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**Ohio Articulation Number (OAN)  
Course Submission Form  
2005-2006**



College/University Owens Community College

Course(s) Submitted(Title & Course #) Sanitation and Safety – HRI 135 for  
Ohio Articulation Number OHL 018

Date 11/15/2006 Course Two of a Three Course OAN mapping.

Name and title of individual submitting on behalf of the college/university

Name Bruce Busby Title Vice President, Academic Services

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Toledo, OH 43699-1947

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Phone 567-661-7567

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Credit Hours 3 qtr \_\_\_\_\_ sem x

Lecture Hours 3

Laboratory Hours \_\_\_\_\_ (if applicable)

Pre-Requisites(s) Course work (if applicable)

Placement Score (if applicable)

(Name of test) \_\_\_\_\_

(Domain) \_\_\_\_\_ (Score) \_\_\_\_\_

Catalog/Course Description (Includes Course Title and Course #)

Sanitation and Safety– HRI 135.  
Provides 30 instruction hours on food safety training and certification, using the ServSafe program created by the National Restaurant Association Educational Foundation. A comprehensive course-includes updates from the 2003 supplement of the 2001 FDA Food Code, as well as new science-based and industry best practices

relevant to state and local laws. Focuses on the control of microorganisms, contamination, food allergens, food borne illness, and the safe food handler. Follows the flow of food from purchasing through service. Presents HACCP recipes/procedures/protocols. Includes food security, crisis management, and active managerial control. Also provides 15 instruction hours on kitchen safety and basic first aid resulting in creation of a safety risk management program for kitchen and dining. Emphasis is on application of knowledge in a management setting. A ServSafe Food Protection Manager Certificate and Ohio Department of Health ServSafe card are provided to students who pass the NRAEF certification exam.

Texts/Outside Readings/Ancillary Materials

ServSafe Coursebook 4th Edition. Published by The National Restaurant Association, Chicago, Il. (ISBN 0-471-77569X)

Course Objectives and/or Plan of Work

Upon completion of Sanitation and Safety, the student will:

1. Set and maintain high standards of safety and sanitation in food service operations.
2. Understand that bacteria and microorganisms convert, spoil and poison food.
3. Demonstrate correct procedures of preparation and service to protect food.
4. Analyze food categories as to inspection procedures and safe storage requirements.
5. Establish clearly understood policies against unsafe personal habits of food handlers.
6. Schedule and supervise food service sanitation training.
7. Evaluate construction features of facilities and equipment for built-in sanitation features.
8. Understand the role of self-inspection as a method of preparation for health department and regulatory inspection.
9. Create a basic risk management plan for the professional food service establishment integrating food security, crisis management, and active managerial control.
10. Demonstrate basic first aid, CPR and AED techniques.
11. Understand the risks associated with blood borne pathogens.

Description of Assessment and/or Evaluation of Student Learning

<b>GRADING:</b> Learning Outcomes Will Be Determined Through:		
Case Studies/Homework	15@ 20 pts. ea.	300 points
Tests	5 @ 100 pts.ea.	500 points
Risk Management Project		100 points
ServSafe National Exam		-----
***Successful Completion of Red Cross Training (PASS/FAIL)		100 points***
Total:		1000 points
<b>*** No points are given if the student fails to successfully complete Red Cross Training!</b>		

Grading Scale:

- A= 900-1000 points**
- B=800-899 points**
- C=700-799 points**
- D=600-699 points**

**F= Total score below 600 points**

**TEACHING/LEARNING EXPERIENCE:**

**Lectures** will normally involve a review by the instructor/students of required readings; use of overheads; black boards; audiovisual aids; independent learning/self-directed study; discussions; multi-media technology; slides; film; seminar.

