



Syllabus

Quantity Food Production and Management

(Winter 2025)

Department of Human Nutritional Science

University of Manitoba

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.

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COURSE DETAILS

Course Title & Number:	HNSC 4140; QUANTITY FOOD PRODUCTION AND MANAGEMENT
Number of Credit Hours:	3
Class Times & Days of Week:	M/W 12:00 -1:15 P.M.
Lab Times & Days of Week	Fridays, 8 AM- 12:00 PM (five sessions)
Location for classes:	226 Education Building
Location for labs:	Room 410 Human Ecology Building (Lab sessions will begin on January 24)
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 20, 2024
No classes/online activities:	Feb 17 (Louis Riel Day) and Feb 18-21 (Winter term break)

Instructor Contact Information

Instructor(s) Name:	Snehil Dua, PhD.
Preferred Form of Address:	Anything polite
Office Location:	408 Human Ecology Building
Office Hours or Availability:	Tuesdays and Thursdays, 12:00-12:45 PM.
Office Phone No.	204-474-6505
Email:	Snehil.Dua@UManitoba.ca (Preferred mode of communication)
Contact:	Email is the best way 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.

Course 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.**

Course Goals

Develop Comprehensive Knowledge of Food Service Operations: Students will gain a deep understanding of various aspects of food service management, including recipe standardization, HACCP principles, and the use of institutional equipment.

Enhance Practical Skills in Large-Scale Food Preparation and Safety: Students will learn to prepare high-quality recipes in large quantities with minimal supervision, emphasizing food safety and quality assurance.

Strengthen Analytical and Financial Planning Abilities: Students will be equipped to perform break-even analyses, calculate productivity metrics, and apply different menu pricing and evaluation models in a food service context.

Cultivate Leadership and Management Competencies: Students will develop skills to effectively manage, teach, and train staff in a food service environment, fostering a positive and efficient workplace culture.

Implement and Evaluate Food Service Systems and Processes: Students will learn to forecast demand, understand inventory processes, and compare purchasing methods, ensuring efficient and effective food service operations.

Intended Learning Outcomes

Upon completion of this course, you should be able to

1. Standardize recipes to ensure consistent nutritional and sensory quality.
2. Make evidence-based decisions regarding food safety and quality improvement, utilizing HACCP principles, microbial safety guidelines, and case study discussions to ensure food safety in large-scale preparation.
3. Demonstrate the skills to safely prepare high-quality recipes in large quantities with minimal supervision.
4. Manage food service operations effectively through case study discussions and role-play exercises, showcasing the ability to oversee human resources, make strategic decisions, prioritize tasks, plan, and execute operations, and understand the use of institutional equipment.
5. Analyze and interpret key financial metrics, including break-even analysis, forecasting, capacity, and productivity measurement, to make informed decisions that optimize operational efficiency and profitability.
6. Compare and contrast various menu pricing approaches and develop appropriate menus for food service operations.
7. Evaluate different menu evaluation models to assess their effectiveness.
8. Design and plan diverse menus tailored to specific populations and settings, considering dietary needs, cultural preferences, and nutritional requirements, while also paying special attention to food texture to cater to clients with oral health issues, thereby adopting a client-centric approach.
9. Describe effective and ethical methods for inventory management, storage, and purchasing in food service.
10. Explain the four P's (Product, Price, Place, Promotion) and the four C's (Customer, Cost, Convenience, Communication) in the context of food marketing.
11. Utilize the seven tools of total quality assurance to enhance food service systems.

12. Present a business plan or project report to various stakeholders, including fellow students, teaching assistants, and business owners.

