

Delta State University
College of Education
Division of Family and Consumer Sciences

FCS 460
Fall 2011

Instructor: Edye Cameron McMillen
Ewing 114; 846-4318 402-4214
emcmilln@deltastate.edu

COURSE SYLLABUS

Course description:

FCS 460: Management in Nutrition and Dietetics: Managerial processes of planning, organizing, leading, and controlling resources and technical operations involved in meeting the organization objectives and goals of a food service operation. Emphasis on personnel and financial management, problem solving, decision making, and systems analysis. Includes the theory, principles and concepts of management and work area and equipment layout. 3

Clock hours per week: Total: 3 hours Didactic: 3 hours

Prerequisite: ACC 220, MGT 300

Student Learner Outcomes (Course objectives):

1. Describe the various organizational frameworks used in food service systems and be able to list advantages and disadvantages of each.
2. Describe the various food delivery systems used in food service systems and be able to list advantages and disadvantages of each.
3. List the functions of management, describe each, and explain the interaction necessary in a well managed food service organization.
4. Describe various management and motivational theories and explain how each might be applied to specific food service situations.
5. Describe the difference between job description, job specifications, and job analysis.
6. Develop employment interview questions which follow legal guidelines and provide the opportunity for interviewees to demonstrate their skills and abilities.
7. Identify the principles of labor regulations
8. Differentiate between components appropriate for an orientation versus initial training.
9. Describe and analyze financial and budgetary concepts used in the food service industry and the role of technology in financial management.
10. Identify appropriate assessment tools for resource allocation.
11. Prepare and present documents and reports for a grievance hearing.
12. Demonstrate the ability to use institutional food service equipment and describe the selection and maintenance of such equipment including health behaviors and safety concerns related to food service equipment and operations.
13. Describe the principles of food service facility planning and layout, including reorganizing a kitchen to achieve better traffic flow, remodeling food service facilities, and planning a food service facility kitchen.

Required Text:

Hudson, NR. (2006). *Management Practice in Dietetics*, Second Edition. Belmont, CA: Thomson-Wadsworth Publishing.

Communications

Students will have an active DSU (okra mail) E-mail address and will check E-mail often. Electronic communication will be essential. E-mail communication may take place on Blackboard or to instructor's Delta State University email.

Email

All students at DSU are issued an Okra mail email account. This is the preferred and official email used by the University. Students are responsible for checking and cleaning out their Okra email account at least weekly. Students are held accountable for any information sent to that address. The usual configuration is first name first initial, last name @ okramail.deltastate.edu. Students may contact the Office of Technology at 846-4444 for help.

Activities and Requirements

Students are expected to study related text and other assigned reading materials, prepare for and participate in laboratory sessions, and complete necessary reports, presentations, and other assignments. Activities may be scheduled outside of regular class time, however adequate notice will be provided to the student so that arrangements may be made.

Presentation Methods

Presentation methods will include lecture, Power Point presentations, field trips, discussion and role plays (60%); computer-aided instruction and practice (20%); and audiovisual presentations (20%);

Written Assignments

Writing assignments should be completed using Times New Roman or Arial, 12-pt fonts, black print. Students should save assignments for possible use in portfolios later. Students are also advised that the university has a strict policy prohibiting the use of plagiarism. Plagiarism of any form will not be tolerated. Students should cite sources of information in written assignments following guidelines of the American Psychological Association Style Manual, 5th edition or that of the Journal of the American Dietetic Association (AMA).

Attendance Policy

Class attendance is required and expected. University policy will be followed in determining a student's eligibility to pass as related to absences (both excused and unexcused).

- Class attendance is very important; therefore, a student's grade is likely to be lower if absences become excessive.
- **Three tardies or early departures constitute one absence.**
- Excused absences should be cleared with the instructor in advance whenever possible.
- **Absences totaling seven will result in the grade of F.**

Cell Phones

The use of cell phones during class is prohibited. Students found to be using a cell phone during class will be asked to leave and recorded as absent for the day.

Make-up Work

Make-up work will be due at the class meeting following the excused absence(s) unless other arrangements are made in advance.

Tardy Work

- Assignments are due at the beginning of the class period on the due date. Assignments turned in after that time are late.

- **A 2% deduction in points will be applied for each day late.**
- The student is responsible for obtaining all makeup work.
- It is the responsibility of the student to schedule makeup tests with the instructor for excused absences **within one week of an absence.**

Students with Disabilities

Delta State University is committed to a policy of equal employment and educational opportunity. Delta State University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. This policy extends to all programs and activities supported by the University.

Accommodations of Disabilities

It is the responsibility of students who have professionally diagnosed disabilities to notify the instructor so that necessary and/or appropriate modifications can be made to meet any special learning needs.

Grading Scale

The percentage grade will be converted to a letter grade using the division scale.

