

APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. General Information.					
a. Submitted by the College of of: <u>Agriculture</u>		Today's Date: <u>10/10/2011</u>			
b. Department/Division: <u>Nutrition and Food Science</u>					
c. Is there a change in "ownership" of the course?					YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If YES, what college/department will offer the course instead? _____					
d. What type of change is being proposed? <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor ¹ (place cursor here for minor change definition)					
e. Contact Person Name: <u>Stephen D. Perry</u>		Email: <u>sdperr2@email.uky.edu</u>		Phone: <u>257-7796</u>	
f. Requested Effective Date: <input checked="" type="checkbox"/> Semester Following Approval OR <input type="checkbox"/> Specific Term ² : _____					
2. Designation and Description of Proposed Course.					
a. Current Prefix and Number: <u>NFS 241</u>		Proposed Prefix & Number: <u>NFS 241</u>			
b. Full Title: <u>Food Service Sanitation</u>		Proposed Title: <u>Food Service Sanitation</u>			
c. Current Transcript Title (if full title is more than 40 characters): _____					
c. Proposed Transcript Title (if full title is more than 40 characters): _____					
d. Current Cross-listing: <input checked="" type="checkbox"/> N/A OR Currently ³ Cross-listed with (Prefix & Number): _____					
Proposed – <input type="checkbox"/> ADD ³ Cross-listing (Prefix & Number): _____					
Proposed – <input type="checkbox"/> REMOVE ^{3,4} Cross-listing (Prefix & Number): _____					
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern type.					
Current:	<u>16</u> Lecture	_____ Laboratory ⁵	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____		
Proposed:	_____ Lecture	_____ Laboratory	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	_____ <i>The purpose of this course change request is to move NFS 241 from a traditional lecture course to a hybrid course offered through distance learning. All course materials will be delivered electronically</i>		

Comment [OSC1]: Excerpt from SR 3.3.0.G.2 Definition. A request may be considered a minor change if it meets one of the following criteria:
a. change in number within the same hundred series*;
b. editorial change in the course title or description which does not imply change in content or emphasis;
c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s);
d. a cross-listing of a course under conditions set forth in SR 3.3.0.E;
e. correction of typographical errors.

*...for the specific purposes of the minor exception rule, the 600-799 courses are the same "hundred series," as long as the other minor change requirements are complied with. [RC 1/15/09]

¹ See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.

² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

³ Signature of the chair of the cross-listing department is required on the Signature Routing Log.

⁴ Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

⁵ Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

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			<u>except for a paper/pencil final exam (required by certifying agency).</u>
			<u>X</u> Other – Please explain:
f. Current Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail	
<i>Proposed Grading System:</i>	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail	
g. Current number of credit hours:	<u>1</u>	<i>Proposed number of credit hours:</i>	<u>1</u>
h. Currently, is this course repeatable for additional credit?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
<i>Proposed to be repeatable for additional credit?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
<i>If YES: Maximum number of credit hours:</i>	_____		
<i>If YES: Will this course allow multiple registrations during the same semester?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
i. Current Course Description for Bulletin:	<u>This course covers the principles of food microbiology, important food borne diseases standards that are enforced by regulatory agencies, and applied measures for the prevention of food borne diseases and other microbiological problems. It leads to certification from the National Restaurant Association.</u>		
<i>Proposed Course Description for Bulletin:</i>	<u>This course covers the principles of food microbiology, important food borne diseases, standards that are enforced by regulatory agencies, and applied measures for the prevention of food borne diseases and other microbiological problems. It leads to certification from the National Restaurant Association.</u>		
j. Current Prerequisites, if any:	<u>None</u>		
<i>Proposed Prerequisites, if any:</i>	<u>None</u>		
k. Current Distance Learning(DL) Status:	<input type="checkbox"/> N/A	<input type="checkbox"/> Already approved for DL*	<input checked="" type="checkbox"/> Please Add ⁶ <input type="checkbox"/> Please Drop
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box <input type="checkbox"/>) that the proposed changes do not affect DL delivery.			
l. Current Supplementary Teaching Component, if any:	<input type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Both
<i>Proposed Supplementary Teaching Component:</i>	<input type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Both
3. Currently, is this course taught off campus?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
<i>Proposed to be taught off campus?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
4. Are significant changes in content/teaching objectives of the course being proposed?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
<i>If YES, explain and offer brief rationale:</i>			

