Syllabus

HUNF 2653: Food Principles and Meal Management
Fall 2016

Instructor: Andrea McDonald, PhD
CRN and Section #: 2653 P01 & P081
Office Location: Agriculture and Business Building: Room 323
Office Hours: Monday 11am -12noon- Thursday 11- 2pm
Mode of Instruction: Face-to-Face

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Course Description: Principles of preparation, organization, and management applied to planning, preparation, serving and marketing nutritious meals to individuals and groups at various socioeconomic levels. Principles of Management in work areas, organization techniques, and standards for meal service and table appointments. Lecture and laboratory. Credit 3 semester hours.

Prerequisites: None
Co-requisites: Lab


Knowledge Requirement: KRD 4.2: The curriculum must include content related to quality management of food and nutrition services.
Course Overall Learning Outcomes:
Upon completion of the course, students will be able to:
1. Develop and prepare a menu for a specific group and analyze its content for nutritional adequacy
2. Plan menus to demonstrate knowledge of basic nutrition principles, aesthetics and resource management tools.
3. Describe basic sensory evaluation of food.
4. Apply food preparation and culinary techniques.
5. Discuss the psychological, social, cultural and ethnic factors affecting food consumption.
7. Demonstrate awareness of basic scientific principles through laboratory experiences.
8. Identify the established standards for food policies, laws and regulations.
9. Manage meal service by demonstrating ability in etiquette, table setting and service for various occasions.
10. Discuss the role of food in promoting a healthy lifestyle and pleasurable eating.
11. Identify established standards for foods products and the factors affecting good quality.

Lab Learning Outcomes

Graduates will have demonstrated the ability to:
1. Calculate nutrient composition of foods and recipes.
2. Translate nutrition needs into menus for individuals and groups.
3. Determine recipe proportion for volume production.
4. Demonstrate basic food preparation and presentation skills.
5. Modify recipes for group dietary needs.
6. Demonstrate basic knowledge of care and use of equipment.

Additional Materials Required:

Pen, notebook or folder, pencils, camera
Comfortable, flat, closed-toe shoes
Clean white lab coat (knee length with loosely fitted sleeves)
Hair net or clean ball cap

NOTE: No excessive jewelry or artificial nails allowed, no nail polish with jeweled decoration
## Tentative course outline and calendar

The professor reserves the right to change the course outline at any time. All assignments are due on the date specified on the syllabus.

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<th>CLASS DATES</th>
<th>Lecture</th>
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<td>M: 8/ 22</td>
<td><em>Course introduction and overview</em></td>
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<td><em>Orientation to the lab</em></td>
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<td>M: 8/29</td>
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<td>W: 8/31</td>
<td>Introduction to Lab Equipment</td>
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<td>- Identification</td>
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<td>- Measuring Techniques</td>
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<td>M: 9/5</td>
<td><em>Labor Day</em></td>
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<td>W: 9/7</td>
<td><strong>Reading Assignments:</strong> Chapter 29: Food Regulations</td>
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<td>M: 9/12</td>
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<td>Product Evaluation using Descriptive Terms</td>
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<td>Mon: 9/26</td>
<td><strong>Reading Assignments:</strong> Chapter 7: Meats</td>
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<td>Chapter 8: Poultry</td>
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<td>W:10/3</td>
<td>Meat and Plant Protein</td>
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<td>Comparison of connective tissue in meat and cooking methods</td>
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<td>effect of tenderizers on meat.</td>
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<td>W:10/5</td>
<td><strong>Reading Assignments:</strong> Chapter 9: Fish and Shellfish</td>
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<td>Chapter 10: Milk</td>
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<td>M:10/10</td>
<td><em>Mid-Term</em></td>
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<td>W:10/12</td>
<td>Comparison of store brand vs name brand chicken.</td>
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<td>Coagulation of fish protein by heat.</td>
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<td>Reading Assignments</td>
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<td>M:10/17</td>
<td><strong>Comparison of fresh and frozen fish</strong></td>
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<td>Chapter 11: Cheese</td>
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<td>Chapter 12: Eggs</td>
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<td>W:10/19</td>
<td>Milk and Cheese</td>
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<td>Coagulation of fresh milk</td>
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<td>Evaluation of white sauces</td>
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<td>Effects of heat on cheese</td>
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<td>Cheese sauces</td>
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<td>Hard-cooked fresh and deviled egg</td>
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<td>Comparison of baked and deviled egg</td>
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<td>Comparison of baked and stirred custards</td>
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<td>Factors influencing egg white foams</td>
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<td>M:10/24</td>
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<td>Chapter 13: Vegetables and Legumes</td>
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<td>Chapter 14: Fruits</td>
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<td>W:10/26</td>
<td>Enzymatic oxidative browning</td>
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<td>Effects of cooking treatments on vegetable pigment</td>
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<td>Effects of cooking medium on apples.</td>
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<td>M:10/31</td>
<td><strong>Reading Assignments:</strong></td>
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<td>Chapter 15: Soups, Salads, and Gelatins</td>
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<td>Chapter 16: Cereal Grains and Pasta</td>
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<td>W:11/2</td>
<td>Emulsifier, gelatin, fats and oils</td>
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<td>Effects of solid vs liquids fats on quality of a baked product</td>
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<td>Identify Emulsifier-H</td>
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<td>Preparation of mayonnaise variation</td>
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<td>M:11/7</td>
<td><strong>Reading Assignments:</strong></td>
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<td>Chapter 17: Flours and Flour Mixtures</td>
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<td>Chapter 18: Starches and Sauces</td>
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<td>W:11/9</td>
<td>Comparison of types of rice</td>
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<td>Effect of flour type cake</td>
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<td>Preparation of gluten ball</td>
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<td>M:11/14</td>
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<td>Chapter 20: Yeast Bread</td>
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<td>W:11/16</td>
<td>Chemical production of carbon dioxide</td>
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<td>Yellow cake with leavening agent variations</td>
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<td>Effect of manipulation and flour type on muffins</td>
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<td>Preparation of yeast breads by various methods</td>
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<td>M:11/21</td>
<td><strong>Reading Assignments:</strong></td>
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<td>Chapter 21: Sweeteners</td>
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<td>Chapter 22: Fats and Oils</td>
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<td>W:11/23</td>
<td>Thanksgiving Week</td>
<td>UNIT 4</td>
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<td>Date</td>
<td>Reading Assignments</td>
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| M:11/28 | Chapter 23: Cakes and Cookies  
Chapter 23: Pastries and Pies |
| W:11/30 | Cakes & Cookies  
Effect of sweeteners of shortened cakes  
Effect of fats and shortened cakes  
Reading Assignment:  
Chapter 25: Frozen Desserts  
Chapter 26: Candy |
| M:12/5  | Reading Assignment:  
Chapter 27: Beverage  
Chapter 28: Food Preservation  
Unit 18, 19 & 20 activities |
| Wed 12/1-7 | As instructed in “major assignment”  
Final week |

