

LSC Use Only Proposal No:	UWUCC Use Only Proposal No: 14-600 d
LSC Action-Date:	UWUCC Action-Date: App 9/16/14 Senate Action Date: App 10/7/14

**Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee**

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Check all appropriate lines and complete all information. Use a separate cover sheet for each course proposal and/or 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

Current course prefix, number and full title: HRIM 130 Hospitality Sanitation and Security

Proposed course prefix, number and full title, if changing: HOSP 130 Food Service Sanitation

**2. Liberal Studies Course Designations, as appropriate**  
This course is also proposed as a Liberal Studies Course (please mark the appropriate categories below)

Learning Skills   
 Knowledge Area   
 Global and Multicultural Awareness   
 Writing Across the Curriculum (W Course)  
 Liberal Studies Elective (please mark the designation(s) that applies – must meet at least one)

Global Citizenship     
 Information Literacy     
 Oral Communication  
 Quantitative Reasoning     
 Scientific Literacy     
 Technological Literacy

**3. Other Designations, as appropriate**

Honors College Course     
 Other: (e.g. Women's Studies, Pan African)

**4. Program Proposals**

Catalog Description Change     
 Program Revision     
 Program Title Change     
 New Track  
 New Degree Program     
 New Minor Program     
 Liberal Studies Requirement Changes     
 Other

Current program name: \_\_\_\_\_

Proposed program name, if changing: \_\_\_\_\_

5. Approvals	Signature	Date
Department Curriculum Committee Chair(s)		4-10-14
Department Chairperson(s)		4-10-14
College Curriculum Committee Chair		6-10-14
College Dean		9-4-14
Director of Liberal Studies (as needed)		
Director of Honors College (as needed)		
Provost (as needed)		
Additional signature (with title) as appropriate		
UWUCC Co-Chairs		9/16/14

**Received**  
SEP 9 2014  
**Liberal Studies**

**Part II. Description of Curriculum Change**

**1. New Syllabus of Record**

**I. Catalog Description**

HOSP 130 Food Service Sanitation	1 class hour 0 lab hours 1 credit
Prerequisites: None	
	(1c-0l-1cr)

Introduces concepts and issues pertaining to sanitation and security management in the food service segment of the hospitality industry. Examines causes and prevention of food-borne illness, Hazard Analysis Critical Control Point (HACCP) food production methods, and current government regulations.

**II. Course Outcomes:**

The student will be able to:

1. Identify critical areas of sanitation in hospitality properties.
2. Discuss the legal and liability concerns involved in providing safe, sanitary food to hospitality guests.
3. Define sanitary practices as they relate to the hospitality industry.
4. Recognize the importance of knowing when contamination can occur in food receiving, storage, preparation, and service.
5. Demonstrate ability to effectively apply HACCP principles to standard operating procedures for hospitality operations.

### III. Course Outline

- A. Introduction to Hospitality Sanitation (2 hours)
  - 1. Introduction to Critical Sanitation and Issues in the Hospitality Industry
  - 2. Reasons for Developing Comprehensive Sanitation Programs
    - a. Need for Effective Management
    - b. Areas of Vulnerability
  
- B. Hospitality Sanitation Program Considerations (2 hours)
  - 1. Sanitation Requirements
  - 2. Setting Up the Sanitation Program
    - a. Importance of Legal Compliance
    - b. Legal Liaisons
    - c. Staffing
  - 3. Elements of Sanitation Training
    - a. Who is Responsible
    - b. The Authority of Certified Sanitarians
    - c. The Team Concept
  - 4. An Introduction to Sanitation Law
    - a. Legal Definitions
    - b. Famous Cases
    - c. Society's Concerns
    - d. Recommended Reading

Exam (1 hour)

- C. Concepts of Food Safety and Sanitation (6 hours)
  - 1. The Need for Safe Food Training and Certification
  - 2. Causes of Food Borne Illness
  - 3. Biological Contamination
  - 4. Food Borne Illness
  - 5. Chemical and Physical Contamination
  - 6. Employee Health and Hygiene
  - 7. Purchasing and receiving
  - 8. Storing Foods
  - 9. Preparing, Cooking, and Serving Food
  - 10. Equipment and Utensils
  - 11. Cleaning and Sanitizing
  - 12. Pest Control
  - 13. Facilities
  - 14. Hazard Analysis Critical Control Points (HACCP)

- D. Sanitation Management and the Comprehensive Plan (3 hours)
  - 1. The Sanitation Plan
    - a. Food Safety Regulations and Standards
    - b. Employee Food Safety training
  - 2. The Key: Establishing a Safety Committee
    - a. Value of Communication
    - b. Role of the Safety Committee
    - c. Safety Committee Duties
  - 3. Conclusion and Strategies

Final Exam- During Final Exam Week (2 hours)

#### **IV. Evaluation Methods**

The final grade will be determined as follows:

- 75% Two tests -- true/false, multiple choice, and short answer questions.
- 25% Case studies -- students develop narratives addressing classroom-presented hospitality sanitation scenarios.

