

## General Course Information

**Instructor:** Simon Day

*Email* spday@uoguelph.ca

*Office Location*

*Office Hours*

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

*Teaching Assistants*

*Email*

*Class Schedule:* **Lectures**, Monday @ 11:30-12:20 **Synchronous** (AD-S; VIRTUAL)

**Labs**

*Pre-requisites:* Hospitality Control Systems (HTM\*2030)  
Introductory Foods (HTM \*1700 or 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

Upon successful completion of this course, you will be able to

1. Develop and apply management skills needed in a restaurant setting as well as a food production and delivery system (LO1, LO2, LO4, LO5, RFS)

## Knowledge and Understanding:

1. Demonstrate in-depth knowledge of menu planning, production planning, ordering, receiving and scheduling staff (LO1, LO2, LO4, LO5, RFS)
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. (LO2, LO4, RFS)
3. Increase awareness of individual social responsibility and engagement towards the university and local community. (LO2, LO3, LO4, LO5ii, RFS)

### Discipline/Professional and Transferable Skills:

1. Develop and demonstrate leadership and teamwork skills (LO1, LO2, RFS)
2. Guarantee safe food handling principles and procedures in a foodservice system (RFS)

### Attitudes and Values:

Show critical appreciation of the principals for food safety and restaurant management (LO2, RFS). Using ethical behaviour consistent with social, environmental and sustainable practices in a restaurant setting (LO3)

### Indicative Content

#### Schedule of Classes

<b>(week 1) September 14th</b>	Overview of Course, Virtual Kitchen Walkthrough, Assignment 1 overview, Break into groups
<b>(week 2) September 21st</b>	Conference 1, Marketing, Post Menu & Blurb, FST intro
<b>(week 3) September 28th</b>	Cost Controls (including cost cards), Standardizing Recipes
<b>(week 4) October 5th</b>	Nutritional Analysis, Scheduling, Operations, Job Descriptions
<b>(week 5) October 12th</b>	
<b>(week 6) October 19th</b>	Assignment #1 due (noon), Purchasing and Receiving, PO sheet
<b>(week 7) October 26th</b>	Assignment #2 Overview , LCA, Virtual Restaurant (POS analysis)
<b>(week 8) November 2nd</b>	Sustainable Restaurant Presentation
<b>(week 9) November 9th</b>	Front of House Standards
<b>(week 10) November 16th</b>	Service and Social Responsibility Quiz
<b>(week 11) November 23rd</b>	FST Recap, FST quiz
<b>(week 12) November 30th</b>	LEAF Restaurant Sustainability Course and Quiz

### Course Assessment

			<b>Associated Learning Outcomes</b>	<b>Due Date/ location</b>
Assignment 1:	32.5%	Group Project	<i>Cost Controls, nutritional analysis and recipe standardization</i>	
Assignment 2:	32.5%	Group Project	<i>Post event analysis and Life Cycle Analysis</i>	

Service and Social  
Responsibility quiz

10%

*Restaurant Social  
Responsibility & FOH  
Service Standards*

LEAF Restaurant  
Sustainability quiz

10%

*Restaurant Sustainability*

FST Exam:

15%

*Food Safety*

**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

## Course Resources

Course Pack (available only on Courselink)

Restaurant Operations Management (HTM\*3090) Fall | 20

[www.courselink.uoguelph.ca](http://www.courselink.uoguelph.ca)

TrainCan Advanced Online Food Safety Course (FST)

<https://traincancampus.com/RegisterGuelph.php>

Additional Costs:

## 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/)

## Equity, Diversity, and Inclusion Statement

At the Lang School of Business and Economics, we are committed to developing leaders with a social conscience, an environmental sensibility, and a commitment to their communities. A core tenet within this vision is that diversity is a strength with which we can experience greater connection and understanding.

As such, we affirm the importance and shared responsibility of our students, faculty, and staff creating and promoting equity and inclusion within our learning spaces. Creating these kinds of learning cultures is a process, not a destination; it requires ongoing willingness on the part of each person to thoughtfully and critically listen, unlearn, learn, and engage as they are exposed to a multitude of perspectives and lived experiences. We encourage dialogues between students and instructors to address and advance opportunities for fostering greater diversity and inclusion in the learning environment. Openness to conversations with each other enables us to reflect and grow as we learn from one another respectfully and holistically.

As a department that is training the professionals of the future, we expect our learning spaces to abide by all institutional policies and guidelines, in particular those outlined by the Office of Diversity and Human Rights and the University of Guelph Human Rights Policy. Discrimination and harassment, as defined by our policies, will not be tolerated. Individuals should inform the appropriate party as per University policies if they experience any such behaviours.

## Course Evaluation Information

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

## 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.

## Disclaimer

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings and academic schedules. Any such changes will be announced via CourseLink and/or class email. All University-wide decisions will be posted on the COVID-19 website and circulated by email.

## Illness

The University will not require verification of illness (doctor's notes) for the fall 2020 or winter 2021 semesters.

<b>Date Submitted to Chair:</b>	
<b>Chair Signature (Approval):</b>	
<b>Date Approved by Chair:</b>	