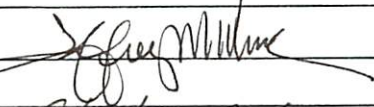


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|------------------|------------------|--------------------|--------------------|--------------------|
| LSC Use Only No: | LSC Action-Date: | UWUCC USE Only No. | UWUCC Action-Date: | Senate Action Date |
| | | 02-1126 | App 4/22/03 | App 4/29/03 |

Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

| | |
|--|------------------------------------|
| Contact Person Mrs. Linda Sullivan | Email Address lsullivan@iup.edu |
| Proposing Department/Unit Hotel, Restaurant, & Institutional Management | Phone 7-4440 |

Check all appropriate lines and complete information as requested. Use a separate cover sheet for each course proposal and for each program proposal.

| | |
|---|---------|
| 1. Course Proposals (check all that apply) <input checked="" type="checkbox"/> New Course <input type="checkbox"/> Course Prefix Change <input type="checkbox"/> Course Deletion <input type="checkbox"/> Course Revision <input type="checkbox"/> Course Number and/or Title Change <input type="checkbox"/> Catalog Description Change | |
| ----- HMG130 Hospitality Security and Sanitation ----- | |
| <i>Current Course prefix, number and full title</i> <i>Proposed course prefix, number and full title, if changing</i> | |
| 2. Additional Course Designations: check if appropriate <input type="checkbox"/> This course is also proposed as a Liberal Studies Course. <input type="checkbox"/> Other: (e.g., Women's Studies, Pan-African) <input type="checkbox"/> This course is also proposed as an Honors College Course. | |
| 3. Program Proposals <input type="checkbox"/> New Degree Program <input type="checkbox"/> Program Title Change <input type="checkbox"/> Other <input type="checkbox"/> New Minor Program <input type="checkbox"/> New Track <input type="checkbox"/> Catalog Description Change <input type="checkbox"/> Program Revision | |
| <i>Current program name</i> <i>Proposed program name, if changing</i> | |
| 4. Approvals | |
| Department Curriculum Committee Chair(s) | Date |
|  | 1-15-03 |
| Department Chair(s) | 1-15-03 |
| College Curriculum Committee Chair | 3-17-03 |
| College Dean | 28/1/03 |
| Director of Liberal Studies * | |
| Director of Honors College * | |
| Provost * | |
| Additional signatures as appropriate: (include title) | |
| UWUCC Co-Chairs | 4/22/03 |

* where applicable

NEW SYLLABUS OF RECORD

I. Catalog Description:

| | | |
|----------|-------------------------------------|---|
| HMGT 130 | Hospitality Security and Sanitation | 3 class hours 0 lab hours 3 credit hours (3c-0l-3cr) |
|----------|-------------------------------------|---|

Introduces concepts and issues pertaining to sanitation and security management in the hospitality industry. Course examines causes and prevention of food-borne illness, Hazard Analysis Critical Control Point (HACCP) food production methods, and current government regulations. Special emphasis on crisis management protocols dealing with critical incidents involving guests and employees. This course prepares students for taking the National Restaurant Association ServSafe sanitation certification examination.

II. Course Objectives:

Upon completion of this course, the student will:

1. identify critical areas of sanitation and security in hospitality properties.
2. discuss the legal and liability concerns involved in providing safe, sanitary food and secure lodging to hospitality guests.
3. explain the major points of establishing and implementing a hospitality sanitation and security program.
4. define sanitary and security practices as they relate to the hospitality industry.
5. recognize the importance of knowing when contamination can occur in food receiving, storage, preparation and service.
6. demonstrate ability to effectively apply HACCP principles to standard operating procedures for hospitality properties.
7. outline recommended procedures for dealing with medical emergencies, bombs and bomb threats, tornadoes, hurricanes, earthquakes, blackouts fire emergencies, natural disasters, power outages, and terrorism.
8. identify the sanitation and security roles of the manager.

