

**Department of Hospitality and Tourism Management  
Isenberg School of Management  
University of Massachusetts, Amherst**

**Spring 2008  
HT-MGT 150 Course Syllabus  
FOOD PRODUCTION MANAGEMENT**

**Instructor:** Linda Kinney, CEC, CCE

Spark: <https://spark.oit.umass.edu/>

E-mail: Use SPARK not UMail

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**L2, L4 Lab Instructor:** Jim O'Donnell

**L5, L6 Lab Instructor:** David Williamson

**Lecture:** Goessman 20

50944 Monday and Wednesday 9.05- 9.55 AM

**Laboratory:** Room 1101, TOC, Campus Center

50946 Wednesday AL01 10.10 - 1.10

50950 Wednesday AL02 2.30 - 5.30

50948 Thursday AL03 9.30 - 12.30

50952 Thursday AL04 2.30 - 5.30

51054 Friday AL05 9.05 - 12.05 PM

51072 Friday AL06 1:25-4:25 PM

**Prerequisites:** None

**Required Text and Materials**

**Lecture:**

Donovan, M. D. ed. (1997) Cooking Essentials for The Professional Chef /The Food and Beverage Institute. First Edition, Wiley ISBN 0-442-0109-7 Available at the Textbook Annex

Active OIT Computing Account (NetID)

**Laboratory:**

HT-MGT 150 Laboratory Manual, available at the Textbook Annex.

White chef coat, HTM patch and chef hat, available at the University Store

**Reserve Text**

Conway, L. G. ed. (1991) The New Professional Chef /The Culinary Institute of America. 5th Edition, Van Nostrand Reinhold Available online and at the Flint Resource Center

**Course Description:**

This course is an introduction to the basic principles of food production.

Topics include culinary terminology, theory and application of food preparation techniques, food product identification and fabrication.

3 Credits

**Course Objectives:** Upon completion of this course you will be able to:

1. Conduct yourself professionally in a foodservice operation by using correct terminology, knowing standards of quality and being familiar with basic food production methods.
2. Explain the food science principals behind basic culinary preparation techniques.
3. Describe the quality indicators, common uses, and cooking applications for a wide variety of ingredients.
4. Demonstrate a rudimentary proficiency in food preparation techniques.
5. Evaluate the quality of prepared food products against established food service industry standards.
6. List safety and sanitation practices and guidelines of primary importance in a foodservice setting.
7. Demonstrate an incipient ability in the proper use and care of foodservice hand tools and small equipment.

**Methods of Instruction:**

1. Textbook, supplementary reading material and web site introduce lecture topics.
2. Demonstrations, food tastings, small group discussions, group projects and videos present food preparation techniques and products.
3. Laboratory sessions provide hands-on experience focusing on food preparation techniques, sanitation, safety, and professionalism.
4. Interacting with the website for homework assignments, demonstrations, e-mail, grades and feedback.
5. Community Service and recipe writing are optional activities.

## **Attendance Policy:**

**Lecture:** Your attendance in lecture is graded. Two lectures can be missed without any effect to your grade. These two excused absences are intended for use when you have a field trip, religious holiday, athletic event, or illness. When you take the absences is up to you, **don't contact the instructor when missing a lecture.** If you miss a lecture, it is your responsibility to obtain information and handouts presented in class, including announcements. If you miss a third lecture, the absence can be waived if you successfully complete the lecture make-up project. If more than two of your absences are excusable then see Professor Kinney during office hours with documentation.

**Tests:** Students who miss a test because of illness, religious observance, or an official off-campus trip can make it up. There will be a scheduled make-up session during the next office hour.

**Homework:** Homework may be completed anytime online before and up till 11:55 PM the day it is due. Homework assignments are open from the beginning of the semester. Submit them ahead of time if you have a time conflict with the deadline. There is a 24-hour grace period after the deadline for submitting your SPARK homework assignments. **There are no make-ups, extensions or rescheduling of homework assignments after the grace period, so don't contact the instructor to request one.**

**Laboratory:** Attendance of all labs is mandatory. A missed lab, that is not made-up, results in a penalty of 25 points taken from the final grade.

**Students coming to lab in shorts, skirts, sweatpants, sandals or high heels will not be permitted to attend lab for safety reasons. Students arriving more than 20 minutes late for lab will be counted as absent.**

You can arrange for a lab make-up if you miss a laboratory. Students that have a valid excuse and make-up the lab within the prescribed period of time will receive 100% credit for their lab. A valid reason for an absence is jury duty, religious observance, military obligations, scheduled course activity, death of a family member or health related incapacity. Official written proof must be submitted to Professor Kinney otherwise you won't qualify for full credit. Documentation for an illness can be either a doctor's note or verification from University Health Services.

