

**COURSE APPROVAL DOCUMENT**  
Southeast Missouri State University

Department: Human Environmental Studies

Course No. FN450

Title of Course: Food Service Operations

Date: Fall 2015

Please check:  New  
 Revision

I. Catalog Description (Credit Hours of Course):

- a. An in-depth study and application of community and clinical food service operations for the nutrition professional. Four (4) credit hours (2 cr. lecture, 2 cr. lab).

II. Co- or Prerequisite(s):

- a. FN240, FN415. FN415 may be taken concurrently with permission from the instructor.

III. Purposes or Objectives of the Course:

- 1) Develop cost appropriate menus for a variety of nutritional needs and institutional settings.
- 2) Produce and serve meals to meet a variety of nutritional and physiological needs using the principles of medical nutrition therapy.
- 3) Analyze nutritional content of menus.
- 4) Manage the safe flow of food from menu planning to consumption.
- 5) Discuss popular trends related to selection and preparation of foods.
- 6) Demonstrate competence in utilizing various types of quantity food production equipment.

IV. Student Learning Outcomes:

- 1) Develop cost appropriate menus for a variety of nutritional needs and institutional settings.
- 2) Analyze nutritional content of menus.
- 3) Demonstrate competence in utilizing various types of quantity food production equipment.

V. Optional departmental/college requirements:

- A. None

VI. Course Content or Outline:

**Lecture Content**

- |    |   |       |
|----|---|-------|
| A. | Policies and Procedures                                   | 4 hrs |
|    | a. Safety and sanitation                                  |       |
|    | b. Laboratory equipment                                   |       |
|    | c. Stakeholders in medical food service                   |       |
| B. | Duties and Responsibilities                               | 2 hrs |
|    | a. Managers   |       |
|    | b. Wait staff   |       |
|    | c. Production stations                                    |       |
| C. | Recipe Selection, Interpretation and Modification         | 2 hrs |
|    | a. Analysis and standardization of recipe                 |       |
|    | b. Adaptation, substitution, modification, quantification |       |
|    | c. Recipe Costing   |       |

D.	Menu Development	2 hrs
	a. Types of menus	
	b. Planning Procedures	
	c. Types of Food Service	
	d. Food Service Settings	
E.	Planning Menus for Medical Nutrition Therapy	8 hrs
	a. Chronic diseases and conditions	
	b. Texture modification and adaptive equipment for disabilities	
	c. Nutritional analysis of meals	
F.	Planning Menus for Government Funded Food Programs	8 hrs
	a. Public Schools	
	b. Child Daycare Centers	
	c. Adult Daycare Centers	
	d. Senior Citizen Centers	
G.	Procurement and Sustainable Food Practices	4 hrs
	a. Locating approved food sources	
	b. Receiving food from approved sources	
	c. Post-harvest losses	
	d. Avoiding waste and surplus in food service	
	e. Local versus distant sources of food	
	Total Lecture Hours	30 hrs

**Lab content**

H.	Lab Orientation	4 hrs
I.	Introduction to Quantity Production Equipment	4 hrs
J.	Quantity Meal Production	52 hrs
	a. Weekly production meetings	
	b. Preparation	
	c. Evaluation and performance appraisals	
	Total Laboratory Hours	60 hrs
	Total Course Hours	90 hrs

Please Attach copy of class syllabus and schedule as an example

Signature: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Dean

Date: \_\_\_\_\_

**Southeast Missouri State University**  
**Course Syllabus**  
**FN450 Food Service Operations**  
**Spring 2016**

**GENERAL COURSE INFORMATION**

Course Number: FN450

Course Title: Food Service Operations

Course Description: An in-depth study and application of community and clinical food service operations for the nutrition professional.

Prerequisites: FN240, FN415. FN415 may be taken concurrently with permission from the instructor.

Credit Hours: Four (4) credit hours (2 cr. lecture; 2 cr. lab).

