



University of Memphis College of Education

College of Education
The University of Memphis
HSS

NUTR 7522
Advanced Food/ Systems Management

Spring 2008

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Office Hours by Appointment

College of Education Norms

I take 100% responsibility.
I seek equity of voice.
I am willing to talk about sensitive issues.
I listen for understanding.
I appreciate the strengths and contributions of others.
I bring positive energy and encouragement to the team.
I commit to the mission of the college.

NUTR 7522: Advanced Food/Systems Management

Course Description: In this course, students will study what makes a good leader and manager and the functions of both. Management functions will be studied in detail

Text(s):

Hudson, NR. *Management Practice in Dietetics*. Belmont CA: Wadsworth, Thompson Learning, 2006.

Supplemental Sources:

Jones GR, George JM, Hill CWL. *Contemporary Management*, 2nd ed. New York: McGraw-Hill Higher Education, 2000.

Dittmer PR & Griffin GG. *Principles of Food, Beverage, and Labor Cost Controls for Hotels and Restaurants*, 6th ed. New York: John Wiley & Sons, Inc., 1999.

Sullivan CF & Atlas C. *Health Care Food Service Systems Management*. Gaithersburg, MA: Aspen Publishers, 1998.

McDowell MC & Crawford HW. *Math Workbook for Foodservice/ Lodging*, 3rd ed. New York: John Wiley & Sons, Inc. 1988.

Jackson R. *Nutrition and Food Services for Integrated Health Care, A Handbook for Leaders*. Gaithersburg, MA: Aspen Publishers, 1997.

Spears MC. *Foodservice Organizations, A Managerial and Systems Approach*, 4th ed. Upper Saddle River, NJ: Prentice Hall, 2000.

Cullen NC. *Team Power*. Prentice Hall: New Jersey, 2001.

Molt M. *Food for Fifty*, 11th ed. Prentice Hall: New Jersey, 2001.

Support of Conceptual Framework: This course supports the College's commitment to diversity by focusing on health disparities and other conditions that occur with disproportionate frequency in various population groups.

Methods of Instruction:

Key Assessments:

Course Objectives:

The student will understand the traits of a good leader and be able to apply these to his/ her career. The student will possess a thorough knowledge of the functions of a manager and demonstrate the ability to put these into practice.

Meeting Time: Tuesdays, 4:00-7:00 pm, St Jude Conference Room B and On-Line

Assignments, Exams, and Grading Criteria:

Evaluations:

		A= 90-100
Management Problems (50 points each)	200	B= 80-89
Class/Email activities	200	C= 70-79
Notebook (100 points)	100	D= 60-69
		F= below 60
Total	500	

All work must be submitted on time. Class attendance and internet work is required. Each lesson will ask you to bring something, email something, or put in your notebook. Please pay attention to the instructions.

Course Requirements:

Course Calendar

Date	Topic
January 15	Introduction, overview, review syllabus Discuss procedures, hand out work, law assignment, review mind mapping Leadership and Management
Lesson 1 Lesson 2	Organizational Structure Management Functions Management Problem I
February 5	Lesson 1 and 2 Management Problem I
Lesson 3	Managing Financial Resources Purchasing and budgeting Management Problem II
February 26	Lesson 3, Management Problem II

Lesson 4 and 5	Staffing, Job Description Orientation/Recruitment/ Retention Scheduling Activity Motivating Employees/Staff Development Performance Appraisals/Discipline Management Problem II
March 3-9	Spring Break
March 11	Lesson 4 and 5
March 25	Attend 2008 Mildred Reeves Speaker
Lesson 6	Performance Improvement TQM/ QA/QI
Lesson 7	JCAHO and other regulations National Safety Goals HIPPA Management Problem III
Lesson 8	Family Centered Care
April 8	Lessons 6,7,8, Management Problem III
Lesson 9	Managing Change Food Service/Clinical Nutrition Link Management Problem IV
Lesson 10	Diversity/Communication
April 22	Lesson 9-10, Management Problem IV Notebook due

Americans with Disabilities Act: The University of Memphis does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. *The student has the responsibility of informing the course instructor (at the beginning of the course) of any disabling condition, which will require modification to avoid discrimination.* Faculty are required by law to provide "reasonable accommodation" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty at the beginning of the semester and in providing authorized documentation through designated administrative channels.

Written Assignments and Academic Misconduct: All written work submitted must be the student's original work and conform to the guidelines of the *American Psychological Association (APA)* available online and via their publications. This means that any substantive ideas, phrases, sentences, and/or any published ideas must be properly referenced to avoid even the appearance of plagiarism. Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency in the selling of term papers or other academic materials. It is the student's responsibility to know all relevant university policies concerning plagiarism. Any documented cases of plagiarism can and will result in dismissal from the course with a failing grade, and may result in other more serious sanctions by the College of Education.

iWebfolio: This course satisfies one or more of the performance outcomes and curriculum standards required for program approval and/or accreditation, and some assignments may be identified for posting on an electronic portfolio (iWebfolio). Standards and outcomes for your area of study are presented at <http://www.iwebfolio.com>. If you are required to register for iWebfolio during this semester, more information and instructions will be provided. If iWebfolio is not used in this course this semester, you should save all projects, presentations, and assignments for uploading at a later time.