A = 94-100%

B = 85-93%

C = 75-84%

D = 65-74%

F = <65%

Tentative Basis of Evaluation:

Tests (4 @ 25 points each)

Chapter Outlines (10 @ 10 points each)

Assignments (2 @ 50 points each) TBA

Business Plan with presentation (100 points) Final Exam (150 points)

Total = 650 points

COLLATERAL READINGS

- McSwane, David, Rue, Nancy, and Linton, Richard. (2003). *Essentials of food safety & sanitation*. (3rd ed). Upper Saddle River, NJ: Prentice Hall.

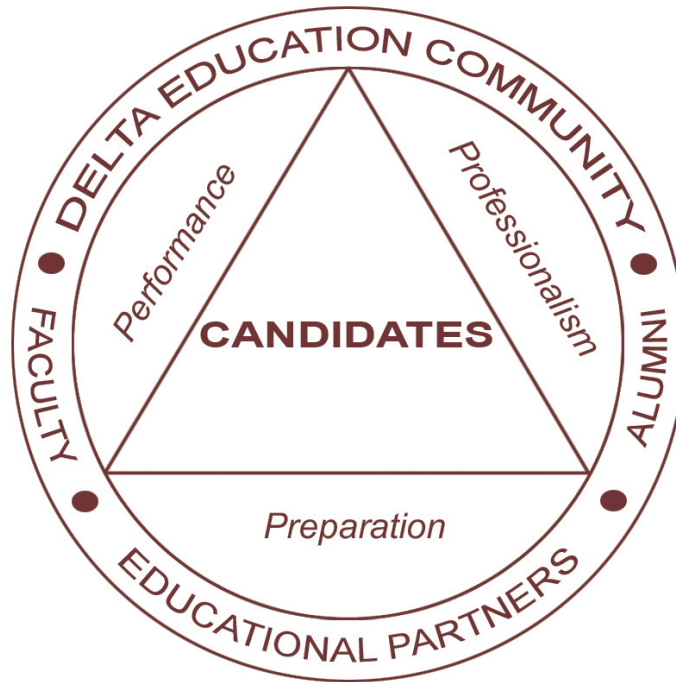
- Reynolds, Dennis.(2003).*On-site foodservice management: A best practices approach*. Hoboken,NJ: John Wiley & Sons.
- Spears, Marian C., and Gregoire, Mary B. (2003). *Foodservice organizations. (5th ed)*. Upper Saddle River, NJ: Pearson Prentice Hall.
- Spears, Marian C. (1999). *Foodservice procurement: purchasing for profit*. Upper Saddle River, NJ: Merrill.

Tentative Schedule for FCS 460

8/23	Introduction; review syllabus and overview class assignments Chapter 1	8/25	Chapter 1 FS Industry Overview
8/30	Chapter 2 Leadership	9/1	Chapter 2, continued
9/6	Chapter 20 Distribution and Service	9/8	CH 4 Quality Management
9/13	Chapter 6 Organization and Time Management	9/15	Chapter 6, continued
9/20	Chapter 7 Communication	9/22	Chapter 7, continued
9/27	Chapter 8 Human Resource Management	9/29	Chapter 8, continued
10/4	Chapter 9 Clinical Nutrition Care Management	10/6	Chapter 9, continued Test 1: through Chapter 8
10/11	Chapter 10 Control Function and Financial Management	10/13	Chapter 10, continued
10/18	Chapter 15 Menu Planning	10/20	Fall Break Have fun; get some rest
10/25	Menu Planning	10/27	Menu Planning
11/1	Production	11/3	Production, cont
11/8	Chapter 17 Purchasing	11/10	Chapter 17, continued
11/15	Chapter 18 Receiving, Storage, and Inventory Control	11/17	Work on presentations
11/22	Thanksgiving Break	11/24	Thanksgiving Break
11/29	Chapter 18, continued	12/1	Chapter 21, Facility Design and Equipment Selection
12/6	Presentations	12/8	Presentations / Exam Review
12/12	Final Exam: Monday 12:00 noon		

Delta State University
College of Education
Conceptual Framework

DELTA P³ MODEL



Vision: The Delta State University College of Education promotes a vibrant educational community committed to preparing capable and confident candidates who can positively affect learning outcomes of students in the P-12 school setting. Appropriately illustrated by the Delta triangle, the model reflects candidate development through the triad of preparation, performance and professionalism, supported by the greater Delta educational community (faculty, educational partners, and alumni).

Guiding Principles:

1. **Education is a lifelong endeavor**, requiring an ever-expanding content knowledge base, a repertoire of skills, and a broad experience base. (GP1)
2. **Education is interactive and reflective**, a process that is accomplished through assessment and reflection of a collaborative nature. (GP2)
3. **Education is culturally contextualized**, requiring both an understanding and appreciation of the diversity of all individuals within the learning community. (GP3)
4. **Education is dynamic**, with change being driven by assessment data and the needs of all segments of the educational community. (GP4)
5. **Education is enhanced by technology**, infused throughout programs and services. (GP5)