

General Course Information

Instructor: Simon Day
Email spday@uoguelph.ca
Office Location MACS 105 (across from pj's)
Office Hours Mondays from 1pm to 2:30pm, HFTM*105 or pj's
Department/School School of Hospitality, Food and Tourism Management

Teaching Assistants
Email

Class Schedule: **Lectures**, Mondays in MINS 106 (MacDonald Institute) from 3:30-4:20
First two weeks will be virtual (zoom) and then assessed mid-January
Labs, At MACS 117, Tuesday & Wednesday from 10:30am to 2:20pm
First two weeks will be virtual (zoom)
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

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

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)

Indicative Content

Lecture content for the first five weeks will cover what is required in the course assignments. The next seven weeks will cover the material for the service standards, food safety and restaurant sustainability. Specific dates will be posted on the course calendar

Course Assessment

			Associated Learning Outcomes	Due Date/ location
Assignment 1:	12.5%	Group Project	<i>Cost Controls, nutritional analysis and recipe standardization</i>	<i>Feb 17th</i>
Assignment 2:	12.5%	Group Project	<i>Post event analysis and Life Cycle Analysis</i>	<i>2 weeks after event</i>
Social Responsibility & Service Quiz*	5%	Lecture and Online	<i>Social Responsibility & FOH Service Standards</i>	<i>March 21st</i>
FST Exam*	10%	Online	<i>Food Safety</i>	<i>March 28th</i>
Sustainability Quiz*	10%	Online	<i>Restaurant Sustainability</i>	<i>Jan 24th</i>
Restaurant Performance:	25%	Group Project, Conference 1 & 2 purchasing, pre-event and actual event	<i>Menu planning, scheduling, food production, leadership and teamwork skills</i>	<i>Event dates will be on course calendar</i>
Participation:	25%	Lab Participation	<i>Food and hospitality service standards</i>	<i>Evaluated each week</i>
Total	100%			

*See Note about these exams below under Accessibility

Teaching and Learning Practices

Lectures

It is strongly recommended that you attend lectures whether online or in-person. Online lectures will be recorded and posted on courselink. It is the student's responsibility to obtain any information or materials missed from classmates if absent from a in-person lecture.

Labs

For each restaurant 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 may 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.

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 & caution must be exercised at all times 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

The University recognizes since March 2020 things have been difficult and even as we move forward there is still uncertainty. Your safety, health, and well-being is a primary concern for me and I am willing to support you in any way that I can. In order to ensure safety in the face-to-face classroom I'm asking that we all must do our part to reduce risk to ourselves and others.

During this semester wearing Masks in the Classroom is Mandatory It is necessary for all students, faculty, and staff to wear face masks or cloth face coverings in classrooms, laboratories and other public spaces where in-person instruction occurs. We require the wearing of masks covering the nose and mouth in all physical classrooms to help mitigate the transmission of COVID-19. **As we are also a restaurant, we will be following the latest guidelines from Public Health regarding restaurant reopening's**

The university policies may change, so to stay current please review the most up to date guidelines from the university

<https://www.uoguelph.ca/covid19/covid-info-for-students>

Course Resources

Lab Manual:

Course Pack (available only on Courselink)
Restaurant Operations Management (HTM*3090) Winter | 22
www.courselink.uoguelph.ca

TrainCan Advanced Online Food Safety Course (FST)

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

LEAF Sustainable Restaurant Course

<https://www.sfpcertificate.ca>

Additional Costs:

Chef Jacket (\$26), 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

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 organized and professionally presented. Dropbox on Courselink will be used to submit all assignments. Assignments will be graded and returned all electronically

Students who find themselves unable to meet course requirements due to medical or personal reasons should review the regulations on academic consideration in the Academic Calendar. It is recommended that they discuss their situation with their instructor, program counselor or other academic counselor as appropriate as early as possible.

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

Disclaimer

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, changes in classroom protocols, and academic schedules. Any such changes will be announced via CourseLink and/or class email.

This includes on-campus scheduling during the semester, mid-terms and final examination schedules. All University-wide decisions will be posted on the COVID-19 website (<https://news.uoguelph.ca/2019-novel-coronavirus-information/>) and circulated by email.

Illness

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g., final exam or major assignment).

For information on current safety protocols, follow these links:

<https://news.uoguelph.ca/return-to-campus/how-u-of-g-is-preparing-for-your-safe-return/>

<https://news.uoguelph.ca/return-to-campus/spaces/#ClassroomSpaces>

Please note, these guidelines may be updated as required in response to evolving University, Public Health, or government directives.

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 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/>

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](#)

Important University Dates

The schedule of important university dates can be found at: <https://calendar.uoguelph.ca/undergraduate-calendar/schedule-dates/>

The last date to drop one-semester courses, without academic penalty, is April 8, 2022. For regulations and procedures for Dropping Courses, see the Academic Calendar: <https://calendar.uoguelph.ca/undergraduate-calendar/>

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.

Date Submitted to Chair:	
Chair Signature (Approval):	<i>S Elliot</i>
Date Approved by Chair:	Jan 6/22