SYLLABUS
HOS 155
HOSPITALITY SANITATION

Technical College of the Lowcountry
Main Campus
921 Ribaut Road ~ PO Box 1288
Beaufort, SC 29901-1288

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Introduction
Required by TCL Procedure 3-1-301.10 titled, “Course Syllabus”
 The syllabus is an outline of the course material, does not constitute a contract, and is subject to change with an adequate notice.
 User Responsibility on Use and Duplication of Computer Software (TCL Procedure 7-1-702.5). Students are responsible for the legal use of computer software and applicable copyright laws and are prohibited from copying software on College computers and from installing personal software.
 ADA Statement: The Technical College of the Lowcountry provides access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities during the first 10 days of the academic term.

Course Description
Reference: South Carolina Technical College System Catalog of Approved Courses

HOS 155 Hospitality Sanitation
3 Semester Hour Credits
Method of Instruction: In class instructor-led and lecture
Prerequisites: ENG 100, MAT 032/012, RDG 100

This course is a study of local, state, and national regulations governing sanitary food handling practices.

Course Focus
The National Restaurant Association developed the ServSafe Food Safety Training Program to help train the food service industry on all aspects of food safety. At the end of the class all students will take the ServSafe Manager Certification exam that they must pass to pass the course.

Course Objectives/Learning Outcomes
By the end of this course, students will be able to identify:
 Foodborne illnesses and how they may occur.
 Contaminants that make food unsafe.
 Ways of preventing viral, bacterial, parasitic, and fungal contamination.
 Conditions that affect the growth of foodborne bacteria.
 Points in food service operations that are considered high risk for food contamination.
and to understand:
- The flow of food through a food service operation.
- The characteristics of an approved food supplier and the requirements for receiving food.
- The requirements for labeling, date marking of food, and proper storage.
- Methods of pest management and how to implement plans for food service operations.
- Methods of food safety training and record keeping of food service personnel.

**Evaluation Criteria and Grading**
Your performance objective and exams will be translated to points and the points to grades. Your grade will be based on the percentage of points earned/the total number of points possible. The grading scale for this course is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
</tr>
</tbody>
</table>

**Course Goals**
- To create a culture of food safety and sanitation in all students’ minds.
- To graduate students who understand and are prepared to implement essential food safety practices in their workplace.
- To graduate students who understand how to handle food safely to ensure that the public is protected. Proof of the student’s complete understanding is achieved through testing and certification.
- To graduate students with a ServSafe Manager’s certificate in hand. The National Restaurant Association recognizes the ServSafe certification as valid for three years. In South Carolina, this certificate is recognized for 5 years.

**Required Texts, Uniform Items, and Equipment**
The following items are required and available for purchase in the bookstore.


**Student Contributions**
This course is part of a program that is designed to prepare students for careers in hospitality and tourism fields. The following outlines the college’s minimum expectations from students enrolled in this course.
Class Attendance
The College’s Statement of Policy (Number 3-1-307) titled, CLASS ATTENDANCE (WITHDRAWAL) states,

“Students are expected to be in class on time and attend a minimum of 90% of the total class hours or laboratory periods for each course to be eligible to receive a passing grade. Students are responsible for making up the work missed during any absence.”

This policy is on file in the Academic Affairs Division Office, the Learning Resources Center, and online at https://www.tcl.edu/wp-content/uploads/2012/09/3-1-307-Attendance.pdf.

Students shall plan to attend every class. A student that exceeds one (1) absence during the entire semester impacts his/her chances for success and is in violation of this attendance policy.

Late for Class: Students will be considered late if they report to class more than 30 minutes after the scheduled start time. Being late three (3) times will constitute one (1) absence. Late students may attend the class, but they will not be recorded as present and will not receive a daily participation grade.

Class Preparation
National standards require that lecture courses provide 45 hours of classroom instruction and 90 hours of out-of-class student work. Students are expected to spend at least 10 hours per week studying the textbook, completing assignments, and independently preparing for class using the college’s library resources, researching on the internet, and interacting with experts in the hospitality field to be successful.
## Attendance and Participation Rubric
All students should strive to achieve the high standards outlined below.