5. Course Relationship to Program(s).			
a. Are there other depts and/or pgms that could be affected by the proposed change?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
<i>If YES, identify the depts. and/or pgms: _____</i>			

⁶ You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

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b. Will modifying this course result in a new requirement⁷ for ANY program?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES ⁷ , list the program(s) here: _____			
6. Information to be Placed on Syllabus.			
a.	<input type="checkbox"/>	Check box if <u>changed to</u> 400G or 500.	If <u>changed to</u> 400G- or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See <i>SR 3.1.4.</i>)

⁷ In order to change a program, a program change form must also be submitted.

APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

Signature Routing Log

General Information:

Course Prefix and Number: NFS 241

Proposal Contact Person Name: Steve Perry

Phone: 257-7796

Email: sdperr2@email.uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
NFS Curriculum Committee	9/30/2011	Tammy Stephenson / 7-2353 / Tjhann00@uky.edu	
Department of NFS	9/30/2011	Sandra Bastin / 7-3800 / Sandra.bastin@uky.edu	
Collage of Agriculture Curriculum Committee	10/28/2011	Larry Grabau / 7-3468 / Larry.Grabau@uky.edu	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁸
Undergraduate Council	2/14/2012	Sharon Gill	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁸ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. **The department proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at <http://www.uky.edu/USC/New/forms.htm>).

Course Number and Prefix: NFS 241	Date: 9/10/2011
Instructor Name: Stephen D. Perry	Instructor Email: sdper2@email.uky.edu
Check the method below that best reflects how the majority of course of the course content will be delivered.	
Internet/Web-based <input checked="" type="checkbox"/>	Interactive Video <input type="checkbox"/>
Hybrid <input type="checkbox"/>	

Curriculum and Instruction	
1.	<p>How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?</p> <p>The instructor has the ability to continuously monitor students progress throughout the course through the grade book available in Blackboard and the other internet based resources that are utilized for the delivery of course material.</p>
2.	<p>How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.</p> <p>The material content of this course is not alterable by the instructor due to the agreement with the content provider. Therefore in a face to face setting, the instructor may only read the powerpoint slides to the students but may not alter the content of the information in any way.</p> <p>By utilizing web based delivery of content the students will have access to is exactly the same materials and course content as in traditional face to face lecture.</p>
3.	<p>How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.</p> <p>The integrity of student work is assured through password protected course portals such as Blackboard and Pearson Online Instructional Tutorials and Videos. Access to the course materials, course content, online exams, video sites are protected/ granted through registration of the course through the University of Kentucky's student restriction system. Once the student is enrolled in the course, they are automatically enrolled in the Blackboard Course Shell. Students use of their unique AD user name to access the course materials. Once access to Blackboard shell is secured, the student is given instructions to register with the outside content provider's secure website. After creating a user name and password they are allowed access to the secured content that contains the course materials as set up by the instructor.</p>
4.	<p>Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for</p>

Abbreviations: TASC = Teaching and Academic Support Center DL = distance learning DLP = Distance Learning Programs