Foundational Knowledge Content Areas for Dietetics Education:

PRACTICE COMPETENCIES	PERFORMANCE INDICATORS	Course Learning Outcomes (CLOs)
1. FOOD AND NUTRITION EXPERTISE: Dietitians integrate their food and nutrition expertise to support the health of individuals, communities and populations		
1.01 Apply understanding of food composition and food science	b. Demonstrate understanding of food preparation, processing and preservation	1, 3
	c. Demonstrate understanding of the role of ingredients and their interaction in food preparation	1, 3
	d. Demonstrate understanding of the sensory evaluation of food	1
	e. Demonstrate understanding of microbes in food	2
1.02 Apply understanding of food environments	a. Demonstrate knowledge of government policy in regulating food products in Canada	2
	e. Demonstrate understanding of factors affecting food safety	2
1.04 Apply understanding of dietary requirements and guidelines	c. Demonstrate understanding of current nutrition recommendations and dietary guidelines	1, 8
1.05 Apply understanding of dietary practices	d. Demonstrate understanding of the impact of financial resources on food choice and eating	10
	f. Demonstrate awareness of the role of religion and culture in dietary practices	8
1.08 Integrate quantity food provision principles and practices	b. Demonstrate understanding of strategies that support sustainable food provision	5
	c. Demonstrate knowledge of approaches to food marketing	10
2. PROFESSIONALISM AND ETHICS: Dietitians use professional, ethical and client-centered approaches, to practice with integrity and accountability		
2.02 Act ethically and with integrity	a. Treat others with respect	4
	c. Act in accordance with ethical principles	9
	d. Accept accountability for decisions and actions	4
	e. Act in a manner that upholds the reputation of the profession	4

	f. Maintain professional boundaries	4
2.03 Practice in a manner that promotes cultural safety	a. Act with sensitivity and humility with regard to diverse cultural groups	4
2.04 Employ a client-centered approach	a. Demonstrate knowledge of principles of a client centered approach	8
2.05 Practice according to legislative, regulatory and organizational requirements	e. Comply with organizational policies and directives	3, 4
2.07 Use risk management approaches	a. Identify risks and hazards in the practice setting	2, 3
	b. Contribute to an organizational culture of safety	2, 3, 4
2.08 Manage time and workload	a. Prioritize activities	4
	b. Meet deadlines	3, 4
2.09 Employ an evidence informed approach to practice	b. Demonstrate knowledge of the process of evidence-informed decision making	2, 4
3. COMMUNICATION AND COLLABORATION: Dietitians communicate effectively and collaborate with others to achieve practice goals		
3.01 Use appropriate communication approaches	a. Identify opportunities for and barriers to communication relevant to context	12
	b. Use communication approaches appropriate to context	12
	c. Use language tailored to audience	12
3.02 Use effective written communication skills	b. Write clearly and in an organized fashion	12
3.03 Use effective oral communication skills	a. Speak in a manner responsive to audience	12
	b. Speak clearly and in an organized fashion	12
3.04 Use effective electronic communication skills	a. Demonstrate knowledge of electronic communication applications	12
	b. Use electronic communication relevant to context	12
3.06 Engage in teamwork	a. Demonstrate knowledge of principles of teamwork and collaboration	12
	b. Contribute effectively to teamwork	12
4. MANAGEMENT AND LEADERSHIP: Dietitians use management skills and provide leadership to advance health, through food and nutrition		
4.01 Manage programs and projects	a. Demonstrate understanding of management principles	2, 4, 5
	b. Contribute to strategic and operational planning	2, 4, 5, 7, 9
	c. Contribute to human resource management	4
	d. Contribute to financial management	5
	e. Contribute to physical resource management	4
4.08 Foster	c. Demonstrate awareness of the availability and preparation	8

development of food skills in others	of foods specific to cultural groups	
	h. Demonstrate food preparation techniques	1, 3
5. NUTRITION CARE: Dietitians use the Nutrition Care Process to provide individualized care		
5.01 Conduct nutrition assessment	k. Assess and interpret chewing, swallowing and eating abilities	8
7. FOOD PROVISION: Dietitians manage and consult on quantity food provision to support health		
7.03 Manage food provision	a. Identify facility layout and equipment requirements for food production	12
	b. Participate in purchasing, receiving, storage, inventory control and disposal of food	4, 9
	c. Develop and standardize recipes	1
	d. Participate in menu planning	8, 12
	e. Participate in management of food production and distribution procedures	4, 6
	f. Participate in maintaining safety, and quality control	2, 11
7.04 Monitor and evaluate food provision	a. Participate in monitoring food provision activities	11
	b. Contribute to evaluation of food provision activities	7, 11
	c. Propose adjustments to food provision to increase effectiveness or meet modified goals and objectives	11, 12

