**PBM 203: Food, Beverage, and Crowds**

**Linn-Benton Community College – Spring 2019**

**Three Credits / Meets Thursdays/ SSH 209/ 1:00p-3:50p / CRN: 43645**

**Instructor: Mindy Bean**

**Instructor: Mindy Bean** **OFFICE HOURS:**

Albany Office: MKH-113Monday & Wednesday: 1:00p-2:00p in Benton Center

Benton Center Office: BC-223 Tuesday: 10:00a-11:00a in Albany

Phone: 541-917-4291 Thursday: 10:00a-12:00p in Albany

Email: beanm@linnbenton.edu

**REQUIRED TEXT, INTEGRATED ENROLLMENTS, AND MATERIAL:**

1) Open Educational Resource: Oregon Health Authority: [Food Safety Manual](http://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Documents/fhmanual.pdf)

2) Open Educational Resource: [Oregon Liquor Control Commission Online Training Manual](https://drive.google.com/open?id=1n6eTRMUb52EXASoAeb_dCNiIXzdxZXzo)

3) Access <https://canvas.instructure.com/> and use created log ins from first day of class

4) Three Scantron answer sheets (for the two midterms and final); available at the Bookstore, .20 cents ea.

**COURSE DESCRIPTION:**

Introduces event management students to skill development in food and beverage safety and service, and effective and safe crowd management and control.

**PREREQUISITE:** None

**COURSE OBJECTIVES:**

Students will:

* Be able to pass ServSafe preparation for certification exam.
* Be able to pass the OLCC preparation for license exam.
* Demonstrate entry-level skills in food and beverage service and presentation.
* Demonstrate entry-level skills needed to manage planned and emergency situations with crowds.

**EVALUATING STUDENT LEARNING:**

% of Final Grade:

Examinations: 60% (3 x 20% each) Writing Assignments: 20% (4 x 5% each)

Participation in class: 16% (8 x 2% each day)

Quizzes 3% (3 x 1%)

Demonstration Assistance 1% (1 x 1%)

TOTAL 100%

**Note: Four absences shall result in an automatic course grade of “F” for material non-participation. Only excused absences are through Center for Accessibility Resources (CFAR) documentation or documented emergencies for yourself only, documentation must be physically handed in within 5 business days (Mon-Fri) of the absence to be excused.**

**GRADING:**

This class is graded “A” through “F”. Letter grades will be assigned according to the following table:

A 90-100% of total possible points

B 80-89%

C 70-79%

D 60-69%

F Below 60%

**Note:** Punctual, regular attendance is an essential element of your success in PBM 203. Attendance will be taken on a regular basis, as we will be having guest speakers and take class trips. Every absence diminishes the quality of the ability to meet course outcomes and ability to do assignments. **Students who will not be able to successfully complete this course should withdraw prior to the end of the seventh (7th) week of the term to avoid receiving a failing grade.**

**SPECIAL ACCOMMODATIONS:**

You should meet with your instructor during the first week of class if:

1. You have a documented disability and need accommodations.
2. Your instructor needs to know medical information about you.
3. You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources (CFAR) [Online Services webpage](https://cascade.accessiblelearning.com/LBCC/) every term in order to receive accommodations. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR Website](http://www.linnbenton.edu/cfar) for steps on how to apply for services or call 541-917-4789.

**LBCC COMPREHENSIVE STATEMENT OF NONDISCRIMINATION**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](http://linnbenton.edu/42145BA0-3DCC-11E3-AA36782BCB47BBE7). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public report](http://linnbenton-advocate.symplicity.com/public_report).

**COURSE PROGRESSION & IMPORTANT DATES: (All Quizzes & Writing Assignments due by 11:59pm Sundays & Exams due 12:00pm aka noon Tuesdays)**