Semester: Spring 2015-2016

Class Meeting Times and Locations: This is a blended course with online content, weekly face to face lectures, and weekly face to face laboratory activities.

Face to face lecture meeting time and location: Wednesday 1:00 – 1:50 pm, Dearmont Food Lab

Laboratory meeting time and location: Wednesday 2:00 – 5:50 pm, Dearmont Food Lab

Online content can be accessed through the class Moodle page and will account for one hour of instruction per week.

Contact hours with the instructor: Five hours per week (1 hour lecture, 4 hours lab).

**INSTRUCTOR INFORMATION**

Instructor: Joel Ramdial, MA RD LD

Contact Info:

Email: [jramdial@semo.edu](mailto:jramdial@semo.edu)

Office Phone: (573) 651-2109

Office Location: Scully building, room 116

Office Hours:

Monday: 12:30 – 2:30 pm

Tuesday: 9:30 – 10:30 am, 12:30 – 2:30 pm

Wednesday: 9:00 – 11:00 am

Thursday: 9:30 – 10:30 am, 12:30 – 2:30 pm

**WHOM TO CONTACT WITH CONCERNS**

Questions, comments or requests regarding this course or program should be taken to your instructor. Unanswered questions or unresolved issues involving this class may be taken to Dr. Shelba Branscum.

## **STUDENT LEARNING OUTCOMES**

Student Learning Outcomes:

1. Develop cost appropriate menus for a variety of nutritional needs and institutional settings.
2. Analyze nutritional content of menus.
3. Demonstrate competence in utilizing various types of quantity food production equipment.

Course Objectives:

1. Develop cost appropriate menus for a variety of nutritional needs and institutional settings.
2. Produce and serve meals to meet a variety of nutritional and physiological needs using the principles of medical nutrition therapy.
3. Analyze nutritional content of menus.
4. Manage the safe flow of food from menu planning to consumption.
5. Discuss popular trends related to selection and preparation of foods.
6. Demonstrate competence in utilizing various types of quantity food production equipment.

## **ACCESSIBILITY STATEMENT**

### **SOUTHEAST MISSOURI STATE UNIVERSITY'S ACCESSIBILITY PLAN**

Southeast Missouri State University will take such means as are necessary to insure that no qualified disabled person is denied the benefits of, excluded from participation in, or otherwise subject to discrimination because Southeast Missouri State University's facilities are physically inaccessible to, or unusable by disabled persons. The accessibility standard required by Federal law for 'existing facilities' is that the recipient's program or activities when viewed in its entirety, must be readily accessible to disabled persons.

Southeast Missouri State University may meet this standard through such means as reassignment of classes, or other services to accessible locations, redesign equipment, assignment of aides, alterations of existing facilities, and construction of new accessible facilities. Southeast Missouri State University is not required to make structural changes in existing facilities where other methods are sufficient to comply with the accessibility standard described above.

Because scheduling classes, coordinating accommodations, and arranging housing in accessible facilities may require reasonable advance planning, students with disabilities accepted for admission should identify themselves and their disability within five days of the start of the semester of enrollment and indicate the nature of accommodation needed for their disability.

For more information, see the [Disability Support Services](#) page or contact Disability Support Services, room 302, University Center, One University Plaza ms1300, Cape Girardeau, MO 63701; (573)651-2273.

## **ACADEMIC HONESTY**

**Policy.** Academic honesty is one of the most important qualities influencing the character and vitality of an educational institution. Academic misconduct or dishonesty is inconsistent with

membership in an academic community and cannot be accepted. Violations of academic honesty represent a serious breach of discipline and may be considered grounds for disciplinary action, including dismissal from the University.

Academic dishonesty is defined to include those acts which would deceive, cheat, or defraud so as to promote or enhance one's scholastic record. Knowingly or actively assisting any person in the commission of an above-mentioned act is also academic dishonesty.