**Final Exam - Unit 4**

**COURSE ASSESSMENT/EVALUATION**

1. All grades will be averaged for a percentage grade.
2. Test and quizzes will be announced upon the completion of each unit.
3. Each student shall participate in laboratory experiences.
4. Students must submit answers to questions, pictures and a written summary of all learning activities as assigned.

**Grade Determination:**

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

**Major Projects**

**Mid Term Project (Individual)**

1. Utilizing the appropriate format, plan one week’s menu for breakfast, lunch and dinner to meet the RDA/DRIs for both a twenty year old male and female.
   - **Note:** Menu analysis must be attached to menus.

2. Modify one day’s menu from above to meet the appeal and nutrition requirements for:
   - A 2 year old male and
   - A 72 year old female who has chewing problems
   - **Note:** Nutrient analysis must be attached to each one day modified menu.

**Final Project (Class Group Project)**

Working as a class, plan, prepare and host a luncheon or reception for 25-50 individuals, including yourselves. Each student is responsible for inviting at least one guest. Each student must show evidence of participation.
The following activities must be considered:

The plan must be submitted to the instructor for approval no later than forty five (45) days prior to the scheduled event.

**Leaders should be selected for the following areas/functions**

1. Menu Planning
2. Recipe selection/Scaling
3. Nutrient Analysis
4. Budgeting/Costing
5. Shopping list
6. Meal Preparation
7. Table Set-up
8. Host/Hostess
9. Meal Service
10. Invitations
11. Clean Up
12. Photography and Summary Writing
13. Evaluation forms for guests
14. Pre preparation – foods, room, etc.

**The Meal Management Plan (to be submitted 45 days prior to the event) must include:**

1. Theme
2. Guest host
3. Menu
4. Scaled Recipes
5. Shopping list
6. Cost of all ingredients
7. Group leaders
8. Preliminary Nutrient Analysis

Follow up summary report with pictures, and participation evaluation forms are due on the day of finals.

**COURSE REQUIREMENTS/POLICIES**

**Participation/Attendance**

1. **Taskstream** is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments is **REQUIRED** to be submitted as an “artifact,” an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

2. Full class attendance is required by all students. There will be NO accommodations made for any missed tests or class assignment, unless you have a documentation to verify medical and/or family emergency. Missing more than one class will affect your final grade.

3. **No late work will be accepted.**
4. To avoid disruption in the classroom, all electronic devices must be set on silent mode. Cellular phones must be turned off during class period. **There will be a penalty for cell phone use in class. If any cell**
phone rings during class time two points will be subtracted from your grade. If the instructor’s cell phone rings in class, the entire class will receive two points toward their grade.

University Rules and Procedures

Disability Statement (Also See Student Handbook):
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):
You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of Academic Dishonesty:
1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else’s words, ideas, or data as one’s own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one’s own work also constitutes plagiarism.

Nonacademic Misconduct (See Student Handbook)
The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor’s ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual Misconduct (See Student Handbook):
Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement
Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience
to Ms. Alexia Taylor, PVAMU’s Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Class Attendance Policy (See Catalog for Full Attendance Policy)
Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or in assignment of a grade of “F”. Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University’s attendance policy in each course syllabus.

Student Academic Appeals Process
Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Student Support and Success

John B. Coleman Library
The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University’s core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. https://www.pvamu.edu/library/ Phone: 936-261-1500

The Learning Curve (Center for Academic Support)
The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)
The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040.

Writing Center
The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

**Student Counseling Services**

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

**Testing**

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

**Office of Diagnostic Testing and Disability Services**

As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, Kurzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

**Veteran Affairs**

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

**Office for Student Engagement**

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center Rm. 221. Phone: 936-261-1340

**Career Services**

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570.
TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:
- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15” monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):
Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:
Students should go to https://mypassword.pvamu.edu/ if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:
Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:
Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it/they should be copied and pasted to the discussion board.