III. Course Outline

- A. Unit One: Introduction to Hospitality Sanitation and Security (6 hours)
1. Critical Sanitation and Security Issues in the Hospitality Industry
 2. Developing Comprehensive Sanitation and Security Programs
 3. Setting Up the Sanitation and Security Program
 4. Elements of Sanitation and Security Training
 4. An Introduction to Sanitation and Security Law
 5. Case Studies
- B. Unit Two: Foodservice Sanitation (15 hours)
1. Providing Safe Food
 2. Purchasing and Receiving Safe Food
 3. Keeping Food Safe in Storage
 4. Protecting Food During Preparation
 5. Protecting Food During Service
 6. Principles of HACCP
 7. Sanitary Facilities
 8. Food Safety Regulations and Standards
 9. Employee Food Safety Training
- C. Unit Three: Hospitality Loss Prevention and Security (7 hours)
1. Crisis Management Scenarios in Hospitality
 2. The Basics of Hospitality Security
 - a. Physical Security
 - b. Surveillance
 - i. Closed-Circuit Television
 - ii. Communication Systems
 - c. Alarm Systems
 - i. Local Alarms
 - ii. Contact Alarms
 - iii. Remote Alarms
 - iv. Safety Alarms
 - d. Safety Equipment
 - i. Smoke Detectors
 - ii. Fire Extinguishers
 - iii. Carbon Monoxide Detectors
 - iv. Sprinkler Systems
 - v. Accident Prevention Signs
 - e. Hotel Security

f. Foodservice Security

3. Exam

D. Unit Four: Developing an Emergency Management Program (7 hours)

1. Recommended Procedures and Protocols
2. Media Relations

E. Unit Five: The Comprehensive Plan (7 hours)

1. The Sanitation and Security Plan
2. The Key: Establishing a Safety Committee
 - a. Value of Communication
 - b. Role of the Safety Committee
 - c. Safety Committee Duties
3. Exam

F. Culminating Activity (2 hours)

IV. Evaluation Methods

A. The final grade for the course will be determined as follows:

40% TESTS. Two tests (mid-term and final) will consist of multiple choice, completion, true-false, and short essay. The final exam will be a comprehensive examination of the course material. Each test is valued at 100 points.

30% WORKSHOPS. The workshop assignments will be utilized to apply theoretical information to the actual application in the hospitality industry. Each workshop is to be submitted in a typed or word-processed format, unless otherwise stipulated.

15% REVIEW PAPER. The student will be required to select a current sanitation or security issue in the hospitality industry. The paper will be a minimum of 8 pages on a topic approved by the instructor. The final paper will be graded on content and mechanics.

15% QUIZZES. Checkpoint quizzes will test text and lecture information. The quizzes will follow the same format as the two tests. Each quiz will be announced in advance.

V. Example Grading Scale

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

VI. Attendance Policy

As student learning is enhanced by class attendance and participation in discussions, this instructor encourages regular class attendance. The attendance policy of this instructor recognizes students' need to miss class because of illness or personal emergency.

VII. Textbook and Other Required Readings

Educational Foundation of the National Restaurant Association, Applied Foodservice Sanitation: A Certification Coursebook, 4th Edition, The National Restaurant Association, Chicago, Illinois, 2002.

EI Custom Textbook: Security, American Hotel and Lodging Association, Washington, D. C., 2002.,

VIII. Special Resource Requirements:

Distance education students should refer to the current University Distance Education technology requirements.

IX. Bibliography

Burstein, Harvey, Hotel and Motel Loss Prevention: A Management Perspective, Prentice Hall, Upper Saddle River, New Jersey, 2001.

"Children and Microbial Foodborne Illness," Food Review, May-August 2001.

“Conducting Effective Foodborne Illness Investigations,” Journal of Environmental Health, July-August 2000.

