Syllabus
HNSC 4140, Quantity Food Production and Management
(Winter 2023)

Territory Acknowledgement: “The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.”

Department of Human Nutritional Sc.,
Faculty of Agriculture and Food Sc.
Syllabus Contents

Course Details ........................................................................................................................................... 4

Course Title QUANTITY FOOD PRODUCTION AND MANAGEMENT ................................................... 4
Course Number HNSC 4140, A01 ........................................................................................................... 4
Term Winter 2023 .................................................................................................................................... 4
Credit Hours 3.0 ....................................................................................................................................... 4

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. Please see Aurora. ....................................................................................................................... 4

Class Times & days: ............................................................................................................................. 4
Lectures: M/W 12:00-1:15 PM ................................................................................................................ 4
Class location ........................................................................................................................................ 4
Human Ecology Building, room 207 ............................................................................................... 4

Instructor Contact Information ................................................................................................................. 4
Name ..................................................................................................................................................... 4
Email .................................................................................................................................................... 4
Office location 408- Human Ecology Building ............................................................................... 4
Office Phone ........................................................................................................................................ 4
Office/Student/Learner Hours ............................................................................................................. 5

Traditional Territory/Land Acknowledgment ...................................................................................... 5

Equity And Inclusion Commitment ....................................................................................................... 5

Course Description .................................................................................................................................... 6

Good quality food production is essential to institutional food service. In this course, you will work towards learn about the methods to achieve a good quality product while producing food in large quantities. Personal and food safety are essential to food production. For a successful food service operation, the cost of the operation must be kept in check, and any type of wastage must be minimized. In this course you will recognize the opportunities to control food production costs and will have an opportunity to apply the course knowledge to local food business. ........................................................................... 6

Course Learning Outcomes ....................................................................................................................... 6
Course Details

Course Title  QUANTITY FOOD PRODUCTION AND MANAGEMENT

Course Number HNSC 4140, A01

Term  Winter 2023

Credit Hours  3.0

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. Please see Aurora.

Class Times & days:
Lectures: M/W 12:00-1:15 PM

Class location
Human Ecology Building, room 207

Instructor Contact Information

Name
Snehil Dua, PhD.
Please address me as Snehil or Dr. Dua or anything polite.
Pronouns: She/her
Here’s a welcome video. I am looking forward to meeting you in the class.

Email
Snehil.Dua@Umanitoba.ca (the best way to get in touch with me).
In today’s time, it is becoming difficult to maintain a balance between work and personal life. To create this balance, I will promise to respond to your emails between 8:30 am and 5 pm on weekdays. I may respond at other times, but I do not promise to do so.

Office location 408- Human Ecology Building

Office Phone
204.474.6505 (Not the best was to get in touch with me. Do not leave a message at this number. I will not get the message. Email me instead)
Office/Student/Learner Hours
Drop-in office hours on Fridays between 1-2 PM.

Traditional Territory/Land Acknowledgment

I share the University of Manitoba’s acknowledgement,

_The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration._

I am an immigrant to Canada and am mindful of the fact that the land I have chosen to be my new home is the land of the Indigenous people of Canada. As a naturalized citizen of this beautiful country, I believe that it is my duty to respect the Treaties that were made on these territories.

I am aware of and will continue to learn of the injustices and traumas experienced by the Indigenous peoples, but also the richness and diversity of Indigenous cultures and knowledge, and their resilience. Too much destruction has been brought to this land, and I am committed to doing everything in my power to restore our connection to this land. Personally, I enjoy my meals the most when I have grown some of the ingredients in my garden. I truly believe that if we grow and cook our food, we are more appreciative of the food, enjoy it more, and tend to waste less. My mantra is, “Grow your own food; if you can’t grow, at least cook your own food; and if not that, then at least look at your food”. We need to build a connection with everything we consume, for our own health and wellbeing.

I am thankful for the clean water supply I often took for granted. Only recently I have learned that the water that I drink and use in Winnipeg that is sourced from Shoal Lake 40 First Nation has caused forced relocation and destress to the original inhabitants of this beautiful land.