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>POOR</th>
<th>FAIR</th>
<th>GOOD</th>
<th>EXCELLENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attendance</strong></td>
<td>0 points</td>
<td>10 points</td>
<td>20 points</td>
<td>25 points</td>
</tr>
<tr>
<td>Student was absent for 2 or</td>
<td>Student was absent for 2 classes but provided instructor with reasonable explanations.</td>
<td>Student was absent for 1 class but provided instructor with a reasonable explanation.</td>
<td>Student was present for every class.</td>
<td></td>
</tr>
<tr>
<td>more classes (more than 90%</td>
<td>0 points</td>
<td>10 points</td>
<td>20 points</td>
<td>25 points</td>
</tr>
<tr>
<td>of hours required) and/or</td>
<td>Student was absent for 2 classes but provided instructor with reasonable explanations.</td>
<td>Student was absent for 1 class but provided instructor with a reasonable explanation.</td>
<td>Student was present for every class.</td>
<td></td>
</tr>
<tr>
<td>did not provide instructor</td>
<td>Student was absent for 2 classes but provided instructor with reasonable explanations.</td>
<td>Student was absent for 1 class but provided instructor with a reasonable explanation.</td>
<td>Student was present for every class.</td>
<td></td>
</tr>
<tr>
<td>with reasonable</td>
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<td>Student was absent for 1 class but provided instructor with a reasonable explanation.</td>
<td>Student was present for every class.</td>
<td></td>
</tr>
<tr>
<td>explanations.</td>
<td>Student was absent for 2 classes but provided instructor with reasonable explanations.</td>
<td>Student was absent for 1 class but provided instructor with a reasonable explanation.</td>
<td>Student was present for every class.</td>
<td></td>
</tr>
<tr>
<td><strong>Punctuality</strong></td>
<td>0 points</td>
<td>10 points</td>
<td>20 points</td>
<td>25 points</td>
</tr>
<tr>
<td>Student rarely on time or</td>
<td>Student was sometimes on time (was tardy to class 3 times), and rarely arrived early.</td>
<td>Student was usually on time or early for class (was tardy to class 1 or 2 times).</td>
<td>Student was always on time for class and often arrived early.</td>
<td></td>
</tr>
<tr>
<td>early (was tardy to class 4</td>
<td>Student rarely participated in class discussions or asked questions. Interaction with peers was minimal.</td>
<td>Student often partipated freely in class, asked questions, and participated in discussions/work with peers cooperatively.</td>
<td>Student brought original thought and perspective to class discussions. Student was fully engaged and actively involved during every class. They also worked cooperatively and well with all of their peers.</td>
<td></td>
</tr>
<tr>
<td>or more times)</td>
<td>Student rarely participated in class discussions or asked questions. Interaction with peers was minimal.</td>
<td>Student often partipated freely in class, asked questions, and participated in discussions/work with peers cooperatively.</td>
<td>Student brought original thought and perspective to class discussions. Student was fully engaged and actively involved during every class. They also worked cooperatively and well with all of their peers.</td>
<td></td>
</tr>
<tr>
<td>**Level of Engagement and **</td>
<td>0 points</td>
<td>10 points</td>
<td>20 points</td>
<td>25 points</td>
</tr>
<tr>
<td><strong>Behavior</strong></td>
<td>Student rarely participated in class discussions or asked questions. Interaction with peers was minimal.</td>
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</tr>
<tr>
<td><strong>Preparation</strong></td>
<td>0 points</td>
<td>10 points</td>
<td>20 points</td>
<td>25 points</td>
</tr>
<tr>
<td>Student is almost always</td>
<td>Student is sometimes prepared with most of the assignment completed and with the required materials. May have needed extra time to complete homework/quizzes before turning them in.</td>
<td>Student is usually prepared for class with completed assignments and necessary materials. May have had a few quiz/homework questions left to answer at the beginning of class.</td>
<td>Student is always prepared for class with completed assignments and necessary materials. Student has also sought additional help between classes if necessary.</td>
<td></td>
</tr>
<tr>
<td>unprepared for class.</td>
<td>Student is almost always unprepared for class. Assignments/quizzes are not fully completed and/or they do not have other required materials.</td>
<td>Student is usually prepared for class with completed assignments and necessary materials. May have had a few quiz/homework questions left to answer at the beginning of class.</td>
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</tr>
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<td>Assignments/quizzes are</td>
<td>Student is almost always unprepared for class. Assignments/quizzes are not fully completed and/or they do not have other required materials.</td>
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<td></td>
</tr>
<tr>
<td>not fully completed and/or</td>
<td>Student is almost always unprepared for class. Assignments/quizzes are not fully completed and/or they do not have other required materials.</td>
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</tr>
<tr>
<td>they do not have other</td>
<td>Student is almost always unprepared for class. Assignments/quizzes are not fully completed and/or they do not have other required materials.</td>
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</tbody>
</table>

**Total Score** 0

## Special Activities/Events
From time to time, students may be invited to participate in hospitality-related activities for roughly 3-6 hours per event outside the traditional classroom, days/times. Such opportunities are plentiful, support the local community, increase awareness of this college’s programs, and expand the learning experience. Students should eagerly volunteer for such special events and embrace these opportunities.
Use of Electronic Devices
- Cell Phones and all mobile devices are not allowed to be used in the classroom.
- All electronic devices should be muted or turned off prior to class.
- Emergency use of cell phones is by instructor discretion.
- Tablets and laptops may be used in the classroom ONLY as part of classroom instruction (no texting, accessing social media platforms).

Course Dress Code
All students should represent the Culinary Institute of the South as if they were representing an employer. In taking this class, students are taking the first important step in a career in hospitality. Therefore, it is important to remember that a classroom environment replicates a professional working environment and all dress and behavior should reflect their commitment to the field of hospitality.

Course Outline (Attachment 1)
Attachment 1 details the specific course requirements. This is a useful planning tool; however, the instructor reserves the right to modify the plan at any time to expand the learning experience.

Key TCL Policies (Appendix 1)
All students must read and understand the Culinary Institute of the South Appendix titled, “Appendix 1, Key TCL Policies” for the following policies: Text Alerts System, Class Cancellation in Hazardous Weather, Class Attendance Policy (Excerpts from the Catalog/Student Handbook), The Student Code, and Americans with Disabilities Act (ADA), Title IX of the Education Amendments Act of 1972.

College Safety Policies (Appendix 2)
All students must read and understand Appendix 2, TCL Safety Policies appended to this syllabus.