**ASSIGNMENTS:**

**RISK MANAGEMENT ESSAY**

Leaders in the Hospitality Industry are often faced with a variety of Risk Management challenges. This assignment requires the student to explore a specific area of interest in Hospitality Industry Risk Management and Loss Prevention. The student will create a resource list of references used in the preparation of the paper. The course Instructor will copy and distribute the completed assignments to the class resulting in the creation of a Risk Management Plan/Resource Guide for the Hospitality Industry. **The essay will have a value of 200 points and is due on May 4, 2006 during the final exam class. Students will present their finding to the class during the final exam class session.**

**RISK MANAGEMENT ASSIGNMENT:**

The paper should address several key concepts for the Risk Management/Loss Prevention topic selected by the student. The topic must be approved by the Instructor and only one student per class section may research a given topic.

The student's paper must:

1. Identify the Risk Management topic.
2. Describe how the topic affect the hospitality industry.
3. Describe how the topic affects the individual hospitality organization.
4. Describe role of Management as it relates to this Risk Management/Loss Prevention Topic.
  - a. The paper shall include:
    - i. The creation and implementation of policy to address topic.
    - ii. Management control systems implemented to address the topic.
    - iii. Training implications and concerns.
    - iv. Training and information resources
    - v. Financial implications
5. Students may integrate information from course materials. In addition to any course materials quoted, the paper must integrate a minimum of four resources that are located outside of course materials. All resources must be identified on the reference page of the paper.
6. Students will present their finding to the class during the final exam class session.

**RISK MANAGEMENT SUBJECT MATTER:**

The student will select a Risk Management topic that applies directly to the Hospitality/Food Service Industry. Potential topics are listed below, but other topics may be approved at the discretion of the instructor.

Topics for the Risk Management Paper include:

- Crisis Communication for the Hospitality Industry
- Development and Implementation of HACCP plan

- Food Security/Bio-Security
- Accident Investigation
- Development and Implementation of First Aid/Medical Response Plan
- Physical Security for Front of The House
- Physical Security for Back of the House
- Development and Implementation of Accident Prevention Plan
- Providing Risk Management Training to Hospitality Industry Employees
- Fire Prevention and In House Response Procedures
- Responding to Food Borne Illness Complaint
- Blood Borne Pathogen Risks and Employee Training
- Internal Theft/Shrinkage
- Crisis Management Techniques for the Hospitality Leader
- Food Allergies and the Risk to the Hospitality Industry
- Responding to Power Outage in the Hospitality Industry
- Disaster Planning: Responding to Natural Disasters
- Providing Kitchen Equipment Training to New Employees
- Kitchen Safety
- Front of the House Safety
- Preventing and Responding to Workplace Violence
- Ergonomics for the Hospitality Industry
- Handling Workplace Chemicals Safely
- Development and Implementation of Emergency Evacuation Plan

**RISK MANAGEMENT FORMAT:**

The Risk Management Project will be no less than five pages and no more than ten pages. Cover page and reference page are not included in the 5-10 page requirements. The format will be Times New Roman twelve-point font, one-inch margins and double-spaced. The paper must be grammatically correct and use language appropriate for business communication.

**HOMEWORK:**

- **Weekly homework assignments are to be completed by the students. All questions come from the ServSafe Coursebook. Students are expected to complete the “Case in Point” and “Discussion Questions” for each chapter. Responses must be typed/word processed. Hand written homework will not be accepted.**
- **Weekly homework assignments are worth 20 points each.**
- **Late assignments will not be accepted. Assignments not turned in on the due date will receive zero (0) credit.**
- **All assignments must be turned in at the beginning of the class in which they are due. Refer to the Course Schedule for specific due dates.**

Master Syllabi and Working Syllabi (if both are used)

