

## **CHEF 1305: Sanitation and Safety – Fall 2025 Course Syllabus**

**Instructor:** Jessica Kelly

**School:** Slaton High School

**Email:** jkelly@slatonisd.net

**Class Time:** Tuesdays–Fridays, time tbd

**Room:** Culinary Lab, 402

**Dates:** August 12 – December 12, 2025

### **Course Description**

CHEF 1305 focuses on the principles and practices of food sanitation and safety. Students will gain a comprehensive understanding of foodborne illness, kitchen hygiene, hazard prevention, and food safety management systems through hands-on and theoretical study. Upon successful completion of this course and final exam, students will be certified as Food Managers through Always Food Safe.

### **Instructional Materials (provided by SISD)**

- ServSafe Manager (Workbook)
- FRMCA: Foundations of Restaurant Management & Culinary Arts
- Always Food Safe Online Exam Access

### **Final Exam Information**

- Exam is administered through Always Food Safe, proctored by Chef Kelly, is approximately \$79 and is paid for by Slaton ISD.
- Students will have 2 opportunities to pass the exam. Final grade will be either the student's passing grade, or - in the event the student takes two attempts - the student's attempted grades averaged together.

### **SISD Statement of Non-Discrimination**

Slaton ISD does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Ashley Martin, Title IX / Section 504 Coordinator, 140 E. Panhandle St. Slaton, TX 79364, 806-828-6561, [almartin@slatonisd.net](mailto:almartin@slatonisd.net).

Slaton ISD no discrimina por motivos de raza, color, origen nacional, sexo, o discapacidad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: Ashley Martin, Title IX / Section 504 Coordinator, 140 E. Panhandle St. Slaton, TX 79364, 806-828-6591, [almartin@slatonisd.net](mailto:almartin@slatonisd.net)

### **Unit Pacing Guide:**

## **Instructional Timeframe:**

- Start Date: Tuesday, August 12, 2025
- End Date: Thursday, December 11, 2025
- 4-day school week (Tuesday–Friday)
- No school: Week of Thanksgiving (November 24–28)
- Units: 2 nine-week grading periods
- Time per unit: 1.5 hours weekly
- One quiz each week.

## **Course Schedule:**

### **Unit 1: Introduction to Food Safety (Aug 12–Aug 15)**

- Course expectations + Overview of foodborne illness and food safety responsibilities

### **Unit 2: Good Personal Hygiene (Aug 19–Aug 22)**

- Handwashing, clothing, illness reporting

### **Unit 3: Time and Temperature Control (Aug 26–Aug 29)**

- Temperature Danger Zone, proper cooking temps

### **Unit 4: Preventing Cross Contamination (Sep 2–Sep 5)**

- Storage, separation of raw/cooked items

### **Unit 5: Cleaning and Sanitizing (Sep 9–Sep 12)**

- Proper procedures and chemical usage

### **Unit 6: Food Allergens (Sep 16–Sep 19)**

- Common allergens, cross-contact, communication, menu requirements

### **Unit 7: Purchasing and Receiving (Sep 23–Sep 26)**

- Approved suppliers, inspection, storage

### **Unit 8: Pest Control and Facility Safety (Sep 30–Oct 3)**

- Preventative measures and facility design

### **Review + Midterm (Oct 7–Oct 10) - Practice quizzes, midterm exam**

## **2nd Nine Weeks:**

### **Unit 9: Safe Food Preparation (Oct 14–Oct 17)**

- Safe procedures and contamination prevention

### **Unit 10: Food Safety Management Systems (Oct 21–Oct 24)**

- HACCP principles and SOPs

### **Unit 11: Workplace Safety and Accidents (Oct 28–Oct 31)**

- Knife safety, slips, burns, fire procedures

### **Unit 12: Roles in Food Safety (Nov 4–Nov 7)**

- Roles of managers, employees, and regulators

### **Unit 13: Regulations and Inspections (Nov 11–Nov 14)**

- FDA, USDA, local health inspections

### **Unit 14: Technology and Safety (Nov 18–Nov 21)**

- New tech in sanitation and recordkeeping

### **Thanksgiving Break: Nov 24–Nov 28**

### **Unit 15: Exam Review and Certification Preparation (Dec 2–Dec 5)**

- Study guides, practice questions

### **Final Exam: ServSafe Certification (Dec 9–Dec 11)**

- Always Food Safe online proctored test

## **Grading Policy**

1. **No Make-Ups** on homework or exams.
2. Assignments will be posted via Google Classroom. Due dates are strictly enforced.
3. Academic Integrity: Cheating, plagiarism, or the use of unauthorized solution manuals will not be tolerated. First offense = zero and report to administration. Second offense = F in the course and expulsion from program. (Student will be expelled from Dual Credit, but will continue in SISD Culinary Course)
4. Attendance and participation are essential. Missed assignments must be completed on time even if class is missed.

