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REVISION APPROVAL COVER SHEET FOR CONTINUATION OF W-DESIGNATION

TYPE II DEPARTMENT COMMITMENT

Professor Jodie Seybold

Department Food and Nutrition

Email jseybold@iup.edu

Course: FDNT 362 Experimental Foods Lecture and Laboratory

Please provide answers to these questions on the next page:

1. Include the most recent syllabus for the Type II course.
2. Include a new "Statement Concerning Departmental Responsibility". The statement of departmental responsibility" explains how the department will ensure that the writing component is present regardless of who is teaching the course. It needs to identify the specific department group or individual who is responsible for ensuring this.

Approvals:	Signature	Date
Professor (s)	<i>Jodie Seybold</i>	1/16/14
Department Chair	<i>Ruth Johnson</i>	1/16/14
College Dean	<i>MJ EC</i>	1.19.14
Director of Liberal Studies	<i>J. H. [unclear]</i>	4/1/14
UWUCC Co-chair(s)	<i>Gail Schriest</i>	4/8/14

Received
MAR 12 2014
Liberal Studies

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JAN 23 2014
Liberal Studies

TYPE II DEPARTMENT COMMITMENT

Professor Jodie Seybold Department Food and Nutrition
Course FDNT 362 Experimental Foods

1. Include the most recent syllabus for the Type II course.

Addendum: This does not have to be the syllabus of record, since the syllabus of record could potentially be rather dated. These syllabi are not meant to replace the syllabus of record; rather they represent how the department is currently teaching a particular Type II W course. These syllabi **do not** have to be revised using the Liberal Studies objective format.

2. Include a new "Statement Concerning Departmental Responsibility". The statement of departmental responsibility" explains how the department will ensure that the writing component is present regardless of who is teaching the course. It needs to identify the specific department group or individual who is responsible for ensuring this.

Addendum: This section should show how the department is going to support the W nature of a Type II course, not repeat what is being taught in the course. For example, there is no need to repeat the writing criteria (5000 words, essays exams, research papers etc.) in this section as the type of writing and/or assignments might change over the years. The responsibility relies on the department and they should explain how it will be supporting the W course to ensure that it is being taught in the proposed manner. That may be creating a community of writers within the department or a yearly meeting(s) to discuss Type II offerings. It might also be associated with particular outcomes from the course (often in accredited programs).

Received

APR 1 2014

Liberal Studies

STATEMENT OF DEPARTMENTAL RESPONSIBILITY

Three faculty members have attended the IUP writing intensive workshop and are in the process of applying for writing intensive status. Several of these faculty members have formed a committee to aid in continuing to develop new and innovative ways to teach a writing intensive course like FDNT 362 “Experimental Foods”, which has maintained its “W” designation since 2007. If a faculty who has not attended the workshop is scheduled to teach this course, materials will be shared. On a yearly basis, faculty will discuss FDNT 362 and make sure that all who teach or may teach the course follow the syllabus of record for writing intensive. Furthermore, the Department of Food and Nutrition has made a commitment of working together with IUP’s Writing Across the Curriculum to develop a customized writing plan for the department.

FDNT 362 – Experimental Foods Lecture and Laboratory
Tentative Syllabus
Spring 2014

General Information

Instructor	Jodie Seybold, MS, RD, LDN
Graduate Assistants	Francesca Calabrese (F.M.Calabrese@iup.edu)
Lecture	Wednesday & Friday 8:00 – 8:50am, Ack 116
Office	117A Ackerman Hall
Phone	(724)357-1395
Email– best way to contact me	jseybold@iup.edu
Office Hours– appointments can also be made.	Wednesday: 9:00a.m. – Noon Thursday: Noon – 1:00p.m. Friday: 9:30 – 10:30a.m.
Emergency Messages	Mrs. Lemasters, Food and Nutrition Department Secretary 102 Ackerman Hall Phone: (724)357-4440 Fax: (724)357-3007

- I. Course Description:** FDNT 362, Experimental Foods – The experimental study of foods, relating chemical and physical properties to reactions and processes occurring in food systems.
- II. Pre-requisites:** FDNT 150/151, 212; CHEM 102 *or* 112; MATH 217
- III. Knowledge Requirements & Expected Learning Outcomes (KR/ELO)**