In my classroom, I will remain open minded to all ideas and thoughts because such open-mindedness will benefit us all as a society.

Equity And Inclusion Commitment

Fairness and respectfulness are my most important values that I would never compromise on. I assure you that if you feel that I have treated any student unfairly in any way, I would like to know it so that I can reflect and correct. Being a cis-gender female, I will encourage you to bring to my attention anything I do or say that is perceived as my insensitivity to your identity. I honor your identity and will do my best to remove any hurdles in my class that prevent you from expressing yourself freely.
I recognize that we all have travelled different journeys which have shaped our personalities. Some of us have had more privileges than the others. Some of us had to endure more hardships than others. Recognizing this, I have designed this course with care. You will notice that your ideas will carry more weight than how you express those ideas, in my course. Though I want you to develop professional communication skills, but I recognize that we may express ourselves differently owing to our journey thus far. Some of us have had more experience with expressing ourselves succinctly in the English language while other might have more proficiency in other languages. Thus, I have designed the grading rubrics that encourage you to write professionally with clarity but will give more weight to your ideas and hard work. Recognizing that you may have different responsibilities in your personal lives, whenever possible, I will give you some flexibility in when you complete the assessments for this course.

Course Description

U of M Course Calendar Description

(Lab Required) (Formerly 030.414) Menu planning. Food costing. Experience in standard methods of institutional food production and service.
Prerequisite: HNSC 3342 (D) and a valid Food Handlers Certificate.

General Course Description

Good quality food production is essential to institutional food service. In this course, you will work towards learn about the methods to achieve a good quality product while producing food in large quantities. Personal and food safety are essential to food production. For a successful food service operation, the cost of the operation must be kept in check, and any type of wastage must be minimized. In this course you will recognize the opportunities to control food production costs and will have an opportunity to apply the course knowledge to local food business.

Course Learning Outcomes

Upon completion of this course, you should be able to

1. Standardize a recipe
2. Demonstrate the skills to safely prepare a superior quality recipe in large, specified quantity with minimal supervision.
3. Apply the principles (1-3) of HACCP in the standardized recipes
4. Explain the process of food safety audit.
5. Describe the operation of institutional equipment used in food service institutions.
6. Manage, teach, and train people in a food service setting.
7. Calculate capacity, productivity, and bottleneck in a food production system.
8. Compare and contrast various menu pricing approaches.
9. Carryout break-even analysis considering the fixed and variable costs of a food service operation.
10. Plan a menu using the principles of menu planning, for food service systems.
11. Forecast demand using a variety of forecasting models, on Excel
12. Compare menu evaluation models.
13. Explain the inventory process.
15. Use the seven tools of total quality assurance in a food service system.

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*

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Foundational Knowledge</th>
<th>Cognitive Complexity Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>Sensory evaluation of food</td>
<td>1</td>
</tr>
<tr>
<td>Food Service Systems</td>
<td>Purchasing, receiving, storage, inventory control and disposal activities</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Menu planning</td>
<td>3</td>
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<tr>
<td></td>
<td>Institutional menu modification to address therapeutic, textural, cultural or other needs</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Recipe development, standardization and evaluation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Quantity food production and distribution</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Human resource, financial, technical and equipment needs</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Hazard Analysis and Critical Control Points (HACCP)</td>
<td>2</td>
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<tr>
<td></td>
<td>Food service facility design</td>
<td>1</td>
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<tr>
<td>Inter-professional Collaboration</td>
<td>Team Functioning</td>
<td>2</td>
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<tr>
<td></td>
<td>Collaborative leadership</td>
<td>2</td>
</tr>
<tr>
<td>Management</td>
<td>Human resource management</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Strategic and operational planning including needs assessment</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Project management</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Regulations, policies and procedures</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Marketing</td>
<td>2</td>
</tr>
<tr>
<td>Population Food Systems and Food Security</td>
<td>Food production, preparation, processing, distribution and waste management</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Global and local food systems and factors affecting the supply of food</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Food markets and marketing of food</td>
<td>1</td>
</tr>
</tbody>
</table>
Course Materials

Required/Suggested Materials
(This is an excellent reference book for those seeking careers in food service).

