



Syllabus*: Food Service Planning (1905021336)

Second Semester 2021 /2022

| COURSE INFORMATION | |
|--|---|
| Course Name: food service planning Semester: second Department: Department of Clinical Nutrition Faculty: Applied Medical Sciences | Course Code: 1905021336 Section: 1 Core Curriculum: Major requirements |
| Day(s) and Time(s): Sun, Tue, Thur: 13:00-14:00 Classroom: A.M. 107 | Credit Hours: 3 Prerequisites: 140502323 + 140502324 |
| COURSE DESCRIPTION | |
| <p>This course is a basic course in Food and beverage management. It is mainly designed to target students with little previous knowledge in food science, food technology, or nutrition. This course aims at enhancing students' knowledge about food service management at different Food establishments, Planning menus, Food purchasing and storage under aseptic conditions.</p> | |
| DELIVERY METHODS | |
| <p>The course will be delivered through a combination of active learning strategies. These will include:</p> <ul style="list-style-type: none"> • PowerPoint lectures and active classroom-based discussion • Collaborative learning through small groups acting in an interdisciplinary context. • Relevant films and documentaries • Video lectures • E-learning resources: e-reading assignments and practice quizzes through Model and Microsoft Team | |
| FACULTY INFORMATION | |
| Name | Buthaina Mahmoud Alkhatib |
| Academic Title: | Lecturer |
| Office Location: | Applied Medical Sciences-1129 |
| Telephone Number: | 0788661058 |
| Email Address: | bkhatib@hu.edu.jo |
| Office Hours: | Sunday 10:00- 11:00; 12:00-13:00 |

Tuesday 12:00- 13:00

Please send an e-mail (bkhatib@hu.edu.jo) to meet at any other time.

REFERENCES AND LEARNING RESOURCES

Required Textbook

1. Payne-Palacio, J and Theis, M. 2016. Foodservice Management: Principles and Practices (13th Edition). Pearson Education Limited England.
2. PAYNE-PALACIO, J. THEIS, M. (2009). INTRODUCTION TO FOOD SERVICE. 11th Edition. New Jersey Columbus. Pearson Prentice Hall

Suggested Additional Resources:

1. Potter, N.N, and Hotchkiss, J.H. 1998. Food Science, 5th edition. Aspen Publishers, Inc. Gaithersburg, Maryland.
2. Rahman, M. S. 1999. Handbook of Food Preservation.
3. Any book of Food Management can cover these topics.

Useful Web Resources:

www.eatforhealth.gov.au www.foodsafety.gov
www.health.gov/dietaryguidelines www.ifda.gov.io www.nfsmi.org (National Foodservice Management Institute)
www.nlm.nih.gov/medlineplus/foodsafety.html
www.nutrition.gov www.nraef.org www.food.gov.uk

COURSE LEARNING OUTCOMES

Course Learning Outcomes

| Number | Outcomes |
|---------------------|--|
| Knowledge | |
| K1 | Identify the characteristics of the foodservice industry, and describe the functions of management; planning, organizing, staffing, leading/directing and controlling. |
| K2 | Describe the types of foodservice systems and explain the operations in any foodservice institution. |
| K3 | Understand the basis for meal and menu planning and control resources of foodservice institutions. |
| Skills | |
| S1 | Compare the different types of food service systems |
| S2 | Develop meals and menus and to modify them to meet client needs and preferences |
| S3 | Demonstrate basic principles of management in the operation of a food service department. |
| Competencies | |
| C1 | 1. Possess knowledge in recent developments in the food service industry. |

| | |
|--|--|
| | 2. Use the techniques, skills, and modern scientific and technical tools necessary for professional practice |
|--|--|

STUDENT LEARNING OUTCOMES MATRIX*

| Number | Learning Outcomes | Learning Method* | Assessment Method** |
|---------------------|--|------------------|----------------------|
| Knowledge | | | |
| K1 | Identify the characteristics of the foodservice industry, and describe the functions of management; planning, organizing, staffing, leading/directing, and controlling. | Lecture | Assignment |
| K2 | Describe the types of foodservice systems and explain the operations in any foodservice institution. | Flipped class | Quiz |
| K3 | Understand the basis for meal and menu planning and control resources of foodservice institutions. | Lecture | Assignment |
| Skills | | | |
| S1 | Compare the different types of foodservice systems | Lecture | Quiz |
| S2 | Develop meals and menus and modify them to meet client needs and preferences | Lecture | Quiz |
| S3 | Demonstrate basic principles of management in the operation of a food service department. | Lecture | Report |
| Competencies | | | |
| C1 | 1. Possess knowledge of recent developments in the foodservice industry. 2. Use the techniques, skills, and modern scientific and technical tools necessary for professional practice | | Questionnaire |

ACADEMIC SUPPORT

It is The Hashemite University's policy to provide educational opportunities that ensure fair, appropriate, and reasonable accommodation to students who have disabilities that may affect their ability to participate in course activities or meet course requirements. Students with disabilities are encouraged to contact their instructor to ensure that their individual needs are met. The University through its Special Need section will exert all efforts to accommodate individual needs.

