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Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

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

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)

New Course Course Prefix Change Course Deletion

Course Revision Course Number and/or Title Change Catalog Description Change

HRIM 313 Food Systems I HMG 313 Food Production & Service
Current Course prefix, number and full title Proposed course prefix, number and full title, if changing

2. Additional Course Designations: check if appropriate

This course is also proposed as a Liberal Studies Course. Other: (e.g., Women's Studies, Pan-African)

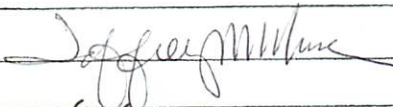
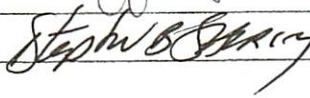
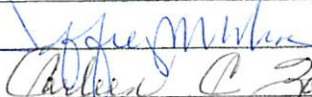
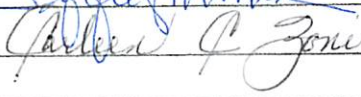
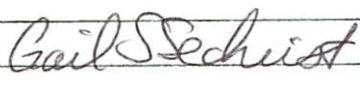
This course is also proposed as an Honors College Course.

3. Program Proposals

New Degree Program Program Title Change Program Revision

New Minor Program New Track Other

Current program name Proposed program name, if changing

| 4. Approvals | | Date |
|--|--|-----------|
| Department Curriculum Committee Chair(s) |  | 1-15-03 |
| Department Chair(s) |  | 1-15-03 |
| College Curriculum Committee Chair |  | 3-14-03 |
| College Dean |  | 28 APR 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 313 Food Production and Service

1 class hour
6 lab hours
4 credit hours
(1c-6l-4cr)

Introduces the management of food service operations in commercial kitchen facilities. Includes planning, preparation and service of quantity food production. Emphasizes the integration of sanitation, menu planning, cost controls, and application of computer software.

Prerequisites: HMGT 130, 150, and permission of instructor

II. Course Objectives:

Upon completion of this course, the student will be able to:

1. review, discuss, and apply all required food service safety and sanitation techniques.
2. demonstrate an understanding of the operation and cleaning of kitchen equipment and small hand tools.
3. recognize quality food products.
4. select appropriate food item, equipment and utensils for each culinary task.
5. explain basic quantity food preparation and cooking methods and terminology.
6. perform basic food and recipe preparations and cooking procedures.
7. follow mise en place guidelines in the development and implementation of production charts
8. utilize various techniques for plate presentations and merchandising food items.
9. follow correct procedures in receiving, storing and issuing food and non-food items.
10. calculate portions, cost of food items, and menu prices.
11. convert a recipe to accommodate fewer or more guests.
12. demonstrate proficiency with culinary software program modules.
13. become familiar with and demonstrate an understanding of various service techniques and standards, including, American, French, Russian, English and Buffet service.

III. Course Outline

- A. The Professional Food Service (1 hour)
1. Introduction to Course of Study
 2. Professionalism
 3. The Kitchen
- Laboratory #1: Quantity Food Service Equipment (6 hours)
1. Equipment
 2. Tools
 3. Completion of competencies
- B. Quantity Food Preparation (1 hour)
1. Terminology
 2. Measurements
 3. Standardized Recipes
 4. The Menu
- Laboratory# 2: Computer Applications: (6 hours)
1. Menu-writing
 2. Software and templates
 3. Recipe and menu costing
- C. Introduction to Service (1 hour)
1. Importance of service
 2. Types of Service
 3. Proper Service Techniques of Each Type of Service
 4. Preparation of Quality Coffees and Teas
- Laboratory #3: Dining Room Service Simulation: (6 hours)
1. Tabletop Design
 2. Service Procedures
 3. Safety and Sanitation Concerns

| | |
|---|------------------|
| D. Introduction to Food Production Techniques | (1 hour) |
| 1. Building Flavor, Body, Texture | |
| 2. Developing Knife Skills | |
| Laboratory #4: Mise en Place: | (6 hours) |
| 1. Ingredients | |
| 2. Hand tools | |
| 3. Commercial preparation equipment | |
| | |
| E. Stocks and Sauces | (1 hour) |
| 1. Types of Stocks | |
| 2. Preparation of Stock | |
| 3. Types and Preparation of Sauces | |
| | |
| Laboratory #5: Sauce Preparation Laboratory | (6 hours) |
| | |
| F. Soups | (1 hour) |
| 1. Types of Soups | |
| 2. Preparation, Service and Storage of Soups | |
| 3. Garnishing Guidelines | |
| | |
| Laboratory #6: Soup Preparation and Service Laboratory | (6 hours) |
| | |
| G. Vegetables and Starches | (1 hour) |
| 1. Product identification | |
| 2. Preparation techniques | |
| 3. Service of vegetables | |
| | |
| Laboratory #7: Vegetarian Buffet Set-Up and Service Mid-Term Examination | (6 hours) |