Supplies
Clean white labcoat

Technology
- You must bring a computer and have access to UMLearn to be able to attempt the tests
- Access to UMLearn will be required to access course material and to complete course assessments.

Course Schedule

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 ROASS (https://umanitoba.ca/governance/governing-documents-academic#responsibilities-of-academic-staff-with-regard-to-students).

Voluntary Withdrawal date: March 2023. If you stay registered in this course after March 2023, you will receive a grade for this course. If you withdraw before March 22, it will be noted in your transcript.

The dates in red font indicate “no lecture” days when you will be assigned a task to complete on your own.

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Content</th>
<th>Required Readings or any Pre-class Preparation</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 9, M</td>
<td>Orientation and lab group allotment</td>
<td>None</td>
<td>Group enrolment deadline: January 10, 2023, by 11:59 PM. Those not enrolled by this deadline will be auto enrolled.</td>
</tr>
<tr>
<td>Jan 11, W</td>
<td>In-class recipe standardization for the preparatory lab.</td>
<td><strong>Required Reading</strong>: Recipe standardization lecture available on UMLearn</td>
<td>Class participation in groups. Attendance is mandatory.</td>
</tr>
<tr>
<td>Jan 16, M</td>
<td>Recipe quantification, costing and pricing methods</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Reading/Activity</td>
<td>Participation Requirement</td>
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<td>---------------------------</td>
</tr>
<tr>
<td>Jan 18, W</td>
<td>Food Safety Audit lecture</td>
<td>Food safety review lecture available on UMLearn</td>
<td>Attempt quiz 1 (3%) by 11:59 PM on January 17.</td>
</tr>
<tr>
<td>Jan 23, M</td>
<td>Menu principles activity (30 minutes) and types of menus, lecture</td>
<td>Required reading: Principles of menu planning Available on umlearn</td>
<td>Class participation</td>
</tr>
<tr>
<td>Jan 25, W</td>
<td>Work with your group members to finalize the lab documents due on January 29, 11:59 PM.</td>
<td>Prepare as a team, A grocery list, Standardized recipes, Cost calculations for 24 servings/recipe</td>
<td></td>
</tr>
<tr>
<td>Jan 30, M</td>
<td>Menu evaluation and analysis</td>
<td>In preparation for this class, please familiarize yourself with the basics of excel. Excel demo is available on UMLearn. In-class access to excel will be required</td>
<td>None</td>
</tr>
<tr>
<td>Feb 1, W</td>
<td>Inventory management</td>
<td>Excel may be needed</td>
<td></td>
</tr>
<tr>
<td>Feb 6, M</td>
<td>Models for forecasting demand</td>
<td>Excel will be needed</td>
<td>Enrol yourself in the project groups</td>
</tr>
<tr>
<td>Feb 8, W</td>
<td>GMP and HACCP lecture, and sanitation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb 13, M</td>
<td>HACCP Case study</td>
<td></td>
<td>Class participation</td>
</tr>
<tr>
<td>Feb 15, W</td>
<td>Break-even analysis</td>
<td>A calculator will be helpful</td>
<td></td>
</tr>
<tr>
<td>Feb 20-25</td>
<td>No classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb 27, M</td>
<td>Cost calculations, a case study (Henry Carnish)</td>
<td>A calculator will be helpful</td>
<td>Class participation</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Details</td>
<td></td>
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<tr>
<td>------------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Mar 1, W</td>
<td>Facility Planning</td>
<td>Chapter 10 available on umlearn Quiz 2 (2%) 11:59 PM March 5</td>
<td></td>
</tr>
<tr>
<td>Mar 6, M</td>
<td>Tentative: Small business finance, a guest lecture by Mr. Randy Dagasdas, MBA CEO of Me-Dian Credit Union</td>
<td>Mr. Dagasdas will deliver the lecture remotely (More details will be provided in the class) Attendance is mandatory (counts towards class participation).</td>
<td></td>
</tr>
<tr>
<td>Mar 8, W</td>
<td>Productivity and Capacity</td>
<td>A calculator will be helpful</td>
<td></td>
</tr>
<tr>
<td>Mar 13, M</td>
<td>Productivity and Capacity</td>
<td>A calculator will be helpful</td>
<td></td>
</tr>
<tr>
<td>Mar 15, W</td>
<td>Purchasing and storage, specifications</td>
<td>Quiz 3 (5%) Due on March 19 by 11:59 PM</td>
<td></td>
</tr>
<tr>
<td>Mar 20, M</td>
<td>Quality assurance in food service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 22, W</td>
<td>Market research methods in food service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 27, M</td>
<td>Preparation time for your presentation</td>
<td>Submit your presentation material on Umlearn by 11:59 AM on March 29.</td>
<td></td>
</tr>
<tr>
<td>Mar 29, W</td>
<td>Presentations Groups 1 - 3</td>
<td>Presentation and class participation</td>
<td></td>
</tr>
<tr>
<td>April 5</td>
<td>Presentations Groups 4-6</td>
<td>Presentation and class participation</td>
<td></td>
</tr>
<tr>
<td>April 10, M</td>
<td>Presentations Groups 7-9</td>
<td>Presentation and class participation</td>
<td></td>
</tr>
<tr>
<td>April 12, W</td>
<td>Presentations Groups 10 and 11, Wrap up.</td>
<td>Presentation and class participation</td>
<td></td>
</tr>
</tbody>
</table>