Special Needs Section:

Tel: 0788661058

Location: Applied Medical Sciences, office 1129

Email: bkhatib@hu.edu.jo

COURSE REGULATIONS

Participation

Class participation and attendance are important elements of every student's learning experience at The Hashemite University, and the student is expected to attend all classes. A student should not miss more than 15% of the classes during a semester. *Those exceeding this limit of 15% will receive a failing grade regardless of their performance.* It is a student's responsibility to monitor the frequency of their own absences. **Attendance record begins on the first day of class irrespective of the period allotted to drop/add and late registration. It is a student's responsibility to sign-in; failure to do so will result in a non-attendance being recorded.**

In exceptional cases, the student, with the instructor's prior permission, could be exempted from attending a class provided that the number of such occasions does not exceed the limit allowed by the University. The instructor will determine the acceptability of an absence for being absent. A student who misses more than 25% of classes and has a valid excuse for being absent will be allowed to withdraw from the course.

Plagiarism

Plagiarism is considered a serious academic offense and can result in your work losing marks or being failed. HU expects its students to adopt and abide by the highest standards of conduct in their interaction with their professors, peers, and the wider University community. As such, a student is expected not to engage in behaviors that compromise his/her own integrity as well as that of the Hashemite University.

Plagiarism includes the following examples, and it applies to all student assignments or submitted work:

- **Use of the work, ideas, images or words of someone else without his/her permission or reference to them.**
- **Use of someone else's wording, name, phrase, sentence, paragraph, or essay without using quotation marks.**
- **Misrepresentation of the sources that were used.**

The instructor has the right to fail the coursework or deduct marks where plagiarism is detected

Late or Missed Assignments

In all cases of assessment, students who fails to attend an exam, class project or deliver a presentation on the scheduled date without prior permission, and/or are unable to provide a medical note, will automatically receive a fail grade for this part of the assessment.

- Submitting a term paper on time is a key part of the assessment process. Students who fail to submit their work by the deadline specified will automatically receive a 10% penalty. Assignments handed in more than 24 hours late will receive a further 10% penalty. Each subsequent 24 hours will result in a further 10% penalty.
- In cases where a student misses an assessment on account of a medical reason or with prior permission; in line with University regulations an incomplete grade for the specific assessment will be awarded and an alternative assessment or extension can be arranged.

Student Complaints Policy

Students at The Hashemite University have the right to pursue complaints related to faculty, staff, and other students. The nature of the complaints may be either academic or non-academic. For more information about the policy and processes related to this policy, you may refer to the students' handbook.

COURSE ASSESSMENT

Course Calendar and Assessment

Students will be graded through the following means of assessment and their final grade will be calculated from the forms of assessment as listed below with their grade weighting taken into account. The criteria for grading are listed at the end of the syllabus

| Assessment | Grade Weighting | Deadline Assessment |
|-------------------------|-----------------|-----------------------|
| First-Hour exam | 25% | 3/4/2022 |
| Second-Hour exam | 25% | 8/5/2022 |
| Quizzes and Assignments | 10% | Continuous |
| Final Exam | 40% | 16 th Week |

Description of Exams

Test questions will predominately come from the material presented in the lectures. Semester exams will be conducted during the regularly scheduled lecture period. The exam will consist of a combination of multiple-choice, short answer, match, true and false, and/or descriptive questions.

Homework: Will be given for each chapter, while the chapter is in progress you are supposed to work on them continuously and submit them in the next lecture when I finish the chapter.

You are also expected to work on in-chapter examples, self-tests, and a representative number of end-of-chapter problems. The answers of self-tests and end-of-chapter exercises are given at the end of the book.

Quizzes: Unannounced quizzes will be given during or/and at the end of each chapter based upon the previous lectures. It will enforce that you come prepared for the class.

No make-up exams, homework or quizzes will be given. Only documented absences will be considered as per HU guidelines.