- H. Salads and Salad Dressings (1 hour)
1. Types of salads
 2. Salad dressings

Laboratory #8: Salad Bar Set-Up and Service (6 hours)

- I. Short-Order Cooking and Appetizers (1 hour)
1. Sandwich production
 2. Appetizers

Laboratory #9 Sandwich Shoppe Set-Up and Service (6 hours)
Appetizer Buffet Service

- J. Breakfast Cookery (1 hour)
1. Eggs
 2. Dairy products
 3. Breakfast cookery

Laboratory #10: Continental Breakfast and (6 hours)
Breakfast Bar Set-Up and Service

- K. Bake Shop Production (1 hour)
1. Baked good production
 2. Dessert production

Laboratory #11: Dessert Buffet Set-Up and Service (6 hours)

- L. Meat Cookery (1 hour)
1. Product identification
 2. Production methods
 3. Presentation and service

Laboratory #12: Commercial Meat Preparation (6 hours)

- M. Poultry Cookery (1 hour)
1. Product identification
 2. Poultry fabrication
 3. Commercial cooking methods
- Laboratory #13: Commercial Poultry Preparation (6 hours)
- N. Fish and Shellfish (1 hour)
1. Product identification
 2. Fish and shellfish fabrication
 3. Commercial cooking methods
 4. Service and presentation
- Laboratory #14: Commercial Seafood Buffet Service (6 hours)
- O. Culminating Activity (2 hours)

IV. Evaluation Method

- A. The final grade will be based on the following:

50% Laboratory Performances. Criteria to be considered in determining the student's laboratory grade are listed on the evaluation form presented to the students on the first class day. The form is utilized by the instructor to evaluate performance during each lab.

10% Learning Worksheets and Computer Modules. Each worksheet and module is explained to the student during lecture. All papers have a due date. All papers handed in late lose 5 points in value.

40% Examinations. There will be a mid-term and final examination. The examinations will include a variety of questions including: true-false, completion, matching, short answer and multiple choice. The final examination is a comprehensive examination of all course information.

- B. The final grade will be calculated on the following basis:

| | | |
|---------------------|----------------|------------|
| 12 Lab Performances | 50 points each | 600 points |
|---------------------|----------------|------------|

| | | |
|-----------------------|----------------|-----------|
| 4 Learning Worksheets | 10 points each | 40 points |
|-----------------------|----------------|-----------|

| | | |
|--------------------|----------------|-----------|
| 6 Computer Modules | 10 points each | 60 points |
|--------------------|----------------|-----------|

Tests:

| | |
|----------------------|------------|
| Mid-term Examination | 150 points |
| Final Examination | 200 points |

V. Example Grading Scale

100 -90 = A
 89 - 80 = B
 79 - 70 = C
 69 - 60 = D
 59 or lower = F

VI. Attendance Policy

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

VII. Required Textbook

Gisslen, Wayne, Professional Cooking, 5th Edition, John Wiley and Sons, New York, New York, 2002.

VIII. Special Resources Requirements

- A. The student will need to purchase the following class material
 1. Uniform:
 - a. Cook/chef coat
 - b. Cook/chef pants
 - c. White apron
 - d. Approved shoes
 2. Knife kit (French knife, paring knife, boning knife)
 3. Bimetallic or digital thermometer

- B. The student will need access to a computer in order to complete software assignments.

IV. Bibliography

Amendola, Joseph, Understanding Baking, Third Edition, The Culinary Institute of America, New York, New York, 2002.

Blocker, Linda, and Hull, Julie, Culinary Math, The Culinary Institute of America, Wiley and Sons, New York, New York, 2002.

DeFranco, Agnes, and Noriega, Pender, Cost Control in the Hospitality Industry, Prentice Hall, Upper Saddle River, New Jersey, 2000.

