

Syllabus Spring 2024

CRN 14485 NFS 3283: HACCP Theory and Application, 3.0 Credits

Modality, Meeting Pattern, Location:

This course is an In Person. The class meets twice a week (T, TH 11:40 am – 12:55 pm) in Lafayette L407 Building.

Instructors Contact Information:

Professor: Dr. Todd Pritchard (aka “Dr. Todd”)

Office: 352 Marsh Life Sciences

Telephone: 656-0135

Email: Todd.Pritchard@uvm.edu

Office Hours: By Appointment. Send Email with request for meeting and we will find a time to converse via a Team video conference.

Teaching Assistants: Not Applicable

Prerequisites:

NFS 203 is a prerequisite for this course. If a student has not taken NFS 203 but has taken courses in food technology and processing at a prior university then they should contact the professor for an override into the course.

General Education:

This course can be utilized by NFS majors as one of their 2 any level NFS courses. Starting Fall 2021 any NFS major who designates their track as Food Science will be required to take this course to meet graduation requirements.

Graduate students who wish to take the course may do so but will be required to complete all materials by themselves (i.e. will not be part of a team.)

Course Description:

This course is designed to address the concepts of HACCP and food safety systems. Students will develop mock prerequisite programs as well as a completed HACCP/Food Safety Programs for a food product of their own choosing.

Course Objectives:

Upon completion of the course, students should be able to:

- 1) Prepare a set of Good Manufacturing Practices (GMPs) for personnel
- 2) Prepare a set of GMP's for the physical building
- 3) Prepare a generic Sanitation Standard Operating Procedures (SSOPs)
- 4) Prepare an Allergen Control Program (ACP)
- 5) Identify the major microbes of concern to the food industry

- 6) Develop an introductory page describing a product of interest
- 7) Develop a proper Flow Diagram that accurately follows the production of a food
- 8) Develop a Hazard Analysis
- 9) Identify Critical Control Points (CCP)
- 10) Identify Monitoring Activities for a CCP
- 11) Develop Record Keeping to monitor CCPs

Modality Description/Outline:

This course is designated as in person and students are expected to actively participate in the discussion of classroom materials.

If the teacher must isolate and/or quarantine due to COVID-19 exposure the lecture format will change to the use of MS Team and will be presented during the designated time for the course.

The course will utilize Blackboard as a means of distributing writing assignments, the distribution of Power Point materials related to lectures, and in some instances, the addition of videos that address the lecture materials.

Required Materials:

There is no required book for the course. Students will be required to visit Blackboard site to obtain Materials relevant to this course.

Required Platforms and Software:

The course will require students to have a Blackboard account as well as MS Team. Students are expected to have knowledge of Excel as well as Word.

Attendance Policy and Classroom Expectations:

Attendance is a requirement of your semester grade. This course is very discussion/seminar heavy. You will be expected to actively participate each and every day of class.

“The [Green and Gold Promise](#) clearly articulates the expectations that UVM has for students, faculty, and staff to remain compliant with all COVID-19 recommendations from the federal CDC, the State of Vermont, and the City of Burlington. This include following all rules regarding facial coverings and social distancing when attending class. If you do not follow these guidelines, I will ask you to leave the class. If you forget your mask, you cannot enter the class and should go back and retrieve your mask. [The Code of Student Conduct](#) outlines policies related to violations of the Green and Gold Promise. Sanctions for violations include fines, educational sanctions, parent notification, probation, and suspension.”

Grading Criteria and Assessment:

Grading for this course will include attendance, writing assignments, as well as development of a well-organized final project.

There is a potential total of 625 points for the semester. Points will be obtained via the following means:

Attendance:	26 Meetings (allows two missed lectures) at 2 point per day
Participation:	26 Meetings at up to 3 points per meeting
Writing Assignments:	9 Writing Assignments at 20 points
Critiques:	4 Critique Assignments at 10 points
Final Project:	250 points
Response to Noncompliant Record:	25 points

Penalties for late items:

Any items received late (1 minute to 24 hours) will be docked 10%.

Items received between 24 and 48 hours late will be docked 25%.

Items received between 48 hours and 72 hours will be docked 50%

Items will not be received if they are over 72 hours late.

End of the semester grade scale based on average for the semester (i.e. total points/600)

A+	=	97 or greater
A	=	93.0 to 96.9X
A-	=	90.0 to 92.9X
B+	=	87.0 to 89.9X
B	=	83.0 to 86.9X
B-	=	80.0 to 82.9X
C+	=	77.0 to 79.9X
C	=	73.0 to 76.9X
“C-“	=	70.0 to 72.9X
D+	=	67.0 to 69.9X
D	=	63.0 to 66.9X
D-	=	60.0 to 62.9X
F	=	Less and 60.0

COVID Requirements and the Classroom:

“UVM expects students, faculty, and staff to remain compliant with all COVID-19 recommendations and measures in place for UVM, the State of Vermont, and the City of Burlington. This includes following all rules regarding facial coverings when attending class and generally in indoor spaces. If you do not follow these guidelines, I will ask you to leave the class. If you forget your mask, you cannot enter the class and should go back and retrieve your mask. [The Code of Student Conduct](#) outlines policies related to violations of University policies that protect health and safety on campus.”