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| 1 | Thursday, April 4, 2019 Canvas Introduction, Syllabus, Class Introductions, Travel Forms, Food Safety, Food Safety Lecture #1 |
| 2 | Thursday, April 11, 2019 Food Safety (Josh Green, Culinary Expert), Food Safety Lecture #2, *Food Safety Quiz Opens at 4:00pm Writing Assignment #1 Opens* |
| 3 | Thursday, April 18, 2019 Food Safety (Scott Kruger, Food Safety Expert), *Food Safety Quiz closes at 11:59pm on Sunday, April 21st*, **Food Safety Exam Opens 4:00pm** (must take in Albany Testing Center RCH-111) *Writing Assignment #2 Opens**Sunday, April 21st, 2019 Food Safety Quiz & Writing Assignment #1 due at 11:59pm on Canvas***Tuesday, April 23, 2019 Food Safety Exam due at 12:00pm** (must take in Albany Testing Center RCH-111) |
| 4 | **\*Thursday, April 25, 2019\* \*NO CLASS\***Sunday, April 28, 2019 *Writing Assignment #2 due at 11:59pm on Canvas* |
| 5 | Thursday, May 2, 2019 OLCC (potential speaker day) OLCC Lecture #1 & 2, *OLCC Quiz Opens at 4:00pm* |
| 6 | Thursday, May 9, 2019 OLCC (potential speaker day) *OLCC Quiz Closes at 11:59pm on Sunday, May 12th*, **OLCC Safety Exam Opens 4:00pm** (must take in Albany Testing Center RCH-111)*Sunday, May 12th, 2019 OLCC Quiz due at 11:59pm on Canvas***Tuesday, May 14th, 2019 OLCC Exam due at 12:00pm** (must take in Albany Testing Center RCH-111) |
| 7 | Thursday, May 16, 2019 Crowd Safety (potential speaker day) |
| 8 | Thursday, May 23, 2019 **Meeting at OSU 3:30pm-6:00pm** ***FIELD TRIP DAY to OSU BASEBALL Stadium with Sam Koken- OSU Director of Events & Facility Operations and Chef Larry Macomber- Director of Operations for Levy Restaurants***  |
| 9 | Thursday, May 30, 2019 Crowd Safety (potential speaker day) ***Crowd Safety Quiz and Crowd Safety Exam Opens at 4:00pm*** |
| 10 | Thursday, June 6, 2019 Crowd Safety (potential speaker day) *Sunday, June 9th Crowd Safety Quiz due at 11:59pm on Canvas* |

11 **Final Exam in Albany Testing Center RCH-111**

 **must be taken by 12:00pm on Tuesday, June 11th**

**EXAMINATIONS (3 x 20% ea. = 60%):**

Two midterm exams and a final exam will be administered during the course. Each exam will consist of multiple-choice and/or true-false questions over the Food Safety Training Manual, OLCC Alcohol Server Education Online Training Manual, and Lecture Materials on Crowd Safety. The first midterm will cover Food Safety. The second midterm will cover OLCC Alcohol Server Education Online Training Manual. The Final will cover Crowd Safety. **If you cannot take an exam on the scheduled date, you should inform me beforehand so we can arrange for you to take the exam at another time. Otherwise, you may take the missed exam, but your grade will be reduced by 20%. Missed exams must be made up within a week of the scheduled test date or the student will forfeit the exam**. Exceptions to this policy may be made for valid emergencies.

**WRITING ASSIGNMENTS (4 x 5% ea. = 20%):**

You will have at least three guest speakers/class trips to observe and write about your takeaways. If you miss a day with a speaker, you can go to the Cafeteria Commons around 10-10:30 am Mon-Fri and write about your observation of food safety. **Written assignments must be 300 words typed or word-processed, and double-spaced using a 12 pt. font (maximum). Margins should be no greater than 1”. Hand-written work will not be accepted.**

**PARTICIPATION IN CLASS (8 x 2%=16%): Ongoing**

“Participation in class” is assessed by your willingness to take part in class discussions (contributing your perspectives from case study handouts, questions in class, & other in-class exercises; weighted from 0 – 2% of your everyday). **Four absences shall result in an automatic course grade of “F” for material non-participation. Absences will be recorded on canvas, so students will be aware if they are in jeopardy. The expectation is that students will attend every class.**

**QUIZZES (~~3~~ x ~~1~~% ea. = 3%):**

A quiz will be given on each section (Food Safety, OLCC, and Crowd Safety) via Canvas. All registered students have automatic access to Canvas via email. Check your email from Canvas and follow the instructions… contact instructor if you have any issues after the first day of course via email/in class. The opening and closing times for each quiz are listed for each. A missed quiz may not be made up.

**Demonstration Assistance: (1 x 1% = 1% of total)**

During Lectures, there will be times when a student will need to volunteer to help with demonstrations. Each student will need to volunteer twice during the term to earn this portion of their grade. If an opportunity does not present itself, asking questions to speakers or attending field trips will substitute this portion of grade.

**EMAIL ETIQUETTE**  If you are to email me, you need to compose a new email with the title: *CRN 43645 PBM 203*, if you are unable to do this. You will be responded to at much slower pace.