



**Course Title: ServSafe
CUL-201-1 Online
Credit Hours: 3
Semester: Spring 2022
Cap: 10**

Faculty: Brian Tatsukawa MBA, CEC, CE

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Office: Culinary Arts Classroom

Office Phone: 5057864126

Office Hours (face-to-face): M-R 2:30pm – 4pm

Preferred Communication (will respond within 24 hours): btatsukawa@navajotech.edu

Modality: Online

Class Location and Meeting Times: Asynchronous-The class work is posted and you will work at your own pace.

Required Materials:

Textbooks: ServSafe Coursebook, 7th ed. with exam answer sheet. ISBN is not available for exact book.

Tools: Writing utensils, paper, jump drive

Laptop and Internet Access: Every student is required to own a laptop and have internet access.

Lab Fee: None

Mission, Vision, and Philosophy

Mission: Navajo Technical University honors Diné culture and language, while educating for the future.

Vision: Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.

Philosophy: Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Íína (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

Course Description

This course will include basic and advanced food safety and sanitation techniques, demonstrations, and hands-on applications of local, State and federal law. Students will have the opportunity to pass a National Sanitation test for a certificate in proficiencies in food safety & sanitation. Upon completion of the final with a grade of 75% or higher the student will be certified for five years and the certificate is nationally recognized.

Course Outcomes	Course Assessments
A strong understanding of food safety and sanitation.	Assessments will be delivered through homework, quizzes, tests, and of course class discussions.
A strong ability to demonstrate basic food service safety and sanitation practices.	
A strong ability to perform food safety audits.	
A strong knowledge of food safety and sanitation rules according to both the Navajo Nation Health and Safety Department and the State of NM and NRA.	

Important Dates Spring 2022	
Holiday-MLK	1/17/22
Instruction Begins	1/18/22
Late Registration w/fee	Jan-19-20
Last Day Add/Drop w/o W	1/21/22
HOLIDAY-President's Day	2/21/22
Graduation Peitions Due	2/25/22
Mid Terms	March 7-11
Spring Break	March 14-18
Last Day to Withdraw w/W	3/31/22
Final Exams	May 9-12
Spring Graduation	5/13/22

Connections to Program Assessment (Course-Embedded Measures)

Week	Chapters	Assignments	Assessment
1	Read Chapter 1	Class introductions and procedures and test date.	Chapter 1 questions
2	Chapter 2	Class discussion on chapters 1 & 2. Chapter questions for 1 & 2.	Chapter 1 quiz.
3	Chapter 3	Continued discussion.	Chapter 2 quiz
4	Chapter 3	Visual examination of the details of a restaurant.	
5	Chapter 4	Ensuring the guest has access to the right service ware.	Full practical exam on table setting.
6	Chapter 5	FOH operations	
7	Chapter 6	Guest Services	Server Exam
8	Chapter 7	Beverage Service	
9	Chapter 7	Continuation of beverage service.	
10	Chapter 8	Wine Service	
11	Chapter 8	Continuation of wine service.	
12	Chapter 8	Continuation of wine service.	Practical exam of beverage creation.
13	Chapter 9	Banquet Service Management	
14	Chapter 10	Remarkable Service	
15	Final	TBD	

Grading Plan

Homework:	20%
Class Participation:	20%
Project(s):	10%
Quizzes:	10%
Mid-term:	10%
Final Exam:	10%
Attendance:	20%

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% or less

Grading Policy

Students must do their own work. Cheating and plagiarism are strictly forbidden. Cheating includes (but is not limited to) plagiarism, submission of work that is not one's own, submission or use of falsified data, unauthorized access to exams or assignments, use of unauthorized material during an exam, or supplying or communicating unauthorized information for assignments or exams.

Participation

Students are expected to attend and participate in all class activities. Points will be given to students who actively participate in class activities including guest speakers, field trips, laboratories, and all other classroom events.

Cell phone and headphone use

Please turn cell phones off **before** coming to class. Cell phone courtesy is essential to quality classroom learning. Headphones must be removed before coming to class.

Attendance Policy

Students are expected to attend all class sessions. If more than ten minutes late, students will be counted as absent. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of responsibility to complete all course work by required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

Study Time Outside of Class for Face-to-Face Courses

For every credit hour in class, a student is expected to spend two hours outside of class studying course materials.

Study Time for Hybrid or Blended Courses

For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying course materials.

Study Time for Online Courses

For an online course of one credit hour, a student is expected to spend four hours per week studying course materials.

Academic Integrity

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor. **The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited.**

Diné Philosophy of Education

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Íina and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

At NTU's Zuni Campus, the A:shiwí Philosophy of Education offers essential elements for helping students develop Indigenous and Western understandings. Yam de bena: dap haydoshna: akkya hon detsemak a:wannikwa da: hon de:tsemak a:ts'umme. *Our language and ceremonies allow our people to maintain strength and knowledge.* A:shiwí core values of hon i:yyułashik'yanna:wa (respect), hon delank'oha:willa:wa (kindness and empathy), hon i:yyayumola:wa (honesty and trustworthiness), and hon kohol lewuna:wediyahnan, wan hon kela i:tsemanna (think critically) are central to attaining strength and knowledge. They help learners develop positive self-identity, respect, kindness, and critical thinking skills to achieve life goals successfully.

Students with Disabilities

Navajo Technical University is committed to serving all students in a non-discriminatory and accommodating manner. Any student who feels that she or he may need special accommodations should contact the Accommodations Office (<http://www.navajotech.edu/student-services#accomodations-services>) in accordance with the university's Disability Accommodations Policy (see http://www.navajotech.edu/images/about/policiesDocs/Disability_Exhibit-A_6-26-2018.pdf).

Email Address

Students are required to use NTU's email address for all communications with faculty and staff.

Final Exam Date: December 15 at Hospitality Center. This date is subject to change.