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	<p>completion) of a degree program being offered via any form of DL, as defined above?</p> <p>No</p> <p>If yes, which percentage, and which program(s)?</p> <p><i>*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery will be six months from the date of approval.</i></p>
5.	<p>How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?</p> <p>Students are to be advised by the course syllabus and via communication with the instructor as to the availability of student services.</p>
<i>Library and Learning Resources</i>	
6.	<p>How do course requirements ensure that students make appropriate use of learning resources?</p> <p>Progression through the material is monitored by the use of the gradebook from the content provider's website. Course content is designed so that students must progress through the process in order to earn a grade for the specified material. Students must take a "pre-assessment" of the course material to access the material for the individual chapter of the text. Once the pre-assessment is completed supplemental materials are made available to the student based upon their score of the pre-assessment. After supplemental material is viewed the student must complete a "post-assessment" of the material. The post assessment is done for a grade that counts towards the cumulative final grade of the course. The post assessment is not made available to the student until after the pre-assessment is completed.</p>
7.	<p>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</p> <p>N/A</p>
<i>Student Services</i>	
8.	<p>How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Teaching and Academic Support Center (http://www.uky.edu/TASC/index.php) and the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?</p> <p>Students are informed through the syllabus and through announcements through Blackboard as to how to resolve technical issues that deal with delivery of course material. The "Help" desk through TASC will be utilized for issues related to Blackboard. For issues relating to secure content for other internet based resources the student is to use the online help and "chat now" feature from the content provider.</p>
9.	<p>Will the course be delivered via services available through the Teaching and Academic Support Center?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.</p>

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10.	<p>Does the syllabus contain all the required components, below? <input checked="" type="checkbox"/> Yes</p> <ul style="list-style-type: none"><input type="checkbox"/> Instructor's <i>virtual</i> office hours, if any.<input type="checkbox"/> The technological requirements for the course.<input type="checkbox"/> Contact information for TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300).<input type="checkbox"/> Procedure for resolving technical complaints.<input type="checkbox"/> Preferred method for reaching instructor, e.g. email, phone, text message.<input type="checkbox"/> Maximum timeframe for responding to student communications.<input type="checkbox"/> Language pertaining academic accommodations:<ul style="list-style-type: none"><input type="radio"/> "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."<input type="checkbox"/> Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)<ul style="list-style-type: none"><input type="radio"/> Carla Cantagallo, DL Librarian<input type="radio"/> Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)<input type="radio"/> Email: dllservice@email.uky.edu<input type="radio"/> DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16
11.	<p>I, the instructor of record, have read and understood all of the university-level statements regarding DL.</p> <p>Instructor Name: Stephen D. Perry</p> <p>Instructor Signature:</p>

Course: NFS 241 FOOD SERVICE SANITATION
Hybrid Online Course with Paper Final Exam

Prerequisites: None

Text:
SERVSAFE COURSE BOOK W/PEN&FOODSAFE PREP PK, 5/E NRA
National Restaurant Association

ISBN-10: 0132488078
ISBN-13: 9780132488075
Publisher: Prentice Hall
Copyright: 2011
Format: National Bundle

This includes the ServSafe 5/E course book, the pen and pencil test, & the access code for Pearson Learning.

Instructor: Stephen D. Perry MS, RD, LD
214 Erikson Hall ph: 257-7796
Email: sdperr2@email.uky.edu (preferred contact method)
Emails will be answered within 48 hours of accessing the message

Office Hours:
Tuesday/ Thursday 1:00-2:00 pm or by appointment.

Virtual Office Hours: The instructor may be contacted directly during the phone number listed above or via email. Students can expect an email response within 48 hours of receipt of the message.

TA: Noon Parynychikorn: [Noon Parynychikorn](#)

Course Description:

This course covers the principles of food microbiology, important food borne diseases, standards that are enforced by regulatory agencies, and applied measures for the prevention of food borne diseases and other microbiological problems. It leads to certification from the National Restaurant Association.