**Course Evaluation/Assessments**

<table>
<thead>
<tr>
<th>Assessment</th>
<th>% of the Final grade</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>Assessment</td>
<td>Percentage</td>
<td>Details</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Quizzes 1, 2 and 3</td>
<td>10%</td>
<td>Quiz 1 (3%): January 17 @11:59 PM, Tuesday&lt;br&gt;Quiz 2 (2%): March 5, 11:59 PM, Sunday&lt;br&gt;Quiz 3: (5%) March 19, 11:59 PM, Sunday</td>
</tr>
<tr>
<td>Class participation/discussions</td>
<td>10%</td>
<td>In-class, see the schedule above. (Subject to change)</td>
</tr>
<tr>
<td>Lab documents (collectively as a team)</td>
<td>15%</td>
<td>1. Menu&lt;br&gt;2. Grocery list&lt;br&gt;3. Standardized recipes for 24 servings/recipe (3 recipes per group)</td>
</tr>
<tr>
<td>Lab participation</td>
<td>10%</td>
<td>As per your lab schedule (must attend 5 lab sessions)</td>
</tr>
<tr>
<td>Group project (Menu and presentation files)</td>
<td>20%</td>
<td>Submissions: March 29, 2023, 11:59 PM</td>
</tr>
<tr>
<td>Final exam</td>
<td>35%</td>
<td>TBA on Aurora</td>
</tr>
</tbody>
</table>

**Summary**

**Assessments for HNSc 4140, Winter 2023**

**Assessment Descriptions**

**Quizzes 1-3 (6%):** One quiz each on Food safety review (3%), Facility planning (2%) and Productivity, capacity and flow charts (5%) will be available on UMLearn. Please complete by the due dates. Late completion will be permitted but will be penalized.
Class participation (10%): Please submit a copy of your classwork on UMLearn> Assessments>Assignments>Class participation submission folder.

If you completed a task as a group, please submit it with every group member's name on it.

Here are all the documents you will submit as part of your class participation.

1. Recipe standardization class activity: As a group (3 students per group)
2. Menu principles activity: Individual or as a group (Maximum group size = 4)
3. HACCP Case study: Preferably as a group but individual is fine as well. (Maximum group size = 4)
4. Henry Cornish case study: Preferably individually but in pairs is also acceptable. (Maximum group size = 2)
5. Small business finance guest speaker: Individually write in a couple of sentences what you found useful in the lecture. You may also write what else you would have liked to learn. (Individual)
6. Final presentations: You must attend at least 8 presentations other than your own presentation. For each of the eight presentations, please provide at least one strength of the work the team did. You will individually submit one document with the comments for all 8 presentations you attended. Bonus points will be awarded for attending and commenting on more than 8 presentations.

