

**DIE 4125L FOOD SYSTEMS MANAGEMENT Lab**  
**Course Outline and Syllabus**  
**Fall 2018**

*"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."*

**Instructor:** Beth T. Gankofskie, Ph.D., M.S., R.D.  
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**Office hours:** Thursday: 9:30 – 11:00 AM. By appointment (schedule appointment with Marianne Mangone, 392-1991, ext. 220, [marianne@ufl.edu](mailto:marianne@ufl.edu) )  
Wednesday: 12-3 PM Walk in office hours  
Additional time will be available through appointment.

**Lab Coordinator:** Zoey (Xixuan) Tang  
FSHN rm. 325, 392-1991, ext. 223; Office hours by appointment

**Teaching Assistant:** Abby Cartledge  
**TA Office Hours:** Contact for appointment  
**Class Meetings:** Monday or Wednesday, 9:35 – 11:30 A.M.  
**Required Text:** National Restaurant Association (2012/15). *ServSafe® Managers* with Answer Key. 7th Edition  
**Required Exam:** ServSafe® Certification Exam (Answer sheet in text) or purchase answer sheet separately.

**Prerequisites:** FOS 3042 Introduction to Food Science; Dietetics Major  
**Co-Requisite:** DIE 4125 Food Systems Management Lecture

**Course Description:** The application of principles of food service production and management, including production, service and food sanitation and safety. This course must be taken concurrently with DIE4125. (2 credit hours)

**Course Objectives:** By the end of the semester, the student will be able to:

1. **KRDN 2.1:** Demonstrate effective and professional oral and written communication and documentation (measured through research on a food and nutrition topic and the written and oral presentation of a poster demonstrating use of good communication skills).
2. **KRDN 2.2:** Describe the governance of nutrition and dietetics practice, such as scope of nutrition and dietetics practice and the code of ethics for the profession and Nutrition and Dietetics practice and describe inter-professional relationships in various practice settings. (Measured through a case study on how a food systems dietitian communicates and practices dietetics through food preparation and accommodation of patient needs including but not limited to contact with other health professionals to improve patient dietary compliance).
3. **KRDN 2.6:** Demonstrate an understanding of cultural competence. (Measured through food selection for project, preparation, tasting and discussion).
4. Demonstrate ability to use and clean major foodservice equipment.
5. Apply principles of foodservice production to preparation of menu items.
  6. Demonstrate presentation skills in food production.
  7. Evaluate issues related to delivery of menu items.
  8. Recognize and apply elements of good service.

9. Demonstrate knowledge in food safety and sanitation by successfully completing the ServSafe® Certification exam.
10. Determine costs of services or operations, prepare a budget and interpret financial data.
11. Apply the systems approach to a foodservice operation.
12. Work effectively as a team member.

### **Academic Learning Compacts**

The University of Florida has mandated that each major will have an academic learning compact that describes the communication, critical thinking and knowledge for each student after program completion. You can read more about them on the website

<https://catalog.ufl.edu/ugrad/current/agriculture/alc/food-science-and-human-nutrition-dietetics.aspx> .

- Apply management and business theories and principles to the development, marketing and delivery of programs and services.
- Develop outcome measures, use informatics principles and technology to collect and analyze data for assessment and evaluate data for use in decision-making.

In this course, student learning outcomes will be assessed through an individual systems analysis of the final project.

### **Software Use:**

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

### **Grades and Grade Points**

For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

### **Absences and Make-Up Work**

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:

