



## Course Outline – FN 4429A Advanced Management School of Food and Nutritional Sciences

In the event of a COVID-19 resurgence during the course that necessitates the course moving away from in-person delivery, course content may be delivered online either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). There may also be changes to any remaining assessments at the discretion of the course instructor. In the event of a COVID-19 resurgence, detailed information about the impact on this course will be communicated by the Office of the Provost and by the course instructor.

### General Information

Course #:	FN 4429
Section #:	530
Term:	Fall
Year:	2022-23
Delivery:	In-person
Course Day and Time:	Wednesday, 6:30 pm to 9:30 pm
Course Location:	BR 303

### Instructor Information

Name:	Susan Greig
E-mail:	sgreig@uwo.ca
Telephone number for office appointments:	519 432 8353 ext. 28037
Office hours:	Tuesday 11:30 am to 1:30 pm and 3:00 pm to 4:30 pm, or at a mutually agreed upon time
Office location:	Ursuline Hall Room: 303

### Course Description

An advanced integration of management principles and theories related to food and nutrition administration. Case studies are used to assess and develop analytical and decision-making management skills.

Prerequisite(s): Food and Nutrition 2449 or Business Administration 1220Registration in a Food and Nutrition Module.

Antirequisite:: The former Human Ecology 3349A/B.

Extra Information: 3 lecture hours.

### Required Course Materials

Essentials of Contemporary Management, 6th Canadian Edition 2016. McGraw-Hill Ryerson. Jones, George, Haddad. (Available in a hard copy or digital format through the UWO Bookstore)

### Learning Outcomes

By the end of this course students will meet or exceed specific competencies identified by the Partnership for Dietetic Education and Practice and the Canadian Society of Nutrition Management by:

1. Identifying and understanding the management processes of planning, organizing, leading and controlling, and then analyzing a case to demonstrate a foodservice or healthcare organization's successes and challenges in using these processes to meet its goals
2. Discussing foundational and contemporary management theories and applying them to a case
3. Enhancing verbal and written communication skills specific to organizational settings through class discussions, role play of management scenarios, and assignments
4. Developing human resource tools designed for use in foodservice management
5. Applying organizational tools that support managerial success
6. Identifying personal strengths through self-assessment and reflection exercises

### Brescia Competencies

The Competencies are Brescia's institution-level learning outcomes. Identify how course content, activities, and assignments assist students in developing the Competencies, and to what Level (1 to 4). The Brescia Competencies Handbook is available as a resource with this exercise. You are not required to use this document's language verbatim; rather, you are encouraged to interpret and articulate the Competencies from your disciplinary perspective.

### ICDEP Competencies (Specific to the School of Food and Nutritional Sciences)

The ICDEP were created by The Partnership for Dietetic Education and Practice (PDEP), a network of professionals from education, regulatory, and professional bodies/associations across Canada. There are 7 inter-related Domains (areas) of Practice Competencies: Food and Nutrition Expertise, Professionalism and Ethics, Communication and Collaboration, Management and Leadership, Nutrition Care, Population Health Promotion, and Food Provision.

For more information on ICDEP competencies please visit the UWO OWL FN UNDERGRADUATE RESOURCES AND INFORMATION site.

### Teaching Methodology and Expectations of Students

#### **Class Contribution**

Class contribution marks are based on in-class and virtual activities; there are no provisions for students to make up these assignments.

#### **Cellphone use**

Students are asked to turn off their cell phones during class except when required as a resource for an activity.

## Contact with Instructor

The best method to correspond with the professor outside of class and office hours is through email. Please allow a minimum of two business days for a response.

## Assignments

Details about the assignments will be reviewed during class and posted on OWL. Assignments must be submitted electronically to OWL on the date due and they may be checked electronically for plagiarism. As may be required, hard copies of papers are due the same date as the electronic copy.

## Late Assignments and Requests for Re-Grading

Grades for late assignments will be reduced by 20% of the value. Assignments greater than seven days late will not be accepted.

Students seeking to have an assignment re-graded are required to prepare a half-page explanation and submit it with the original assignment within one week of receiving the grade. The assignment will be re-graded based on the strength of the explanation, assignment instructions, and grading scheme. Re-grading could result in a grade increase, decrease or the original grade.

## Copyright and Intellectual Property

PowerPoint lecture slides and notes, lists of readings, in-class activities, assignments, and other components of the course materials are typically the intellectual property of the instructor.