Foundation/Support Knowledge	Learning Outcome(s)	Activities
<p>KR 2.1: The curriculum must include opportunities to develop a variety of communications skills sufficient for entry into pre-professional practice.</p> <p>KR 4.1: The curriculum must include management and business theories and principles required to deliver programs and services.</p> <p>KR 4.2: The curriculum must include content related to quality management of food and nutrition services.</p> <p>SK 5.1: The food and food systems foundation of the dietetics profession must be evident in the curriculum.</p> <p>Course content must include the principles of food science and food systems, techniques of food</p>	<ul style="list-style-type: none"> • (KR 2.1): The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice • (KR 4.1.b) Students are able to determine costs of services or operations, prepare a budget and interpret financial data. • (KR 4.2.b) Students are able to develop outcome measures, use informatics principles and technology to collect and analyze data for assessment and evaluate data to use 	<p>(KR 2.1) Research paper and research presentation (KR 4.1.b) Recipe costing/conversions worksheet and market order (KR 4.2.b) SPSS assignment (SK 5.1) What this course is based around (SK 5.2) Data collection and SPSS analysis</p>

<p>preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.</p> <p>SK 5.2: The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism, and nutrition across the lifespan</p>	<p>in decision-making.</p> <ul style="list-style-type: none"> • (SK 5.1) Principles of food science and food systems, techniques of food preparation, and applying food preparation techniques to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups • (SK 5.2) Statistics concepts 	
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IV. Course Objectives:

Students will:

- Describe the role food research plays in nutrition, food technology, and food product development.
- Appraise, evaluate, and effectively judge food quality using objective and sensory methods of assessment.
- Summarize, synthesize, and apply basic principles of food science to specific food systems in the written laboratory exercises.
- Develop, implement, evaluate, and report a food research problem related to a nutrition problem or consumer interest.
- Abstract applicable scientific reports and apply this information to their experimental problem.

V. Required Course Materials:

- McWilliams, M. (2011). *Foods: Experimental Perspectives (7thed)*. Upper Saddle River, NJ: Prentice Hall.
- Copies Plus Packet (this will need a 3-ring binder)
- Calculator
- Complete Laboratory Uniform
- 1 Sharpie Marker (Black, red or blue only)
- 1 Blue pen
- 1 Highlighter
- 1 Laboratory notebook for your research project
- 1 Additional Notebook (for Reviewing Articles)
- 1- 2-pocket folder with your first and last name on the front
- 1 pack of white, lined notecards
- Camera – Optional (for your individual experiment)
- 1 binder and 3 hole punch (for final paper)
- Access to Moodle EVERYDAY
- If you own a printer: (you don't need to bring this with you to class)
 - 1 ream of paper
 - One black ink cartridge + one back-up

- If you do not own a printer:
 - Money on I-card at all times

***Note: Students may not use Ackerman Hall, Room 7 at ANY TIME for printing for this course. You will be penalized if caught.**

Recommended (but not required) Texts and Materials:

- Cookbook: *The Good Housekeeping Illustrated Cookbook* (2001) – preferably the revised/expanded version
- Daily/monthly planner

Lecture Guidelines

VI. Lecture Policies

1. Attendance

Attendance is mandatory, and will be monitored on a regular basis. Students are required to contact the instructor by phone or email prior to the beginning of lecture to notify the instructor of an absence. **It is the responsibility of the student to contact a fellow classmate to get missed lecture notes; announcements; etc.** Please do not ask if you “missed anything important”.

2. Excused Absence Policy

- In order to avoid a deduction in points for missed work (in-class assignments; homework; etc) appropriate documentation is required.

Appropriate documentation includes, **but is not limited to:**

- Physician’s excuse
- Proof of funeral attendance
- Court papers
- Participation in authorized events (athletics; military; etc.)

The university policy for authorized events requires that your instructor is given documentation of your participation in the activity and the length of time covered. This documentation must be received prior to the event. You have ten school days to complete the assignment/missed work. If you are military, please provide your drill schedule to the instructor (MUTA 7+) and/or training documentation.

- Documentation must show accountability during the particular lecture period(s) missed. Students are expected to schedule appointments outside of class obligations whenever possible.
- For extended absences (one week or more):** Documentation must also prove that the student was required to miss class for an extended period of time. The instructor should be notified ASAP by you or a representative of you (roommate, friend, guardian, etc.). (See #3 below)
 - Should a major religious holiday fall on a lab and/or lecture day, documentation from the leader of the practiced religion must be received, stating that the student participated in the religious celebration one week prior to missing lecture.