Students are responsible for upholding the principles of academic honesty in accordance with the "University Statement of Student Rights" found in the Undergraduate or Graduate Bulletin. The University requires that all assignments submitted to faculty members by students be the work of the individual student submitting the work. An exception would be group projects assigned by the instructor. In this situation, the work must be that of the group. Academic dishonesty includes: **Plagiarism.** In speaking or writing, plagiarism is the act of passing someone else's work off as one's own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one's own. If there is any doubt, the student should consult his/her instructor or any manual of term paper or report writing. Violations of academic honesty include:

1. Presenting the exact words of a source without quotation marks;
2. Using another student's computer source code or algorithm or copying a laboratory report;  
or
3. Presenting information, judgments, ideas, or facts summarized from a source without giving credit.

**Cheating.** Cheating includes using or relying on the work of someone else in an inappropriate manner. It includes, but is not limited to, those activities where a student:

1. Obtains or attempts to obtain unauthorized knowledge of an examination's contents prior to the time of that examination;
2. Copies another student's work or intentionally allows others to copy assignments, examinations, source codes or designs;
3. Works in a group when she/he has been told to work individually;
4. Uses unauthorized reference material during an examination; or
5. Have someone else take an examination or takes the examination for another.

**General Responsibilities for Academic Honesty.** It is the University's responsibility to inform both students and faculty of their rights and responsibilities regarding such important matters as cheating and plagiarism. Most of what is considered unethical or dishonest behavior can be avoided if faculty and students clearly understand what constitutes such practices and their consequences. The University community should also be aware of the procedures to be followed should a breach of academic honesty occur.

The faculty member is responsible for clarification to his/her class of those standards of honesty for class assignments or functions where such standards may be unclear or when such standards vary from the accepted norm. Further, some faculty may choose to utilize preventive measures (multiple exams, alternate seating, etc.) to help insure the maintenance of academic honesty. However, the use of such measures is the prerogative of the individual faculty member and is not a responsibility or requirement of faculty in general.

The fundamental responsibility for the maintenance of honesty standards rests upon the student. It is the student's responsibility to be familiar with the University policy on academic honesty and to uphold standards of academic honesty at all times in all situations.

**Protocol for Adjudicating Alleged Violations of Academic Honesty.** Faculty members who discover evidence of academic dishonesty should contact the student within five business days of discovering the alleged dishonesty to arrange to meet and discuss the allegation. Prior to this meeting the faculty member may consult with the Department Chairperson, the appropriate Dean, and the Office of Judicial Affairs. The following sections describe the procedures to be adhered to in each of the listed instances: the student acknowledges the violation, the student denies the violation, and the appeals process. If the faculty member is the Department Chairperson, a departmental designee will assume the Department Chairperson's role in this protocol and references to the Department Chairperson should be read as departmental designee. The procedures below should be followed with online, ITV or face-to-face classes.

**From Faculty Senate Bill 11-A-16** <http://www.semo.edu/facultysenate/handbook/5d.html>

## **CIVILITY AND HARASSMENT**

A major determinant of a successful educational experience is a shared sense of respect among and between the students and their instructor. Some of the texts and issues we will discuss may cause disagreements among members of the class. Multiple viewpoints are an essential component of any college course, and disagreeing with someone is fine. However, rude, disrespectful, aggressive, offensive, harassing, or demeaning behavior —either face-to-face or in an online discussion—toward anyone in the class will not be tolerated; students are expected to abide by the Code of Student Conduct (<http://www6.semo.edu/stuconduct/code.html>). Should a student feel someone has acted inappropriately toward them in class, please speak with the instructor at once so the situation can be addressed. The instructor for the course reserves the right to ask a student to leave the classroom or the online discussion for any inappropriate behavior, and if the situation warrants, may call campus security to remove the offending student from class.

