



University of Manitoba
Faculty of Agriculture and Food Sc.
Department of Human Nutritional Sciences

TABLE OF CONTENTS

COURSE DETAILS	3
INSTRUCTOR CONTACT INFORMATION	3
GENERAL COURSE INFORMATION	4
COURSE GOALS	4
INTENDED LEARNING OUTCOMES	4
USING COPYRIGHTED MATERIAL	5
RECORDING CLASS LECTURES	5
TEXTBOOK, READINGS, MATERIALS	5
COURSE TECHNOLOGY	6
CLASS COMMUNICATION	6
EXPECTATIONS: I EXPECT YOU TO	6
STUDENTS ACCESSIBILITY SERVICES	7
EXPECTATIONS: YOU CAN EXPECT ME TO	7
CLASS SCHEDULE	7
LABORATORY EXPECTATIONS	10
COURSE EVALUATION METHODS	11
GRADING	12
REFERENCING STYLE	12
ASSIGNMENT DESCRIPTIONS	12
ASSIGNMENT GRADING TIMES	12
ASSIGNMENT EXTENSION AND LATE SUBMISSION POLICY	12

COURSE DETAILS

Course Title & Number:	HNSC 4140; QUANTITY FOOD PRODUCTION AND MANAGEMENT
Number of Credit Hours:	3
Class Times & Days of Week:	M/W/F 12:30 -1:20 P.M.
Location for classes:	Cisco webEx via UMLearn
Location for labs:	Room 410 Human Ecology Building
Pre-Requisites:	Prerequisites: HNSC 3340 or HNSC 3342 (030.334) and HNSC 2160 (030.216) or consent of instructor. Additionally, students must complete the Food Handlers Certificate Program and must submit the form to the Department by June 15th in order to be permitted to enter HNSC 4140.
Voluntary Withdrawal Date	March 31, 2021
No classes/online activities:	Feb 15 (Louis Riel Day) and Feb 16-19 (Winter term break)

Instructor Contact Information

Instructor(s) Name:	Snehil Dua, PhD.
Preferred Form of Address:	Anything polite
Office Location:	Zoom Meetings Office hour via zoom Meeting ID: 915 6824 1746
Office Hours or Availability:	Tuesdays: 9-10 A.M. Via Zoom, see above
Office Phone No.	You can call me at 204-2614512 (home number, no texting. It is a landline)
Email:	Snehil.Dua@UManitoba.ca (Preferred mode of communication)
Contact:	Email is the best way of to get in touch with me. To ensure a response from me please indicate which course you are writing about. I will do my best to respond within 24 hours on business days. May also respond on weekends.

Course Description

(Lab Required) (Formerly 030.414) Menu planning. Food costing. Experience in standard methods of institutional food production and service.

General Course Information

See below

Course Goals

1. To use the basic methods, recipes, and recipe sources that will yield superior quality food in quantity.
2. To describe the operation of institutional equipment used in food service institutions.
3. To produce safe and good quality food, in large quantity consistently.
4. To manage, teach and train people in a food service setting.
5. To identify and apply the principles of menu planning for food service systems.
6. To compare and contrast various menu pricing approaches.
7. To compare and use various forecasting models.
8. To compare and contrast menu evaluation models.
9. To explain the inventory process.

Intended Learning Outcomes**Foundational Knowledge Content Areas for Dietetics Education:**

This dietetic education program is an accredited program recognized by the Partnership for Dietetic Education and Practice (PDEP) and prepares students for eligibility for registration with a provincial dietetics regulatory body.

Highest level achieved: 1= demonstrate broad knowledge; 2= demonstrate comprehension; 3 = analyze, interpret and apply knowledge

Content Area	Foundational Knowledge	Cognitive Complexity Level
Food	Sensory evaluation of food	1
Food Service Systems	Purchasing, receiving, storage, inventory control and disposal activities	2
	Menu planning	3
	Institutional menu modification to address therapeutic, textural, cultural or other needs	2
	Recipe development, standardization and evaluation	3
	Quantity food production and distribution	2
	Human resource, financial, technical and equipment needs	2

	Hazard Analysis and Critical Control Points (HACCP)	2
	Food service facility design	1
Inter-professional Collaboration Management	Team Functioning	2
	Collaborative leadership	2
	Human resource management	1
	Strategic and operational planning including needs assessment, goal setting and outcome assessment	2
	Project management	2
	Regulations, policies and procedures	1
	Marketing	2
Population Food Systems and Food Security	Food production, preparation, processing, distribution and waste management	1
	Global and local food systems and factors affecting the supply of food	1
	Food markets and marketing of food	1

Using Copyrighted Material

Please respect copyright. We will use copyrighted content in this course. I have ensured that the content I use is appropriately acknowledged and is copied in accordance with copyright laws and University guidelines. Copyrighted works, including those created by me, are made available for private study and research and must not be distributed in any format without permission. Do not upload copyrighted works to a learning management system (such as UMLearn), or any website, unless an exception to the *Copyright Act* applies or written permission has been confirmed. For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright/> or contact um_copyright@umanitoba.ca.

