

## FCS 1120 ONLINE – Fall 2012

### Food Selection and Preparation

#### Tentative Syllabus

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**INSTRUCTOR:** Sara Namken, MS, RD

**Office:** 2301 Klehm Hall

**Phone:** 581-7571

**e-mail:** WebCT email only. If WebCT is unavailable, use -  
sbnnewell@eiu.edu

**Office Hours:** M: 11:30-1, W: 11:30-1, Th: 10-11

Sect	Day	Time	Room/Bldg
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**LECTURE**

**NOTES - Web delivered** ALL ANY ANY INTERNET

LAB	1	T	10:00-11:40	2309 Klehm Hall
LAB	2	T	2:00-3:40	2309 Klehm Hall
LAB	3	Th	1:00-2:40	2309 Klehm Hall
LAB	4	Th	11:00-12:40	2309 Klehm Hall
LAB	5	M	1:00-2:40	2309 Klehm Hall
Lab	6	W	1:00-2:40	2309 Klehm Hall

To succeed in this course you will need to devote at least three (3) hours per credit hour per week towards reading your text, reviewing the online lecture notes, and completing assignments such as discussions and quizzes.

At any time you may [email](#) or call the instructor for help or guidance with the content/subject matter you are reviewing.

**Course Description:** Food selection considerations and basic food preparation practices.

**Objectives:**

The overall goals of this course are to help you to be a wise, informed food consumer and to help you prepare high quality BASIC food products. As a result of the experiences of this class, you will be able to demonstrate:

- 1) basic knowledge of culinary techniques, including the identification and appropriate use of basic food preparation equipment and food preparation terminology.
- 2) a working knowledge of food safety and sanitation through the use of preparation and storage procedures to ensure food safety.
- 3) a working knowledge of food and nutrition laws, regulations, and policies that protect the food supply.
- 4) a working knowledge of sensory characteristics of various food ingredients and prepared foods.
- 5) the ability to apply food science knowledge to the functions of ingredients.
- 6) the ability to prepare and present basic food products as served in the home environment.
- 7) the ability to prepare and serve a culturally appropriate buffet.

**Textbooks:**

Bennion & Scheule (2010). *Introductory Foods*. Prentice Hall.  
Family and Consumer Sciences 1120 Lab Manual - Copy X, 219 Lincoln Ave.

**Lab Attire:**

White lab coat available in Union Bookstore and hairnet.

**Policies and Procedures:**

Because of the independent nature of this course, you are recommended to frequently look at the syllabus and schedule for due dates, policies, procedures, etc. Please note that everything you need to know about the online portion of this class is completely online. In addition, there is a [Frequently Asked Question \(FAQ\)](#) page in the website that answers many questions that have been asked by a large portion of the class in the past. However, if you are unable to navigate through the web site or have other questions, please feel free to [e-mail](#) or call me at anytime. Use e-mail as if you were raising your hand in class. I will respond as soon as possible, usually within 48 hours. I want to make it very clear that even though we are going to have most of our interaction via the computer, I will still be accessible for you so that I may hear your problems and concerns.

**Lab Experiences**

You are responsible for the academic consequences of lab absences. Most assignments will be given in lab and should be turned in to your lab instructor. Many assignments will be completed and handed in during the same lab period. Late points, **10%** per day or **5%** if turned in after class on the given due date, will be deducted for both online and lab assignments. No assignments will be accepted more than one week late.

Laboratory experiences **CANNOT** be made up unless adequate written documentation is provided to the

instructor and you will only be able to earn a maximum of half of the lab experience points regardless of the reason. After providing documentation to the instructor, you must report to your lab instructor to determine what assignments can be made up, if any. If you are more than 15 minutes late to a lab or if students have already begun cooking, you **CANNOT** complete the laboratory experience and no points will be awarded.

### **Readings, Quizzes, & Exams**

You are responsible for all assigned readings as they highly complement the class web site notes provided. In addition, there are very few reasons to substantiate missed quizzes and exams as they will be available on a specified day from 12:00 am to 11:30 pm and can be completed on any computer that has a browser (such as Internet Explorer or Netscape - **NOT AOL's browser**) connected to the Internet .

- If you have technical problems taking or completing a quiz or an exam, **you must email Mrs. Namken within 24 hours** with detailed information about the problem you experienced. If you fail to contact Mrs. Rippy within 24 hours, you will **not be permitted** to make up the quiz or exam. You may call (217) 581-HELP for assistance with technical problems after you contact Mrs. Rippy.
- If you must miss an exam, **you must email Mrs. Namken at least 24 hours prior** to the exam and follow-up with appropriate written documentation. IF the reason for the absence, is not accepted as an excused absence or these procedures were not followed, no credit will be allowed for the exam.
- Your lowest quiz score will be dropped.

### **Discussion Criteria**

Your individual reply will be graded on these elements:

- Original thought and content of your reply - You **may not** repeat or duplicate another kitchen member's answer
- following dicussion guidelines and directions
- proper grammar
- punctuation
- netiquette
- spelling

These will be your key tools in successfully completing quizzes, exams and discussion boards on the due date.

Please Note: If you have a documented disability and wish to discuss academic accommodations, please contact the [Office of Disability Services](#) at 581-6583.

## Evaluation:

Assignments	Points
Syllabus, <a href="#">Schedule &amp; Biography</a>	50
<a href="#">Labs</a> (13)	480
Exams (3)	150
Final Exam	60
<a href="#">Ethnic Meal</a>	110
<a href="#">Lab Practical</a>	100
<a href="#">Quizzes</a> (11) - Lowest quiz dropped	100
<a href="#">Discussion Board</a>	<u>125</u>
<b>Total</b>	1185

## Grading Scale

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
90-100	80-89	70-79	60-69	0-59

## [Tentative Schedule:](#)

[Class Index](#)

[School of Family and Consumer Sciences](#)

[Lumpkin College of Business and Applied Sciences](#)

[Eastern Illinois University](#)