Drysdale, John, Profitable Menu Planning, 3rd edition, Prentice Hall, Upper Saddle River, New Jersey, 2002.

Friberg, Bo, The Professional Pastry Chef: Fundamentals of Baking and Pastry, 4th edition, John Wiley & Sons, New York, New York, 2002.

Mill, Robert Christie, Restaurant Management: Customers, Operations and Employees, 2nd edition, Prentice Hall, Upper Saddle River, New Jersey, 2001.

Molt, Mary, Food For Fifty, 11th edition, Prentice Hall, Upper Saddle River, New Jersey, 2001.

Sanders, Ed, Paz, Paul C., and Wilkinson, Ron, Service at Its Best: Waiter-Waitress Training, Prentice Hall, Upper Saddle River, New Jersey, 2002

Schmidt, Arno, Chef's Book of Formulas, Yields, and Sizes, 3rd edition, John Wiley & Sons, New York, New York, 2002.

Spears, Marian C., Foodservice Procurement: Purchasing for Profit, Prentice Hall, Upper Saddle River, New Jersey, 1999.

Part II. Description of the Curriculum Change

2. Summary of Proposed Revisions

OLD Catalog Description:

HRIM 313 Food Systems I (2c-var-4sh)

Prerequisite: FDNT 150, HRIM 259, permission

A basic course in quantity food production with experience in planning, purchasing, preparing, and serving nutritionally adequate meals. Requirements of the National School Lunch program emphasized in satellite and on-premises food service. Requires some preparation and service outside regularly scheduled class time.

NEW Catalog Description:

HMGT 313 Food Production and Service (1c-6l-4cr)

Prerequisites: HMGT 130, 150, and permission of instructor

Introduces the management of food service operations in commercial kitchen facilities. Includes planning, preparation, and service of quantity food production. Emphasizes the integration of sanitation, menu planning, cost controls, and application of computer software.

Course objectives revised.

3. Justification / Rationale for Revision

The Accreditation Commission for Programs in Hospitality Administration standards for accreditation requires knowledge of “operations relative to the provision of hospitality goods and/or services including food service management.” This course has been revised to include an expanded discussion of the areas of commercial quantity food recipe development and analysis, introduction to various food groups and their commercial production characteristics, use of commercial food production equipment, and other relevant food service management topics.

The application of the skills learned in HMGT 313 will be made through student enrollment in HMGT 330 Applications of Food Production and

Service, a proposed new course in which students will produce and serve food within the program's commercial dining room.

4. Old Syllabus of Record

Attached.

5. Liberal Studies Approval Form

N/A

Part III. Letters of Support or Acknowledgement

Attached.

HR 313 Food Systems I

4 credits
 2 lecture hours
 8.5 lab hours
 (2c-var1-4sh)

I. Catalog Description:

A basic course in quantity food production that gives instruction and fundamental experiences essential for the preparation of food on a quality basis. Experiences include: menu planning, purchasing, preparing, supervising and extensive record-keeping and finance management of food service. Requirements of the National School Lunch Program are emphasized in satellite and on-premise feeding.

Prerequisites: HR 116 or FN 150, by permission

II. Course Objectives

A. Basic Understandings

1. To apply knowledge acquired in previous classes to the standards, principles, and techniques required to produce food in quantity.
2. To plan, prepare and serve lunches at a pre-determined food cost that follow the requirements of the School lunch meal pattern in regard to quality and quantity of food served that incorporate the use of government donated commodities and that consider the limitations of personnel, time and equipment.
3. To understand and evaluate the various factors involved in controlling food costs.
4. To know the scientific and economic principles involved in the storage, preparation, cooking and serving of foods in quantity.
5. To demonstrate by laboratory experience the major points upon which food sanitation and safety and desirable working conditions depend.
6. To complete the kinds of records needed in a food service operation, ie. menu variations including nutritionally-balanced meals, peer instructions of job description for food preparation, equipment use and maintenance, time schedules, service of prepared food to children and adults, and costing of food and non-food for the financial management aspect of the student manager experiences.
7. To observe the eating habits and behavioral patterns of a given group of elementary children while at lunch.
8. To understand the organization and administration of the National School Lunch Program into the total school educational program.
9. To experience the value of integrating the nutritional objectives of the National School Lunch Program into the total school educational program.