3. IUP's Academic Make-up Work Policy: (9/80)

“Students who miss one week or more of classes, have notified the faculty as soon as possible of the absence and have an excuse signed by the attending physician or Health Center official will be given the opportunity to make up any test or written work within ten days following the date on the doctor's excuse. **“In all cases, faculty must be notified prior to the day of any scheduled test or class assignment that is due.”**”

4. **Making up an excused absence (less than one week):** First and foremost, legitimate documentation must be provided for that particular missed lecture period before any work is accepted. You will have until the morning of the next lecture period following your absence to turn in the **documentation** or else the missed assignment cannot be made up. Once the appropriate documentation has been received, the instructor will determine the appropriate length of time for the missed assignment to be handed in.

5. Homework Policy

- i. Assignments are submitted both in class and via Moodle. The date and time of submission is clearly visible to both the instructor and you (see tentative course outline). Moodle time-stamps all activity, even if you are not turning in an assignment, such as viewing homework assignments, logging on, opening quizzes, etc. **Assignments uploaded late will automatically receive a 20% overall grade deduction per 24 hour period late.** This 24 hour period begins as soon as the deadline for that particular assignment ends.
- ii. Hard copies of assignments are due at the beginning of class. **Hard copies submitted after the beginning of class will automatically receive a 20% overall grade deduction per class period late.** Again, this begins as soon as the assignment has been collected and the class has moved on to something else, regardless if you are late or absent for that day.

VII. The Final Paper (writing to communicate)

The final paper will be prepared in the order stated both in class and on the rubric. To hand it in, it will need to be in a 3-ring binder with your name on the front of it – no page protectors. Please have the rubric with your paper (place it in the inside front pocket or place it in the three-ring part of the binder in the front). The specifications of the paper are: must be in Times New Roman, 12 point font with 1 inch margins (to include header and footer), at least 4,500 – 5,000 words total (from the Introduction to the Conclusion (not including the title page or reference pages), bolded headings (headings centered) and bolded subheadings (subheadings to the left) within the text and page numbers in the bottom right-hand corner of each page, and double spaced. All tables and figures must be present within the text and not at the front or back of the paper. AMA formatting **MUST** be used (nothing else can be substituted). Other specifications that are deemed necessary may come from lecture directions.

VIII. “Learning through Literature” (writing to learn)

As part of this course, you will be asked to read many peer-reviewed articles and resources. There is no better way to learn than to read, summarize what you read,

and be able to relate how that information applies to you, your experiment, the profession, etc. You will be required to keep a “Learning through Literature” Journal as part of your research writing process. When you read a piece of peer-reviewed material, you will write in your journal the full citation (in AMA format), a summary of the material you read, then a reflection on how this material and information pertains to your individual research project. You will have a minimum of 11 entries (one per peer-reviewed source that you are required to have for your paper). This journal will be collected twice through the semester and will be assigned points for learning about the information you have read.

IX. Peer-Reviewing Drafts Assignment (writing to learn and communicate)

As a tool for both learning and editing, we will be using the peer-review process in order to achieve a high quality paper. The peer-review process will be discussed further in class. There will be two major pieces of the paper that will require peer-reviewing: the Methodology and Introduction (where you will review and present past literature). You must find a total of SIX DIFFERENT PEERS (currently in Experimental Foods) to review your work (three people for the Methodology and three SEPARATE AND DIFFERENT people for the Introduction). The Process is the same for both the Methodology and the Introduction. Be sure you provide the correct rubrics.

1. Write your draft according to the Final Paper Rubric guidelines.
2. Print ONE copy and ask one of the peers in your class to read and edit it using the appropriate Peer-Review Rubric (provide the rubric with the paper).
3. Have a 5-minute conference with your peer reviewer, getting them to explain what they thought and verbally reviewing the comments and edits they made.
4. Take the rubric and the edited paper back.
5. On the electronic version of the Methods, make the appropriate changes your peer-reviewer noted.
6. Print this new, second version of your Methods and REPEAT STEPS 2-5. Once you’ve completed the second peer-review, REPEAT STEPS 2-5 again.

By the time you have completed this process, you will have three different peer-reviewed drafts with their respective rubrics. You must turn all of this in (see Tentative Course Outline for the specific dates for each) using a two-pocket folder with your full name on the outside of the folder. If submitted late, 20% will be deducted per class period, beginning after the class period that it was collected).

To make this fair for everyone in the class, each person will be responsible for reviewing a draft (Methods and/or Intro) a minimum AND maximum of SIX TIMES. So, six different peers are allowed to ask you to review one of their drafts. After you’ve completed six reviews, if someone asks you to review their draft, you will need to politely decline. This aids in spreading the work out so one person is not being under/over asked.