Ellis, Raymond C. and Stipanuk, David, Security And Loss Prevention Management, Second Edition, Educational Institute of the American Hotel & Lodging Association, East Lansing, Michigan, 1999.

Geller, A., Neal, Internal Control: A Fraud Prevention Handbook for Hotel and Restaurant Managers, Educational Institute of the American Hotel and Lodging Institute, Washington, D.C., 1997.

Ninemeier, Jack D., Management of Food and Beverage Operations, Educational Institute of the American Hotel and Lodging Institute, Washington, D.C., 2000.

“Rest Uneasy,” National Geographic Traveler, January/February 2000.

“The Seven Deadly Sins of Hotel Security,” International Security Review, March/April 2000.

Videos: Following videos produced by the Educational Institute of the American Hotel and Lodging Institute, Washington, D.C., 2000:

10 Minute Trainer: Security

Addressing Workplace Violence in the Lodging Industry

Alcohol, the Law and your Property

Employee Awareness and Problem Prevention

Fire Safety: Prevention and Response for the Lodging Industry

Food Safety in the HACCP Way

Handling Disturbances

Key Control and Guest Privacy Today

Patrolling, Investigating and Documenting

Planning for Emergencies

World Trainer: Security Awareness

Part III. Letters of Support or Acknowledgement

As this course does not affect other departments, a letter of support or acknowledgement is not necessary.

Will need
a new page #
once Linda gives
me the Questionnaire
pgs book

Course Analysis Questionnaire

Section A: Details of the Course

A1. How does this course fit into the programs of the department? For which students is the course designed? (majors, students in other majors, liberal studies). Explain why this content cannot be incorporated into an existing course.

The need for a course in Hospitality Sanitation and Security is necessary to keep our course content current, relevant, and competitive. The course is designed for traditional and non-traditional students, major and non-major students. Due to the expanding breadth of information and data, a course dedicated solely to the topics of sanitation and security in the hospitality industry is essential.

A2. Does this course require changes in the content of existing courses or requirements for a program? If catalog descriptions of other courses or department programs must be changed as a result of the adoption of this course, please submit as separate proposals all other changes in courses and/or program requirements.

The course does not require any changes in the content of existing courses. The course will become a required course in the proposed curriculum change.

A3. Has this course ever been offered at IUP on a trial basis (e.g. as a special topic) If so, explain the details of the offering (semester/year and number of students).

This course has been offered twice as a special topics class (Summer I and Summer II, 2002) in an on-line format.

A4. Is this course to be a dual-level course? If so, please note that the graduate approval occurs after the undergraduate.

This course will not be offered as a dual level course.

A5. If this course may be taken for variable credit, what criteria will be used to relate the credits to the learning experience of each student? Who will make this determination and by what procedures?

This course will not be offered as a variable credit course.

A6. Do other higher education institutions currently offer this course? If so, please list examples (institution, course title).

a. Conrad Hilton School of Hotel and Restaurant Management, Houston, Texas: Safety and Sanitation in the Hospitality Industry (Public health, HACCP, and safety responsibilities in the food service industry. Sanitation certification requirement.)

- b. Johnson and Wales College: Sanitation Management
- c. Michigan State University: Food Management: Safety and Nutrition
- d. Pennsylvania State University: Food Safety and Sanitation
- e. Purdue University: Sanitation in Health, Foodservice, and Lodging

A7. Is the content, or are the skills, of the proposed course recommended or required by a professional society, accrediting authority, law or other external agency. If so, please provide documentation.

Current regulation from the Pennsylvania Department of Agriculture mandates that by July 1, 2004, one supervisory employee per establishment must be certified in sanitation. A minimum of fifteen hours of training are required by law. This course exceeds that requirement. See attached documentation.

Section B. Interdisciplinary Implications

B1. Will this course be taught by instructors from more than one department or team taught within the department? If so, explain the teaching plan, its rationale, and how the team will adhere to the syllabus of record.

This course will be taught by one instructor.