Student Learning Outcomes:

The student will:
State how to provide safe food
Identify preventive actions for the four basic types of microbial contaminants
Describe preventive actions for each basic type of microbial contaminant
Identify the principles necessary for the flow of food through the operation

Develop a HACCP plan
 Identify the principles involved in maintaining a sanitary facility
 State the difference between cleaning and sanitizing
 Develop an integrated pest management (IPM) program
 Identify the principles and procedures needed to comply with food-safety regulations
 State the components of an employee food-safety training program
 Pass the NRAEF ServSafe® Food Protection Manager Certification Examination

**Commission on Accreditation of Dietetic Education -CADE-
 Foundation Knowledge and Skills**

This course contributes to the following foundation knowledge and skills for entry-level dietitians:

Upon completion of the course, the student will:

- (1) Have knowledge of food safety and sanitation as it relates to foodservice systems management
- (2) Have knowledge of food and non-food procurement food safety issues
- (3) Have knowledge of food production systems and the related food safety issues
- (4) Have knowledge of food and nutrition laws/regulations/policies as relates to FSSM
- (5) Have basic knowledge of microbiology and how it relates to food borne illnesses

Accreditation – UK and CADE:

The University is accredited by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS). This has been re-affirmed at about 10-year intervals since 1915. The most recent reaffirmation was December, 2002. In addition, several degree programs and individual units are accredited by agencies appropriate to specific professions or fields. The Lexington Community College is separately and individually accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The UK NFS DPD is accredited by the Commission on Accreditation of Dietetics Education, Chicago, IL, thru 2013.

This course uses an alternate grading scale as described below:

Overall Student Evaluation/Grading		Grading Scale	
Quizzes & Assignments	40%	100-94	A
Final NRAEF Certification Exam	<u>60%</u>	93-87	B
	100%	80-86	C
		79-75	D
		Below 75	E

Failure to pass the NRAEF Certification Exam final will result in failure of the course.

The ServSafe® Certificate is required for NFS 302, 342 and the Dietetics Supervised Practice Program/ Dietetic Internship.

Technical Requirements:

The content of this course is delivered electronically. Students must have access to a computer with an internet connection utilizing a PC computer running Windows XP, Vista or Windows 7 or a Mac computer with the currently supported OS. Current updated versions of Internet Explorer *and* Firefox or Safari browsers.

Technical Issue Resolution:

Technical issues with Blackboard are to be resolved through the Teaching and Academic Support Center (<http://www.uky.edu/TASC/index.php>) and the Information Technology Center (<http://www.uky.edu/TASC/index.php>).

Technical issues with Pearson Online Learning is to be resolved through their online support center: <http://247pearsoned.custhelp.com/>

Course Policies:**Excused Absences:**

Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences:

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Midterm Grade Statement:

Undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus.

Academic Integrity:

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online) <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Academic Accommodations:

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, (email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Distance Learning Library Services

Information on Distance Learning Library Services (<http://libraries.uky.edu/DLLS>)

- Carla Cantagallo, Distance Learning Librarian Ph (859)-257-0500, ext 2171
- Email dllservice@email.uky.edu
- DL Interlibrary Loan Service: <http://libraries.uky.edu/ILL>

Penalties

Penalties for an academic offense are listed in the [Student Rights and Responsibilities](#). However, the minimum penalty for such an offense is a grade of E for the assignment.

General Class Policies

1. Students are to stay on track each week for their assignments and know their responsibilities for each week by:

Accessing Blackboard **AND** the Pearson Learning website.

Blackboard:

- Daily checking the Announcements for the course in Blackboard (Bb)
 - Read the assigned material in the text each week as listed in the course schedule.
 - Regularly check the appropriate weekly assignment folder using the Course Documents link in Bb. Links to all assignments will be found there.
 - Perform all assignments for each chapter each week before the due date as listed in course schedule. Students are to perform all work individually.
2. Students will be assessed through assignments and chapter quizzes located at the Pearson Learning website <http://pegasus2.pearsoned.com/Pegasus/frmLogin.aspx?s=3> and through assignments found using Blackboard.