X. Cheating, Plagiarism, etc.

Any student caught cheating on an exam or plagiarizing an assignment (with the exception of the Final Project) will receive an “F” for that assignment for the first

offense. If it happens a second time, an “F” will be given for the semester AND the student will be processed through the university disciplinary system.

If cheating or plagiarizing of any kind is observed for the final project, an automatic “F” will result for the semester and the student will be processed through the university disciplinary system.

Cheating is considered a serious offense by the Department of Food and Nutrition as well as the University and will not be tolerated. Any student who allows another student to cheat off of him/her will also be penalized accordingly (in other words both will be charged accordingly for violating this policy). To ensure plagiarism is not observed in this course, a day will be spent in lecture on plagiarism and how to avoid it AND in addition, the student will be required to complete an online plagiarism tutorial.

Online plagiarism tutorial (**required** to submit certificate of completion to instructor): http://www.umuc.edu/prog/ugp/ewp_writingcenter/modules/plagiarism

XI. Professionalism

- a. All students are expected to behave as professionals at all times. Students must comply with the standards as directed in the syllabus and by the instructor. If any unprofessional behavior is observed or experienced either toward the instructor or your fellow classmates, an oral apology will be required for the first offense. If it happens a second time, a written and oral apology will be required AND you will not be allowed to return to class until a professionalism module is complete.
- b. Please do not discuss other courses or professors while in the classroom, even if it is before or after the class starts/ends. It is unprofessional to discuss your opinions or experiences with other professors or students. Additionally, please do not discuss matters of a personal nature (stories about you or others) during any part of lecture or lab. What you do or someone else does outside of the classroom is personal and should not be discussed in a professional setting.
- c. **Electronic device policy:** All electronic devices are to be turned off or switched to silent (NOT vibrate) upon entering the classroom. In addition, all electronic devices are to be stored away in your backpack/purse/bag/etc. and not to be removed until class has officially ended. Students caught using electronic devices during class will be asked to leave with a subsequent loss of class participation points for that day. If you are using a laptop to take notes, you will be asked to sit in the front of the room. If for any reason you are caught doing anything outside of taking notes on your laptop, you will be banned from further laptop use in this class.
- d. **E-mail correspondence:** All emails should contain an appropriate heading in the subject line. Refrain from using slang; abbreviations; etc. The subject line must contain FDNT 362 and then the title of that particular email (e.g. FDNT 362 Question regarding quiz 1). You always address the person appropriately first before writing your correspondence. Also, you always end with your name (first and last).
- e. **Classroom behavior:** Sleeping, talking while the instructor or a peer is talking, disruptive behavior, etc. will not be tolerated. Students caught acting

inappropriately during lecture will be asked to leave with a subsequent loss of class participation points for that day.

XII. Lecture Grading

Course Contract (If not turned in, an “Incomplete” will result regardless of grade)

Lecture (33.3%):

Lecture Quizzes @ 10 points each	Up to 50 points
“Learning through Literature”	100
Plagiarism tutorial certificate	10
Fats and Oils Video (Tasty Toppings)	20
Individual Experiment Assignments	300
• Research statement, questions and Hypotheses (null/alternative) (50)	
• Methods Draft (60)	
• Peer-Reviewed Methods Drafts (3 required) (50)	
• Introduction/Review of Literature Draft (50)	
• Peer-Reviewed Review of Literature Draft (3 required) (50)	
• Tables/figures and Final Draft of Results and Discussion (40)	
<u>*Class Participation/attendance</u>	<u>~200</u>
**Total:	630 – 680

Research Project (33.3%):

Participation in Final Meeting (see rubric)	50
Final Paper (see rubric)	450
<u>Final Presentation (see rubric)</u>	<u>100</u>
Total:	600

Note: Total point values are subject to change at the instructor’s discretion.

**Class participation includes, but is not limited to: videos; in-class writing assignments; short presentations; participation in small and whole-class discussions; and attendance.*

***Total points assigned for this component may fluctuate.*

Final grades calculated based on:

Grading Scale:	<u>Percentages (%)</u>	<u>Letter Grade</u>
	90 and above	A
	89 – 80	B
	79 – 70	C
	69 – 60	D
	59 and below	F

Laboratory Guidelines

XIII. Laboratory Policies

1. Laboratory Attendance

Laboratory attendance is MANDATORY and you will receive credit for attendance through laboratory compliance. Students are also required to attend lab in order to receive credit for the post-laboratory exercises. If you are not in lab, then you are not able to complete the post-lab. This will result

in a zero for lab compliance and a zero for the post-lab for the day you missed. There is only one exception to this policy but must have the proper documentation and the instructor must be notified before the start of class.