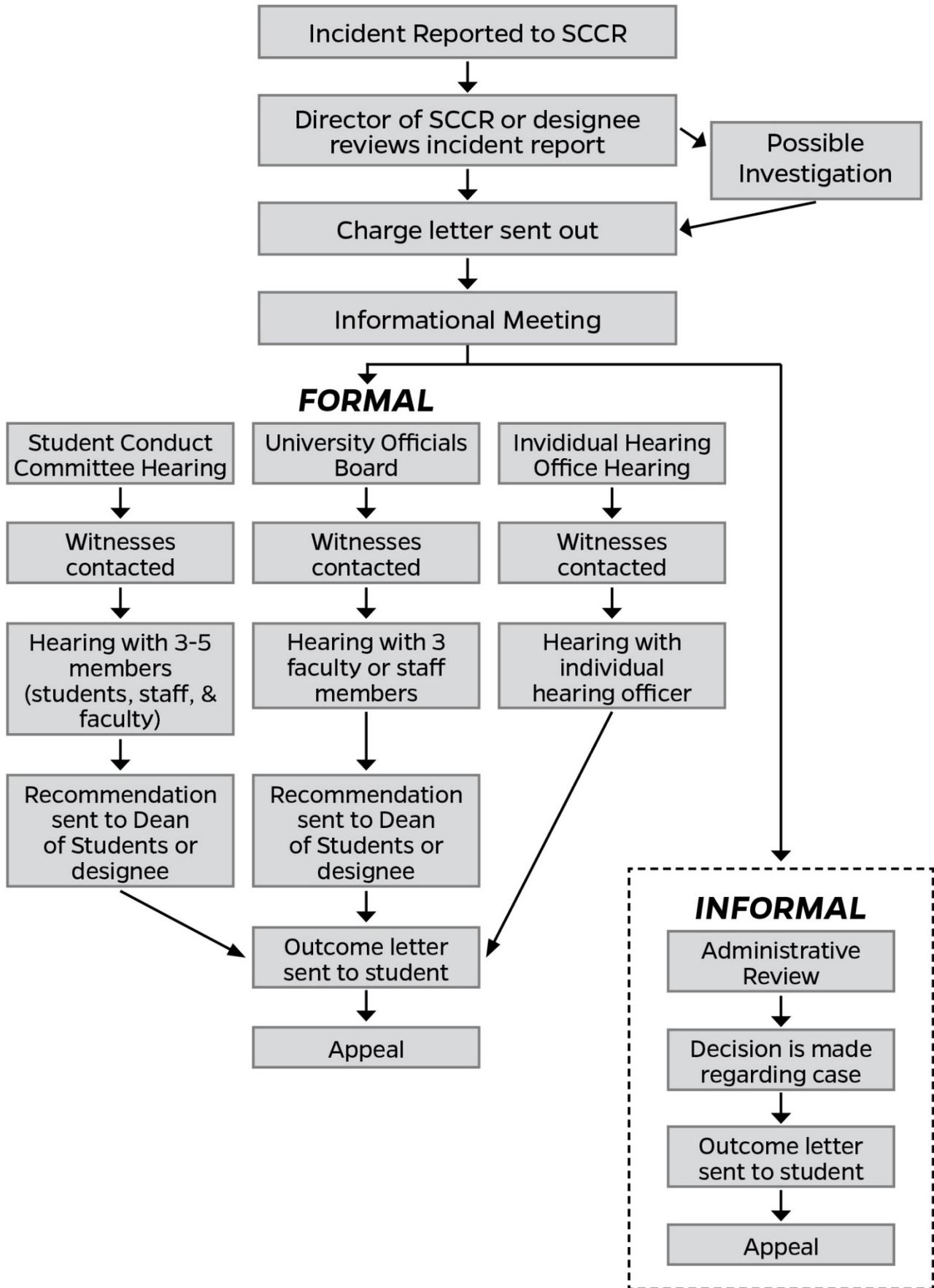
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

### **Academic Honesty-New honor code as of August 2018**

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: *"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."* You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: *"On my honor, I have neither given nor received unauthorized aid in doing this assignment."*

It is assumed, you will complete all work independently in each course, unless the instructor provides *explicit permission* for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <https://sccr.dso.ufl.edu/process/student-conduct-code/>

Also, please review the flow chart for students being referred to the Dean of Student's Office for an academic or performance honor code violation.



## **Campus Helping Resources**

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, [www.counseling.ufl.edu/cwc/](http://www.counseling.ufl.edu/cwc/)*
  - Counseling Services
  - Groups and Workshops
  - Outreach and Consultation
  - Self-Help Library
  - Training Programs
  - Community Provider Database
  
- *Career Resource Center, First Floor JWRU, 392-1601, [www.crc.ufl.edu/](http://www.crc.ufl.edu/)*

## **Services for Students with Disabilities**

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)

**Other Information:** Lecture material and information are the property of the University of Florida and the course instructor and may not be used for any commercial purpose. Students found in violation may be subject to disciplinary action under the University's Student Conduct Code. Only students formally registered for the course are permitted to attend lectures and take quizzes/tests.

**DPD Policy (found in DPD Student Handbook 2017-20 at <http://fshn.ifas.ufl.edu/dietetics/undergraduate/home.shtml>):**

- *Attendance is required for all DIE courses. Attendance will be taken at the beginning of each class. Excused absence will only be granted for the following reasons:*
  - *Death in the family as documented by a dated obituary.*
  - *Illness or hospitalization as documented by a physician's note related to that illness (vague notes such as "was seen" are not acceptable).*
  - *Religious holiday as documented by a written statement to the professor before the holiday.*
  - *Professional/graduate school interviews with documentation of interview letter and travel arrangements.*
  - *Accident as documented by a copy of the police report.*

*Only students with excused absences will be allowed to make up the original work or suitable alternative if an exam or in-class assignment is missed. Absence from class will result in (penalty as determined by faculty member) unless there are unavoidable extenuating circumstances subject to the faculty member's discretion that can be documented to the faculty member's satisfaction.*