Grades are not negotiable and are awarded according to the following criteria*:

| Letter Grade | Description | Grade Points |
|--------------|-------------|--------------|
|--------------|-------------|--------------|

| | | |
|----|------------|------|
| A+ | Excellent | 4.00 |
| A | | 3.75 |
| A- | | 3.50 |
| B+ | Very Good | 3.25 |
| B | | 3.00 |
| B- | | 2.75 |
| C+ | Good | 2.50 |
| C | | 2.25 |
| C- | | 2.00 |
| D+ | Pass | 1.75 |
| D | Pass | 1.50 |
| F | Fail | 0.00 |
| I | Incomplete | - |

Weekly lecture schedule and content distribution

| Week | Topic | Learning Methods | Tasks | Learning Material |
|----------------------------------|---|-----------------------------------|--------------------------------|--|
| 1-2 | 1- Foodservice systems What is a system? Growth of the foodservice industry Type of foodservice establishments Foodservice Institutions Management Management functions Classification of foodservice system | Lecture | Assignment | Refer. 1 |
| 3-5 | 2- Menus and Menu Planning What is a Menu? Types of menus Menu Cycles and cycle Menus Planning Menu Evaluating Menu | Lecture | Assignment | Refer. 1 |
| First-hour exam 3/4/2022 | | | | |
| 6-10 | 3- Operational functions: Purchasing (equipment selection) Receiving, Storage, & Inventory. Production. Service (Methods of assembly, Choice Factors) Service (equipment need) | Lecture | Assignment | Refer. 1 and 2 |
| Second-hour exam 8/5/2022 | | | | |
| 11-15 | 4- Management Functions: Organizational Design. Leadership. Human Resource Management. Performance Improvement. Accounting Procedure | Flipped class, lecture, worksheet | Quiz, assignment, presentation | Google scholar review article , refr. 1,2,3, 4 |
| 16 | Final Exam | | | |

* Includes: Lecture, flipped Class, project-based learning, problem-solving based learning, collaborative learning

| ASSESSMENT Rubric | | | | | |
|--|---|---|---|---|--------------|
| Classroom participation: Assessment Criteria | | | | | |
| Criteria | Quality | | | | score |
| | Excellent (4 points) | Good (3 points) | Satisfactory (2 points) | Needs Improve ment (1 points) | |
| The degree to which student integrates course readings into classroom participation | <ul style="list-style-type: none"> - often cites from readings. - uses readings to support points. - often articulates "fit" of readings with the topic at hand. | <ul style="list-style-type: none"> - occasionally cites from readings. - sometimes uses readings to support points. - occasionally articulates "fit" of readings with the topic at hand. | <ul style="list-style-type: none"> - rarely able to cite from readings. - rarely uses readings to support points. - rarely articulates "fit" of readings with the topic at hand | <ul style="list-style-type: none"> - unable to cite from readings. - cannot use readings to support points; - cannot articulate "fit" of readings with the topic at hand. | |
| Interaction/ participation in classroom discussions | <ul style="list-style-type: none"> - always a willing participant, responds frequently to questions. - routinely volunteers' point of view. | <ul style="list-style-type: none"> - often a willing participant, - responds occasionally to questions. - occasionally volunteers' point of view. | <ul style="list-style-type: none"> - rarely a willing participant, - rarely able to respond to questions. - rarely volunteers' point of view. | <ul style="list-style-type: none"> - never a willing participant., - never able to respond to questions. - never volunteers point of view. | |
| Interaction/participation in classroom learning activities | <ul style="list-style-type: none"> - always a willing participant. - acts appropriately during all role plays. - responds frequently to questions. - routinely volunteers' point of view. | <ul style="list-style-type: none"> - often a willing participant. - acts appropriately during role-plays. - responds occasionally to questions. - occasionally volunteers' point of view. | <ul style="list-style-type: none"> - rarely a willing participant. - occasionally acts inappropriately during role-plays. - rarely able to respond to direct questions. - rarely volunteers' point of view. | <ul style="list-style-type: none"> - never a willing participant - often acts inappropriately during role-plays. - never able to respond to direct questions. - never volunteers point of view. | |
| Demonstration of professional attitude and demeanor | <ul style="list-style-type: none"> - always demonstrates commitment through thorough preparation. - always arrives on time. - often solicits instructors' perspectives outside class. | <ul style="list-style-type: none"> - rarely unprepared; - rarely arrives late. - occasionally solicits instructors' perspectives outside class. | <ul style="list-style-type: none"> - often unprepared; - occasionally arrives late. - rarely solicits instructors' perspectives outside class. | <ul style="list-style-type: none"> - rarely prepared. - often arrives late. - never solicits instructors' perspective outside class | |