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, 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 taught remotely on Cisco WebEx until Feb 26. The in-person lectures will NOT be recorded. 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. 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 UMLearn dropbox. I will also make announcements on UMLearn. **It is important that you check UMLearn regularly.**

You must have access to a working computer device with internet connectivity and functioning Microsoft Excel for all the classes and the final exam. The final exam will be an in-person paperless exam with Respondus Lockdown browser enabled. Chromebooks are incompatible with this system. You will have an opportunity to test your system’s compatibility at the start of the course.

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.

The use of artificial intelligence tools to complete any assessment in this course will be treated as plagiarism.

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 you to participate but I do not expect perfection. My focus while teaching a 4000-level course is to help students develop skills in addition to accumulating knowledge. Some of the skills I would like to see developed would be safe food preparation, handling, and storage, management and organizational skills, critical thinking and decision-making skills, professional communication, leadership, teamwork, and self-learning skills. I expect that you would work to gain/refine many of these skills when given opportunities.

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 Readings or any Pre-class Preparation	Evaluation/activity
Jan 6, M	Orientation and lab group allotment	None	Group enrolment deadline: January 9, 2025, by 11:59 PM. Those not enrolled by this deadline will be auto enrolled.
Jan 8, W	Recipe quantification, costing and pricing methods. Selection of a recipe.	Required Reading: Recipe standardization lecture available on UMLearn	Decide in groups, the recipe you will standardize for the preparatory lab. (15 minutes of class time)
Jan 13, M	In-class recipe standardization for the preparatory lab and create a grocery list.	Bring the recipe to standardize	Class participation- submit the grocery list by January 19, 11:59 PM
Jan 15, W	Menu principles activity (30 minutes) and types of menus, lecture	Required reading: Principles of menu planning. Available on umlearn	Class participation
Jan 20, M	Work with your group members to plan and prepare the lab documents	Prepare as a team, A grocery list, Standardized recipes, Cost calculations for 24 servings/recipe	Finalize your menu by the end of the day, January 20. If you have not listed your menu items by this deadline, the instructor will enter it for you. All other documents are due on Feb 2, 11:59 PM
Jan 22, W	GMP and HACCP lecture, and sanitation	Food safety review lecture available on UMLearn	None Attempt quiz 1 (3%) by 11:59 PM on January 21.
Jan 27, M	HACCP Case study		Class participation
Jan 29, W	Menu evaluation and analysis	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	
Feb 3, M	Break-even analysis	A calculator will be helpful	Enrol yourself in the project groups

Feb 5, W	Decision-making based on Cost calculations, a case study (Henry Carnish)	A calculator will be helpful	Class participation
Feb 10, M	Inventory management		
Feb 12, W	Facility Planning	Chapter 10 available on umlearn	Quiz 2 (2%) 11:59 PM March 2
Feb 17-21	No classes, Louis Reil Day and winter break.		
Feb 24, M	Purchasing and storage, specifications		
Feb 26, W	Plan your project roster		In-class planning
Mar 3, M	Tentative: Small business finance, a guest lecture		Attendance is mandatory (counts towards class participation).
Mar 5, W	Productivity and Capacity	A calculator will be helpful	
Mar 10, M	Productivity and Capacity	A calculator will be helpful	Quiz 3 (5%) Due on March 23 by 11:59 PM
Mar 12, W	Purchasing and storage, specifications		
Mar 17, M	Quality assurance in food service		
Mar 19, W	Quality assurance in food service		
Mar 24, M	Market research methods in food service		
Mar 26, W	Market research methods in food service and sensory evaluation techniques commonly used in food service.		
Mar 31, M	Preparation time for your presentation	Submit your presentation material on Umlearn by 11:59 AM on April 1.	
April 2 W	Presentations by Groups 1-3		Presentation and class participation
April 7, M	Presentations by Groups 4-6.		Presentation and class participation
April 9, W	Presentation by group 7 and 8, and wrap up.		Presentation and class participation

Laboratory 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.