2. Laboratory Attire (Your uniform must be clean for each lab)

- White chef's coat or white apron; clean (must have for lab participation)
- White crew neck T-shirt; loose and can be tucked in; no colors or writing/pictures
- Black pants (cotton or twill); loose with no writing/pictures; clean.
- White baseball cap (will specify the one in lab) *or* a hair net. (must have for lab participation)
- Bobby pins (if hair is not able to be pulled all the way back)
- All-leather shoes; skid-proof; clean (can be found at Wal-Mart) – no mesh or fabric-like material.
- No jewelry (e.g. earrings, face piercings, rings, necklaces, bracelets, etc.); if I can see it, you have to remove it
- No fingernail polish or acrylic nails; fingernails must be clean and short (if you come in with either, you will lose points AND be asked to remove it)
- No exposed skin between the neck and feet (minus lower arms)
- No facial hair (minus eyebrows) – must be clean shaven or wear a beard guard if facial hair is present.

NOTE: If the above dress code is violated, a deduction in points will result. The possibility of having to go home to retrieve what you forgot may also occur. It is recommended that you rent a locker to keep a spare apron and hat/hairnet. This serves as your first and final warning. Long sleeves are not permitted under any circumstance while in the kitchen part of the laboratory.

3. Laboratory Participation and Tasting Policies:

i. Laboratory Tasting Policies - this policy was written by the department.

All students will prepare and taste ALL foods for the lab.

Documentation **MUST** be provided in order for a student to be exempt from preparing and/or tasting a food **before the cooking labs begin**. If the excuse is medical, documentation must be provided from a physician. If the excuse is based on religious beliefs or following, documentation must be provided that you are a practitioner of the faith from your religious leader. In both cases, contact information for those providing your documentation must be included.

1. For allergy/intolerance sufferers, you will be asked to sign a form from the department, understanding that we will be using ingredients that you may be allergic to in the lab.

ii. Lab Attendance

Lab attendance is **MANDATORY!** Because each lab is dependent upon the individual producing a product or variation of a product as well as responsible for running all testing and sample distribution of product, students must be present for the entire length of the laboratory in order to earn full credit for the lab. The lab depends on everyone being present and fully functional. If a student does not attend lab, the entire class suffers.

1. **Arrival/exit policy:** It is required that you arrive to lab on-time or early. The door will close at the beginning of lab. Also, no one leaves lab until the last person in the class is completely finished with their lab AND their station is clean and checked-out by the instructor. If you are finished early, it is recommended that you help your classmates finish up. If you leave lab early for any reason, you will lose all laboratory compliance points for that day and additionally, receive a 50-point deduction from your final laboratory grade if left before all data collection was completed AND recorded publically and properly. Therefore, do NOT schedule any meeting, appointment or other activity during the hours of your assigned lab.

4. **Laboratory Safety, Sanitation and Cleanliness:** You as a student may be sharing the laboratory with someone who has a food allergy or intolerance. It is very important for the safety and health of these people that all “high-risk” ingredients are handled carefully and that there is not cross-contamination of any sort. You must be diligent in cleaning any and all areas, items, utensils, equipment that high-risk ingredients have touched. You are also sharing the laboratory with many other classes. To maintain order and to ensure that anyone using the lab after you has everything they need and knows where to find it, it is important that at the end of each class, the lab is cleaned thoroughly and all items in the lab stations and overall lab have been placed back in their respective areas. It is your responsibility as a student and user of the lab to properly clean and sanitize the lab unit at the end of each lab. All students must have their lab stations “checked-out” with the instructor or GA before leaving the lab and must be present at the station when the check-out occurs – points will be deducted if a student fails to do so.
 - a. **Laboratory clean-up**

This is not only mandatory but necessary. It is the student’s responsibility to properly clean and sanitize their assigned lab unit at the end of each lab plus additional items and surfaces if asked to do so. All items used during lab must be put back in their original or correct place. All students must “check out” with the instructor before leaving the lab – points will be deducted if a student fails to do so.
 - b. **Using Knives (experiment only)**

If part of your experiment requires the use of knives, the laboratory will provide those to you. You will be required to check a set out that corresponds with your assigned laboratory station. When finished, the knives will be inspected and then returned to the instructor. Before you use your knives in your experiment, you will need to demonstrate your knife skills. Upon passing the knife skills assessment, you may then go on to complete your individual experiment.

