



Dear HRIMD 342 Student:

Welcome to HRIMD 342 Principles of Food Production Management! HRIMD 342 is taught primarily via the Internet. To access HRIMD 342 after enrolling in the course and logging onto the DCE site, click on the course name. We will periodically post messages to the HRIMD 342 course site, so it is important to visit it often. If you have difficulty accessing the course, please call or email the DCE help desk. The course instructors are not able to provide technical support for the Internet site.

HRIMD 342 is composed of laboratory and lecture components. You will spend approximately four hours per week in lab. **YOU ARE RESPONSIBLE FOR FINDING A LABORATORY FACILITY AND COMPLETING ALL REQUIRED PAPERWORK PRIOR TO THE FIRST DAY OF CLASS.** The laboratory facility site you are working in should produce a broad variety of food in quantity amounts (50 servings or more) and produces a significant number of menu items using basic ingredients (from scratch recipes). The facility should produce center-of-the-plate entrees (grilled, deep fried, roasted meats and vegetables), side dishes, breads, and desserts. College/school foodservice, hospitals, and nursing homes are examples of appropriate facilities for your laboratory experience during the semester. Satellite facilities usually do not meet these standards. After locating a facility, make an appointment with its manager/director to discuss your lab experience and their willingness to assume the role as your sponsor. During this meeting you should provide a copy of the Lab Facility Sponsor's Information Packet to the manager/director. This packet is located in the HRIMD 341 and 342 course websites and the DCE website. In addition to reviewing the information packet with the manager/director, you need to provide information about your background/coursework in quantity food production. **It is imperative that you visit with your prospective lab sponsor BEFORE the course begins so that you may find an alternative site, if needed, and start on the first day of class.**

Your facility must be approved by the KSU instructors BEFORE the first day of class. To receive facility approval, email the following information to Melissa Schrader at Schrader@ksu.edu.

- Name of facility
- Name and credentials of sponsor
- Number of meals served per day
- Number of full time and part time employees
- Menu pattern
- Short description of facility, including clientele, large equipment (i.e. ovens, tilt skillets, mixers, etc.), and predominant preparation methods used to produce their menu

After you have received an approval response from Mrs. Schrader or Dr. Molt you are ready to proceed with the necessary agreements listed below.

The Lab Facility Sponsor's Information Packet contains three documents (Uniform Agreement, Attendance and Conduct Agreement, Facility Sponsor's Agreement) that must be signed and returned to the course KSU instructors before you can begin work in your facility. These documents may be mailed or faxed. Please take the time to familiarize yourself with these documents before meeting with the manager/director. Additionally, you must provide proof of medical insurance coverage to the KSU instructors before the first day of your lab. **You will not be permitted to attend lab until proper proof of insurance is received by the instructors. We will not make exceptions.**

Please do not hesitate to contact either of us with questions about the course. Our names, numbers, and email addresses are located on the second page of the Lab Facility Sponsor's Information Packet. We are looking forward to a great semester!

Sincerely,

Mary Molt, Ph.D., R.D., L.D.

Melissa Schrader, M.S., R.D., L.D.