

## General Course Information

Instructor: Simon Day

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*Office Location* HTM 105

*Office Hours*

*Department/School* School of Hospitality, Food and Tourism Management

TAs Verda Sheikh

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*Office Location*

*Office Hours*

**Class Schedule:** **Lectures**, Mondays in MCKN 117 (MacKinnon) from 4:30 to 6:20  
**Labs**, At HTM 117, Tuesday, Wednesday, Thursday & Friday from 10:30am.to 2:20pm  
Please meet in the HTM Restaurant (PJ's) in proper attire. Effective operation of all the classes is dependent upon the presence of all students, on time, in uniform, ready to go.

**Pre-requisites:** Hospitality Control Systems (HTM\*2030)  
Introductory Foods (HTM\*2700)

**Co-requisites:** N/A

## Course Description

This course centres on the application of managerial functions to the production of food in quantity with emphasis on principles of food production and service in a commercial setting.

## Course Learning Outcomes

1. Develop and apply management and supervisory skills needed in a restaurant setting as well as a food production and delivery system
2. Demonstrate competence in the operation of foodservice equipment in a safe and efficient manner.

## Knowledge and Understanding:

1. Demonstrate in-depth knowledge of menu planning, production planning, ordering, receiving and scheduling staff
2. Develop a comprehensive and critical understanding of monitoring quality control in the production and service of food products as well as monitoring cost controls.

## Discipline/Professional and Transferable Skills:

1. Develop and demonstrate leadership and teamwork skills
2. Guarantee safe food handling principles and procedures in a foodservice system
3. Demonstrate competence in the operation of foodservice equipment in a safe and efficient manner.

## Attitudes and Values:

Show critical appreciation of the principals for food safety, kitchen cleanliness as well as quantity food production and restaurant management

## Indicative Content

Lecture content for the first four weeks will cover what is required in the course assignments. The next four weeks will cover the material for food safety exam including the exam itself. Specific dates will be posted on the course calendar

## Course Assessment

			Associated Learning Outcomes	Due Date/ location
Assignment 1:	15%	Group Project	<i>Cost Controls, nutritional analysis and recipe standardization</i>	<i>Week 4 lab</i>
Assignment 2:	10%	Group Project	<i>Post event analysis</i>	<i>2 weeks after event</i>
FST Exam:	5%		<i>Food Safety Exam</i>	<i>TBD</i>
Restaurant Performance:	35%	<i>Group Project, Conference 1 &amp; 2 purchasing, pre-event and actual event</i>	<i>Menu planning, scheduling, food production, leadership and teamwork skills</i>	<i>Event dates are on course calendar</i>
Participation:	35%		<i>Food and hospitality service standards</i>	
Total	100%			

## Teaching and Learning Practices

Lectures	It is strongly recommended that you attend lectures. It is the student's responsibility to obtain any information or materials missed from classmates if absent from a lecture.
Labs	<p>For each lab period you will be assigned a job by the Management team of the day. Your daily job assignment will be in one of two areas: food production or service in the dining room. Special attention given to personal grooming, hygiene and cleanliness is essential in maintaining the school's professional image to guests and visitors. PJ's suffers when these standards are not maintained. Any student not meeting the dress code standards will not be allowed to continue in the lab and may lose participation marks for that day. Everyone working in the kitchen MUST have a proper uniform including hair restraint. This includes the management team and wait staff.</p> <p>Safety in the laboratory is a priority at all times. In order to ensure safety of all participants, the safety procedures/guidelines provided by the instructor must be followed. It is the responsibility of each student to attend any safety orientation that is provided. Any student, who explicitly refuses to follow lab safety policy and thereby endangers others, will be requested to leave the lab. When working in any kitchen, it can be a dangerous place. The HTM kitchen is no exception. Care &amp; caution must be exercised at all times when in the lab. All students must attend the initial orientation &amp; training if they are to be in the lab. No student is allowed to work in the lab without supervision from the course instructor or TA</p>

## Course Resources

### Required Texts:

Advanced F.S.T. Handbook, (originally purchased in HTM\*2700) available at the campus bookstore. \* It is recommended that you place your name in the answer sheet right away; this would prevent someone from taking and using the sheet as their own.

### Lab Manual:

Course Pack (available only on Courselink)  
Restaurant Operations Management (HTM\*3090) Fall | 2016  
[www.courselink.uoguelph.ca](http://www.courselink.uoguelph.ca)

### Additional Costs:

Chef Jacket (\$17), Pillbox Hat (\$7) and Biotherm (\$6) are required uniform in the kitchen and can be purchased through the instructor in week 2

## Course Policies

### Grading Policies

All assignments are due by noon on the due date. There will be a 10% penalty per calendar day on late assignments including the day the assignment is due if it is not handed in on time. All assignments should be typed, organized and professionally presented.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-grds-proc.shtml>

### Course Policy on Group Work:

Both the assignments as well as the restaurant performance mark are team marks and are based on a signed team peer evaluation form. The lab performance and FST exam marks are based on individual performance. A complete breakdown of all the conferences and reports required as well as how lab performance is evaluated is available in detail on Courselink

### 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 also detailed in the Undergraduate Calendar

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

## 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](mailto:csd@uoguelph.ca) or see the website: [www.uoguelph.ca/csd/](http://www.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, Nov 1st**. For regulations and procedures for Dropping Courses, see the Academic Calendar:

<https://www.uoguelph.ca/registrar/calendars/undergraduate/2015-2016/c08/c08-drop.shtml>

## Additional Course Information

email is a key method of communication in the course. You are expected to maintain and access your email regularly. If you do not use your uoguelph account, please either forward your current email address or set your uoguelph address to forward to your current email. Courselink is also used extensively in this course. On Courselink you will find the course outline, course pack, course calendar, and other pertinent materials.