

**BRESCIA UNIVERSITY COLLEGE**  
**DIVISION OF FOOD AND NUTRITIONAL SCIENCES**

**FOODS & NUTRITION 4458B**

**WINTER 2016**

**EQUIPMENT SELECTION AND FACILITY LAYOUT**

**COURSE DIRECTOR: Leslie Whittington-Carter**

Office hours: Before and after in-person classes or by appointment, Room 210 Ursuline Hall

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**COURSE DESCRIPTION:** Students become familiar with commercial kitchen equipment, and practice selecting equipment to meet menu production needs. Lifecycle costs, maintenance requirements and utility costs are discussed in determining needs for food service equipment. Environmentally-friendly design practices, relevant legislation, and the design/construction team are reviewed. Students practice commercial kitchen and dining area layout and design. Tours of local foodservice facilities form part of the course.

**Prerequisite:** Foods & Nutrition 3348A/B. 3 lecture hours, half-course.

**Course Objectives:** Students will:

1. Identify common pieces of food service equipment and describe their use
2. Interpret foodservice layout architectural drawings
3. Identify and apply good design practices to the design of a foodservice operation
4. Discuss trends in foodservice operation design
5. Make decisions regarding equipment need and equipment selection for a foodservice operation based on cost, maintenance, operational requirements
6. Describe design, construction, and operational practices that promote food safety
7. Exercise creative abilities in the planning of a foodservice operation
8. Gain experience in communication and presentation skills

**CLASS SCHEDULE:** Thursdays 8:30 – 11:30 a.m. Room BR302  
(3 lecture hours per week, half-course).

**REQUIRED TEXT**

All materials will be posted on the class Owl site

**FORMAT**

This course will be taught utilizing a **blended format**, with online and in-person components throughout the term as specified on the schedule and the weekly outline. Students will engage in asynchronous online activities as well as in-class sessions. Tours of local foodservice facilities are a key component of the course. *Although every effort will be made to adhere to the schedule, students are asked to not schedule work or other commitments during the scheduled class time, in case an online class has to be switched to in-person due to guest speaker or tour availability.*

## **COURSE EVALUATION**

Research Paper	25%
Quizzes 2 @ 10%	20%
Facility Planning Project (group)*	30%
Facility Planning Project presentation*	10%
Peer evaluation on group project	5%
Class participation and in-class/online assignments	10%

\*All members of the group will receive the same mark.

## **DIVISION POLICIES:**

**Participation/Attendance:** Everyone enrolled in the course is expected to participate in class discussions. Attendance at class is mandatory.

**Penalty for late assignments:** Assignments are due at class time on the date specified. There will be a deduction of 20% of the value of the assignment for late submission. NO assignment will be accepted one (1) week after due date.

**Special examination:** NO special examination will be given for a student who has missed a scheduled examination except in cases with proper documentation to show a confirmed personal illness or a death in the student's immediate family.

**Plagiarism:** Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence policy in the Western academic calendar)

## **Specific Course Policies:**

Requests for accommodation on medical or non-medical grounds should be made to academic counselors, with proper documentation submitted.

