

HT-MGT: 355
Menu and Food Production Management
3 Credit Hours
Lecture/Lab Course Syllabus

Instructor:

Jenafer Andr n, M.S

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Office Hours: Mondays: 10:30-12pm; all others by appointment

Course Pre-requisites:

HT-MGT: 150 & 250 or NUT: 210(for Nutrition Majors)

Lecture Meeting Time and Location:

Day	Section	Time	Location
Monday	#50968	9:05AM – 9:55AM	Hasbrouck Lab Add Room 134

Lab Lecture/Lab Meeting Times and Location:

Day	Section	Time	Location
Tuesday	L2 #50972	3:00PM – 3:50PM	1106 Campus Center
		4:00PM - 8:00PM	1102 Campus Center
Wednesday	L3 #50974	9:00AM – 9:50AM	1106 Campus Center
		10:00AM – 2:00PM	1102 Campus Center
Wednesday	L6 #51352	3:00PM – 3:50PM	1106 Campus Center
		4:00PM - 8:00PM	1102 Campus Center

Course Description:

HT-MGT 355 is an advanced course in quantity food production management. Management principles and concepts are presented through lecture, problem based learning, projects and operation of the Marriott Center for Hospitality Management on the 11th floor of the Lincoln Campus Center.

The lecture portion of the class focuses on menu planning principles, cost control, food service operations, standardization, food production planning, sanitation and guest service.

The laboratory allows student a practical experience in the management and operation of a food service operation. Individual managers and management teams are responsible for planning, organizing, and supervising meals. The lab creates an awareness of the importance of teamwork, planning, organization and supervision in food service operations.

Course Objectives:

- Demonstrate an understanding of the size and scope of the foodservice industry.
- Understand the principles and concepts associated with menu planning and development.
- Understand foodservice management principles.
- Demonstrate implementation of food service production management functions.
- Demonstrate standardization, costing and quality control principles
- Demonstrate selection, use and maintenance of production equipment.
- Demonstrate procedures to ensure food, employee and customer safety and sanitation.
- Understand the use of technology in managing food production and service operations.

Course Expectations:

- All lectures and labs are mandatory.
- Professional standards of decorum are expected.
- Students are responsible for all announcements made in class and lab.
- Students are expected to come to lectures and labs prepared.
- NO LATE ASSIGNMENTS ARE ACCEPTED.
- All students are expected to follow the university guidelines regarding academic honesty found in the *University Of Massachusetts At Amherst Undergraduate Rights And Responsibility Booklet*.

Required Course Materials:

Required Text ¹:

Sanders, Edward E.

Understanding foodservice cost control: an operational text for food, beverage, and labor costs/ Edward E. Sanders, Timothy H. Hill, Donna J. Faria – 3rd ed.
2008, Pearson Education, Inc., Upper Saddle River, New Jersey

Required Lab Manual ¹:

Andr n, Jenafer L.

HT-MGT: 355 Lab Manual

  SPRING 2008, LAD Publishing

¹Available at the Textbook Annex

Required Clothing ²:

Chef coat & Chef Hat (please note required Lab Dress Code at the end of syllabus)

² Available at the University Bookstore in the Lincoln Campus Center

Monday Lecture Attendance:

Attendance is mandatory & taken each lecture. There will be two unexcused absence granted to students. *More than two unexcused absences will result in a 1% point deduction per absence from the final course grade.* Students are not exempt from lectures for interviews, club functions, or field trips – those activities should be planned accordingly **NOT** during lecture class.

Lab Attendance:

Attendance is mandatory. There is a one-hour lecture prior to the production lab. If there is a medical emergency, please notify your Instructor **BEFORE** the lab class. For medical excuses, a doctor's note with date matching the missed lab is required to receive credit. Students are not exempt from labs for interviews, club functions, or field trips - those activities should be planned accordingly, **NOT** during lab class.

- *One unexcused absence will result in a letter grade reduction to the final course grade.*
- *Two unexcused absences will result in failure of the course.*

Grading Weights:

COURSE GRADE	
Exam # 1	20%
Exam # 2	20%
Lab Quiz & Response Papers	10%
Management Project	40%
Meal Learning Activities	10%

Grading Scale	
94%-100%	A
90%-93%	A-
87%-89%	B+
84%-86%	B
80%-83%	B-
77%-79%	C+
74%-76%	C
70%-73%	C-
67%-69%	D+
64%-66%	D
60%-63%	D-
59% or below	F

SPARK

SPARK aids HT-MGT: 355. Your UMass/OIT user ID and Password are used to access SPARK. You can gain access to SPARK by going to <https://spark.oit.umass.edu>. It is suggested that you take some time to explore the website for this course at the beginning of the semester.