## GRADING SCALE AND POLICIES

### Grading Scale:

100-90%	=	A
89-80%	=	B
79-70%	=	C
69-60%	=	D
Below 60%	=	F

### Point Distribution:

Exams: 2 at 50 points each	100 points
Management Project	50 points
Lesson modules: 10 at 10 points each	100 points
Laboratory report and participation	150 points
Collaborative clinical menu planning assignment	25 points
Collaborative school menu planning assignment	25 points
<hr/> Total	<hr/> 450 points

\*Laboratory activity may include preparatory lessons, in-class activities, and post-lab reflections

### Late work policy:

Missed exams cannot be made up without a valid excuse.

In-class activities and lab points cannot be made up.

Late work will be deducted 5 points for each day submitted late.

### Grading policy:

Written assignments will be graded and feedback will be provided within one week of the deadline for submission.

Most online assessments will provide immediate feedback (multiple choice, matching, true/false, drag and drop, select missing word formatted questions)

## COURSE-SPECIFIC REQUIRED MATERIALS

### Textbooks:

Molt, M. (2011). *Food for fifty* (13th ed.). Upper Saddle River, NJ: Prentice-Hall.

Nahikian-Nelms, M., Sucher, K., Lacey, K., & Roth, S. (2016). *Nutrition therapy and pathophysiology* (3rd ed.). Belmont, CA: Cengage Learning.

### Electronic software:

Academy of Nutrition and Dietetics. (2014). *Nutrition Care Manual*. Retrieved from <http://nutritioncaremanual.org>

### Headwear:

A clean beanie (culinary), hair net, or chef's hat must be worn at all times during food lab activities. The Southeast Bookstore carries beanies in stock (\$5.50).

### Chef's coat:

A clean chef's coat must be worn at all times during food lab activities. The Southeast Bookstore carries chef's coats in stock (\$16.00).

## FINAL EXAM SCHEDULE

The final exam will be an online exam, which will be accessible through the class moodle page. The final exam will open on Monday, May 9<sup>th</sup> at 8:00 am CST and close on Wednesday, May 11<sup>th</sup> at 11:00 pm CST.

**COURSE CONTENT**

<b>FN450 Class Calendar</b>	
<b>Week 1: 1/19 – 1/23</b>	
<b>Face to face lecture</b>	<ul style="list-style-type: none"><li>• Course introduction and overview</li></ul>
<b>Online instructional materials and activities</b>	<ul style="list-style-type: none"><li>• Safety and sanitation: Lesson 1</li><li>• Policies and procedures: Online lecture and video</li></ul>
<b>Laboratory activities</b>	<ul style="list-style-type: none"><li>• Lab orientation: Safety and sanitation procedures</li><li>• Equipment demonstrations and training</li></ul>
<b>Additional assignments due this week</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Week 2: 1/24 – 1/30</b>	
<b>Face to face lecture</b>	<ul style="list-style-type: none"><li>• Quantity meal production procedures, duties, and responsibilities:<ul style="list-style-type: none"><li>○ Managers</li><li>○ Wait staff</li><li>○ Production stations</li></ul></li></ul>
<b>Online instructional materials and activities</b>	<ul style="list-style-type: none"><li>• Operating quantity production equipment: Video series</li></ul>
<b>Laboratory activities</b>	<ul style="list-style-type: none"><li>• Utilization of quantity production equipment</li></ul>
<b>Additional assignments due this week</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Week 3: 1/31 – 2/6</b>	
<b>Face to face lecture</b>	<ul style="list-style-type: none"><li>• Recipe selection, interpretation, analysis, and standardization</li></ul>
<b>Online instructional materials and activities</b>	<ul style="list-style-type: none"><li>• Recipe adaptation, modification, and ingredient substitution: Lesson 2</li><li>• Recipe costing: Online lecture and video demonstration</li></ul>
<b>Laboratory activities</b>	<ul style="list-style-type: none"><li>• Preparation, service, and evaluation of meal for class</li></ul>
<b>Additional assignments due this week</b>	<ul style="list-style-type: none"><li>• Week 4 managers: Management project DUE 2/6 before 11:00 pm CST</li></ul>
<b>Week 4: 2/7 – 2/13</b>	
<b>Face to face lecture</b>	<ul style="list-style-type: none"><li>• Menu planning and development</li></ul>
<b>Online instructional materials and activities</b>	<ul style="list-style-type: none"><li>• Types of menus and food service settings: Online lecture and video</li></ul>
<b>Laboratory activities</b>	<ul style="list-style-type: none"><li>• Preparation, service, and evaluation of meal for the Student Dietetic Association</li></ul>
<b>Additional assignments due this week</b>	<ul style="list-style-type: none"><li>• Week 5 managers: Management project DUE 2/13 before 11:00 pm CST</li></ul>
<b>Week 5: 2/14 – 2/20</b>	



