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Senate Action Date

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APR 29 2003

Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

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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)

☒ New Course ☐ Course Prefix Change ☐ Course Deletion
☐ Course Revision ☐ Course Number and/or Title Change ☐ Catalog Description Change

HMGT 330 Applications of 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

Current program name

Proposed program name, if changing

4. Approvals

Date

Department Curriculum Committee Chair(s)	<i>[Signature]</i>	1-15-03
Department Chair(s)	<i>[Signature]</i>	1-15-03
College Curriculum Committee Chair	<i>[Signature]</i>	3-19-03
College Dean	<i>[Signature]</i>	28/1/03
Director of Liberal Studies *		
Director of Honors College *		
Provost *		
Additional signatures as appropriate: (include title)		
UWUCC Co-Chairs	<i>[Signature]</i>	4/22/03

* where applicable

New Syllabus of Record

I. Catalog Description:

HMGT 330	Applications of Food Production and Service	1 class hour 6 lab hours 4 credit hours (1c-6l-4cr)
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Prerequisite: HMGT 313, permission of instructor

Provides training for the hospitality management student in advanced fundamentals of food production and service. The student will be given the opportunity to refine their culinary technique, timing and management skills through laboratory experiences, as well as, the operation of the Allenwood Restaurant facility.

II. Course Objectives:

The students will be able to

- A. operate and clean all commercial kitchen laboratory equipment and small hand tools.
- B. demonstrate an understanding of reading, writing and conversion of recipes.
- C. demonstrate an understanding of adhering to established food and beverage cost percentages.
- D. effectively apply learned fundamental food production techniques while exploring cooking competencies for various food groups.
- E. understand the importance of plate presentations as part of a food production operation's delivery system.
- F. become familiar with and demonstrate an understanding of various dining room delivery systems.
- G. plan and present luncheon events within the departmental dining operation utilizing learned food production, service, and management concepts.
- H. comply with all health, safety, sanitation and security regulations.
- I. be encouraged to develop effective group and team-building skills.

III. Course Outline:

- A. **Lecture #1: Introduction to Food Production and Service** (1 hour)
- 1. The successful foodservice professional
 - 2. Foodservice operations
 - a. Types of operations
 - b. Technical characteristics
- Laboratory #1: Allenwood Operations Review** (6 hours)
- 1. Standard operating procedures and policies
 - 2. Commercial equipment operation
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- B. **Lecture #2: Staffing the Allenwood Operation** (1 hour)
- 1. Job Descriptions
 - 2. Job Specifications
- Laboratory #2: Employee Training and Development** (6 hours)
- 1. Allenwood orientation
 - 2. Front-of-the-house and back-of-the-house position training
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- C. **Lecture #3: Application of Food Production and Service:** (1 hour)
- 1. Introduction to control systems
 - a. Budget
 - b. Recipes
 - c. Costing
 - d. Usage form
 - e. Dining room layout
 - 2. Review of Buffet Basics
- Laboratory #3: Buffet Simulation** (6 hours)

D.	Lecture #4: American Dining Room Service	(1 hour)
	Laboratory #4: American Service Simulation	(6 hours)
E.	Lecture #5: Manager's Meeting Procedures	(1 hour)
	Laboratory #5 Soft Opening: Buffet Luncheon	(6 hours)
F.	Lecture #6: Manager's Meeting: BEO, Recipes, Production, Staffing Assignments	(1 hour)
	Laboratory #6: Soft Opening: American Service Luncheon	(6 hours)
	Mid-term Examination	
G.	Lecture #7: Management Planning Sessions Purchasing	(1 hour)
	Laboratory #7 Student-Managed Luncheon Events	(6 hours)
H.	Lecture #8: Management Planning Sessions Purchasing	(1 hour)
	Laboratory #8 Student-Managed Luncheon Events	(6 hours)
I.	Lecture #9: Management Planning Sessions Purchasing	(1 hour)
	Laboratory #9 Student-Managed Luncheon Events	(6 hours)

J.	Lecture #10: Management Planning Sessions Purchasing	(1 hour)
	Laboratory #10 Student-Managed Luncheon Events	(6 hours)
K.	Lecture #11: Management Planning Sessions Purchasing	(1 hour)
	Laboratory #11 Student-Managed Luncheon Events	(6 hours)
L.	Lecture #12: Management Planning Sessions Purchasing	(1 hour)
	Laboratory #12 Student-Managed Luncheon Events	(6 hours)
M.	Lecture #13: Management Planning Sessions Purchasing	(1 hour)
	Laboratory #13 Student-Managed Luncheon Events	(6 hours)
N.	Lecture #14: Management Planning Sessions Purchasing	(1 hour)
	Laboratory #14 Student-Managed Luncheon Events	(6 hours)
O.	Final Exam / Culminating Activity	(2 hours)

