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

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

**Three Credits / Meets ONLINE ONLY/ Due Dates on Sundays**

**CRN: 43645**

**Instructor: Mindy Bean**

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

Zoom Office: MKH-113Monday - Wednesdays: 12:00p-1:00p in Zoom Room Phone: 541-917-4291 Email: [beanm@linnbenton.edu](mailto:beanm@linnbenton.edu)

**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.

**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) Have access to a computer with speeds to watch YouTube videos

4) Have a device with downloaded Microsoft Office on it, you can download for free by following the steps listed here: <http://library.linnbenton.edu/office365>

5) Access to Zoom <https://zoom.us/join>

6) Access to Moodle <https://moodle.linnbenton.edu/login/index.php> and use created logins from first day of class

7) Access to your LBCC email account

8) Any technological issues please contact the Student Help Desk: 541-917-4630 [student.helpdesk@linnbenton.edu](mailto:student.helpdesk@linnbenton.edu) or Zoom here:<https://linnbenton.zoom.us/j/243933025>

**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 the certification exam.
* Be able to pass the OLCC preparation for the 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: 45%

Weekly Notes: 20%

Participation on Forums: 20%

Quizzes 15%

TOTAL 100%

**Note: Six missed Forums 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 emailed 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, Weekly Notes, Forums & Exams due by 11:55pm Sundays)**

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| 1 | Wednesday, April 8, 2019 Moodle Introduction, Syllabus, Class Forum Introductions, Food Safety Videos |
| 2 | Wednesday, April 15, 2019, Food Safety Lecture #1 ***Food Safety Quiz 1 Opens*** |
| 3 | Wednesday, April 22, 2019 Food Safety Food Safety Lecture #2 **Food Safety Exam Opens** |
| 4 | Wednesday, April 29, 2019 OLCC Lecture #1 |
| 5 | Wednesday, May 6, 2019 OLCC Lecture #2 ***OLCC Quiz Opens*** |
| 6 | Wednesday, May 13, 2019 OLCC Lecture #3 **OLCC Safety Exam Opens** |
| 7 | Wednesday, May 20, 2019 Crowd Safety Lecture #1 |
| 8 | Wednesday, May 27, 2019 Crowd Safety Lecture #2 ***Crowd Safety Quiz Opens*** |
| 9 | Wednesday, June 3, 2019 Crowd Safety Lecture #3 ***Crowd Safety Exam Opens*** |
| 10 | Wednesday, June 10, 2019 ***Crowd Safety Exam Closes*** |

**EXAMINATIONS (3 x 15% ea. = 45%):**

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 documented emergencies.

**WEEKLY NOTES (9 x 2.22% ea. = 20%):**

You will have lectures, videos, and readings every week. You are to write a minimum of 300 words in a Microsoft Office Word Document and attach it. **Written assignments must be 300 words typed on a Microsoft Office Word Document only, and double-spaced using a 12 pt. font (maximum). Margins should be no greater than 1”.**

**PARTICIPATION ON FORUMS (9 x 2.22% ea. = 20%):**

“Participation on Forums” is assessed by doing an initial posting for the individual forum requirements of a minimum of 300 words and replying to your other classmates postings (minimum 2 replies) of 100-150 words using class content, cited sources, and personal experience. **Six missed forums shall result in an automatic course grade of “F” for material non-participation. Absences will be recorded on Moodle, so students will be aware if they are in jeopardy. The expectation is that students will attend every class.**

**QUIZZES (15%):**

A quiz will be given on each section (Food Safety, OLCC, and Crowd Safety) via Moodle. All registered students have automatic access to Moodle via email. Check your email from Moodle 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.