Found on SPARK:

- Syllabus
- Grades for all assignments, exams, and projects.
- All homework assignments.
- All response paper submissions
- All templates for Management Project.
- Lab Schedules
- Announcements/E-mails for course
- Additional Reading Assignments

HT-MGT: 355 SCHEDULE for SPRING 2007

*Lecture subjects may be changed during the semester

DATE	SUBJECT TO BE DISCUSSED*	ASSIGNMENTS AND READINGS
Monday, January 28	Orientation	
LAB: Tues 29 th , Weds 30 th	Overview and Culinary Math	<i>Sanders</i> , Chapter 1
Monday, February 4th	Foodservice Operations	<i>Sanders</i> , Chapter 2
LAB: Tues 5 th , Weds 6 th	Equipment	Equipment Reading on SPARK
Monday, February 11th	Food Safety	Food Safety Reading on SPARK
LAB: Tues 12 th , Weds 13 th	Lab Quiz & Menus	
Tuesday, February 19th <i>(Monday Schedule)</i>	Guest Speaker – Larry Davis	
LAB: Weds 20 th	Guest Service	<i>Sanders</i> , Chapter 9 & 10
Monday, February 25th	Foodservice Controls	Response Paper #1 Management Reading on SPARK
LAB: Tues 26 th , Weds 27 th	MEAL #1 – Management Principles	MLA DUE
Monday, March 3rd	Guest Speaker – <i>Ashoke Ganguli</i> , Director of UMASS Auxiliary Services	
LAB: Tues 4 th , Weds 5 th	NO LABS – HTM CAREER DAY	
Monday, March 10th	TBA	Response Paper #2 Due on Spark
LAB: Tues 11 th , Weds 12 th	MEAL #2 – Exam #1	MLA DUE
Monday, March 17th	SPRING BREAK	
Monday, March 24th	Managing Foodservice	<i>Sanders</i> , Chapter 4, 5, & 6
LAB: Tues 25 th , Weds 26 th	MEAL #3 – Restaurant Technology	MLA DUE
Monday, March 31st	Purchasing	<i>Sanders</i> , Chapter 7, 8, & 9
LAB: Tues 1 st , Weds 2 nd	MEAL #4 – Receiving	MLA DUE
Monday, April 7th	Food Cost	<i>Sanders</i> , Chapter 10
LAB: Tues 8 th , Weds 9 th	MEAL #5 - Food Cost	MLA DUE
Monday, April 14th	Monitoring Sales	<i>Sanders</i> , Chapters 11 & 12
LAB: Tues 15 th , Weds 16 th	MEAL #6 - Job Analysis	MLA DUE
Monday, April 21st	NO CLASS	
LAB: Tues 22 nd , Weds 23 rd	Lecture - TBA	
Monday, April 28th	TBA	
LAB: Tues 29 th , Weds 30 th	MEAL #7 – Review for Exam	MLA DUE
Monday, May 5th	Exam #2	
LAB: Tues 6 th , Weds 7 th	MEAL #8 - TBA	<u>MLA DUE</u>

Lab Dress Code Policy:

Proper dress code is mandatory. Students will have points deducted from their grade if the dress code policy is not adhered to.

Managers:

Professional dress clothes. When working in the production area, chef coats or aprons may be worn over your dress clothes.

Production Staff – Required Clothing:

- Chef pants or Black pants (non-patterned)
No blue jeans sweat pants, athletic pants, and baggy, or loose fitting pants.
- Chef hats
No baseball caps or skullcaps
- Chef coats (white)*
No shirts with logos are to be worn underneath coats
- Sturdy Shoes
No clogs, sandals, high heels, boots, open-toed shoes

* May be purchased at the University Store

Lab Dress Code Policy:

Utility Staff:

- Chef pants or Black pants (non-patterned)
No blue jeans sweat pants, athletic pants, baggy, or loose fitting pants
- Plain T-shirts
No shirts with logos are allowed
- Chef hats
No baseball caps or skullcaps
- Aprons – are provided in the lab

Service Staff:

- Clean Black pants
No blue jeans sweat pants, athletic pants, baggy, or loose fitting pants
- Dark polished shoes
No clogs, sandals, high heels, boots, open-toed shoes
- White collared button down shirt
No shirts with patterns or logos are allowed
- Bow ties and service aprons are provided in the lab

Hygiene and Safety Guidelines – Mandatory:

- **Socks must be worn**
- **No fingernail polish or acrylic nails.**
- **No jewelry – exception is a wedding band and stud earrings**
- **No perfume or cologne**
- **Uniforms must be clean and pressed for each lab**