5. **IUP’s Academic Make-up Work Policy: (9/80)**
 - i. “Students who miss one week or more of classes, have notified the faculty as soon as possible of the absence and have an excuse signed by the attending physician or Health Center official will be given the opportunity to make up any test or written work within ten days

following the date on the doctor's excuse. **In all cases, faculty must be notified prior to the day of any scheduled test or class assignment that is due.**"

6. Excused Absence Policy

- i. Notification of a student's absence must be made prior to their scheduled lab time via email or voicemail at least one-half hour before the start of their scheduled lab; otherwise, **no makeup lab assignments will be given**. Students must show the instructor accepted documentation for an absence. Documentation must indicate that the student was indeed at the specified emergency location during the missed class period or was required to be out by physician's orders for that missed class period. **In the case of a family death, please see your instructor for the details on the documentation that will be required.**

- ii. **Making up an excused absence:** First and foremost, legitimate documentation must be provided for that lab day. You will have until the morning of the next lab period following your absence to turn in the documentation or else the missed lab cannot be made up. In lieu of doing the missed lab, a written assignment might take its place on the lab topic that was missed. The paper will be 5 full pages, typed, double-spaced, one inch margins, and in Ariel or Times New Roman 12 point font. Further directions on the written assignment will be given by the instructor. The pre-lab is still expected to be turned in. The paper will cover your lab compliance points as well as the missed post-lab topic. **You may be asked to attend a different lab section (if space in other labs permits).**

6. Assignments and Homework Policies

- i. **The only assignments accepted late in the lab are post-labs.** Post-labs will be accepted late with a 5 point deduction per 24 hour period that the assignment is past due, taking effect after the posted submission time has expired.

- ii. **Pre-labs are not accepted late.**

- iii. **All assignments in conjunction with the Individual Experiment will not be accepted late HOWEVER you still must complete them in order to move onto the next steps.** You will be turning in almost all assignments via Moodle (IUP's learning management system). If you do not know how to use Moodle, then you may obtain instructions through the IT Center.

- iv. All laboratory pre- and post-labs are due before lab begins via Moodle with no extensions granted (exception of extreme medical condition, family death, or long religious holiday (1+ weeks with full documentation and instructor notification). *See tentative course outline for specific due dates and times.*

- v. **You are responsible for printing all labs and bringing them with you to class.** You will not be allowed to leave to go use a printer once the lab period has started. You are not allowed under any conditions to use Room 7 (the Graduate Lab) to print materials. You are not to be in Room 7 at all unless accompanied by an instructor or a graduate assistant (with prior consent from the instructor). If caught or reported in Room 7, you will be charged \$5.00 for every page that was printed.

7. **Individual Experiment:** The individual experiments are a large part of this course; taking up one month of laboratory time to conduct. There are many specific components of the individual experiment that need worked out before actual experimentation can commence. If any part of the pre-experimental criteria is not submitted on or before the specified dates (see tentative course outline), the student will not be allowed to conduct their experiment until all requirements are met. If the student is tardy in handing in the pre-experimental materials, consequences resulting in large penalties for their paper will result and/or loss of points for that particular criteria. This can dramatically affect your overall final course grade. Further details will be explained in the event that this situation occurs. The individual experiments are very time consuming and tedious. Each student will be required to attend lab for a one hour (or more) time period before their scheduled lab time to weigh and measure all ingredients. Students will be asked to schedule this time allotment either on their scheduled lab day for four weeks or up to 24 hours prior to their scheduled lab day for four weeks. More will be explained about this in class. It is imperative that once committed to a time to come in, that same time is kept for each week of experimentation. Also, all recipes for the experiment will be chosen out of *The Good Housekeeping Illustrated Cookbook* (2001). The recipe may not have a cook/bake time of more than one hour (you will not get done with the entire experiment in time if it is longer than that).

- a. **Attendance and Time for Individual Experiment Weeks** – It is mandatory that you attend each week of the individual experiment. Unfortunately even with excused absences, this part cannot be made up and your data will be invalid. Additionally, because of the nature of these experiments, it is expected that we will run OVER the allotted time given. We do not stop when time is up. So, during these four individual experiment weeks, expect to stay up to 1½ hours over the scheduled laboratory time. Do not schedule work, appointments, or sign up for events during these four weeks on your designated laboratory day. More will be explained in class.
- b. **Dress Code While Measuring Ingredients** – it is mandatory that you attend each week of the weighing/measuring in your full lab uniform. No exceptions will be made. Also, all rules must be followed during weighing and measuring, to include no electronic devices (no music).
- c. The individual experiments are time consuming, and constitute a large portion of your final grade in this course. There are many specific components of the individual experiment that need to be worked out

before actual experimentation can commence. If any part of the pre-experimental criteria is not submitted on or before the specified dates (see tentative course outline), the student will not be allowed to conduct their experiment until all requirements are met. If the student is tardy in handing in the pre-experimental materials, those materials will result in a “zero” yet still must be submitted in order to continue. This can dramatically affect your overall final course grade. Further details will be explained if this occurs.