Recording Class Lectures

Snehil Dua and the University of Manitoba hold copyright over the course materials, presentations and lectures which form part of this course. No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission *Snehil Dua*. Course materials (both paper and digital) are for the participant's private study and research.

I will record my lectures on Cisco WebEx. If I forget, please remind me at the start of the lecture. The recordings will be available on UMLearn > Communications>Cisco WebEx> Event recordings. It may take up to 12 hours for the recordings to be available after a given lecture.

Textbook, Readings, Materials

Reference/Required Texts

1. Payne-Palacio, J., & Theis, M. (2016). *Introduction to Foodservice* (13th ed.). Upper Saddle River, NJ: Pearson Prentice Hall. (Abbreviated as IF in the course schedule)
2. **Ivey Cases "Coursepack" to be purchased directly from the publisher's website. The details of this coursepack will be available on UMLearn on Jan 20. The cost of the pack will be under \$20/student. (Required)**
3. Molt, M. (2006). *Food for Fifty* (12th ed.). Upper Saddle River, NJ: Pearson Prentice Hall. (This is an excellent reference book for those seeking careers in food service).

Course Technology

It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical and legal manner. The student can use all technology in classroom setting only for educational purposes approved by instructor and/or the University of Manitoba Disability Services. Student should not participate in personal direct electronic messaging / posting activities (e-mail, texting, video or voice chat, wikis, blogs, social networking (e.g. Facebook) online and offline “gaming” during scheduled class time. If student is on call (emergency) the student should switch his/her cell phone on vibrate mode and leave the classroom before using it. (©S Kondrashov. Used with permission)

You will find some course related material on UMLearn (some notes, assignments, reading material etc). You will also submit most of their assignments electronically on IUMLearn dropbox. I will also make announcements on UMLearn. **It is important that you check UMLearn regularly.**

Final exam will be monitored via Respondus Monitoring System. You must have a working webcam and microphone attached to your system to be able to attempt the exam. Chromebooks are incompatible with this system. You will be given an opportunity to test your system's compatibility.

Class Communication

The University requires all students to activate an official University email account. For full details of the Electronic Communication with Students please visit:

http://umanitoba.ca/admin/governance/media/Electronic_Communication_with_Students_Policy_-_2014_06_05.pdf

Please note that all communication between myself and you as a student must comply with the electronic communication with student policy

(http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html). You are required to obtain and use your U of M email account for all communication between yourself and the university.

Expectations: I Expect You To

I will treat you with respect and would appreciate the same courtesy in return. See [Respectful Work and Learning Environment Policy](#).

Academic Integrity:

Plagiarism or any other form of cheating in examinations, term tests or academic work is subject to serious academic penalty (e.g. suspension or expulsion from the faculty or university). Cheating in examinations or tests may take the form of copying from another student or bringing unauthorized materials into the exam room (e.g., crib notes, pagers or cell phones). Exam cheating can also include exam personation. (Please see [Exam Personation](#), found in the Examination Regulations section of the General Academic Regulations). A student found guilty of contributing to cheating in examinations or term assignments is also subject to serious academic penalty.

To plagiarize is to take ideas or words of another person and pass them off as one's own. In short, it is stealing something intangible rather than an object. Plagiarism applies to any written work, in traditional or electronic format, as well as orally or verbally presented work. Obviously it is not necessary to state the source of well-known or easily verifiable facts, but students are expected to appropriately acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased. This applies to diagrams, statistical tables and the like, as well as to written material, and materials or information from Internet sources. To provide adequate and correct documentation is not

only an indication of academic honesty but is also a courtesy which enables the reader to consult these sources with ease. Failure to provide appropriate citations constitutes plagiarism. It will also be considered plagiarism and/or cheating if a student submits a term paper written in whole or in part by someone other than him/ herself, or copies the answer or answers of another student in any test, examination, or take-home assignment.

Working with other students on assignments, laboratory work, take-home tests, or on-line tests, when this is not permitted by the instructor, can constitute Inappropriate Collaboration and may be subject to penalty under the Student Discipline By-Law.