Attendance and illness:

“If a student will not be able to attend in-person classes for qualifying health reasons, Student Health Services (SHS) will send a notification to the appropriate student services office or designated staff member informing them of this along with the dates the student is unable to attend. The SHS notification will specify whether the request for flexibility is only around in-person class attendance or includes additional flexibility for assignments and tests because the student is too ill to participate. Students are responsible for working with their faculty to make up class content and work they miss due to a documented illness.” You can also add your own expectations or plans regarding how students who miss class will be able to make up missed work.

Recording Class Sessions:

“Our class sessions may/will be audio-visually recorded for students in the class to refer back to, and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the chat feature, which allows students to type questions and comments live.”

Course Evaluations:

All students are expected to complete an evaluation of the course at its conclusion. The evaluations will be anonymous and confidential, and that the information gained, including constructive criticisms, will be used to improve the course.

I do not see the evaluations until upwards to a month after courses are completed.

Intellectual Property Statement/Prohibition on Sharing Academic Materials:

Students are prohibited from publicly sharing or selling academic materials that they did not author (for example: class syllabus, outlines or class presentations authored by the professor, practice questions, text from the textbook or other copyrighted class materials, etc.); and students are prohibited from sharing assessments (for example homework or a take-home examination). Violations will be handled under UVM’s Intellectual Property policy and Code of Academic Integrity.

Tips for Success:

- Checklist for success in <https://learn.uvm.edu/about/support-for-students/checklist-online-credit-courses/>
- Academic support for online courses:
<https://www.uvm.edu/academicsuccess/online-learning-student-resources-remote-instruction>
- 30-minute webinar on online learning success (Mar 2020):
https://www.youtube.com/watch?v=Xp_MYsqQyvE

Helpful resources other than the professor (e.g., [Undergraduate/Graduate Writing Center](#), [Supplemental Instruction](#), [Learning Co-op tutors](#), supplemental course materials)

Student Learning Accommodations:

In keeping with University policy, any student with a documented disability interested in utilizing ADA accommodations should contact Student Accessibility Services (SAS), the office of Disability Services on campus for students. SAS works with students and faculty in an interactive process to explore reasonable and appropriate accommodations, which are communicated to faculty in an accommodation letter. All students are strongly recommended to discuss with their faculty the accommodations they plan to use in each course. Faculty who receive Letters of Accommodation with Disability Related Flexible accommodations will need to fill out the Disability Related Flexibility Agreement. Any questions from faculty or students on the agreement should be directed to the SAS specialist who is indicated on the letter.

Contact SAS:

A170 Living/Learning Center;
802-656-7753

access@uvm.edu

www.uvm.edu/access

Important UVM Policies

Religious Holidays:

Students have the right to practice the religion of their choice. If you need to miss class to observe a religious holiday, please submit the dates of your absence to me in writing by the end of the second full week of classes. You will be permitted to make up work within a mutually agreed-upon time.
<https://www.uvm.edu/registrar/religious-holidays>

Academic Integrity:

The policy addresses plagiarism, fabrication, collusion, and cheating.
<https://www.uvm.edu/policies/student/acadintegrity.pdf>

Grade Appeals:

If you would like to contest a grade, please follow the procedures outlined in this policy:

<https://www.uvm.edu/policies/student/gradeappeals.pdf>

Grading:

For information on grading and GPA calculation, go to <https://www.uvm.edu/registrar/grades>

Code of Student Conduct:

<http://www.uvm.edu/policies/student/studentcode.pdf>

FERPA Rights Disclosure:

The purpose of this policy is to communicate the rights of students regarding access to, and privacy of their student educational records as provided for in the Family Educational Rights and Privacy Act (FERPA) of 1974.

<http://catalogue.uvm.edu/undergraduate/academicinfo/ferparightsdisclosure/>

Promoting Health & Safety:

Center for Health and Wellbeing:

<https://www.uvm.edu/health>

Counseling & Psychiatry Services (CAPS)

Phone: (802) 656-3340

C.A.R.E. If you are concerned about a UVM community member or are concerned about a specific event, we encourage you to contact the Dean of Students Office (802-656-3380). If you would like to remain anonymous, you can report your concerns online by visiting the Dean of Students website at

<https://www.uvm.edu/studentaffairs>

Final Exam Policy:

The University final exam policy outlines expectations during final exams and explains timing and process of examination period. <https://www.uvm.edu/registrar/final-exams>