8. Cheating, Plagiarism, etc.

Any student caught cheating on a quiz or plagiarizing an assignment (with the exception of the Final Project) will receive an “F” for that assignment and will be processed through the university disciplinary system. Cheating is considered a serious offense by the Department of Food and Nutrition as well as the University and will not be tolerated. Any student who allows another student to cheat off of him/her will also be penalized accordingly (in other words both will be charged for violating this policy). If you are caught a second time, you will receive an “F” (zero points out of the total possible points) for your final laboratory grade.

9. Laboratory Behavior

All students are expected to behave as professionals at all times. Students must comply with the standards as directed in the syllabus and by the instructor.

10. You may not leave the lab for any reason other than going to use the restroom. The instructor must be notified before you leave. If you are caught doing something other than using the restroom (smoking, using your cell phone, etc.) then a zero will be issued for lab attendance.

11. Electronic device policy (zero tolerance policy): All electronic devices are to be turned off or switched to silent (NOT vibrate) upon entering the laboratory room. In addition, all electronic devices are to be stored away in your backpack/purse/bag/etc. and not to be removed until class has officially ended. On some weeks, there might be some down time while food is baking/cooking; your electronic devices are to stay in your backpack/purse/bag/etc. You may not take your electronic device and go into the hallway, bathroom, outside or any other area to use it while lab is in session. Also, under no circumstances are electronic devices allowed in the lab while experimentation is in progress. If you have an electronic device in the lab, you will be asked to leave lab for the day and receive a zero for lab compliance, even during experiment weeks.

12. Respect in the lab: I expect students to respect each other and themselves in the laboratory – I do not tolerate any rude or disruptive behavior. If the instructor feels that any student is disturbing other students learning, that student will be asked to leave the lab and will automatically receive a zero for the laboratory compliance points for that day. I also expect students to have respect for all of the equipment in the lab. It is not to be used carelessly, thrown away or taken home. If anyone is caught taking anything home from the lab, that is considered stealing and will be reported to campus police.

- a. **Down time in lab:** There will be down time depending on the lab topic so bring other work to do during those times. Use of electronic devices is NOT permitted during down time. The instructor or intern must be notified before you leave. If you are caught doing something other than using the restroom (smoking, using your cell phone, etc.) then a zero will be issued for lab attendance.
- b. Rude and/or disruptive behavior includes the use of profanity, inappropriate use of equipment, violent behavior, crude remarks, lack of sharing, and so on. If you cannot behave properly, you will be asked to leave, resulting in a zero for that day's laboratory compliance. You may also be asked to complete a writing task (to include a letter of apology) before being allowed to return to lab.

13. Grading

Laboratory compliance – 13 weeks @ 20 points per week = 260 points

*Pre-labs – 8 @ 10 pts each = 80 points

*Post-labs – 8 @ 10 pts each = 80 points

Recipe Costing and Conversions Homework = 20 points

*Choosing a Disease = 5 points

*Choosing a Recipe = 5 points

*Choosing Variables (Thought Process Worksheet) = 10 points

*Recipe Metric Conversion – 4 @ 5 points each = 20 points

*USDA Handbook 8 = 4 @ 10 points each = 40 points

*Objective and Subjective Measures = 20 points

*Subjective Sensory Scorecard = 20 points

*Market Orders 2 @ 20 points each = 40 points

Total Points for Lab = 600 points

*Submit Online via Moodle

Note: These points can change based on how far the class gets and/or if new information or activities develop within the semester. Also, if class has to be canceled, the laboratory compliance points will fluctuate.

Final grading scale (A, B, etc. is the same as the lecture grading scale).