IV. Evaluation Methods

A. The Final grade in this course will be calculated based on the following:

2 Instructional Laboratories	@ 50 points each	= (100 points / 8% of grade)
4 Simulation Laboratories	@ 50 points each	= (200 points / 17% of grade)
8 Luncheon Event Performance Evaluations	@ 50 points each	= (400 points / 33% of grade)
1 Mid-term Examination	@ 100 points	= (100 points / 8% of grade)
1 Final Managers Report	@ 200 points	= (200 points / 17% of grade)
1 Final Examination	@ 200 points	= (200 points / 17% of grade)

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 regular class attendance and participation in class discussions, the instructor requires regular class attendance. The attendance policy of the instructor recognizes students' needs to miss class because of illness or personal emergency.

VII. Required Textbook

Labensky, Sarah R., On Cooking, 3rd edition, Prentice Hall, Upper Saddle River, New Jersey, 2002.

VIII. Special Resource Requirements

A. The student will need the following class materials:

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.

IX. Bibliography

Amendola, Joseph, Understanding Baking, 3rd edition, The Culinary Institute of America, Hyde Park, 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, Third 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.

Gisslen, Wayne, Professional Baking, College Version, 3rd edition, John Wiley & Sons, New York, New York, 2001.

Gisslen, Wayne, Professional Cooking with CD-ROM, 5th edition, John Wiley & Sons, New York, New York, 2002.

Kitchen Essentials: The Complete Illustrated References to Ingredients, Equipment, Terms, and Techniques used by Le Cordon Bleu, John Wiley & Sons, New York, New York, 2002.

Labensky, Sarah R, . Applied Math for Food Service, Prentice Hall, Upper Saddle River, New Jersey, 1998.

Mill, Robert Christie, Restaurant Management: Customers, Operations and Employees, Second 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.

Sanders, Edward, and Hill, Timothy, Foodservice Profitability: A Control Approach, Second Edition, Prentice Hall, Upper Saddle River, New Jersey, 2001.

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.

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 Applications of Food Production and Service course is designed for Hospitality Management majors. This course introduces students to advanced fundamentals of food production and current food production software in a quantity food production facility.

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 not been offered.

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, University of Houston: Quantity Food Production

b. Purdue University: Advanced Food Production and Service

c. Michigan State University: Quantity Food Production

d. Johnson and Wales University: Food Preparation Management

e. Florida International University: Advanced Food Production Management

7. 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.

No professional society, accrediting authority, law or other external agency recommends the content or skills of this course.

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-listed 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.

B4. Will seats in this course be made available to students in the School of Continuing Education?

Students from the School of Continuing Education may register for this course.

Section C: Implementation

C1. Are faculty resources adequate? If you are not requesting or have not been authorized to hire additional faculty, demonstrate how this course will fit into the schedule(s) of current faculty. What will be taught less frequently or in fewer sections to make this possible? Please specify how preparation and equated workload will be assigned for this course.

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 exist for achieving adequacy? Reply in terms of the following:

- *Space**
- *Equipment**
- *Laboratory Supplies and other Consumable Goods**
- *Library Materials**
- *Travel Funds**

Current classroom space and equipment available on campus are sufficient for this course.

Modest additional laboratory supplies or consumable goods will be needed.

Current library materials are acceptable.

No travel funds will be needed for this course.

C3. Are any of the resources for this course funded by a grant? If so, what provisions have been made to continue support for this course once the grant has expired? (Attach letters of support from Dean, Provost, etc.)

No resources for this course are being 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?

It is anticipated that this course will be offered each semester.

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

One section will be offered each semester.

C6. How many students do you plan to accommodate in a section of this course? What is the justification for this planned number of students?

The enrollment in the course will be limited to twenty students due to the configuration and safety constraints of the foodservice laboratory.

C7. Does any professional society recommend enrollment limits or parameters for a course of this nature? If they do, please quote from the appropriate documents.

No professional society recommends enrollment limits for this course.

C8. If this course is a distance education course, see the Implementation of Distance Education Agreement and the Undergraduate Distance Education Review Form in Appendix D and respond to the questions listed.

Section D: Miscellaneous

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

Part III. Letters of Support or Acknowledgement

This course does not affect other departments.