An assignment which is prepared and submitted for one course should not be used for a different course. This is called “duplicate submission” and represents a form of cheating because course requirements are expected to be fulfilled through original work for each course.

When in doubt about any practice, ask your professor or instructor.

The Student Advocacy Office, 519 University Centre, 474-7423, is a resource available to students dealing with Academic Integrity matters.

In addition to the general information about academic integrity and student discipline that you provide (Schedule “A” Policies and Resources), references to specific course requirements for individual work and group work, such as:

- (i) Group projects are subject to the rules of academic dishonesty;
- (ii) Group members must ensure that a group project adheres to the principles of academic integrity.
- (iii) All work is to be completed independently unless otherwise specified.

Students Accessibility Services

Student Accessibility Services

If you are a student with a disability, please contact SAS for academic accommodation supports and services such as note-taking, interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g. mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

Student Accessibility Services <http://umanitoba.ca/student/saa/accessibility/>

520 University Centre

204 474 7423

Student_accessibility@umanitoba.ca

Expectations: You Can Expect Me To

A large part of my teaching practice includes the use of discussion in the class. I expect students to participate but I do not expect perfection.

Class Schedule (The items in red font indicate that we will not meet for a lecture on those dates, instead you will be assigned readings/assignments for those times.)

This schedule is subject to change at the discretion of the instructor and/or based on the learning needs of the students but such changes are subject to Section 2.8 of the – [ROASS](#)- Procedure. Any changes in evaluation schedules will be updated on UMLearn.

Date	Class Content	Required/Suggested Readings or any Pre-class Preparation	Evaluation
Jan 18, M	Orientation and introduction to	None	None

	recipe standardization		
Jan 20, W	Recipe standardization: No lecture	Recipe standardization Available on UMLearn	None
Jan 22, F	Recipe costing methods	None	None
Jan 25, M	Principle of menu planning: No lecture	Principles of menu planning Available on umlearn	Start planning your Hot lunch menu
Jan 27, W	No lecture	Assignment guidelines: What should your menu look like.	Group work: Plan your menu. Submit it on the shared document by Jan 28, 11:59 PM
Jan 29, F	Discussion of submitted menus		
Feb 1, M	Finalize the lab document submission: No lecture	Read instructions for lab document submission	Submit your lab documents by Feb 1, 11:59 PM
Feb 3, W	Food safety basics: lecture		
Feb 5, F	Food safety basics: No lecture	Read "Food safety advice from Health Canada" Link available on UMLearn	Attempt food safety quiz by 11:59 PM on Feb 5.
Feb 8, M	GMPs and HACCP: Lecture		
Feb 10, W	Safe Food for Canadians Act and PCPs: lecture		
Feb 12, F	Case study 1: In class discussion	Case study 1	
Feb 22, M	Food Service systems: Lecture		
Feb 24, W	The menu: Factors affecting menu planning		
Feb 26, F	The menu: Types of menus.		Final group project component (10% of 25%). Submission deadline: March 31, 11:59 PM

Mar 1, M	Facility planning: No lecture	Chapter 10 available on umlearn	
Mar 3, W	Case study discussion	Case 2	
Mar 5, F	Break-even analysis		An important component of your final project
Mar 8, M	Guest lecture: small business financing (Tentative)		
Mar 10, W	Production and productivity: lecture		
Mar 12, F	Capacity and process flow chart: lecture		
Mar 15, M	Forecasting: Lecture		
Mar 17, W	Forecasting continued		
Mar 19, F	Purchasing, Inventory and storage: Lecture		
Mar 22, M	Quality assurance: Lecture		
Mar 24, W	Quality assurance: Lecture		
Mar 26, F	Case study 3	Case study 3	
Mar 29, M	Prep your presentation		
Mar 31, W	Presentations: groups 1 and 2		
Apr 2, F	Presentations: groups 3 and 4		
Apr 5, M	Presentations: groups 5 and 6		
Apr 7, W	Presentations: groups 7 and 8		

Apr 9, F	Presentations: groups 9 and 10		
Apr 12, M	Presentations: groups 11 and 12		
Apr 14, W	Food Trends		
Apr 16, F	Wrap up		

Laboratory Expectations

Laboratory Schedule

Friday lab sessions

Feb 5, 2020

Feb 12, 2021

February 26, 2021

Mar 5, 2021

March 12, 2021

March 19, 2021

March 26, 2021

April 2, 2021

April 9, 2021

Wednesday lab sessions* if needed.