<p><b>Face to face lecture</b></p> <ul style="list-style-type: none"> <li>• Planning menus for medical nutrition therapy</li> <li>• Nutrition analysis</li> </ul> <p><b>Online instructional materials and activities</b></p> <ul style="list-style-type: none"> <li>• Menu considerations for chronic diseases and conditions: Online lecture and video</li> <li>• Nutrient requirements and modifications for cardiovascular disease or hypertension: Lesson 3</li> </ul> <p><b>Laboratory activities</b></p> <ul style="list-style-type: none"> <li>• Preparation, service, and evaluation of meal for SEMO students</li> </ul> <p><b>Additional assignments due this week</b></p> <ul style="list-style-type: none"> <li>• Week 6 managers: Management project DUE 2/20 before 11:00 pm CST</li> </ul>
<p><b>Week 6: 2/21 – 2/27</b></p> <p><b>Face to face lecture</b></p> <ul style="list-style-type: none"> <li>• Tour of hospital food service location</li> </ul> <p><b>Online instructional materials and activities</b></p> <ul style="list-style-type: none"> <li>• Menu considerations for patients with type I or type II diabetes: Online lecture and video</li> <li>• Nutrient requirements and modifications for patients with diabetes: Online lecture and video</li> <li>• Exchange system / Carbohydrate counting: Lesson 4</li> </ul> <p><b>Laboratory activities</b></p> <ul style="list-style-type: none"> <li>• Preparation, service, and evaluation of meal for Southeast MOAND</li> </ul> <p><b>Additional assignments due this week</b></p> <ul style="list-style-type: none"> <li>• Week 7 managers: Management project DUE 2/27 before 11:00 pm CST</li> </ul>
<p><b>Week 7: 2/28 – 3/5</b></p> <p><b>Face to face lecture</b></p> <ul style="list-style-type: none"> <li>• Texture modification, thickened liquids, and adaptive equipment</li> </ul> <p><b>Online instructional materials and activities</b></p> <ul style="list-style-type: none"> <li>• Menu considerations for the long-term care patient: Online lecture and video</li> <li>• National Dysphagia Diet: Lesson 5</li> </ul> <p><b>Laboratory activities</b></p> <ul style="list-style-type: none"> <li>• Preparation, service, and evaluation of heart healthy meal</li> </ul> <p><b>Additional assignments due this week</b></p> <ul style="list-style-type: none"> <li>• Week 8 managers: Management project DUE 3/5 before 11:00 pm CST</li> </ul>
<p><b>Week 8: 3/6 – 3/12</b></p> <p><b>Face to face lecture</b></p> <ul style="list-style-type: none"> <li>• Tour of long-term care food service location</li> </ul> <p><b>Online instructional materials and activities</b></p> <ul style="list-style-type: none"> <li>• Menu considerations for patients with neutropenia and compromised immune systems: Online lecture and video</li> <li>• Nutrient requirements and modifications for patients with chronic kidney disease: Lesson 6</li> </ul> <p><b>Laboratory activities</b></p> <ul style="list-style-type: none"> <li>• Preparation, service, and evaluation of low sodium meal</li> </ul> <p><b>Additional assignments due this week</b></p> <ul style="list-style-type: none"> <li>• Week 10 managers: Management project DUE 3/12 before 11:00 pm CST</li> <li>• Midterm exam (Online) DUE 3/12 before 11:00 pm CST</li> </ul>
<p><b>Week 9: 3/13 – 3/19 Spring Break – No class or assignments this week</b></p>
<p><b>Week 10: 3/20 – 3/26</b></p>