B. Skills

1. To gain experience in the techniques and procedures involved in quantity food preparation that produce quality products.

2. To employ practices which will result in standardizing portion sizes.
3. To use and care for available institutional and commercial equipment.
4. To follow established policies for food sanitation and safety.
5. To learn the serving procedures for cafeteria service and satellite feeding.
6. To plan, organize, and direct the activities of group members during laboratory preparation and serving periods.
7. To compute and analyze food and operational expenses in order to practice cost control measures and record-keeping procedures.

C. Viewpoints or Attitudes

1. To appreciate some of the basic responsibilities common to all food service administrators in whatever type of organization they may be employed.
2. To appreciate the value of high standards of sanitation and safety in a food service operation.
3. To appreciate the knowledge and skills necessary to produce quality food products.
4. To appreciate the importance of cooperation and rapport with fellow associates.

III. Course Outline

A. Introduction (4 hours plus laboratory application)

1. Objectives of the course
2. Basis for grades
3. Explanation of the cafeteria operation and plan of procedure
4. Explanation of the National School Lunch Program and the inclusion of its nutritional and educational objectives into the course.
5. Satellite feeding plan for students of the University School.

B. Management in Quantity Food Production (12 hours plus daily laboratory application)

1. Menu planning
2. Food standards
3. Work methods
4. Sanitation and safety standards
5. Factors affecting cost control
6. Merchandising
7. Record-keeping

C. Food Production and Sales (10 hours plus laboratory application)

1. Objectives of quality food preparation
2. Methods of preparation and correct procedures involved in the preparation and service of food

3. Quantity cookery methods for:
 - a. meat
 - b. fish
 - c. poultry
 - d. milk, cheese, and related foods
 - e. fruits
 - f. vegetables
 - g. fats
 - h. flour mixture
 - (1) yeast rolls
 - (2) quick breads
 - (3) cakes
 - (4) pies
4. Salads and salad dressings
5. Beverages
6. Government-donated commodities

D. Equipment Use and Care (4 hours plus daily laboratory applications)

1. Cooking equipment
 - a. Electric and gas
2. Non-cooking equipment
3. Cutlery
4. Serving

IV. Evaluation Methods

The final grade will be determined as follows:

1. There shall be five exams (more or less depending on the element of time and material covered).
2. You are required to manage The Allenwood and University School Lunches one to three times (depending on class size). There will be three to four outside functions scheduled on Saturdays or evenings during the semester which you will also manage. The manager's report will be professionally compiled and presented in a pressboard, sidemount, springclip folder. (A sample of a manager's report will be assigned to you and returned to the instructor at the end of the session). Critical evaluation of your manager's report will be emphasized on the absence of am and pm when expressing clock hours; degrees ($^{\circ}$) of Celsius (C) or Fahrenheit (F); spelling; source of recipe; format of report as per classroom discussion; accuracy of information; and following instructions in general, an important aspect of management.

Pre-preparation of food is necessary with some menus. As with food-prep during regular lab hours, pre-prep of food will also be performed in accordance with the lab dress code.

3. You will be evaluated on your laboratory performance accumulating 200 points. This subjective evaluation will be conducted from the following observations: Punctuality, Preparation Technique, Organization of Work, Personal Neatness, and Cooperation. The scale

used will be 0-4. As a student manager, you will also use this criteria in evaluating your peers and include this peer evaluation in your manager's report.

You will be evaluated as a manager on the following: Specificity of Instructions, Overall Organization, and Management Personality (dogmatic, laissez-faire, autocratic, etc.). Managers: You can never be too organized!!

4. The final exam will be cumulative on cleanliness, sanitation and inventory. Wear your "grubbys" for scheduled final!
5. The final grade will be determined by the calculated percentage of total points possible and total points earned. 90 - 100%, A; 80 - 89%, B; 70 - 79%, C; 60 - 69%, D; below 60%, see you next semester!

*Following instructions will have a definite impact on your final evaluation.

V. Required Textbooks, Supplemental Books and Readings

Textbooks Required:

Kotschevar, L.H., Standards, Principles, and Techniques in Quantity Food Production, Van Nostrand Reinhold Publishing Company, New York, fourth edition, 1988.

U.S. Department of Agriculture, Food Buying Guide for Child Nutrition Programs, U.S. Government Printing Office, Washington, DC.