Lab participation (10%, Mandatory to pass the course.) You are required to attend 5 lab sessions (8 am - 12:30 pm) as per the schedule provided above. One session is preparatory for which the expectations have been defined in Preparatory lab instructions 2023.docx. In one lab session you will be required to assume a “Manager’s” role. The manager’s duties are described in HNSC 4140 - Lab instructions and manager duties 2023.docx. In the remaining three sessions, you will be required to assume the role of a “worker”. All sessions are mandatory for you to be able to pass this course.

Final Group project (20%):

Learning outcomes of these projects:

1. Apply some of the knowledge from HNSC 4140 in the real world.
2. Demonstrate the ability to work in a team.
3. Demonstrate the ability to work independently and demonstrate professionalism.
4. Demonstrate the willingness to learn.
5. Demonstrate decision-making, critical thinking, and professional communication skills.

There will be two types of projects you can choose from. 1. Work-integrated-learning, 2. Business plan.

1. Work-integrated learning (WIL): In teams of four students, you will get an opportunity to work with a local food service business. The business will provide you details about the
pre-determined project that may involve menu evaluation, forecasting, inventory management, mock food safety audit etc. As a team you will accomplish the task under the guidance of your course instructor. The project will start in mid Feb and must be completed by March 27, 2023. It is expected that each team member will spend at least 25h towards this project. Some projects may require the students to visit the business once or multiple times, while others may be completed remotely. There will be a limited number of opportunities, and the enrolment in these projects will be on first-come, first-serve basis. Each team will give a presentation of the task accomplished. The business managers will also be invited to attend these presentations. A small stipend may be given to each student to cover their expenses related to the project.

2. Business plan: In teams of four students, you will get an opportunity to create a business plan for a food service such as a café, cafeteria, restaurant etc. This plan must be prepared with sufficient details such that it can be used for a loan application. The CEO of Med-Dian Credit Union, Mr. Randy Dagdasdas has graciously agreed to give a guest lecture about small business financing. The project will start in mid Feb and must be completed by March 27, 2023. Each team will present their business plan in front of the class. The team with the best plan will be given an award.

Labs/Tutorials

Expectations

Laboratory Schedule

You must enrol yourself for a lab team on UMLearn. UMLearn>Course page>Communication>Groups>Read the instructions>by January 10, 11:59 PM.

<table>
<thead>
<tr>
<th>Lab section</th>
<th>Menu type</th>
<th>Team capacity</th>
<th>20-Jan</th>
<th>27-Jan</th>
<th>03-Feb</th>
<th>10-Feb</th>
<th>17-Feb</th>
<th>03-Mar</th>
<th>10-Mar</th>
<th>17-Mar</th>
<th>24-Mar</th>
<th>31-Mar</th>
</tr>
</thead>
<tbody>
<tr>
<td>B02 Team 1</td>
<td>Non-vegetarian</td>
<td>3</td>
<td>Prep</td>
<td>Prep</td>
<td>Worker</td>
<td>Worker</td>
<td>Worker</td>
<td>Worker</td>
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<tr>
<td>B02 Team 2</td>
<td>Vegan</td>
<td>3</td>
<td>Prep</td>
<td>Prep</td>
<td>Manager</td>
<td>Worker</td>
<td>Worker</td>
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<tr>
<td>B01 Team 3</td>
<td>Non-vegetarian</td>
<td>3</td>
<td>Prep</td>
<td>Prep</td>
<td>Manager</td>
<td>Worker</td>
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<td>B01 Team 4</td>
<td>Vegan</td>
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<td>Prep</td>
<td>Prep</td>
<td>Manager</td>
<td>Worker</td>
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<tr>
<td>B02 Team 5</td>
<td>Non-vegetarian</td>
<td>3</td>
<td>Prep</td>
<td>Prep</td>
<td>Worker</td>
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<td>B02 Team 6</td>
<td>Vegan</td>
<td>3</td>
<td>Prep</td>
<td>Prep</td>
<td>Worker</td>
<td>Manager</td>
<td>Worker</td>
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<td>B01 Team 7</td>
<td>Non-vegetarian</td>
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<td>Prep</td>
<td>Prep</td>
<td>Worker</td>
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<td>B01 Team 8</td>
<td>Vegan</td>
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<td>Prep</td>
<td>Prep</td>
<td>Worker</td>
<td>Manager</td>
<td>Worker</td>
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<tr>
<td>B02 Team 9</td>
<td>Non-vegetarian</td>
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<td>Worker</td>
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</table>