<b>PLANNED SCHEDULE (SUBJECT TO CHANGE)</b>		
January 7	<ul style="list-style-type: none"> <li>➤ Course Introduction</li> <li>➤ Review of layouts and building plans</li> <li>➤ Drawing Terminology</li> <li>➤ Functional areas of foodservice operations</li> </ul>	
January 14	<ul style="list-style-type: none"> <li>➤ Standards certification</li> <li>➤ Equipment Specifications</li> <li>➤ Work Centers/Sections/Layout</li> <li>➤ Receiving – equipment, layout, finishes</li> <li>➤ Dry Storage areas – equipment, layout, finishes</li> <li>➤ Refrigerated Storage</li> <li>➤ Frozen Storage</li> </ul>	
January 21	TOUR	<b>Group Project first instalment due –names of group members and brief description of project submitted by email</b>
January 28 online	<ul style="list-style-type: none"> <li>➤ Preparation areas – layout, equipment, finishes</li> <li>➤ Production areas – layout, equipment, finishes</li> </ul>	Quiz #1 due January 31 by 5 p.m.
February 4	<ul style="list-style-type: none"> <li>➤ Service areas – layout, equipment, finishes</li> <li>➤ Warewashing areas – layout, equipment, finishes</li> <li>➤ Space Allocation</li> <li>➤ Logical Flow between functional areas</li> <li>➤ Menu Analysis to determine equipment needs</li> </ul>	
February 11	TOUR	<b>Research Paper Due by 11:55 p.m. on Feb. 15</b>
February 18	<b>Reading Week</b>	
February 25 online	<ul style="list-style-type: none"> <li>➤ Feasibility studies</li> <li>➤ Demographics</li> <li>➤ Concept Development</li> <li>➤ Site Selection</li> <li>➤ Building Code</li> <li>➤ Accessibility</li> </ul>	
March 3	<ul style="list-style-type: none"> <li>➤ HVAC</li> <li>➤ Lighting and Sound</li> <li>➤ Energy Conservation</li> <li>➤ Plumbing</li> <li>➤ Recycling, Waste Management</li> <li>➤ Preventative Maintenance</li> <li>➤ Furnishings</li> </ul>	<b>Group project second installment due –preliminary menu and analysis</b>
March 10 online	<ul style="list-style-type: none"> <li>➤ Food Safety</li> <li>➤ Food Premises Regulations</li> <li>➤ Disaster Planning</li> <li>➤ Interior Design</li> </ul>	
March 17	<ul style="list-style-type: none"> <li>➤ Renovations/remodelling</li> <li>➤ Ergonomics</li> <li>➤ Employee Health and Safety</li> </ul>	Quiz #2

March 24	TOUR	
March 31	➤ Group Project Presentations	
April 7	➤ Group Project Presentations	

## BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

### POLICY REGARDING MAKEUP EXAMS AND EXTENSIONS OF DEADLINES

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation. Academic accommodation on medical grounds will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete her academic responsibilities. Appropriate academic accommodation will be determined by the Dean's Office in consultation with the student's instructor(s). Please note that personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are not grounds for academic accommodation.

A UWO Student Medical Certificate (SMC) is **required** if a student is seeking academic accommodation on medical grounds. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. A SMC can be downloaded under the Medical Documentation heading of the following website:

<https://studentservices.uwo.ca/secure/index.cfm> . If it is not possible to have an SMC completed by the attending physician/nurse practitioner, the student must request documentation sufficient to demonstrate that her ability to meet academic responsibilities was seriously affected. Please note that under University Senate regulations documentation stating simply that the student "was seen for a medical reason" or "was ill" is **not** adequate to support a request for academic accommodation. All documentation is to be submitted to an Academic Advisor.

Whenever possible, requests for academic accommodation should be initiated in advance of due dates, examination dates, etc. Students must follow up with their professors and Academic Advisor in a timely manner.

The full statement of University policy regarding extensions of deadlines or makeup exams can be found at <http://www.westerncalendar.uwo.ca/2015/pg117.html>

### ACADEMIC CONCERNS

If you feel that you have a medical or personal problem that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds may not be considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult an Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines (refer to the Registrar's website, [www.registrar.uwo.ca](http://www.registrar.uwo.ca), for official dates). You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

The Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory.

### ABSENCES

**Short Absences:** If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

**Extended Absences:** If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work and arrange academic accommodations, if appropriate.

## POLICY ON CHEATING & ACADEMIC MISCONDUCT

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf).

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Students are urged to read the section on Scholastic Offences in the Academic Calendar. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Academic Misconduct in the Western Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Student Services Centre, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University. **Plagiarism:**

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com.

### **Computer-marked Tests/exams:**

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

## PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal signed by the student must be sent to the Department Chair. If the response of the department is considered unsatisfactory to the student, she may then submit a signed, written appeal to the Office of the Dean. Only after receiving a final decision from the Dean may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office, or you can consult an Academic Advisor. Students are advised to consult the section on Academic Rights and Responsibilities in the Western Academic Calendar.

## PREREQUISITES AND ANTIREQUISITES

Unless you have either the prerequisites for a course or written special permission from your Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites. Similarly, you will also be deleted from a class list if you have previously taken an antirequisite course unless this has the approval of the Dean. These decisions may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course because you have taken an antirequisite course.

## SUPPORT SERVICES

The Brescia University College Registrar's website, with a link to Academic Advisors, is at <http://brescia.uwo.ca/academics/registrar-services/>. The Western Registrar's website is at <http://www.registrar.uwo.ca/index.html>. The website for the Student Development Centre at Western is at <http://www.sdc.uwo.ca/>. Students who are in emotional/mental distress should refer to Mental Health @ Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.