A student missing a lab for any other reason should make-up the lab to avoid the 25-point penalty, but be prepared to receive 50% credit for the lab. Absences due to employment conflicts, sleeping-in and family vacations do not qualify for full credit. The percentage of credit decreases if more than one lab is missed without a valid excuse.

If possible notify Professor Kinney prior to the lab you will be missing. If not then contact the Professor in person no later than one week after the absence. Your make-up lab is due two weeks after the missed laboratory, or the last lecture of the semester, whichever comes first.

**Grading:** Students are evaluated on lecture attendance, homework assignments, tests, final exam and laboratory performance. All grades can be viewed from SPARK.

**Lecture Attendance:** Lecture Attendance is worth 10% of your total grade. Total absences are tallied on SPARK including excusable absences. Points won't be deducted for the first two absences. You also have the option of completing a lecture make-up project to expunge one of your absences.

You will receive 10 points for zero to two absences, 8 points if you have three absences, 5 points for four absences, 3 points for five absences, and a zero for six absences or more.

**Tests:** Tests are worth 20% of your grade. There are four tests scheduled during lecture.

**Final Exam:** The final exam is worth 20%. The final exam will be held during final exam week.

**Homework Assignments:** Homework assignments are 20% of your final grade. Homework assignments are ten points each. Two homework assignments are group projects. The rest of the assignments are on SPARK. Your score and the feedback comments can be viewed after your homework is graded.

**Laboratory:** The food production laboratory is worth 30% of your grade. Missing a lab can significantly affect your final grade (refer to the Laboratory Attendance Policy for details). Laboratory performance is graded on your professionalism, sanitation, teamwork, use of techniques and terminology, product quality, your evaluation of the laboratory experience and a quiz.

**Grading Scale:**

Percentage Totals	Grade	Quality Points/ Credit
93-100%	A	4.0
90-92%	A-	3.7
87-89%	B+	3.3
83-86%	B	3.0
80-82%	B-	2.7
77-79%	C+	2.3
73-76%	C	2.0
70%-72	C-	1.7
67-69%	D+	1.3
60-66%	D	1.0
%59 or below	F	0
Incomplete	INC	0

### **Laboratory Dress Code**

The required dress for laboratories is as follows:

- o Chef coat with HTM patch over pocket
- o Chef hat, long hair must be pulled back.
- o Full length pants (No sweat pants).
- o Leather, flat, slip-resistant shoes that covers all of the foot, worn with socks.
- o Nails are to be trimmed short with no nail polish. No acrylic nails.
- o No jewelry is worn on hands or wrists, with the exception of a wedding band. No dangling earrings.

*The last two dress code requirements are in compliance with the FDA Sanitation Code.*

### **Bonus Points**

You can add extra points to your final grade by participating in bonus projects. Examples of bonus projects are volunteering at a soup kitchen, submitting a recipe for a cookbook and attending a food show. Check the Bonus Icon on SPARK for details.

### **Small Discussion Groups**

There will be many opportunities during lecture to meet in small groups for discussions. The first day of class we will form groups of four. Individuals in a group will stay the same throughout the semester.

### **Students with Disabilities or Food Allergies:**

Consult with Professor Kinney before the third lecture session if you have a physical disability, learning disability or perceptual impairment, which you feel, might effect completion of the course requirements. If you have a food allergy then before the third lecture provide Professor Kinney with a Doctor's note that identifies your allergy and its severity.

### **Academic Dishonesty:**

A first offense of any form of cheating or plagiarism will result in a score of 0 on that assignment, quiz or exam. The zero will be counted in the final grade and not be dropped. Additionally, it is University policy that the professor sends a letter notifying the Undergraduate Academic Honesty Board. A second offense will result in failing the course. Academic dishonesty includes, but is not limited to, copying of another person's assignment or quiz, or allowing someone to copy your assignment or quiz. Refer to the Undergraduate Rights & Responsibilities Booklet.

### **Further Reading:**

This course syllabus contains basic information for the course. The course website has additional instructions and important course information which isn't in the syllabus. It is your responsibility to read and follow the directions and guidance provided in both the syllabus and the SPARK course website.