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 and perform your duties will result in a **FAIL** grade in the course. Attendance will be taken.
STANDARDS OF PROFESSIONAL CONDUCT IN THE LAB AND CLASSROOM

Covid 19 related protocol:

- As per the advice of the university, covid-19 protocols may be required. Please read the document (Covid Syllabus insert) available on UMLearn along with this syllabus, to learn about the University’s Covid-19 protocols for in-person activities. Additional information may be provided as necessary. During this pandemic, specific requirements and recommendations may change. Please check UMLearn for the changes that maybe announced during the term. **Adherence is mandatory, and non-adherence will be dealt with as per the university’s policies.**

NOTE: **You must adhere to the following lab rules to obtain full marks on your lab attendance**

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.

**Grading**

Please do not request me to give you opportunities for extra credits.

I will follow the following grade scheme. For example, if you score 79.96, your score will be rounded up to 80. If you score 79.6, your score will not be rounded up to 80.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage out of 100</th>
<th>Final Grade Point</th>
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<tbody>
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<tr>
<td>B+</td>
<td>76-79.9</td>
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<tr>
<td>D</td>
<td>50-59.9</td>
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</tr>
<tr>
<td>F</td>
<td>Less than 50</td>
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</table>

**Expectations**

Please refer to the [Respectful Work and Learning Environment Policy](https://bit.ly/3aMl7nE) of our university.

- I expect you to take notes in the class. The slides provide only the main points for each lecture. Additional information will be provided during the lecture. Please add such information to your slides.
- In the class, please pay attention to the lecture and ask me to repeat/clarify anything that is not clear. Please avoid asking your classmates to clarify during a lecture.
- If you have questions during the class, please ensure that those questions are directly related to what is being discussed at that time.
- Please ask questions related to assignments/tests/labs etc. either at the start of the class or at the end. Refrain from asking about these during a lecture.
- I expect that you join the class in time and not leave until the class is over. If you must arrive late or leave early, please do so without disturbing others.
- Where group work is assigned, I expect that you work as a team, with each member contributing equitably. Being able to work collaboratively is an important skill. In this course you will get opportunities to develop this skill.
• Please be respectful to one another. It is acceptable to disagree with one another, but it is unacceptable to be disrespectful.
• Demonstrate independence, accountability, and professionalism.

Course Policies

Academic Integrity

• The University of Manitoba’s policy for academic integrity is located within the Student Discipline Bylaw and Student Academic Misconduct Procedure. Please refer to the policy and procedures as listed in the UM Policies section below.

• You are expected to complete your coursework and programs of study with integrity by making a commitment to the six fundamental values of honesty, trust, fairness, respect, responsibility, and courage.

• If a test/assignment is individually assigned, you must not work collaboratively.

• Academic integrity looks like referencing the work of others that you have used and completing your assignments independently unless otherwise specified. Copying and pasting from other sources will be considered plagiarism. Please paraphrase and provide references. Be very judicious in the use of quotations. Quotations are used only when something has been written very artistically or technically such that paraphrasing it may lead to the loss of its meaning. Another reason to use quotations would be when you are stating something an author has said but you don’t quite agree with the statement. Or when you want your point of view to be validated by an authority, you may use quotations. In all other cases, paraphrase.