**Face to face lecture**

- Planning menus for elementary and secondary school food service operations

**Online instructional materials and activities**

- Healthy Hunger Free Kids Act: Lesson 7
- Types of food service utilized in public schools: Online lecture and video

**Laboratory activities**

- Preparation, service, and evaluation of a meal for diabetic patients

**Additional assignments due this week**

- Week 11 managers: Management project DUE 3/26 before 11:00 pm CST

**Week 11: 3/27 – 4/2****Face to face lecture**

- Public school food service tour

**Online instructional materials and activities**

- Food service in prisons and mental health facilities: Online lecture and video

**Laboratory activities**

- Preparation, service, and evaluation of a meal for patients with chronic kidney disease

**Additional assignments due this week**

- Week 12 managers: Management project DUE 4/2 before 11:00 pm CST
- Collaborative clinical menu planning assignment DU 4/2 before 11:00 pm CST

**Week 12: 4/3 – 4/9****Face to face lecture**

- Menu planning and food service considerations for child daycare centers

**Online instructional materials and activities**

- Menu planning and food service considerations for adult daycare centers: Online lecture and video

**Laboratory activities**

- Preparation, service, and evaluation of a meal for patients with physical impairments

**Additional assignments due this week**

- Week 13 managers: Management project DUE 4/9 before 11:00 pm CST

**Week 13: 4/10 – 4/16****Face to face lecture**

- Senior center kitchen tour and meal delivery service overview

**Online instructional materials and activities**

- Menu planning and food service considerations for senior citizen centers and meal delivery service: Lesson 8
- Older Americans Act and senior center nutrition programs: Online lecture and video

**Laboratory activities**

- Preparation, service, and evaluation of a texture modified meal for patients with dysphagia

**Additional assignments due this week**

- Week 14 managers: Management project DUE 4/16 before 11:00 pm CST

**Week 14: 4/17 – 4/23****Face to face lecture**

- Chartwells tour and guest speaker

**Online instructional materials and activities**

- Planning menus for universities and colleges: Lesson 9

**Laboratory activities**

- Preparation, service, and evaluation of a gluten-free meal

**Additional assignments due this week**

- Week 15 managers: Management project DUE 4/23 before 11:00 pm CST

**Week 15: 4/24 – 4/30**

**Face to face lecture**

- Procurement and receiving food

**Online instructional materials and activities**

- Locating appropriate food sources: Online lecture and video
- Receiving and storing food: Lesson 10

**Laboratory activities**

- Preparation, service, and evaluation of a meal appropriate for elementary school children that meets guidelines of the Healthy Hunger Free Kids Act

**Additional assignments due this week**

- Week 16 managers: Management project DUE 4/30 before 11:00 pm CST

**Week 16: 5/1 – 5/7****Face to face lecture**

- Sustainable practices: Conservation in food preparation, avoiding waste and surplus

**Online instructional materials and activities**

- Post-harvest losses, Local vs distant sources of food: Online lecture and video

**Laboratory activities**

- Preparation, service, and evaluation of a meal appropriate for high school adolescents that meets guidelines of the Healthy Hunger Free Kids Act

**Additional assignments due this week**

- Collaborative school menu planning assignment DUE 5/7 before 11:00 pm CST

**Week 17: 5/8 – 5/14****Face to face lecture**

- None: Finals week

**Online instructional materials and activities**

- None: Final week

**Laboratory activities**

- None: Finals week

**Additional assignments due this week**

- Final exam (Online) DUE 5/11 before 11:00 pm CST