



Navajo Technical University
40 Road 6580, Kirtland, NM 87417

<http://www.navajotech.edu>
Tel: (505) 609-5020

Course Title: Servsafe
Course #: CUL-210 BW
Credit Hours:3
Semester: Spring 2022
Cap: 10

Faculty: Chef Lorencita Billiman
Office: BWTC Rm# 109 (Kitchen)
Office Hours (face-to-face or online): Monday – Friday by appointment
Preferred Communication (will respond within 24 hours): Email and office phone

E-mail: lbilliman@navajotech.edu
Office Phone: (505) 609-5015 ext. – 2001

Modality: Hybrid

Class Location and Meeting Times: Hybrid

Meeting Hours and Online Hours (if hybrid): MW 8:30am to 9:30pm; Blackboard and Zoom

Required Materials:

Textbooks: Servafe 7th Ed.

Tools: 1) Access to Internet and Laptop required. For students who do not have laptops will have access to the computer lab at Bond Wilson/NTU Kirtland campus. Also, NTU IT Department will purchase a laptop and the cost of the laptop will be deducted from their Pell Grant and/or Scholarship. 2) Pen or pencil, notepad, Servsafe.com account (Student email address).

Lab Fee (if applicable): \$150.00

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), Íina (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 and 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
A strong understanding of food safety and sanitation.
An ability to produce a simple HACCP plan.
A strong ability to demonstrate basic food service safety and sanitation practices.
A strong ability to perform food safety audits.
A strong ability to lead others in the execution of safety and sanitation.

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 IRA.

Connections to Program Assessment (Course-Embedded Measures)

Complete Reading assignments, homework assignments, exams, projects, and quizzes.

Course Activities

Week	Date	Class Topics/Reading Due	Assignments Due	Assessments
1	Jan 17 Jan 18	Holiday Martin Luther King Day Introduction to the class & procedures	TBD	
	Jan 20 Jan 21	Late Registration w/ Fee Last day to add/drop		
2	Jan 24	Email addresses & other info is due assessment of knowledge & Ch. 1	Chapter questions	Quiz Chapter 1
3	Jan 21	Chapter 2 & 3	Questions and Discussion at the end of the chapter	Quiz Chapter 2
4	Feb 7	Chapter 4	Questions and Discussion at the end of the chapter	Quiz Chapter 3 & 4
5	Feb 14	Chapter 5 & 6	Questions and Discussion at the end of the chapter	Quiz Chapter 5
6	Feb 21 Feb 22 Feb 25	Holiday Presidents Day Chapter 7 Spring Graduation Petitions due	Questions and Discussion at the end of the chapter	Quiz Chapter 6
7	Feb 28	Chapter 8	Questions and Discussion at the end of the chapter	Quiz Chapter 7 & 8
8	Mar 7	Midterms Chapter 9	Questions and Discussion at the end of the chapter	Quiz Chapter 9
9	Mar 14 - 18	Spring Break		
10	Mar 21	Chapter 10	Questions and Discussion at the end of the chapter	Quiz Chapter 10
11	Mar 28 Mar 31	Last day to withdraw with a W	Questions and Discussion at the end of the chapter	Quiz Chapter 11
12	April 4	Chapter 12 & 13	Questions and Discussion at the end of the chapter	Quiz Chapter 12
13	April 11	Chapter 14	Questions and Discussion at the end of the chapter	Quiz Chapter 13
14	April 18	Chapter 15	Questions and Discussion at the end of the chapter	Quiz Chapter 14
15	April 25	Review		Quiz Chapter 15
16	May 2	Test		
17	May 9 May 12 May 13	Finals Grades due Spring Graduation		

Grading Plan

Homework:	5%
Class Participation:	5%
Project(s):	
Quizzes:	5%
Mid-term:	5%
Final Exam:	80%
Portfolio:	

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. 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 kohoł lewuna:wedyahnan, 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: