365 homepage and sign in with your Owens email and Ozone password.
- Visit the Office of e-Learning's webpage for Blackboard Information and Tutorials to view hardware/software requirements or view tutorials for assignment submissions.

Classroom Policy:

- Classroom admittance: OCC classes (e.g., traditional, land-based, laboratory, hybrid, asynchronous online, synchronous online, etc.) shall only be attended by the officially registered OCC students, instructor of record, guest lecturer, or substitute. Visitors are not permitted in the classroom and should not be invited to attend or participate in the class. See FERPA for specifics. [FERPA | Protecting Student Privacy](#)
- Correspondence: Email must come from an Owens email address only. Due to FERPA regulations, I will not respond to email from non-Owens addresses.
- Late arrivals are disruptive to both students and teachers. Plan travel time accordingly.
- Cell phones must have the ring mode turned off and cannot be used in class. This includes texting.
- Attendance is critical to your success as a student.
- It is the responsibility of the student to formally drop the class if they will no longer be attending. Information concerning “Withdraw Dates”, “Registration Dates”, “Graduation Dates” and other important dates can be found at www.owens.edu/records/.

Test Make Up Policy:

- In Class Test- If a student is ill or unable to take any test during the scheduled (in-class) testing period, he/she may take a makeup test. Only one time during the course will a student be able to make up a test. Subsequent missed test(s) will result in a grade of Zero (0/F). Make up testing is conducted in the testing center (College Hall, Room 128). Make up test must be completed within seven (7) days of the missed test.
- Online Test- Students will have access to any online test/quizzes for a minimum of three days, so no makeup opportunities are granted for online assessments. It is the responsibility of the student to ensure that they schedule an appointment for makeup tests with the instructor.

****Certification Test:** There is no makeup Test for the certification test. This policy is mandated by the National Restaurant Association.

Attendance:

Attendance in FNH 135 is mandatory, in order to meet the contact hours required by the National Restaurant Association, for eligibility to take the national certification exam.

- Attendance and timeliness are expected for each class.
- Students are to communicate anticipated absences in advance in keeping with professional behavior by calling or emailing the lecture and/or lab instructor(s).
- Absence is defined as not attending any of the scheduled class time for the day or leaving early from lecture. Tardiness is defined as arriving more than 10 minutes late for scheduled time. Arriving late or leaving early from lecture will be considered an absence per incident.

- When a student is tardy on a quiz or exam day, there will be no additional time to complete the test.
- Students are responsible for missed course content. Please refer to the assignment policy within the syllabus.
- For inclement weather, refer to the Owens Community College catalog.

How Grades are Determined and Major Assignments

Evaluation Measure	Student Learning Outcomes Assessed	Value
Homework (4)	1-9	100 points
Report	1-2	100 points
Quizzes (4)	1-9	200 points
Exams (3)	1-9	300 points
Final Exam (Diagnostic Test)	1-9	200 points
ServSafe Certification Test	1-9	No Points (Certificate Status with score of 70% or greater)
Total		900 points

Grade	Percentage	Points
A	90 – 100 %	810-900
B	80 – 89 %	720-809
C	70 – 79%	630-719
D	60 – 69%	540-629
F	0 – 59 %	0-539

All students enrolled in the Culinary Arts Program or Hospitality Management Program and certificates must earn a “C” grade or better in each Food, Nutrition and Hospitality (FNH) course and maintain a 2.0 grade point average (GPA). Students that earn a grade of “D or F” must repeat the course and meet with their Academic Advisor for academic remediation. Students with a GPA below 2.0 will be placed on Academic Probation (<https://www.owens.edu/trustees/wp-content/uploads/sites/45/2022/02/2-42-academic-recovery-procedures.pdf>).

Tentative Class Assignment Calendar:

Week	SLO	Topic
1	1	Topic: Keeping Food Safe and Understanding the Microworld Readings: Chapter 1-2 Quiz: Quiz 1 - DATE Watch: “Microworld”
2	2	Topic: Contamination, Food Allergens and Foodborne Illness, the Safe Food Handler and the Flow of Food Readings: Chapter 3-5 Assignment: Homework 1: Chapter 1-3

Week	SLO	Topic
		Watch: “Personal Hygiene” Exam: Exam 1 (Chapter 1-3) - DATE
3	1 & 2	Topic: The flow of food: Purchasing and Receiving , storage, and preparation Readings: Chapter 6-8 Assignment: Homework 2: Chapter 4-7 Watch: “Purchasing, Receiving, and Storage” Quiz: Quiz 2 – DATE Exam: Exam 2 – DATE
4	1 & 2	Topic: The flow of food: Service/ Food Safety Management System Readings: Chapter DATE Watch: “Preparation, Cooking Service” Quiz: Quiz 3 – DATE
5	1 & 2	Topic: Safe Facilities and Equipment/Cleaning and Sanitizing Readings: Chapter 11-12 Assignment: Homework 3: Chapter 8-11 Exam: Exam 3 – DATE
6	3	Topic: Integrated Pest Management/ Food Safety Regulation and Standards Readings: Chapter 12-15 Quiz: Quiz 4 - DATE
7	2 & 3	Topic: Staff Food Safety Training Quiz: Assignment: Homework 4: Chapter 12-15 DATE Exam: Exam 4 – DATE
8	3	Topic: Review Assignment: Final Report DATE National Certification Exam – In-class required – Proctored Exam – Time and Location TBD

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.