

HTM*2700 Introductory Foods Fall 2015

0.50 credits

General Course Information

Instructor: Alison Crerar

Email acrerar@uoguelph.ca

Office Location Macdonald Stewart Hall (MACS), Room 206
MacDonald Institute (MINS), Room 212

Office Hours

Department/School School of Hospitality, Food and Tourism Management

Graduate Teaching Assistants

- 1) Michelle Boere (mboere@uoguelph.ca)
M.Sc. (in progress) Applied Human Nutrition
- 2) Ariellia Rodrigues, RD (ariellia@uoguelph.ca)
M.Sc (in progress) Applied Human Nutrition

Class Schedule: The course format consists of three 50-minute lectures **and** one 2-hour lab each week as follows:

Lectures: Monday, Wednesday **and** Friday, 11:30 - 12:20 pm
in Landscape Architecture (LA) 204.

Labs:

SEC 0101	Monday	1:30 - 3:20 pm	Macdonald Institute (MINS) 214
SEC 0102	Tuesday	10:30 am - 12:20 pm	Macdonald Institute (MINS) 214
SEC 0103	Tuesday	1:30 - 3:20 pm	Macdonald Institute (MINS) 214
SEC 0104	Tuesday	3:30 - 5:20 pm	Macdonald Institute (MINS) 214
SEC 0105	Wednesday	1:30 - 3:20 pm	Macdonald Institute (MINS) 214
SEC 0106	Wednesday	3:30 - 5:20 pm	Macdonald Institute (MINS) 214

Note: Students MAY ONLY ATTEND the laboratory class to which they are assigned at all times throughout the semester. **If you will miss or have missed a lab** contact Professor, Alison Crerar, immediately.

Pre-requisites: One of: **Grade 12U (4U) Chemistry (SCH4U)**, Gr. 13 (OAC) Chemistry, CHEM*1040, CHEM*1060 or **CHEM*1100**

Co-requisites: Not applicable

Course Description

Scientific principles and their application to food preparation and food consumption. An integrated lecture and laboratory approach is used to study the chemical and physical properties of foods.

Course Learning Outcomes

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

Knowledge and Understanding:

- 1) Describe and explain how the physical and chemical properties of foods affect their preparation and use in recipes by analyzing the products prepared in lab.
- 2) Describe and explain the chemical and physical changes that take place in foods under various preparation and cooking conditions (e.g. the effects of temperature, water, pH, enzymes).
- 3) Identify and describe various food preparation and processing methods through product preparation in the lab.
- 4) Identify which foods are most likely to become contaminated, describe how this occurs and explain which procedures should be used to prevent contamination.
- 5) Identify biological, chemical and physical food safety hazards and the 3 major types of foodborne illness.

Discipline/Professional and Transferable Skills:

- 6) Develop problem solving skills by analysing new recipes and applying course theories related to the chemical and physical properties of foods.

In particular, **Applied Human Nutrition** students will develop an appreciation of the importance of appropriate food preparation methods in order to maintain the nutritional quality of foods. An understanding of the physical and chemical properties of foods will be important to AHN students planning to apply for a Dietetic Internship because they must take Restaurant Operations Management (HTM*3090) in 3rd year.

An understanding of the physical and chemical properties of foods in food preparation will be important to **HAF** majors when they take Restaurant Operations Management (HTM*3090) in their 3rd year.

Indicative Content

The Monday and Wednesday lectures will be theoretical in nature, providing basic theory which will then be applied in the laboratory. The Friday lecture will integrate the theory with the practical applications observed in the lab. Students can expect to spend a **minimum of 6-8 hours per week on the course outside of the lectures and lab**. This time will be needed to prepare for the lab (reading the Laboratory Background Information), reviewing lecture material, doing the Lab Reports and studying for exams.