#### **V. Grading Scale**

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

#### **VI. Attendance Policy**

Student learning is enhanced by regular attendance and participation in class discussion, therefore the instructor expects all students to attend class. The attendance policy for this class follows the Undergraduate Course Attendance Policy which is included in the Undergraduate Catalog.

#### **VII. Required textbooks, supplemental books and readings**

National Restaurant Association, (2013). ServSafe Coursebook 6<sup>th</sup> ed. New Jersey: Prentice Hall.

## VIII. Special resource requirements

None

## IX. Bibliography

Arduser, L., and Brown, D. (2005). *HACCP & Sanitation in Restaurants and Food Service Operations: A Practical Guide Based on the USDA Food Code*. Ocala, FL: Atlantic Publishing Group, Inc.

Etienne, G. (2006). *Principles of Cleaning and Sanitation in the Food and Beverage Industry*. Bloomington, IN: iUniverse, Inc.

Knechtges, P. (2011). *Food Safety: Theory and Practice*. Burlington, MA: Jones & Bartlett Learning.

Marriott, N., and Gravani, R. (2006). *Principles of Food Sanitation 5<sup>th</sup> ed.* New York: Spring Publishing.

Walker, J. (2014). *The Restaurant: From Concept to Operation, 7<sup>th</sup> ed.* New York: Wiley and Sons.

## **2. A summary of the proposed revisions**

- A. Prefix changed from HRIM to HOSP
- B. Course title changed to reflect food service sanitation course emphasis
- C. Course syllabus changed to reflect food service sanitation course emphasis
- D. Course credits changed from 3 to 1
- E. Textbook changed

## **3. Justification/rationale for the revision**

Course will be positioned within the Restaurant and Food Service Track of the curriculum. Security components of course are addressed in HOSP 335 Legal Issues in Hospitality and were, accordingly, removed from this course.

## **4. Old syllabus of record**

## OLD SYLLABUS OF RECORD

### I. Catalog Description

HRIM 130 Hospitality Sanitation and Security	3 class hours
	0 lab hours
Prerequisites: None	3 credits
	(3c-01-3cr)

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

### II. Course Outcomes:

The student will be able to:

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 secure 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 operations.
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 sanitation and security roles of the manager.

9. Successfully complete and receive certification for the National Food Safety Manager's course.

### III. Course Outline

- A. Introduction to Hospitality Sanitation and Security (2 hours)
  - 1. Introduction to Critical Sanitation and Security Issues in the Hospitality Industry
  - 2. Reasons for Developing Comprehensive Sanitation and Security Programs
    - a. Need for Effective Management
    - b. Areas of Vulnerability
  
- B. Hospitality Loss Prevention and Security in Hospitality (3 hours)
  - 1. Introduction to Crisis Management
  - 2. Critical Incidents Analysis
  - 3. Sanitation and Security Requirements
  - 4. Setting Up the Sanitation and Security Program
    - a. Importance of Legal Compliance
    - b. Legal Liaisons
    - c. Staffing
  - 5. Elements of Sanitation and Security Training
    - a. Who is responsible
    - b. The Authority of Certified Sanitarians and Security Officers
    - c. The Team Concept
  - 6. An Introduction to Sanitation and Security Law
    - a. Legal Definitions
    - b. Famous Cases
    - c. Society's Concerns
    - d. Recommended Reading
  
- C. The Basics of Hospitality Security (3 hours)
  - 1. Physical Security
    - a. Perimeter
      - 1. Lighting
      - 2. Parking Areas
      - 3. Glass Protection
    - b. Surveillance
      - 1. Closed-Circuit Television
      - 2. Communication Systems
    - c. Alarm Systems
      - 1. Local Alarms
      - 2. Contact Alarms
      - 3. Remote Alarms
      - 4. Safety Alarms



- d. Safety Equipment
  - 1. Smoke Detectors
  - 2. Fire Extinguishers
  - 3. Carbon Monoxide Detectors
  - 4. Sprinkler Systems
  - 5. Accident Prevention Signs
  
