

General Course Information

Instructor: Simon Day
Email spday@uoquelpk.ca
Office Location MACS Room: 105
Office Hours Monday's from 1pm – 2:30pm
Department/School Hospitality Food, Tourism & Management

Class Schedule: Lectures, Mondays in MCKN 029 (MacKinnon) from 3:30 to 4:20
Labs, At HTM 117, Tuesday, 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 *1700 or HTM*2700)

Restrictions: 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 successfully completing this course, you will:

1. Develop and apply management and supervisory 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)
3. Demonstrate competence in the operation of foodservice equipment in a safe and efficient manner. (RFS)

Attitudes and Values

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

Summary of Course Content and Materials

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 the service standards and food safety exam including the exam itself. Specific dates will be posted on the course calendar

Course Assessment

Assessment 1:	15%	Group Project	<i>Cost controls, nutritional analysis and recipe standardization</i>	<i>Week 4 Lab</i>
Assessment 2:	12.5%	Group Project	<i>Post event analysis and life cycle analysis</i>	<i>2 Weeks after Event</i>
Assessment 3:	7.5%		<i>Social Responsibility & FOH service Standards</i>	<i>Lecture 8</i>
Assessment 4:	7.5%		<i>Food Safety Exam</i>	<i>Lecture 10</i>
Assessment 5:	30%	<i>Group Project, Conference 1 & 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>
Assessment 6:	27.5%			
Total:	100%		<i>Food and hospitality service standards</i>	

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 lecture.

Labs 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 may not be allowed to continue in the lab and may lose participation marks for that day. Everyone working in the kitchen MUST have proper uniform including hair restraint. This includes the management team and wait staff.

Safety in the laboratory is always a priority. 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 HFTM Kitchen is no exception. Care & caution must always be exercised when in the lab. All students must attend the initial orientation & 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.

Course Resources

Required Text:

Lab Manual:

Course pack (available only on Courselink)

Restaurant Operations Management (HTM*3090) Fall 2019

www.courselink.uoguelph.ca

TrainCan Advanced Online Food Safety Course (FST)

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

Additional Costs:

Chef Jacket (\$25), Pillbox Hat (\$2) and Biotherm (\$6) are required uniform in the kitchen and can be purchased through the instructor in week

Course Policies

Grading Policies

Unless you have discussed an extension well ahead of the due date with the instructor, late penalties of 5% of the total grade earned per day (including weekends) will be assigned to any assessment (i.e. deducted from the total mark). Extensions will only be granted on the basis of valid medical or personal reasons and need to be requested via email to the instructor as soon as possible. Late assignments will not be accepted once graded assignments have been returned officially to the class at large, unless circumstances permit and alternative arrangements have been made.

Students who find themselves unable to meet course requirements by the deadlines or the criteria expected because of medical or personal reasons, should review the regulations on academic consideration in the Academic Calendar and discuss their situation with the instructor, program counselor or other academic counselor as appropriate.

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

Missed Assignments:

A grade of zero will be assigned if you fail to submit an assignment, unless you are ill or have other compassionate reasons. Please read your Undergraduate Calendar for the regulations regarding illness and compassionate grounds. Please note, vacation travel, moving house, or outside work commitments will not be accepted as valid reasons for missing deadlines.

If you have religious observances which conflict with the course schedule or if you are registered with Student Accessibility Services, please contact the course instructor in order to make arrangements for your assessment if appropriate.

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:

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.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 Student Accessibility Services as soon as possible.

For more information, contact SAS at 519-824-4120 ext. 56208 or email sas@uoguelph.ca or see the website: <https://wellness.uoguelph.ca/accessibility/>

Course Evaluation Information

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

Recording of Materials

Presentations which are made in relation to course work—including lectures—cannot be recorded or copied without the permission of the presenter, whether the instructor, a classmate or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

Drop date

The last date to drop one-semester courses, without academic penalty, is XXXXX, 20XX. For regulations and procedures for Dropping Courses, see the Academic Calendar:

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

Date Submitted to Chair:	
Chair Signature (Approval):	
Date Approved by Chair:	