• Group members must ensure that a group project adheres to the principles of academic integrity. This means that all students are required to check that all sourced material has been cited and referenced.

• Do not share course materials (e.g., notes, exam questions, assignment instructions, article) that have been created by the instructor or were authored by another person. Unpermitted sharing of such materials with your peers or with note-sharing companies, such as One Class, Course Hero, or Chegg (or other similar websites), is a violation of Copyright Law.

• Do not submit lab reports or other types of assignments already graded in another course.

• Plagiarism, duplicate submission, cheating on quizzes, tests, and exams, inappropriate collaboration, academic fraud, and personation are violations of the Student Discipline Bylaw and will lead to the serious disciplinary action. Visit the Academic Calendar, Student Advocacy, and Academic Integrity web pages for more information and support.


• Indoors on the University of Manitoba campuses, you must wear either a KN95 or 2-ply or 3-ply mask. Fabric masks are not sufficient.

• You must not eat in the classroom or the lab.

• If you test positive for Covid-19, please do not come to the University.
• Your instructor and TAs will teach remotely via Cisco WebEx if they test positive but are feeling well enough to teach. If they are unable to, they may find a substitute to teach. If a substitute cannot be found, we may assign online activities for you to complete to make up for the class/lab.

Assignment Extension and Late Submission Policy
Should you need an extension on a quiz, please do not hesitate to ask for one. The lab documents must be submitted in time because the groceries have to be purchased accordingly. But in exceptional circumstances, I will consider giving an extension. The presentations must also be submitted in time but I will consider giving extensions in exceptional circumstances.

If you miss the final exam, you must apply for a deferral to your home faculty. If the permission is granted by your faculty and by the department of FHNS, I will schedule the deferred final exam no sooner than first week of May 2023.

Accessibility
The University of Manitoba is committed to providing an accessible academic community. Students Accessibility Services (SAS) (https://umanitoba.ca/student-supports/accessibility) offers 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.

520 University Centre
(204) 474-7423
Student_accessibility@umanitoba.ca

Attendance
I will strongly advise that you attend all classes, but I do recognize that circumstances may arise due to which you may have to miss a class. When you attend a class, you will have the opportunity to take notes, and get clarifications. If you must miss a class, please request your classmates to help you complete your notes. After studying the notes of a missed lecture, if something is unclear, please visit me during my office hours to seek clarifications. Please do not expect me to repeat the entire lecture for you. You must first study the notes yourself before you seek clarifications.

Lab attendance is mandatory. If you miss a lab due to exceptional circumstances, you must make up for that lab by attending another session. You must communicate with your TAs should you need such accommodation. Please remember that the lab activities are team activities and your team members will rely on you to complete your part of the work. Thus, missing a lab must be carefully considered. Please follow Covid-19 policy. Do not come to the lab should you have covid symptoms or test positive for the infection.

Recording Class Lectures
My notes and lectures are my copyright material. No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without
permission from me (Snehil Du). Course materials (both paper and digital) are for your private study and research.

Class Communication
You are required to obtain and use your University of Manitoba email account for all communication between yourself and the university. All communication must comply with the Electronic Communication with Student Policy: http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html.
When you email me, please indicate the course number in your email. I teach multiple courses and will not be able to respond to your email if you do not mention the course number. Please check the syllabus and UMLearn announcements to see if your question has been answered there. If not, please email me. I will try my best to respond within 24h on weekdays.

Referencing Style
Please use any standard format wherever applicable. Please be consistent.

Technology Use
It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical, and legal manner.
In my class, you may use computers, tablets etc. for note taking. Please use technology only for course related activities during the class.
You must bring a computer a tablet to attempt your tests and exams. You will not be allowed to attempt tests on cellphones.

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 UM Learn) or any website (e.g., Course Hero, Chegg, etc.), unless an exception to the Copyright Act applies or written permission has been confirmed. For more information, see the University’s Copyright Office website (http://umanitoba.ca/copyright/) or contact um_copyright@umanitoba.ca.

UM Policies
UM Learner Supports