**Owens Community College  
School of Health Sciences**



**Course Syllabus  
Fall Semester 2006**

**School of Health Sciences**

**Program Name:** Hotel, Restaurants, and Institutions

**Course Name:** Safety and Sanitation

**Course Number:** HRI 135

**Credits:** 3

**Contact Hours:** 3 Lecture

**Course Time:** 11:00 a.m.- 1:50 p.m (Thursday)

**Course Meeting Place:** HT 502

**Instructor's Name:** Chef Bill Powell, CCC

**Office Hours & Location:** HT 306-B

**Tuesday 2:00-5:00**

**Thursday 9:00-11:00**

**Thursday 2:00-4:00**

**Campus Phone:** 567-661-7563

**Campus E-mail:** william\_powell@owens.edu

**Additional Contact Information:** N/A

**Catalog Description:** Provides 30 instruction hours on food safety training and certification, using the ServSafe program created by the National Restaurant Association Educational Foundation. A comprehensive course-includes updates from the 2003 supplement of the 2001 FDA Food Code, as well as new science-based and industry best practices relevant to state and local laws. Focuses on the control of microorganisms, contamination, food allergens, food borne illness, and the safe food handler. Follows the flow of food from purchasing through service. Presents HACCP recipes/procedures/protocols. Includes food security, crisis management, and active managerial control. Also provides 15 instruction hours on kitchen safety and basic first aid resulting in creation of a safety risk management program for kitchen and dining. Emphasis is on application of knowledge in a management setting. A ServSafe Food Protection Manager Certificate and Ohio Department of Health ServSafe card are provided to students who pass the NRAEF certification exam

**Prerequisites/Co-Requisites:** None

**Current Textbooks, Materials, Equipment (software/hardware requirements):**

ServSafe Coursebook 4<sup>th</sup> Edition. Published by The National Restaurant Association, Chicago, IL.

**General Information:**

For information on FERPA, Cheating and Plagiarism, Assessment of Student Learning Outcomes and Student Code of Conduct, please refer to the appropriate section of the current Owens Community College Catalog online.

**Specific Course Objectives:**

The student should be able to:

12. Set and maintain high standards of safety and sanitation in food service operations.
13. Understand that bacteria and microorganisms convert, spoil and poison food.
14. Demonstrate correct procedures of preparation and service to protect food.
15. Analyze food categories as to inspection procedures and safe storage requirements.
16. Establish clearly understood policies against unsafe personal habits of food handlers.
17. Schedule and supervise food service sanitation training.
18. Evaluate construction features of facilities and equipment for built-in sanitation features.
19. Understand the role of self-inspection as a method of preparation for health department and regulatory inspection.
20. Create a basic risk management plan for the professional food service establishment integrating food security, crisis management, and active managerial control.
21. Demonstrate basic first aid, CPR and AED techniques.
22. Understand the risks associated with blood borne pathogens.

**GRADING:** Learning Outcomes Will Be Determined Through:

Case Studies/Homework	15 @ 20 pts. ea.	300 points
Tests	5 @ 100 pts. ea.	500 points
Risk Management Project		100 points
ServSafe National Exam		-----
<b>***Successful Completion of Red Cross Training (PASS/FAIL)</b>		<b>100 points***</b>
<b>Total:</b>		<b>1000 points</b>

**\*\*\* No points are given if the student fails to successfully complete Red Cross Training! Students must be present for ALL of the Red Cross content to receive credit for successfully completing the First Aid CPR component of the HRI 135.\*\*\***

**Grading Scale:**

- A= 900-1000 points**
- B=800-899 points**
- C=700-799 points**
- D=600-699 points**
- F= Total score below 600 points**

Students formally admitted into HRI Technologies Programs beginning Summer 2006 or later: *Failure to receive a passing or letter grade of "C" or higher in any technical course (HRI/CAP) either didactic or clinical will cause the student to be removed from the Program.*

**Disability Resources Services:** If you have a disability or acquire one, you may be entitled to

opportunity to participate in and benefit from the program. To receive more information or to apply for services, please contact the Disability Resources Services Office.

### **INSTRUCTIONAL METHODS:**

1. Lecture
2. Class Discussion and Demonstrations
3. Audio Visual aids will supplement course ServSafe course book.
4. Students will complete a variety of written receivables designed to augment course material.