B2. What is the relationship between the content of this course and the content of courses offered by other departments? Summarize your discussions (with other departments) concerning the proposed changes and indicate how any conflicts have been resolved. Please attach relevant memoranda from these departments that clarify their attitudes toward the proposed change(s).

The content of this course does not conflict with the content of courses offered by other departments.

B3. Will this course be cross-linked with other departments? If so, please summarize the department representatives' discussions concerning the course and indicate how consistency will be maintained across departments.

This course will not be cross-listed.

SECTION C: Implementation**C1 Are faculty resources adequate?****No additional faculty resources will be required.****C2..What other resources will be needed to teach this course and how adequate are the current resources? If not adequate, what plans exists for achieving adequacy? Reply in terms of the following:****Space: The online section of the course requires no additional space.****Equipment: Students will be required to have access to a computer wither personally or within the existing computer lab facilities available to students. The course utilizes WebCT under the direction of the Institutional Design Center. Instructors in the HRIM department have the computer equipment required to offer online courses from their department offices. The course will not require the acquisition of any new equipment.****Laboratory Supplies: No laboratory supplies will be required.****Library Materials: The course will not require additional library materials.****Travel Funds: The course will not require travel funds.****C3. Are any of the resources for this course funded by a grant?****No resources of this course are funded by a grant.****C4. How frequently do you expect this course to be offered? Is this course particularly designed for or restricted to certain seasonal semesters.****This course is being offered at a Special Topics course for three semesters.**

C5 How many sections of this course do you anticipate offering in any single semester?

One section.

C6. How many students do you plan to accommodate in a section of this course? Is this planned number limited by the availability of any resources? Explain.

No limit has been placed on this course.

C7. Does any professional society recommend enrollment limits or parameters for a course of this nature?

No professional society enrollment exists.

SECTION D: Miscellaneous

Include any additional information valuable to those reviewing this new course.

This is the first HRIM on-line offering. The need to offer HRIM on-line courses has been requested by many students. This course, therefore, will meet the needs of our student population.

PA Bureau of Food Safety Certification



Food Employee Certification

General Information

Who will need to comply with the Food Employee Certification Act by July 1, 2004?

Food Service Establishments

- Restaurants (take-out or eat-in), fast foods to gourmet
- Deli's - make sandwiches, slice meats and cheeses, hot foods
- Snack bars - prepare hot and cold foods
- Fairs/carnivals -
 - Juice extract stand (lemonade and other fruits)
 - Hot dogs and hamburgers
 - Hand dipped ice cream
 - Pizza prepared on site
 - Shaved ice
 - Snow cones
 - Fry, grill, cook, roast, steam any foods
 - Prepare sandwiches, subs, salads
 - Prepare fresh fruit cup
- Prepare pierogies
- Belgium waffles with frozen dessert topping
- Stadiums, race tracks, parks
- Spas, health clubs
- Food vendors - hot dogs and other hot and cold foods
- Donut shops that prepare sandwiches, etc.
- Bars, clubs
- Recreational facilities
- Commissaries, caterers

Frozen Dessert Manufacturers

Any manufacturer of frozen dessert, offering the product for retail sale to the public, shall comply with the Act.

Bakeries

Bakery products which require refrigeration: cheesecakes, cream filled pies, cannoli, custard pies, meringue pies, etc. Also, products made with fresh whole eggs, milk or milk products when the baking time and/or temperature is not adequate to eliminate pathogenic microorganisms or toxins.

Retail Food Stores

Includes all, with the exception of the following: (1) Store that sells only commercially prepackaged foods

and, (2) store that does not sell any potentially hazardous food. Examples: produce stand that does not cut or slice; corner store that sells milk, bread and canned goods; candy store; a store that sells prepackaged meat, canned goods, paper goods and milk; store that purchases sandwiches from a commissary and sells them from a refrigerated case along with bottled drinks and other commercially prepackaged foods; and a store selling sodas, bottled water, commercially prepackaged foods and milk.