Unauthorized reproduction through audio-recording, videorecording, photographing, sharing on social media, or posting on course-sharing websites is an infringement of copyright and is prohibited. Such action may be considered a Code of Conduct violation and lead to sanctions.

## Evaluation

Evaluation Breakdown:

Component	Weight	Date/ Deadline	Learning Outcomes	Brescia Competencies
Class contribution/mini assignments	10%	Throughout course	3, 5, 6	Communication Self-awareness and development Critical thinking

<b>Human resource assignment</b>	15%	Week 6	3, 4, 5	Communication Inquiry and analysis Problem solving
<b>Mid term exam</b>	20%	Week 7	1, 2	Inquiry and analysis Critical thinking
<b>Business case analysis</b>	10%	Week 10	1, 2, 3	Communication Inquiry and analysis Critical thinking Problem solving
<b>Organizational analysis /research paper presentation</b>	5%	Week 13	1, 2, 3	Communication
<b>Organizational analysis /research paper</b>	40%	Week 13	1, 2, 3	Communication Inquiry and analysis Critical thinking Problem solving

### Academic Accommodation

For course components worth 10% or more of the total course grade, medical or other supporting documentation should be submitted to an academic advisor. For course components worth less than 10% of the total course grade, late submissions will not be accepted due to the weight each mini-assignment is 1-2% of the total course grade) ease of completion, and ease of submission.

### Course Content

#### Weekly Lecture Organizer:

Class/Week	Date	Description	Assignments and/or Readings Due
<b>1</b>	Sep 14	Welcome and introduction Ethics and conflict of interest in nutrition management Scope of practice of those in foodservices	Essentials of Contemporary Management, chapter 1
<b>2</b>	Sep 21	Organizational environment Historical management theory	Essentials of Contemporary Management, chapter 2

		Key attributes and skills for managers	Due: Group members for organizational case/ research assignment
<b>3</b>	Sep 28	Managing human resources	Essentials of Contemporary Management, chapter 7  Due: Preliminary topic for organizational case/ research assignment
<b>4</b>	Oct 5	Managing human resources Diversity, equity and inclusion	Essentials of Contemporary Management, chapter 7  Due: Mini assignment (1%)
<b>5</b>	Oct 12	Managing motivation Managing leadership	Essentials of Contemporary Management, chapters 8 and 9  Due: Mini assignment (1%)
<b>6</b>	Oct 19	Managing change Meeting to discuss case	Essentials of Contemporary Management, chapter 12  Due: Human resource assignment (15%)
<b>7</b>	Oct 26	Mid term exam	(20%) Due: Group meeting agenda, minutes and evaluation
<b>Reading week</b>			
<b>8</b>	Nov 9	Managing decision making Managing planning and strategy	Essentials of Contemporary Management, chapters 3 and 4  Due: Case study (10%) Mini assignment (1%)
<b>9</b>	Nov 16	Managing organizational structure Managing communication and information technology	Essentials of Contemporary Management, chapters 5 and 6  Due: Mini assignment (5%)
<b>10</b>	Nov 23	Managing teams Managing control and operations	Essentials of Contemporary Management, chapters 10 and 11

			Due: Mini assignment (1%)
<b>11</b>	Nov 30	Business plans Communication plans Case presentations	Due: Mini assignment (1%) Case presentation (5%)
<b>12</b>	Dec 7	Case presentations	Due: Case presentation (5%) Organization analysis / research paper (40%)

## 2022-23 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

### 1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding Accommodation for Illness - Undergraduate Students can be found at [https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_135](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_135)

Students who have long-term or chronic medical conditions which may impede their ability to complete academic responsibilities should seek Academic Accommodation through Student Accessibility Services ([https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_10](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10)).

Personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are **not** grounds for academic accommodation.

Students who experience an illness or extenuating circumstance sufficiently severe to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

1. For medical absences, submitting a **Student Medical Certificate (SMC)** signed by a licensed medical or mental health practitioner;
2. For non-medical absences, submitting **appropriate documentation** (e.g., obituary, police report, accident report, court order, etc.) to their Academic Advisor. Students are encouraged to contact their Academic Advisor to clarify what documentation is acceptable.

### Request for Academic Consideration for a Medical Absence

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation.

Academic accommodation for illness will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. Minor ailments typically treated by over-the-counter medications will not normally be accommodated.