Schedule of Classes

<u>DATE</u> <u>(Week Of)</u>	<u>LECTURE</u> <u>TOPICS</u>	<u>LABORATORY</u> <u>EXERCISE</u>	<u>BACKGROUND</u> <u>INFORMATION</u> <u>and QUIZ</u>
Fri. September 11	Course orientation	—	—
September 14 - 18	Food borne illness and food safety	Introductory lab	—

November 9 - 13	Meat - composition and muscle structure - beef wholesale and retail cuts - poultry and fish - dry heat cooking methods	Meat 1	Meat 1
November 16 - 20	MIDTERM 2 - Wednesday, November 18th, 5:30 - 7:00 pm In -- TBD Monday, Wednesday and Friday lectures as scheduled.		
	Meat - methods to increase tenderness - moist heat cooking methods - fresh and cured meat colour reactions	Meat 2	Meat 2
November 23 -27	Structure of cereal grains Gluten formation Leavening gases Mixing of muffins Flake formation in tea biscuits Browning reactions	Muffins & Tea Biscuits	Muffins & Tea Biscuits
November 30 to December 4	Cakes - function of ingredients - conventional vs. quick-mix methods - surface colour	Cakes (Quiz, but no lab report)	Cakes
	NOTE: Friday, December 4 th replaces Thanksgiving (October 12 th) - Monday schedule in effect - LAST DAY of CLASSES		

December 14th FINAL EXAM - Monday, December 14th, 2:30 to 4:30 pm in a location to be determined by the Office of Registrarial Services.

Course Assessment

			Associated Learning Outcomes	Date
Assessment 1:	20%	Midterm 1	1, 2, 3, 4, 5 and 6	October 21 st
Assessment 2:	20%	Midterm 2	1, 2, 3 and 6	November 18 th
Assessment 3:	20%	7 Lab Reports	1, 2 and 3	Throughout the semester
Assessment 4:	10%	10 Lab Quizzes	1 and 2	Weekly
Assessment 5:	30%	Final Exam	1, 2, 3 and 6	December 14 th
TOTAL	100%			

Course Resources

Required Texts:

Allen, V., Introductory Foods Course Package, University of Guelph, **Revised July 2014**.

Allen, V. Introductory Foods Laboratory Report Sheets, University of Guelph, **Fall 2015**.

National Restaurant Association, Advanced FST- Food Safety Training in Canada - 3rd Edition, TrainCan Inc., **2011**.

- **The Advanced FST Food Safety book will be used in HTM*3090 by both HAFA students and by AHN students planning to apply for a Dietetic Internship. It is VERY IMPORTANT that you keep the book and NOT remove the exam score sheet in the front of the book. You will be taking the certification exam as part of HTM*3090.**
- It is recommended that you place your name on the answer sheet in the Advanced FST Food Safety book immediately to prevent someone from taking and using the sheet as their own.

Additional Costs:

As indicated in the HFTM Food Laboratory Policy at the end of this course outline, all students must purchase either a chef's jacket or lab coat to be worn during the lab portion of the course.

Course Policies

Grading Policies

NOTE: Students must obtain an overall cumulative pass in the three examinations in order to pass the course (i.e. Midterm 1 + Midterm 2 + Final Exam = 35/70 or higher). If a student does NOT cumulatively pass the three exams then their final grade in the course will be calculated as the marks earned on the 3 exams expressed as a percentage.

Laboratory Reports (20% of final grade):

- Students can either purchase a set of Laboratory Report Sheets - **Fall 2015** from the University Bookstore in the MacNaughton Building or download the Lab Report Sheets from the HTM*2700 CourseLink website (<https://courselink.uoguelph.ca/shared/login/login.html>).
- Students are responsible for handing-in their lab reports, to their lab instructor at the beginning of the lab, the week that the report is due (e.g. Salads and Fruit Lab Report is to be handed-in at the beginning of the Vegetable Lab). A total of 7 lab reports will be submitted.
- Lab Reports can be answered in the spaces provided (blue or black ink) or they can be done on the computer.
- **Lab reports done on the computer must:**
 - include the questions **and** marking scheme with the answers
 - use minimum font size of 12 point
 - be stapled in the top left corner. Covers are not necessary.
- **Late Reports** - Students who find themselves unable to hand-in a lab report on time due to medical, psychological or compassionate circumstances beyond their control should discuss their situation with Professor Allen and make arrangements regarding a new due date. Lab Reports handed-in late for other reasons will be penalized 10% per day and will only be accepted until the Friday of the week they are due.