Mar 10, 2021

March 17, 2021

LABORATORY LOCATION: Barbara Burns Food Innovation Laboratory, 410 Human Ecology Building

Laboratory Information

The laboratory periods that accompany this course are considered to be essential to meeting the course objectives. **Laboratory attendance is mandatory.** You must treat this laboratory time as you would treat any work experience position. Failure to attend will result in a **FAIL** grade in the course.

Attendance will be taken. The students who applied for and were approved for an exemption will be required to complete an assignment available on UMLearn. (Lab project)

STANDARDS OF PROFESSIONAL CONDUCT IN THE LAB AND CLASSROOM

Covid 19 related protocol:

- **You must complete the Covid-19 training before you attempt to enter the building.**
- **You must complete the Risk Factor Screening and declaration form available on UMLearn under Covid protocol module**

- **On the day of your lab session immediately upon entry and at the time of exit, you must complete the entry and exit form available on UMLearn under Covid protocol module.**
- **The only time you may enter the building is when you are scheduled to attend your lab session.**

NOTE: YOU WILL LOSE LAB MARKS IF YOU DO NOT ADHERE TO THESE RULES

1. Students are required to wear:

- a) Professional uniform. NO admittance to lab without a white laboratory coat. Clothing must be clean.
- b) Hair restraints (will be supplied – please reuse at each lab session if in good condition).
- c) Comfortable shoes with non-skid soles. NO sandals, NO boots.
- d) NO jewellery. NO nail polish or artificial nails. Students must remove nail polish or wear clean, disposable gloves (change gloves if soiled/as required).

2. Personal cleanliness is mandatory:

- a) A hand washing sink is available. Wash hands well and frequently.
- b) Students must wash their hands BEFORE beginning any preparation in the kitchen.
- c) Cooks' sinks are not to be used for washing hands.
- d) Any open cuts/sores must be covered with a bandage and disposable gloves (if wound is on the hand).
- e) NO chewing gum, food, beverages, or water bottles in the lab.

3. Lab cleanliness is mandatory:

- a) Clean-up is part of quantity cooking. Each student is responsible for keeping his/her work area clean (including stove tops and ovens) and ensuring that the kitchen is clean before leaving.
- b) Clean-up also includes tying the garbage bags closed and sweeping floors in the preparation area.
- c) Use bleach solution to clean work surfaces.
- d) Use plastic bristle brush to scrub out steam kettles. Use bottle brush to clean spouts of steam kettles.

4. Appropriate lab conduct:

- a) Students must arrive ON TIME for their scheduled lab section. Attendance is MANDATORY.
- b) Equipment and space in the kitchen must be shared by the students. **This means that it is important to return each piece of equipment to its proper location.** It is also important to ensure that the needs of other persons are considered at all times.
- c) Students **CANNOT** leave the lab until they are dismissed by the lab manager or Teaching Assistant, even if his/her tasks are completed.

5. Cell phones, text messaging, iPods, music players, cameras, and other electronic devices cause

distractions to classroom instruction, therefore less interaction can take place. Be courteous to fellow students. Please turn off cell phones in the classroom and laboratory.

Course Evaluation Methods

Refer students to the Assignment Description on the following page of the syllabus for Details.

Assessment	% of the Final grade	Access and deadlines
Food safety quiz	5%	Feb 5, 11:59 PM
Discussions in class	6%	In-class, see above
Lab documents	10%	Feb 1 by 11:59 PM
Lab participation	10%	N/A
Process flow, capacity and productivity exercise	4%	March 19 by 11:59 PM
Group project (Menu and presentation files)	25%	Submissions: March 31, 11:59 PM In-class Presentations: April 2-14
Final Exam	40%	TBA

Grading

A+: 90.0 - 100%	C+: 65.0 - 69.9%
A: 80.0 - 89.9%	C: 60.0 - 64.9%
B+: 75.0 - 79.9%	D: 50.0 - 59.9%
B: 70.0 - 74.9%	F: 0 - 49.9%

Referencing Style

Appropriate citations/references are required for all assignments, using APA Style (*Publication Manual of the American Psychological Association* [6th ed., 2010]).

Assignment Descriptions

All assignment descriptions and marking schemes will be available on UMLearn.

Assignment Grading Times

Expect that your assignments will be marked within 2 weeks after the submission deadlines.

Assignment Extension and Late Submission Policy

LATE ASSIGNMENTS WILL BE PENALIZED 10% FOR EACH DAY LATE (INCLUDING WEEKENDS).