- *Tardiness is unacceptable in the workplace and is also not appropriate in the classroom. It shows disrespect for the professor, other students in the class and the course content. Students who are tardy (as defined by the professor in each class) will be penalized according to the policy established for that class.*

**Course Policies:**

**Class attendance:** Attendance and being on time are **mandatory**; you are learning skills that cannot be learned outside of the lab setting. Attendance will be taken weekly at the beginning of class and will be assigned points for the final grade. **If you are more than 5 minutes late, you will not receive attendance credit.**

**Class participation:** Class participation is required in this lab class. You are expected to participate in the preparation and tasting of products unless you are excused for a medical or religious reason.

**Communication:** We will be using UF Canvas for course communication, including announcements, assignments, and resources. Group discussion boards can also be set up for special event communications.

**Smart phone/cell phone/computer use in class:** All of us love our "smart phones", etc. and use them constantly to keep in touch with friends and what is going on outside of the classroom. My goal is to have our class time dedicated to the course. If you need to access

something on your computer or phone that pertains to the class that we are having, feel free!! Please refrain from texting your friend about your evening plans, checking your Facebook page or surfing the web for some good looking outfit for the weekend.

**Dress:** In any lab session where food preparation is occurring, you are expected to wear closed toed, non-skid shoes (sneakers are acceptable, soft fabric shoes are not), shirts with sleeves (no bare midriffs), appropriate length shorts (not short-shorts) or long pants, no dangling jewelry, and hair covering (either hairnet or hat). It is preferred that you not use nail polish. **You will not be allowed to participate in the lab if you are not dressed appropriately and/or do not have hair covering and will be given a “0” for attendance.**

### **Assignments and Grading:**

1. Food Service Equipment training tool and demonstration: A student team will develop a training tool on a designated piece of foodservice equipment in the dietetics lab. You will be limited to **keeping it brief but readable for the average new foodservice employee**. The training tool will include directions for use, cleaning and safety concerns and anything else the employee will need to operate the equipment without guidance. The student team will be responsible for training the other students on the piece of equipment by demonstrating to the assigned group. *(meets KRDN 2.1)*

2. ServSafe® Training and Exam: As part of this class, you will receive ServSafe® training and successfully pass the exam. You must do a lot of outside reading in the text and be prepared for the classes. If you do not pass the exam with 75% on the first attempt, you will be required to retake the exam at your expense (cost of exam sheet which is approximately \$35.00) until you have passed it. **Exam may need to be given outside of regular class time in the evening – time TBA.** *(meets KRDN 4.5)*

4. Special Event Final Project: Student teams will each plan a component for the theme meal special event at the end of the semester, including menu planning, recipe development, food purchases, production scheduling, food preparation and service. The submitted project will include all components of the project (as just outlined) as well as individual and peer analysis of the event. Final project is **due 3 days after completion of event.** *(meets KRDN 4.1, 4.6)*

5. Systems Analysis Special Event Evaluation: Each student group will complete an analysis of the special event using the system approach and management theories, including recommendations for future planning.

6. Optional-Poster presentation: There will be 6 teams/groups of students and each team will research a specific subject (food item) that reflects something they will be making for the theme meal and then develop a poster, to be presented day of the special event. There will be further instruction and poster development information throughout the semester.

**Grading:**

Equipment Quiz	20 points
Training Tool	25
Equipment demonstration/training	25
Food 50	
Special Event Final Project (AKA: Exam)	200
Systems Analysis Special Event Evaluation	30
Attendance	50
Poster (preview, final copy, presentation)	40 Small poster for tabletop information
ServSafe® Certification Exam pass the course).	01 (all students must pass the exam to
Assigned lab activities (TBA)	09
<b>Total</b>	<b>450 points</b>

The University grading policy can be found at <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx> .

The dietetics program has adopted the plus-minus grading scale for all DIE courses. The grade scale is as follows:

Letter Grade	Grade Points	Scale	Points
A	4.0	93.34-100	420-450
A-	3.67	90-93.33	405-419
B+	3.33	86.68-89.9	390-404
B	3.0	83.34-86.67	375-389
B-	2.67	80-83.33	360-374
C+	2.33	76.68-79.9	346-359
C	2.0	73.34-76.67	330-345
C-	1.67	70-73.33	315-329

D+	1.33	66.68-69.9	300-314
D	1.0	63.34-66.67	285-299
D-	0.67	60-63.33	270-284
E	0.00	59-below	Below 270

**FOOD SYSTEMS MANAGEMENT LAB - TENTATIVE CLASS SCHEDULE 2018**  
**Monday & Wednesday**