- **Individual assignments** -You can work together in gathering information for your lab report and you can discuss general points and the outline of your report with others. However **lab reports are individual assignments and must be completed independently**. No two reports should look like they came from the same computer file, with a word or two changed to keep them from being identical. IF you write independently, and put your report into your own words you don't have to worry about it looking like someone else's. DO NOT share your lab reports with anyone else in the class. **Plagiarizing another student's answers constitutes academic misconduct**. Plagiarism includes the act of copying or paraphrasing significant portions of someone else's material and representing it as one's own. Suspected cases of plagiarism will be reported to the Associate Dean - Academic of the College.
- **Lab Report Due Dates (lab reports are due at the beginning of your lab)**

Salads and Fruit	September 28 - 30
Fruit and Vegetable	October 5 - 7
Preservation	In lecture on Wednesday, October 14th
Starch and Egg	November 2 - 4
Egg, Milk and Cheese	November 9 - 11
Meat	November 23 - 25
Muffins and Tea Biscuits	November 30 to December 2

Laboratory Quizzes (10% of final grade):

- Lab quizzes are be done on-line through the HTM*2700 CourseLink website: <https://courselink.uoguelph.ca/shared/login/login.html> .
- Information that will be tested on the quizzes is found in the “*Background Information*” sections of the Course Package and any associated readings for that lab (e.g. Fruit quiz will be on “*Fruit Background Information*” and readings).
- Each quiz will consist of 10 questions and you will have 15 minutes to complete the quiz. Each quiz can only be taken once.
- **48 Hour Window to Complete Quiz** - The day of your scheduled lab determines when you can take your quiz. You have a **48 hour window** during which you can write the quiz. The window includes the 24 hours prior to your scheduled lab day and the 24 hours of your lab day. For example, if your scheduled lab is on Monday you will have access to your quiz from Sunday morning 12:01 am until Monday at 11:59 pm. Once your quiz is completed you will be given your mark.
- The answers to the questions which you got wrong will be available Friday to Sunday at the end of the week, after all students in the class have taken the quiz. Do NOT contact Alison before Friday to find out the answers.
- There are a total of 10 quizzes. The **first quiz** is the Fruit Quiz during the **week of September 21st**
- **Failure to write a quiz during your specified window will result in a grade of zero (0).**
- **Missed Quizzes** - If you miss taking your quiz and have a legitimate medical, psychological or compassionate reason contact the course Lab Technician, Alison Crerar (acrerar@uoguelph.ca) **immediately**. If you do not contact her a grade of zero ('0') will be assigned to the missed lab quiz.
- **Lab Attendance and Quiz Marks** - **In order to your count quiz marks towards your final grade in the course, you must attend a minimum of 9 of the 11 labs during the semester.** If you fail to attend at least 9 labs then you will forfeit this 10% component of the course. If you must miss a lab due to illness etc. contact Professor Allen or the Course Lab Technician, Alison Crerar, **before lab** or **immediately** afterwards. Failure to contact Alison or Prof. Allen about missing your lab will be recorded as an absence.

Midterm 1 (20% of final grade):

- **Wednesday, October 21, 2015 from 5:30 to 7:00 pm**

- Midterm 1 will test any material covered up to the end of PRESERVATION (September 11th to October 9th inclusive).
- also includes Chapters 1, 2 and 3 in the Advanced FST - Food Safety Training in Canada - 3rd Edition (2011).

Midterm 2 (20% of final grade):

- **Wednesday, November 18, 2015 from 5:30 to 7:00 pm**
- The second midterm will test all material covered on STARCH, EGGS, MILK and CHEESE (October 14th to November 6th inclusive).

Final Examination:

- **Monday, December 14, 2015 from 2:30 to 4:30 pm** in a location to be determined by the Office of Registrarial Services.
- The final exam will be cumulative and therefore include all material studied in the course. However, the exam will emphasize information covered after Midterm 2 (Meats, Muffins & Tea Biscuits and Cakes).