U.S. Department of Agriculture, Menu Planning Guide for School Food Service, U.S. Government Printing Office, Washington, DC.

Supplementary Books:

Brymer, R., Hospitality Management - An Introduction to the Industry, Kendall/Hunt Publishing Company, Dubuque, Iowa, sixth edition, 1991.

Culinary Institute of America, The New Professional Chef, Van Nostrand Reinhold, New York, fifth edition, 1991.

Gisslan, W., Professional Baking, John Wiley and Sons, Inc., second edition, 1989.

Gisslan, W., Professional Cooking, John Wiley and Sons, Inc., second edition, 1989.

Haines, R.G., Food Preparation, American Technical Publishers, Homewood, Illinois, 1988.

Mizer/Porter/Sonnier, Food Preparation for the Professional, John Wiley and Sons, Inc., second edition, 1987.

Powers, T., Marketing Hospitality, John Wiley and Sons, Inc., 1990.

Spears, M., Foodservice organizations, Macmillan Publishing Company, New York, second edition, 1991.

Readings:

Fast Food
Gourmet
Institutions
Prepared Foods
Restaurant News
School Food Service Journal
The Server

VI. Special Resource Requirements and Affiliations

- A. Each student will be expected to supply the following:
1. Chef's Uniform (hat, coat, pants, shoes)
 2. Pressboard, side-mount springclip folder
- B. Laboratory Experience
1. Daily preparation of lunches meeting the school lunch meal pattern requirements
 2. Daily preparation and service of food to the University School students at Davis Hall and to the adults with reservations at The Allenwood in Ackerman Hall
 3. Perform at least two functions each semester requiring table service outside of the daily noon-lunches. These functions are mostly performed on Saturdays or evenings.
- C. Demonstrations
1. Equipment Representatives
 2. Industry Chefs or Personnel in Food Service
 3. State and Federal Food Regulatory Agents
- D. Field Trips
1. University School - Davis Hall
 2. Food and Equipment Shows (voluntary)
 3. Meat Processing Plant
- E. Resource Personnel
1. Department of Environmental Resources
 2. Food and Drug Association
 3. Hospital Administrative Dietitian
 4. Executive Chef - Culinary trained
 5. Food Management Company Representative
 6. Fire Marshal
 7. Microbiologist
 8. Public School Food Service Director
 9. Representative from the Egg Industry - Department of Agriculture

Submitted by: William G. Gressley

Addendum I

IUP DEPARTMENT OF HRIM
FOOD PREPARATION LABORATORIES PROFESSIONAL DRESS CODE

Students are expected to be clean and neat. No excess jewelry on hands, arms and ears. Rings, bracelets, etc., are easily caught in mixers and on ranges causing injury. Post-type earrings and wedding bands are the only jewelry permitted to be worn during food preparation. No nail polish worn or chewing gum during food preparation.

Sandals and sneakers are not acceptable, neither are painters' pants or overalls. (No exceptions, please!)

FEMALES chef's uniform including chef's hat. Black professional shoes. All hair neatly tucked under hair net.

MALES: White chef's uniform including chef's hat. Black professional shoes. Collar length hair must be neatly tucked under a hair net. Men will be clean shaven, however, a neatly trimmed mustache is acceptable.

NOTE: Personal neatness is part of your evaluation. Uniforms are available through IUP Bookstore. Order forms are available through your laboratory professor.

X
IUP WebMail - HRIM Curriculum Revision

Delete File Create Reply Reply All Forward Previous Next Options Index Help

Date Sent: Thursday, December 05, 2002 12:14 PM

From: "Stephen B Shiring" <sshiring@iup.edu> Add to Address Book

To:

Cc:

Subject: HRIM Curriculum Revision

Status: Urgent New

﻿December 5, 2002
 Dr. Susan Dahlheimer (ssdahl)
 Chairperson, Food and Nutrition Department

The Department of Hotel, Restaurant, and Institutional Management, in preparation for a program revision, is revising the courses HRIM 313 Food Systems I and HRIM 256 Human Resources.
 Rationale for this course revision can be found withing the formal program revision document provided to your College Undergraduate Curriculum Committee representative.

Please contact me if you have any further questions.

Dr. Stephen B. Shiring
 Chairman
 Department of HRIM



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