Laboratory Compliance Rubric

ADHERENCE TO POLICY: **5 points total** (5 point deduction for each violation)

- **Complete Uniform**
 - Black pants

- White shirt
- White apron
- Clean, all-leather shoes
- Hairnet/Hat/Bobby Pins
- Nail polish and/or acrylic nails removed before lab
- No exposed skin
- No jewelry
- Laboratory Sheets
- No (or covered) facial hair
- **Adherence to Safety and Sanitation Procedures (2 pt. deduction per violation)**
 - Frequent hand washing
 - Clean fingernails
 - Gloves worn when necessary
 - Proper handling of equipment including knives
 - Careful use of “high-risk” ingredients

PARTICIPATION 5 points total (5 point deduction for each violation)

- All directions followed
- All products tasted
- Complete product evaluations
- Laboratory completed

CLEAN-UP 10 points total (5 pt. deduction for each violation)

- Return all unit and lab equipment to the proper place
- Clean countertops, range tops, and other equipment used
- Clean and run disposal with cold running water until clear
- Dry sinks before leaving labs
- Check out with instructor before leaving

Other reminders

- Put dirty cleaning cloths in the dirty towel hamper
- Recycle correctly
- Keep all drawers and cabinets closed during food production
- Clean up spills as they occur (counters, floors, etc.)
- Report broken equipment
- Non-compliance or failure of onsite skills assessment (10 point deduction)

TOTAL POINTS POSSIBLE PER LABORATORY: 20 Points

**FDNT 362 Lecture and Laboratory Course Contract
Spring 2014**

I, _____, have read the syllabus in its entirety, and am fully aware of what is expected of me as a student in terms of class conduct, homework, attendance, quizzes, and all other aspects pertaining to this course.

_____ I recognize cheating, plagiarism, disrespect, disruptive behavior of any kind, lack of safety in the lab, and using equipment improperly are not tolerated both in and out of the classroom and am fully aware of all penalties that go along with these acts.

_____ I understand that all electronic devices need to be on "silent" or "off" out of respect for my peers and instructor in both lecture and lab.

_____ I understand that the individual research project and final paper are large components of the course. I am aware that I will be required to spend additional time, outside of my assigned time, working on and completing these pieces of the course.

_____ I am aware that I may be working with peers, interns, instructors or professors that may have food allergies and/or intolerances, even if they are not in my particular class, and understand that if I am not careful in handling the high-risk ingredients highlighted by the instructor, that someone could become seriously ill. Therefore, I will leave the lab cleaner than I found it and will ensure the safety of my food preparation and cooking so that it does not cause someone to become ill.

_____ I also understand that sanitation in the lab is of utmost importance to ensure no food borne illnesses or cross-contamination of any kind occurs.

_____ I understand the importance of safety when working with and using knives and equipment in the lab and will practice the correct methods for using the knives and equipment in lab to keep myself safe as well as others.

_____ I understand that many others must use this lab outside of my class, and will maintain order in my individual lab station as well as anything borrowed within the laboratory. I will place everything back in its correct and labeled area after it has been sufficiently cleaned.

_____ I will maintain professionalism at all times in both the lecture and lab setting.

_____ Finally, I will follow all of the uniform policies because I understand that it ensures cleanliness coming into the lab and good food safety and sanitation practices during the lab. I also understand that the uniform maintains my safety if something is spilled or splattered by either myself or another individual, which is why it is important to make sure each uniform piece is correct per the guidelines set forth by the instructor.

_____ I understand that there are penalties if the aforementioned situations are violated in any way.

_____ I understand the policies and procedures for both excused and unexcused absences in lecture and lab as well as penalties for tardiness and leaving the lab early.

_____ I will do my best to uphold what is expected of me and in turn expect the same from the instructor. I am aware that the syllabus is tentative and can be changed with proper notification from the instructor at any time.

In signing this contract, I am aware of any and all expectations and policies defined by both the course syllabus and the instructor.

(Signature)

(Date)



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March 3rd, 2014

Dr. David Pistole
Director of Liberal Studies
103 Stabley
Indiana University of PA
Indiana, PA 15705

Dear Dr. Pistole:

I am writing in support of Mrs. Jodie Seybold's proposal to request that FDNT 362, *Experimental Foods*, be approved for continuation of W-Designation in the Department of Food and Nutrition. This course is currently being taught by Mrs. Seybold, but any faculty who may be assigned to teach FDNT 362 are expected to adhere to criteria for the course, as well as writing intensive guidelines. As the department Chair, I verify that I will monitor the class and ensure the continuity of teaching the course according to writing intensive criteria by meeting with faculty who teach those courses and providing sample syllabi and writing assignments.

Thank you, and if you need additional information please contact me at rjohnson@iup.edu or 724-357-4440.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Rita Johnson'.

Rita Johnson, PhD, RD
Department Chair and Associate Professor