The following conditions apply for students seeking academic accommodation on medical grounds:

1. Students must submit their Student Medical Certificate (SMC) along with a request for relief specifying the nature of the accommodation being requested no later than two business days after

the date specified for resuming responsibilities. An SMC can be downloaded from [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf);

2. In cases where there might be an extended absence or serious issue, students should submit their documentation promptly and consult their Academic Advisor for advice during their recovery period;
3. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, scheduled tests or examinations, and other academic requirements;
4. Students **must** communicate with their instructors **no later than 24 hours** after the end of the period covered by the SMC to clarify how they will fulfil the academic expectations they may have missed during the absence;
5. Appropriate academic accommodation will be determined by the Dean's Office/Academic Advisor in consultation with the course instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements, arranging Special Exams (make-ups), re-weighting course requirements, or granting late withdrawal without academic penalty.

## 2. ACADEMIC CONCERNS

If you feel that you have a medical or personal challenge that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds are not normally considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your Academic Advisor ([https://brescia.uwo.ca/enrolment\\_services/academic\\_advising/book\\_an\\_appointment.php](https://brescia.uwo.ca/enrolment_services/academic_advising/book_an_appointment.php)). If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please contact your Academic Advisor or see the list of sessional dates in the Academic Calendar (<https://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID=>).

You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

## 3. ABSENCES

**Short Absences:** If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

Please note that for asynchronous online courses, attendance or participation requirements may be different than for synchronous or in-person courses.

**Extended Absences:** If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work, and arrange academic accommodations if appropriate and warranted.

It is important to note that the Academic Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory

([https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#Page\\_64](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#Page_64)).

#### 4. SCHOLASTIC OFFENCES

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence at:

[https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_20](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20).

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Scholastic Discipline for Undergraduate Students in the Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Academic Dean's Office, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

##### **Plagiarism:**

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com.

##### **Computer-marked Tests/exams:**

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

#### 5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal is to be sent to the School Chair. If the response of the Chair is considered unsatisfactory to the student, they may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, they may appeal to the Senate Review Board Academic (SRBA), if there are sufficient grounds for the appeal and if the matter falls within the jurisdiction of the SRBA. For information on academic appeals consult your Academic Advisor or see the Student Academic Appeals – Undergraduate in the Academic Calendar

[https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_14](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14).

Note that final course marks are not official until the Academic Dean has reviewed and signed the final grade report for the course. If course marks deviate from acceptable and appropriate standards, the Academic Dean may require grades to be adjusted to align them with accepted grading practices.



## 6. PREREQUISITES

Unless you have either the prerequisites for a course or written Special Permission from the Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisite(s).

## 7. SUPPORT

### Support Services

The Brescia University College Registrar's website, with a link to Academic Advisors, is at <http://brescia.uwo.ca/academics/registrar-services/>. Students can access supports through Brescia's Student Life Centre (<http://brescia.uwo.ca/life/student-life/>) and Learning Development & Success at Western (<https://www.uwo.ca/sdc/learning/>).

### Mental Health and Wellness

Students may experience a range of issues that can cause barriers to your learning, such as increased anxiety, feeling overwhelmed, feeling down or lost, difficulty concentrating and/or lack of motivation. Services are available to assist you with addressing these and other concerns you may be experiencing. You can obtain information about how to obtain help for yourself or others through **Health & Wellness at Brescia**, [https://brescia.uwo.ca/student\\_life/health\\_and\\_wellness/index.php](https://brescia.uwo.ca/student_life/health_and_wellness/index.php) and **Health and Wellness at Western**, [http://uwo.ca/health/mental\\_wellbeing/index.html](http://uwo.ca/health/mental_wellbeing/index.html).

### Sexual Violence

All members of the Brescia University College community have a right to work and study in an environment that is free from any form of sexual violence. Brescia University College recognizes that the prevention of, and response to, Sexual Violence is of particular importance in the university environment. Sexual Violence is strictly prohibited and unacceptable and will not be tolerated. Brescia is committed to preventing Sexual Violence and creating a safe space for anyone in the Brescia community who has experienced Sexual Violence.

If you or someone you know has experienced any form of Sexual Violence, you may access resources at [https://brescia.uwo.ca/safe\\_campus/sexual\\_violence/index.php](https://brescia.uwo.ca/safe_campus/sexual_violence/index.php).

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Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy, and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.

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