Lab schedule, Winter 2025				Please enroll in a team by January 9, 11:59 PM after which you will be auto enrolled								
Lab sec	Teams	Menu type	Team capacity	24-Jan	07-Feb	14-Feb	28-Feb	07-Mar	14-Mar	21-Mar	28-Mar	04-Apr-25
8 am -12 pm												
B01	Team 1	Non-veg	3	Prep (8 am)	Manager		Worker		Worker		Worker	
B01	Team 2	Veg or Non-veg	3	Prep (8 am)	Manager		Worker		Worker		Worker	
B01	Team 3	Non-veg	3	Prep (8 am)	Worker		Manager		Worker		Worker	
B01	Team 4	Veg or Non-veg	3	Prep (8 am)	Worker		Manager		Worker		Worker	
B01	Team 5	Non-veg	3	Prep (8 am)	Worker		Worker		Manager		Worker	
B01	Team 6	Veg or Non-veg	3	Prep (8 am)	Worker		Worker		Manager		Worker	
B01	Team 7	Non-veg	3	Prep (8 am)	Worker		Worker		Worker		Manager	
B01	Team 8	Veg or Non-veg	3	Prep (8 am)	Worker		Worker		Worker		Manager	
B02	Team 9	Non-veg	3	Prep (10 am)		Manager		Worker		Worker		Worker
B 02	Team 10	Veg or Non-veg	3	Prep (10 am)		Manager		Worker		Worker		Worker
B02	Team 11	Non-veg	3	Prep (10 am)		Worker		Manager		Worker		Worker
B02	Team 12	Veg or Non-veg	3	Prep (10 am)		Worker		Manager		Worker		Worker
B02	Team 13	Non-veg	3	Prep (10 am)		Worker		Worker		Manager		Worker
B02	Team 14	Veg or Non-veg	3	Prep (10 am)		Worker		Worker		Manager		Worker
B02	Team 15	Non-veg	3	Prep (10 am)		Worker		Worker		Worker		Manager
B02	Team 16	Veg or Non-veg	3	Prep (10 am)		Worker		Worker		Worker		Manager

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

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.

Course Evaluation Methods

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

Assessment	% of the Final grade	Deadlines
Quizzes 1, 2 and 3	10%	Quiz 1 (3%): January 21 @ 11:59 PM, Tuesday Quiz 2 (2%): March 2, 11:59 PM, Sunday Quiz 3: (5%) March 23, 11:59 PM, Sunday
Class participation/discussions	10%	In-class, see the schedule above. (Subject to change)
Lab documents (collectively as a team) 1. Menu 2. Grocery list 3. Standardized recipes for 24 servings/recipe (3 recipes per group) Please see the manager's responsibility document for more details	15%	February 2, 2025, by 11:59 PM
Lab participation	10%	As per your lab schedule (must attend 5 lab sessions)
Group project (Menu and presentation files)	15%	Submissions: April 1, 2025, 11:59 PM

Final exam	40%	TBA on Aurora (April 11-25 is the exam period) 3h duration
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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* [7th ed., 2019]).

Assignment Descriptions

Quizzes 1-3 (10%): 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 (2 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 documents (15%): Please see Managers' duties document for the details. **Three documents must be submitted as a team: Grocery and supplies list, Menu with the original and standardized recipes, and cost calculations for the standardized recipes (24 servings/recipe).**

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 for the students.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 finalized.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 (15%):

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.

You are given two options: A business plan or a Work-integrated Learning (WIL) Project. The spots in the latter are limited. The enrolment will be on first-come-first serve basis.

