



NUTR 589 – 01W

Independent Study

COURSE SYLLABUS: Summer I 2026

INSTRUCTOR INFORMATION

Instructor: Katharine Halfacre, PhD

Office Hours: By appointment

Office Phone: N/A

University Email Address: Katharine.Halfacre@etamu.edu

Preferred Form of Communication: **Email**

Communication Response Time: 24-48 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Required Texts

1. Gregoire, M. (2021). *Foodservice organizations: A managerial and systems approach* (9th ed.). Pearson. Access at <https://www.pearson.com/en-us/subject-catalog/p/foodservice-organizations-a-managerial-and-systems-approach/P200000001139/9780137408948>

Other materials and supplementary readings will be provided in the LMS.

Course Description

This course expands on the well-proven Foodservice Systems Model. This approach is optimized to help students master the many elements of foodservice management, including inputs, outputs, and processes. We discuss how each component and role fits together. We also explore leadership theories and their applications in foodservice systems.

The syllabus/schedule are subject to change.

Student Learning Outcomes

1. Apply systems thinking to solve problems that arise in the technical aspects of foodservice operations;
2. Diagram a systems model;
3. Identify and elaborate on the four major types of foodservice operations in existence today;
4. Describe pathological, physical and chemical hazards inherent to some foods;
5. Understand the controls necessary for implementing a food safety program;
6. Elaborate on HACCP and describe the seven principles;
7. Conduct an accurate sanitation inspection and food safety audit of a foodservice operation;
8. Understand the structure and methods of foodservice purchasing;
9. Write a complex menu applying principles of good menu planning;
10. Apply the factor method and percentage method to adjust recipes;
11. Independently produce and evaluate a quantity recipe;
12. Perform technical aspects of a foodservice position;
13. Comprehend management's responsibility for leadership and the importance of leadership in the achievement of the objectives in foodservice systems;
14. Apply the process of planning, organizing, directing, evaluating, and controlling to the management of the functions and operations of foodservice systems; and
15. Apply principles and practices of management of personnel in the procurement, development, maintenance, and utilization of an effective and satisfied working force in the foodservice systems.

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COURSE REQUIREMENTS

Minimal Technical Skills Needed

Ability to utilize D2L, word processing, presentation, and database software;
ability to utilize university email

Instructional Methods

We will review various elements of effective foodservice management. This course will utilize well-established instructional methods aimed at preparing students for the RDN Examination.

Student Responsibilities or Tips for Success in the Course

This graduate-level course will require students to be highly disciplined, motivated, and professional. Attendance, attentiveness, and quality of work should reflect that students are in professional preparation. Plan to dedicate about nine hours of effort each week to succeed in this course. This time will be committed to reading the course text, reviewing lecture materials, and completing assignments. Be focused, prepared, and hardworking.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Total points corresponding to the final letter grades

A = 450- 500 Points

B = 400- 449 Points

C = 350- 399 Points

D = 300- 349 Points

F = Less than 300 Points

Weights of the assessments in the calculation of the final letter grade.

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| Grade Item | Point Value | Percentage of Final Grade |
|-------------------------|--------------------|----------------------------------|
| Quizzes (5) | 20 points each | 4% x 5 = 20% |
| Exams (3) | 50 points each | 30% |
| Assignments (5) | 20 points each | 4% x 5 = 20% |
| Leadership Presentation | 75 points | 15% |
| Final Exam | 75 points | 15% |
| TOTAL | 500 points | 100% |

Assessments

Quizzes

Five quizzes will be used to assess knowledge of topics covered in class and in the text. Specific details will be provided in the LMS.

Exams

Three exams will be used to assess knowledge of topics covered in class and in the text. Specific details will be provided in the LMS.

Assignments

Assignments will be completed to apply knowledge and reinforce the topics of lectures, readings, and the text. These assignments are designed to promote critical thinking and problem-solving skills. Specific details will be provided in the LMS.

Leadership Presentation

Students will present a comprehensive review of a leadership theory to the class. Students will engage with their peers' presentations in a student-led learning environment. This will be conducted through the LMS. Specific details will be provided in the LMS.

Final Exam

A final exam will be administered at the end of this course to assess knowledge of the topics covered in this class. Specific details will be provided in the LMS.

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TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.ETAMU.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@ETAMU.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, an ETAMU campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

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Interaction with Instructor Statement

Students can expect a response to contact (email preferred) within 48 hours. Generally, the instructor will attempt to respond to contact as soon as possible. Assignments will be graded and posted in a timely manner. Office hours are posted and appointments should be scheduled during those times.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Your engagement with course content is essential for success. If you experience an illness, emergency, or anything else that prevents you from participating in the course, please reach out as soon as possible. Late work will only be accepted with a valid, documented excuse.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.ETAMU.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

ETAMU Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.ETAMU.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.ETAMU.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

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Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03 Undergraduate Student Academic Dishonesty Form](#)

<http://www.ETAMU.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.ETAMU.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.ETAMU.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

East Texas A&M University

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@ETAMU.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.ETAMU.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

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Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and ETAMU Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.ETAMU.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all ETAMU campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

ETAMU Supports Students' Mental Health

The Counseling Center at ETAMU, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.ETAMU.edu/counsel

AI Use in Courses

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

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In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty
 13.99.99.R0.10 Graduate Student Academic Dishonesty

Department or Accrediting Agency Required Content

COURSE OUTLINE / CALENDAR

subject to change

| NUTR 520 Planned Schedule | | |
|--------------------------------------|--|---|
| Week | Topic | Assignments (Due Date) |
| 1 | Syllabus Introduction Ch. 1: Systems Approach to Foodservice Ch. 2: Managing Quality Ch. 3: The Menu Ch. 5: Procurement | Syllabus Acknowledgment (6/7) Quiz 1 (6/7) Exam 1 (6/7) |
| 2 | Ch. 4: Food Product Flow and Kitchen Design Ch. 6: Food Production Ch. 7 Distribution and Service Ch. 8: Safety, Sanitation, and Maintenance | Assignment 1: Menu (6/14) Assignment 2: Food Production (6/14) Quiz 2 (6/14) Exam 2 (6/14) |
| 3 | Ch. 9: Management Principles Ch. 10: Leadership and Organizational Change Ch. 11: Decision Making, Communication, and Balance Ch. 12: Management of Human Resources Ch. 13 Management of Financial Resources | Quiz 3 (6/21) Assignment 3: CEO (6/21) Assignment 4: Service Model (6/21) Quiz 4 (6/21) |
| 4 | Ch. 14: Marketing Foodservice Ch. 15 Meals, Satisfaction, and Accountability Final Exam Review | Quiz 5 (6/21) Assignment 5: Advertise (6/21) Exam 3 (6/21) |

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|---------------|------------|-----------------------------------|
| | | Leadership Presentation (6/21) |
| FINALS | Final Exam | Final Exam (7/1) |

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