Food Processors

May include any of the following: salad manufacturer, shellfish or seafood processing, ice manufacturer, fresh juice processor, cut fruits, tofu manufacturer, garlic-in-oil, sushi operations, cider press and butcher stand in a farmers market that processes meat and/or poultry, makes sausages, slices meats and cheeses. Manufacturers of prepackaged, non-potentially hazardous foods are exempt from the Act.

What is Certification?

The Act requires one supervisory employee per establishment to become certified in food safety and sanitation. The Act does not require the certified person to be on premises during all hours of business.

The initial certification will be for five (5) years. Re-certification will be every five years thereafter. The certification training may be obtained through classroom, computer-based, combination home study/classroom, or home study. The minimum hours required for initial certification is fifteen (15). Seven and one-half (7.5) hours of instruction are needed to meet re-certification requirements.

New establishments will have 90 days to comply with the Act; existing establishments which are not in compliance due to employee turnover or other loss of certified person shall have three (3) months from the date of loss to comply.

• Initial Certification

To become certified:

- Locate a Pennsylvania Department of Agriculture approved program in your area. A list of approved programs is available.
- Attend training program and successfully pass exam with a minimum score of 70%. Note: Program completions which occurred more than five years prior to the date of application cannot be approved.
- Attendee will fill out and submit to the Pennsylvania Department of Agriculture a Food Employee Request Application. Either the instructor, proctor or attendee may submit the application.
- Submit a check or money order for \$20.00, made payable to the Commonwealth of Pennsylvania, along with application.

• Mail to:

ATTN: Food Employee Certification
Martha M. Melton
Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services
2301 North Cameron Street
Harrisburg, PA 17110-9408

- The instructor or proctor will certify the exam results to the Pennsylvania Department of Agriculture. Applicants submitting an application for certification and whose name does not appear on an instructor's or proctor's Test Score Report, must submit other valid documentation of course completion.
- The application will be processed within thirty (30) days of the Pennsylvania Department of Agriculture's receipt. If approved, the applicant will be mailed a certificate. The certificate

will be valid for five (5) years from date of issue.

- **Re-certification:**

To renew certification:

- Obtain at least seven and one-half (7.5) hours of approved continuing education in an area of food safety and sanitation within five (5) years from the issuance date of the certificate.
- Prior approval must be obtained for the continuing education program.
- An examination is not required.
- A list of approved training programs may be obtained from the Department.
- An application for Renewal of Certification may be obtained from the Pennsylvania Department of Agriculture.
- Submit a check or money order for \$20.00, made payable to the Commonwealth of Pennsylvania, along with application.

- **Mail to:**

ATTN: Food Employee Certification
Martha M. Melton
Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services
2301 North Cameron Street
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- Within 30 days of receiving the application and fee, if approved, the Pennsylvania Department of Agriculture will forward a certificate.

Are there any exemptions in the Food Employee Certification Act?

- The following types of establishments are exempt from certification:
 1. Food establishments where only commercially prepackaged food is handled and sold.
 2. Food establishments that do not handle potentially hazardous foods.
 3. Food manufacturing facilities engaged in the manufacture of non-potentially hazardous food.
 4. An organization classified as tax-exempt under Section 501(c)(3) of the Internal Revenue Code of 1986.
 5. Food establishments managed on a not-for-profit basis by a volunteer fire company or an ambulance, religious, charitable, fraternal, veterans, civic, agriculture fair or agricultural association or any separately chartered auxiliary of any of the above.
 6. A food establishment managed on a not-for-profit basis by organizations supporting extra-curricular recreational activities for youth of all public, private and parochial school systems.

Examples: school booster clubs, Little League or Midget Football Associations.

Pennsylvania Department of Agriculture

Bureau of Food Safety and Laboratory Services
2301 North Cameron Street
Harrisburg, PA 17110-9408
Telephone: 717-772-8354