5. **Grading Scale:**

- 90–100 A
- 80–89 B
- 70–79 C
- 60–69 D
- Below 60 F

6. **Grade Breakdown:**

- Quizzes: 30%
- Tests: 40%
- Final Exam: 30%
- **Total: 100%**

7. Grade disputes must be addressed within 5 days of assignment return.

8. Extra credit may be offered but cannot raise individual categories above 100%.

9. The **Final Exam** will be the **Always Food Safe Certification**, taken in person. Date TBA.

10. Special accommodations may be granted via 504/IEP.

## **South Plains College Notices**

**Attendance:** Students are responsible for making up missed work due to absences. Those who never attend by the census date will be dropped.

**Non-Discrimination:** This classroom respects and values diversity. All students are expected to contribute to a positive, respectful, and inclusive learning environment.

**Modifications:** Topic list and pacing may be adjusted by the instructor as needed.

## **2025-2026 COURSE SYLLABI STATEMENTS**

### **Intellectual Exchange Statement**

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### **Disabilities Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of the individual's disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

### **Non-Discrimination Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### **Title IX Pregnancy and Parenting Accommodations Statement (Rev. 6/11/2024)**

If you are pregnant or parenting (paternal or maternal) with children under the age of 18 per Texas Education Code 51.982 and Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy and parenting accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [rcanon@southplainscollege.edu](mailto:rcanon@southplainscollege.edu) for assistance.

### **CARE (Campus Assessment, Response, and Evaluation) Team**

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a CARE Team referral. You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

## **Artificial Intelligence Statement**

### **• Purpose of Artificial Intelligence (AI) Applications:**

AI applications are advanced language models designed to aid and engage in meaningful conversations, as well as, generate and revise content. AI is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities.

### **• Academic Integrity:**

Using AI to generate academic work, including essays, reports, or assignments, without proper attribution is a violation of SPC academic integrity policies. Plagiarism undermines the learning process and is strictly prohibited. Students must ensure that their work reflects their own ideas, research, synthesis, and analysis and appropriately cites all sources, including AI.

### **• Collaboration and Consultation:**

While AI can be a valuable resource, it is essential to strike a balance between seeking assistance and maintaining personal responsibility. Collaboration with peers, consulting instructors, and utilizing other approved learning resources should be prioritized. Overreliance on AI for solutions without actively engaging in the learning process is discouraged and can be grounds for academic integrity violations. Utilizing AI as a tool for brainstorming or research is allowed but the writing should be the student's own work and thoughts.

### **• Critical Thinking and Originality:**

AI usage can provide suggestions and information, but it is essential to critically evaluate the responses and exercise independent thought. Relying solely on AI for answers deprives students of the opportunity to develop their analytical and problem-solving skills. In assignments where originality, creativity, and independent thinking are valued, AI would be detrimental to the student learning process. Critical thinking and originality emphasize the importance of independent thinking in all academic endeavors as part of the student's learning experience apart from outside influence and offers the student the opportunity to refine their unique, individual voice through academic discourse with other students and faculty.

### **• Ethical Use and Bias Awareness:**

AI is trained on large amounts of data from the internet, which may include biased or inaccurate information. Be mindful of the potential for bias and critically evaluate the responses provided by AI. Therefore, when using AI, just like with using any other database, students must verify that the information is from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral, peer-reviewed sources.

• **Responsible Engagement:**

Students should engage with AI in a respectful and responsible manner and avoid using offensive language, discriminatory remarks, or engaging in any form of harassment or inappropriate behavior. Students should also uphold the standards of respectful communication in addressing both AI and fellow classmates.

• **Compliance with South Plains College Policies:**

Policies regarding the appropriate use of AI in South Plains College courses are set by instructional departments and individual instructors. Appropriate use of AI may range from strict prohibition to assignments they may require the use of AI. Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties. Students are expected to familiarize themselves with the specific course policies regarding the use of AI and adhere to them throughout the semester.

Remember, AI can be a tool to support your learning in certain courses and assignments, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Rev. 6/2/2025 - AI (removed names of AI products); Disability (changed "he/she" to "individual's")

Rev. 8/27/2024 - COVID (Symptoms expansion)

Rev. 6/11/2024

Rev. 3/18/2024 - COVID (Isolation from 5 to 3-days)

Rev. 9/2023