### **ASSIGNMENTS:**

#### **RISK MANAGEMENT ESSAY**

Leaders in the Hospitality Industry are often faced with a variety of Risk Management challenges. This assignment requires the student to explore a specific area of interest in Hospitality Industry Risk Management and Loss Prevention. The student will create a resource list of references used in the preparation of the paper. The course Instructor will copy and distribute the completed assignments to the class resulting in the creation of a Risk Management Plan/Resource Guide for the Hospitality Industry. **See Course Calendar for due date.**

#### **RISK MANAGEMENT ASSIGNMENT:**

The paper should address several key concepts for the Risk Management/Loss Prevention topic selected by the student. The topic must be approved by the Instructor and only one student per class section may research a given topic.

The student's paper must:

7. Identify the Risk Management topic.
8. Describe how the topic affect the hospitality industry.
9. Describe how the topic affects the individual hospitality organization.
10. Describe role of Management as it relates to this Risk Management/Loss Prevention Topic.
  - a. The paper shall include:
    - i. The creation and implementation of policy to address topic.
    - ii. Management control systems implemented to address the topic.
    - iii. Training implications and concerns.
    - iv. Training and information resources
    - v. Financial implications
11. Students may integrate information from course materials. In addition to any course materials quoted, the paper must integrate a minimum of four resources that are located outside of course materials. All resources must be identified title, author, date of publication, publisher and weblink (if applicable) on the reference page of the paper.
12. Students will present their finding to the class during the final exam class session.

#### **RISK MANAGEMENT SUBJECT MATTER:**

The student will select a Risk Management topic that applies directly to the Hospitality/Food Service Industry. Potential topics are listed below, but other topics may be approved at the discretion of the instructor.

Topics for the Risk Management Paper include:

- Crisis Communication for the Hospitality Industry
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- Physical Security for Front of The House
- Physical Security for Back of the House
- Development and Implementation of Accident Prevention Plan
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- Crisis Management Techniques for the Hospitality Leader
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- Providing Kitchen Equipment Training to New Employees
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- Front of the House Safety
- Preventing and Responding to Workplace Violence
- Ergonomics for the Hospitality Industry
- Handling Workplace Chemicals Safely
- Development and Implementation of Emergency Evacuation Plan

#### **RISK MANAGEMENT FORMAT:**

The Risk Management Project will be no less than five pages and no more than ten pages. Cover page and reference page are not included in the 5-10 page requirements. The format will be stapled, Times New Roman twelve-point font, one-inch margins and double-spaced. The paper must be grammatically correct and use language appropriate for business communication. The paper must represent the students own, original work.

#### **HOMEWORK:**

- Weekly homework assignments are to be completed by the students. All questions come from the ServSafe Coursebook. Students are expected to complete the “Case in Point” and “Discussion Questions” for each chapter. Responses must be typed/word processed. Handwritten homework will not be accepted.
- Weekly homework assignments are worth 20 points each.
- Late assignments will not be accepted. Assignments not turned in on the due date will

receive zero (0) credit.

- All assignments must be turned in at the beginning of the class in which they are due. Refer to the Course Schedule for specific due dates.

**ATTENDANCE:**

Attendance and timeliness is expected for each class. Students are to communicate anticipated absences in advance in keeping with professional behavior by calling the lecture and/or lab instructor(s). (See phone number(s) on front of syllabus). Absence is defined as not attending any of the scheduled class time for the day or leaving early from lecture. Tardiness is defined as arriving more than 10 minutes late for scheduled time. **Absences and tardiness beyond two (2) occurrences will result in a reduction of 1% of the final grade for each occurrence.** Students are responsible for missed course content. When a student is tardy on a quiz or exam day, there will be no additional time to complete the test. Please refer to the assignment policy within the syllabus. Arriving late or leaving early from lecture will be considered an absence per incident. For inclement weather, refer to the Owens Community College catalog.

