*Reedley College Animal Science Program*

Course Syllabus Spring 2019

**Class Name & Number:** AS 34 – Internal Auditing of Food Safety Management 51789

**Units: 3.0** (2 - hour lecture 3 hour lab)

**Instructor Information:**

Desiree Molyneux M.S.

Email: desiree.molyneux@reedleycollege.edu

Phone: 559-638-0300 ext. 3283

Office hours: Monday 1:00 – 3:00; Monday & Wednesday 11:00 – 12:00

Nancy Gutierrez

Email:nancy.gutierrez@reedleycollege.edu

Phone: 559-638-3530

Office Hours: By Arrangement

**Class Meetings:**

Friday 8:00 a.m. – 12:50 a.m. Agriculture Room 2

**Holidays:**

Holidays will be observed as per the State Center Community College District.

January 21st Martin Luther King, Jr. Observed

February 15th Lincoln Day Observed

February 18th Washington Day Observed

April 15-19 Spring Break

**Drop Deadline:**

January 25th last day to drop with full refund; February 1st last day to drop a class on WebAdvisor to avoid a W; February 1st last day to add class; **March 18th** last day to drop the class with W, after that grade must be given.

**Final Exam:** Friday May 24th 8:00 – 9:50

**Prerequisite:** Animal Science 31, 32 & 33.

**Text & Other Course Material:**

HACCP – A systematic Approach to Food Safety – Provided by Food Safety Grant

 **Grading Policy:**

Writing Assignment, homework, lab participation, class participation, quizzes, and exams.

 Grading Scale:

 **A** = 90-100% **B** = 80-89% **C** = 70-79% **D** = 60-69% **F** = ≤ 59%

The final grade will be determined 20% exams, 20% final exam, 20% projects, 20 % quizzes and 20% essays.

**Attendance Requirements:**

 Attendance is required since most of the learning occurs in the lecture/laboratory activities.

* Student are responsible for obtaining the notes and information missed due to an absence from the instructor or fellow student
* College policy dictates that an instructor should drop a student with two consecutive weeks of unexcused absence.
* At the end of the ninth week of instruction no withdrawals are permitted and a student must receive a grade.
* Please refer to the Website, campus email and Canvas regularly to be notified of any canceled classes

 **Behavioral Standards:**

 All students are expected to act in a mature, responsible manner that respects the rights of all students, instructors, staff and guests of Reedley College. All cellphones and other electronic devices must be turned off and put away during lecture and lab.

**Cheating and Plagiarism:**

 In compliance with SCCCD board policy 5410, each student is expected to extend an entirely honest effort toward attaining an education. Violations of this policy will result in disqualification for the course.

**Accommodations for Students:**

 If you have a verified need for an academic accommodation or materials in an alternate media (i.e. Braille, large print, electronic text, etc,) per the Americans with Disability Act (ADA) or section 504 of the Rehabilitation Act, please contact me as soon as possible.

**Course Description:**

This course is an introduction to the knowledge and skills necessary to conduct an effective internal audit of food safety management systems. Methods for evaluating regulatory compliance, detecting deficiencies, and implementing corrective and preventative actions will be covered.

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| **Student Learning Outcomes:** |
|   | *Upon completion of this course, students will be able to:* |
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| 1. Plan, prepare for, and conduct an internal audit of a food safety management system
2. Document and implement corrective actions necessary to improve effectiveness of a HACCP System
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| **Objectives:** |
|   | *In the process of completing this course, students will:* |
|   | 1. Identify the responsibilities of an internal auditor
2. Describe the role of the internal audit in the maintenance and continuous improvement of food safety management systems
3. Plan, prepare for and conduct an internal audit of a food safety management system
4. Gather objective evidence and analyze audits to evaluate regulatory compliance
5. Document and implement corrective actions necessary to improve effectiveness of a HACCP System
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| **Lecture Content:** |
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1. Introduction to internal auditing of HACCP Systems
2. Types of audits conducted
3. Responsibilities of an effective auditor
4. Stages of the internal audit process
	1. Purpose and scope
	2. Audit program/schedule
	3. Audit checklist
	4. Planning and preparation
	5. Performing an audit
	6. Analyze data
	7. Presenting audit findings
	8. Implement corrective and preventative actions

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| **Lab Content:** |
|  | 1. Planning Process
2. Execution of an Audit
3. Corrective and Preventive Action
4. Verification
5. Audit Evaluation
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