NOTES:

- Both midterms and the final exam will be a combination of multiple-choice and short answer questions.
- Any student not writing a midterm or the final exam at the scheduled time will receive a grade of zero unless they have valid documentation to verify a medical, psychological or compassionate reason for missing the midterm.
- Students are responsible for ensuring that they do not have a time conflict with final exams in other courses. The Final Exam Schedule is available through WebAdvisor for Students. In the event of a conflict the student must drop one of the courses.
- **Religious Holidays** - Should you need to miss a lab or examination for religious reasons, please advise Professor Allen at least 2 weeks in advance so that alternate arrangements can be made.
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Course Policy regarding use of electronic devices and recording of lectures

Electronic recording of classes is expressly forbidden without consent of the instructor. When recordings are permitted they are solely for the use of the authorized student and may not be reproduced, or transmitted to others, without the express written consent of the instructor.

University Policies

Academic Consideration

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons, please advise the course instructor in writing, with your name, id#, and e-mail contact. See the academic calendar for information on regulations and procedures for

Academic Consideration: <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Academic Misconduct

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community, faculty, staff, and students to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring.

University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting

an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection. Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The Academic Misconduct Policy is detailed in the Undergraduate Calendar:

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08...>

Accessibility

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment. Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact the Centre for Students with Disabilities as soon as possible.

For more information, contact CSD at 519-824-4120 ext. 56208 or email csd@uoguelph.ca or see the website: <http://www.csd.uoguelph.ca/csd/>

Course Evaluation Information

Please refer to the [Course and Instructor Evaluation Website](#)

Drop date

The last date to drop one-semester courses, without academic penalty, is **Friday, October 31, 2014**. For regulations and procedures for Dropping Courses, see the Academic Calendar:

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08>

Please notify the instructor (Valerie Allen) if you plan to drop this course so that the number of students in lab sections is accurate for supply ordering purposes.

Additional Course Information

School of Hospitality, Food and Tourism Management Food Laboratory Policy

This policy:

- 1) sets professional standards for our students when involved in food preparation activities,
- 2) insures consistent food laboratory procedures for all foods courses taught within the School of Hospitality and Tourism Management and
- 3) insures the School is teaching to the highest standard of food safety.
- 4) complies with the recommendations in the Canadian Restaurant and Foodservices Association (CRFA) "Food Safety Code of Practice" and with local health regulations.

The following mandatory procedures apply to:

- a) students enrolled in **Introductory Foods (HTM*2700)**, Cultural Aspects of Food (HTM*2740), Restaurant Operations Management (HTM*3090) and Advanced Restaurant Operations (HTM*4110) courses in the School of Hospitality and Tourism Management and
- b) student sponsored activities which use HTM food laboratory facilities.

Food Production Uniform

- A chef jacket OR white lab coat - clean, pressed and buttoned
- Chef cap OR hair net - covering all hair

- Beard net where deemed necessary by the course instructor
- Full-length pants (shorts, skirts and torn jeans are not allowed)
- Closed toe, leather or non-absorbent material shoes with non-skid soles (sandals, clogs, canvas sneakers and open-toed or heeled shoes are ***not*** allowed),
- ***No jewelry of any type*** - this includes all facial jewelry (earrings, nose rings, lip rings, eyebrow rings etc.), necklaces, watches and bracelets of any kind, except Medic Alert bracelets.
- Short to moderate length ***unpolished*** fingernails and no false fingernails.

Note: If you appear without the proper uniform you may rent a lab coat for \$3.00 (per time) or purchase a hair net for \$1.00.

Lab Safety and Supervision of Students in Food Production Laboratories

Safety in the laboratory is a priority at all times. In order to ensure safety of all participants, the safety procedures provided by the instructor must be followed. It is the responsibility of each student to attend any safety orientation that is provided. Students who explicitly refuse to follow lab safety policy will be required to leave the lab and the School's Director will be informed of the incident.

Students in food production laboratories must be supervised by an instructor, lab technician or graduate teaching assistant at all times. There is a real concern about the safety and well being of students left in a lab unsupervised. The School is directly responsible for these students and their activities as they relate to the courses.

Students' access to food storage areas (refrigerators, freezers or dry storage) outside of class time, without supervision is prohibited, i.e. keys may not be given to students to work on weekends or in the evening.

All applicable health, food safety and liquor regulations will be adhered to while in the HTM food laboratory facilities.