- D. Hotel Security (3 hours)
  - 1. Guestrooms
    - a. Locks
    - b. Key and Keycard Control
    - c. Electronic Access Systems
    - d. Biometrics
    - e. Secondary Access-Limiting Devices
    - f. Viewports
    - g. Room Communications
    - h. In-Room Security Information
  - 2. Safety Deposit Boxes
    - a. Key and Key Control
    - b. Access Procedures
    - c. Special or Unusual Access
    - d. In-Room Safe
  - 3. Lost and Found Procedures
  
- E. Losses Affecting Hotel Departments (3 hours)
  - 1. Employee Theft and Pilferage
  - 2. Violence at the Workplace
  - 3. Alcohol and Drug Abuse
  - 4. Special Guests and Events
    - a. Guests with Disabilities
    - b. VIP Guests
    - c. Youth Groups
    - d. Conventions, Meetings, and Exhibits
    - e. Special Events: Weddings, Festivals, Community Events
    - f. Non-Guests
    - g. Guests of Guests
    - h. Thieves and Robbers
  - 5. Computer Security
    - a. System Integrity
    - b. Policy Compliance
  - 6. Foodservice Security
    - a. Physical Hazards
    - b. Facility
    - c. Equipment and Furnishings
    - d. Weather-Related
    - e. Employee-Related

- f. Workplace Safety
  - 1. Burns
  - 2. Falls
  - 3. Cuts
  - 4. Strains
  - 5 Management Concerns

F. Special Guests and Events (3 hours)

- 1. Inebriated Guests
- 2. Dram Shop Laws and Responsibilities
- 3. Options
- 4. Irate Guests
- 5. Complaint Procedures
- 6. Damage Control
- 7. Guests Who Steal
- 8. Prevention and Procedures

G. Developing an Emergency Management Program (6 hours)

- 1. Recommended Procedures and Protocol
  - a. Bombs and Bomb Threats
  - b. Fire
  - c. Hurricanes
    - 1. Hurricane Watch
    - 2. Hurricane Warning
    - 3. Waiting
      - a. Direct Hit
      - b. Aftermath
  - d. Tornadoes
  - e. Earthquakes
  - f. Blackouts / Loss of Water Supply
  - g. Robberies
  - h. Burglaries
- 2. Recommended Procedures and Protocol
  - a. Heart Attacks
  - b. Choking Victims
  - c. Suicides
  - d. Murder
  - e. Assault
  - f. Natural Deaths
  - g. Medical and Dental Emergencies
  - h. Terrorism
  - i. Sabotage
  - j. Kidnapping and Hostage Situations
  - k. Riots and Civil Disturbances
- 3. Media Relations
  - a. What to Tell the Media

b. Dealing with Group Disturbances

Exam (1 hour)

- H. TAP Series Food Safety Manager Certification Training (15 hours)
1. The Need for Safe Food Training and Certification
  2. Causes of Food Borne Illness
  3. Biological Contamination
  4. Food Borne Illness
  5. Chemical and Physical Contamination
  6. Employee Health and Hygiene
  7. Purchasing and receiving
  8. Storing Foods
  9. Preparing, Cooking, and Serving Food
  10. Equipment and Utensils
  11. Cleaning and Sanitizing
  12. Pest Control
  13. Facilities
  14. Hazard Analysis Critical Control Points (HACCP)
  15. Sample Examination
- I. Sanitation Management and the Comprehensive Plan (3 hours)
1. The Sanitation and Security Plan
    - a. Food Safety Regulations and Standards
    - b. Employee Food Safety training
  2. The Key: Establishing a Safety Committee
    - a. Value of Communication
    - b. Role of the Safety Committee
    - c. Safety Committee Duties
  3. Conclusion and Strategies

Final Exam- During Final Exam Week

#### **IV. Evaluation Methods**

The final grade will be determined as follows:

Two open-book / open-notebook tests, a mid-term and a final, consisting of multiple choice, true/false, completion, and short answer questions. The final exam will be cumulative.

Fourteen Workshop Assignments utilized to apply theoretical information to actual application in the hospitality industry.

Two Current Event Article Critiques pertaining to a safety, security, or sanitation issue in the hospitality industry.

Fourteen open-book / open notebook quizzes

**V. Grading Scale**

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
59% and Below	F

**VI. Attendance Policy**

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

**VII. Required Textbooks, Supplemental Books and Readings**

TAP Series Food Safety Manager Certification Training Course Pack

**VIII. Special Resource Requirements**

For online completion of this course, students will need regular access to a computer terminal with a modem and appropriate software, internet access, and an email address.

**IX. Bibliography**