**Classroom Policy:**

- Please do not bring food or drink into the classroom.
- Late arrivals are disruptive to both students and teachers. Plan travel time accordingly.
- Cell phones and pagers must have the ring mode turned off. Special circumstances will be considered with prior approval.
- Late assignments will not be accepted. **Assignments not turned in on the due date will receive zero (0) credit.**
- Attendance is critical to your success as a student. .
- **It is the responsibility of the student to formally drop the class if they will no longer be attending.**

**Test Make Up Policy:**

If a student is ill or unable to take any test during the scheduled testing period, he/she may take a make up test. **Only one time during the course will a student be able to make up a test.** MAKE UP TESTING CONDUCTED IN THE TESING CENTER IN COLLEGE HALL. MAKE UP TEST MUST BE TAKEN WITH IN SEVEN (7) DAYS OF THE MISSED TEST. It is the responsibility of the student to ensure that they schedule appointment for make up tests with the instructor.

**Assignment Calendar**

<b>Week</b>	<b>Topic</b>
August 24	Course Orientation/Syllabus Review/Discussion of Risk Management Project Lecture: Chapter One and Two
August 31	Lecture: Chapter Three <b>Deliverable: Homework Chapters 1-3</b>
September 7	<b>Test: Chapter 1-3</b>

September 14	Lecture: Chapter Six <b>Deliverable:</b> Homework Chapters 4-6
September 21	<b>Test: Chapter 1-6</b> Lecture: Chapter Seven and Eight
September 28	Lecture: Chapter Nine <b>Deliverable:</b> Homework Chapters 7-9
October 5	<b>Test: Chapter 1-9</b> Lecture: Ten and Eleven
October 12	Lecture: Chapter 12 <b>Deliverable:</b> Homework Chapters 10-12
October 19	<b>Test: Chapter 1-12</b> Lecture Chapter Thirteen
October 26	Lecture Chapter Fourteen and Fifteen <b>Deliverable:</b> Homework Chapters 13-15
November 2	<b>Test: Chapter: 1-15</b> Activity: Food Safety Showdown
November 9	<b>***ServSafe NRAEF Exam***</b>
November 16	Red Cross Training
November 23	Holiday- No Classes
November 30	Red Cross Training
December 7	Red Cross Training
Final Exam	<b>Tuesday December 12 from 10:00-11:45</b> <b>Risk Management Essay Due</b>

Disclaimer: "The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course"

Additional Documentation

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OBR Use	Action
Approved	
Additional Information Requested	
Rejected	
Date	

## **Ohio Articulation Number Form Directions**

This form is used to submit your course information to the Ohio Board of Regents, for all courses that make up OAN requirements. This document is a form, so the only fields that need to be filled in can be. When you open this, make sure the top of the screen, where the name of the document is displayed, says "Document1" or something similar to that. When you open this form from a location other than inside of word, it creates a blank template to fill in. Please fill it in with the appropriate course information from your institution. All of the fields in this document are expandable, and will grow to fit as much data in them as you need. Note that these fields are implemented as MS Word tables. Keep that in mind as you are copying and pasting between your syllabi and this form.

Once you are done entering your course information, you need to save this file. Since Word opened a blank version of this file, you will need to rename it to save it. Under file, choose "Save as" and then enter the name of the file. The naming scheme for this form is Institution-Year-OAN number-Course Title.

Example, if you were ABC Community College, and you were submitting your Calculus110 course, the name of the file would be ABC-2005/06-OMT005-Calculus110. If two (or more) courses are required to fulfill that same OAN, you would submit ABC-2005/06-OMT005-Calculus110Calculus111.

When you are done with your submissions, please send them electronically to the Ohio Board of Regents at [atpanels@regents.state.oh.us](mailto:atpanels@regents.state.oh.us) so we can keep your information on file.

If you encounter any problems or have any questions, please contact any of the individuals listed bellow:

Jim Ginzer (614) 752-9486 [jginzer@regents.state.oh.us](mailto:jginzer@regents.state.oh.us)

Sam Stoddard (614) 752-9532 [sstoddard@regents.state.oh.us](mailto:sstoddard@regents.state.oh.us)

Nick Wilson (614) 466-4158 [nwilson@regents.state.oh.us](mailto:nwilson@regents.state.oh.us)