Team and topic assignment: Please select one of the twelve topics provided on UMLearn>Course>Communication>Groups>Business Plan project. All four students will enrol in a group (Teams 1-8). Please note that each team is associated with a preassigned assignment topic. So, select the team carefully.

Submission deadline: PPT file **Submissions: April 1, 11:59 PM on UMLearn. In-class Presentations: April 2-9**

Option 1

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. Each team will present their business plan in front of the class.

Goal: Plan a food service system.

Delivery: The presentation schedule is available in the syllabus but may be modified if a need arises. All four members must present. The schedule has been provided in the syllabus. The presentation should last for 12-15 minutes. Ten minutes will be reserved for questions.

Housekeeping: At the end of each presentation, students may raise their hands to ask questions. Your instructor will moderate the question period. Your engagement through questions and comments will count towards your class participation marks. Please ask only the questions that enhance that would help the team improve or reflect on their plan, or the questions that are seeking clarification or more details. Please do not ask the questions that have already been asked.

What must your plan include?

The essential components of your plan:

Location: Where will your food service system be located? Justify.

Layout: Prepare a layout for your facility, showing the rooms/areas with the placement of the equipment and furniture. Also show the workflow and traffic flow.

Unique selling point: What will be unique about your service system that you can gain clientele?

The menu: Prepare a suitable menu (cyclic or static) for your chosen food service system. Must include all the necessary information including the prices. Select on item in your menu that is not appropriate for elderly people but can be modified to make it suitable for elderly people.

Human resource

How many employees will you have? Will they work full-time or part-time? What would you pay them?

How will you hire them? Will they need to have a set of skills?

Training: Will you give them training? How will they be trained?

Money matters!

Things to include in the budget: What are the anticipated costs (fixed and variable). How will you cover these costs? How can you breakeven in a year (12 months)? How will you ensure that you are able to manage day-to-day expenses?

Breakeven analysis: Select a sample ten menu items that would best represent all the menu items in your menu with respect to the cost and price. Ex. You may choose a couple of desserts, a couple of appetizers, a few main course items, a couple of beverages. The selection may vary based on the food service system you have chosen. For example, in a café such as Tim Hortons, you may not expect people purchasing sandwiches as often as beverages and snacks. Consider using a stratified sampling method.

Apart from the topics listed above, you may want to include marketing/advertising, quality assurance/control, efficiency improving strategies, social and environmental responsibilities etc.

Marks breakdown:

Content of the presentation: 80 points (50 points for the menu, layout, and the money matters)

Presentation skills: 10 points

Answering the questions: 10 points

Option 2

Work-integrated Learning

What is WIL? Work-Integrated Learning, or WIL, is an educational approach that integrates academic learning with real-world professional experiences. It bridges the gap between theory and practice by providing students with opportunities to apply their knowledge and skills in authentic work settings. Through WIL, students gain hands-on experience, develop industry-relevant competencies, and build a deeper understanding of the challenges and opportunities in their field of study. This form of learning often involves collaboration with industry partners and can take various forms, such as internships, co-op placements, projects, or simulations, tailored to meet specific course objectives.

Framework and expectations: In teams of four students, you will get an opportunity to work with a local food service organization (private or government). The organization will provide you with the details about the pre-determined project that may involve menu evaluation, recipe modification, recipe standardization, 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 April 1, 2025. 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.

Assignment Grading Times

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

Assignment Extension and Late Submission Policy

Late assignments/quizzes will be penalized 10% for each day late (including weekends). Please contact your instructor within a deadline should you need an extension for a valid reason.

Missing lab: The only reason to miss a lab should be illness. If you miss a lab due to illness, you must inform your TA and your team. You **MUST** make up for the missed lab by attending another lab. Please make arrangements with the lab TA. To pass the course, you are required to attend 5 lab sessions (Preparatory lab, Manager, Appetizer worker, main course worker, dessert worker)

If you are unable to write the final exam as scheduled by the register's office, you must apply to your home faculty for a deferred exam.

Class participation: If you miss a class participation activity, it will your responsibility to complete the task on your own.