Pearson Learning: <http://pegasus2.pearsoned.com/Pegasus/frmLogin.aspx?s=3>

Each week students are expected to view the material and perform/complete any assigned tasks for the relevant material by:

1. Read the appropriate chapter in the Text.
2. View the material from the “Study Material Content”
3. Begin/ complete the individual “Chapter Plan” for each chapter.
4. Complete the appropriate “Pre-test for the assigned material.
5. Completing the appropriate “Post-test” for the material before the weekly deadline.

3. **The final exam date is set for Insert date and time.**
 - All students must take the **final exam in person on UK’s campus at this time.** If you know of a conflict on that date please inform the Instructor within 2 weeks from the start of the semester.
 - **A Paper/Pencil NRAEF Serv-Safe Exam Answer Sheet must be presented before final exam will be distributed to the student. No exceptions.**
 - The NRAEF Paper/Pencil Exam Answer Sheet is available with purchase of the course text *ServSafe® CourseBook with Paper/Pencil Answer Sheet Update with 2009 FDA Food Code, 5/E, 2011.*
 - **Online vouchers will not be accepted for this course or the final exam.**
4. All work must be submitted on time. Late work will not be accepted.
5. The course syllabus provides a general plan for the course. Adjustments may be necessary and are at the discretion of the instructor.
6. Instructions on submission of course materials will be posted to BB. Correct submission of course material will be factored when evaluating submitted materials. See BB Course Information for details.

NFS 241 Topic Schedule

Week 1	Introduction to the Class Blackboard Online course support material Pearson Learning/FoodSafety Prep The Food Safety Challenge	Read Syllabus Become Familiar with the Blackboard Course Shell Pearson Learning Online Unit 1 Chapters 1 & 2
Week 2	The Food Safety Challenge Pearson Learning Post Test Chapters 1-4 for each Chapter to be Completed by at 11:59 pm	Unit 1 Chapters 3 & 4
Week 3	Unit 1 Test in Blackboard	Unit 1 Chapters 1-4

- The Flow of Food through the Operation Unit 2 Chapters 5-7
 Pearson Learning **Post Test Chapters 5-10** to be Completed
 by 9/ at 11:59 pm
- Week 4** The Flow of Food through the Operation Unit 2 Chapters 8-9
 Pearson Learning **Post Test Chapters 5-10** to be Completed
 by 9/ at 11:59 pm
- Week 5** HACCP Unit 2 Chapter 10
Unit Test 2 Posted To Blackboard 9/27 **Unit 2 Chapters 5-10**
 Pearson Learning **Post Test Chapters 5-10** to be Completed
 by 9/ at 11:59 pm
- Week 6** Sanitary Facilities and Pest Management Unit 3 Chapters 11 -13
 Pearson Learning **Post Test Chapters 11-15** to be Completed
 by 10/ 11:59 pm
- Week 7** Sanitation Management Unit 4 Chapters 14 & 15
 Pearson Learning **Post Test Chapters 11-15** to be Completed
 by 10/ 11:59 pm
- Week 8** **Review Material for Final Posted to Bb Units 1-4**
Practice Final Exam Available Pearson Learning
Post Test Chapters 11-15 for each Chapter to be Completed before 11:59 pm
 Pearson Learning
- Week 9** ***FINAL Exam* 200 Funkhouser Building**
2:00-4:00 pm Units 1-4

* The final exam will be held on UK's campus in Funkhouser Bldg Rm. 200 at 2:00pm. All students are responsible for making any necessary arrangements to be on campus to take the final.

Important Dates

- 9/ **Exam 1** Last day to submit [Pearson Learning](#) for Unit 1
 9/ **Exam 2** Last day to submit [Pearson Learning](#) for Unit 2
 10/ **Last day to submit [Pearson Learning](#) for Units 3&4**
Practice Test Available to Prepare for Final (Pearson Learning)

10/ FINAL Exam 2:00-4:00 pm Funkhouser Building Rm 200

Must be taken at this time and location

**EXAM WILL NOT BE GIVEN IF STUDENT DOES NOT HAVE THE NRAEF
 PAPER/PENCIL EXAM ANSWER SHEET.**