

Artisanal Butchery Task Force – Final Report

Executive Summary

Iowa's independent meat lockers and processors are facing unprecedented challenges right now. Like many businesses, lockers and community meat processors are facing significant workforce shortages which have only been compounded since the COVID-19 pandemic began in 2020. Not only are they often lacking skilled staff, or workers in general, but they are also confronting extraordinary demand for the high-quality products and services they offer at a time when supply chains are strained.

During the 2021 session of the Iowa General Assembly, legislation was passed aimed at addressing these challenges head on. A grant program was created to provide financial assistance for existing lockers and community meat processors to renovate or upgrade existing facilities, or to help Iowans establish new businesses. Additionally, the Artisanal Butchery Task Force, led by Secretary of Agriculture Mike Naig, was established to determine the need for training programs that lockers and processors can utilize to develop and maintain the skilled workforce they need to be successful.

The Artisanal Butchery Task Force included the following members:

- Mike Naig, Iowa Secretary of Agriculture
- Jerry Roorda, Iowa Meat Processors Association and In't Veld's Meat Market
- Ty Gustafson, Iowa Meat Processors Association and Story City Locker
- Baili Maurer, Edgewood Locker
- Dan Julin, Arcadia Locker
- Kent Wiese, Amend's Packing Co.
- Ned Skoglund, Skoglund Meats
- Jeff Cook, Fareway Stores
- Dr. Terry Houser, Iowa State University Meat Lab
- Dave Grunklee, Hawkeye Community College
- John Andres, Iowa Culinary Institute at DMACC
- Laura Cunningham, Iowa Cattlemen's Association
- Steve Kerns, Iowa Pork Producers
- Fred Long, Iowa Conservation Alliance
- Dr. Kathryn Polking, IDALS Meat and Poultry
- Kathy Leggett, Future Ready Iowa
- Brad Frisvold, Iowa Economic Development Authority
- Jake Swanson, Governor's Office

The task force held three meetings during the fall of 2021. The first meeting consisted of hearing from meat processor members of the task force about the challenges they face both related to workforce as well as other issues. The second meeting heard various presentations from experts on higher education and work-based learning programs which included the Iowa State University Meat Lab, Hawkeye Community College, and Future Ready Iowa. The task force also discussed initial recommendation ideas. At the final meeting, task force members discussed proposed recommendations and how to accomplish each goal.

The task force also surveyed meat processing establishments in Iowa and received responses from approximately 20% of licensed facilities. Survey responses indicated a number of workforce challenges as well as auxiliary issues that negatively impact their businesses. These issues ranged from burdensome

regulations, to lack of access to capital for infrastructure upgrades, to increasing labor and product costs. A summary of those responses is included in Appendix A.

The task force took this feedback and the knowledge learned at meetings to develop a set of recommendations that will ease some of the workforce challenges that lockers and community meat processors struggle with, as well as some of the other issues that make it harder for them to reach their full potential.

Below is a summary of the recommendations of the Artisanal Butchery Task Force. More detail is provided in the full report.

Task Force Recommendation

- Establish a one-year community college certificate program
 - Traditional classroom education (in-person/online /hybrid) paired with work-based learning
 - Community colleges partner with local lockers and processors who provide hands-on internship opportunities
 - Community colleges should leverage courses and services offered by the Iowa State University Meat Lab or culinary programs to provide students with additional learning opportunities
 - Based on Miles Community College (Montana) Meat Processing program

Additional Recommendations

- Establish a clearinghouse/tool kit for meat processing businesses to find training programs and resources
 - Technical education programs, work-based learning programs, short courses
 - Grant programs and financial resources
- Create a talent pipeline by generating industry interest at the high school level
 - Meat industry internship program
 - FFA advisor training program
 - Reinvigorate meat judging teams and increase student participation
 - Education and outreach to FFA and 4-H about industry opportunities
- Explore opportunities to reduce regulatory hurdles
 - Streamline and improve IDALS' labeling process
 - Review labor regulations and clarify what 16-17 year-old employees can legally do while working for a meat processor
 - Encourage federal partners to streamline and improve the H2A Visa process
- Help lockers and processors add value to their products
 - Direct to consumer tool kit
 - Choose Iowa program (directory and labeling)
 - Continue to promote Iowa's CIS program to facilitate interstate sales

Task Force Recommendations

Legislative Charge

*The artisanal butchery program task force is created within the department of agriculture and land stewardship for the purpose of **exploring the feasibility of establishing an artisanal butchery program at a community college or at an institution governed by the state board of regents.***

The task force shall consider staffing and equipment requirements, potential enrollment numbers, overall employment outlook for graduates, apprenticeship and internship opportunities, program costs, curriculum, and regulatory and legal requirements.

Recommendation: Establish a one-year community college certificate program

The task force recommends establishing a framework for a one-year community college certificate program for artisanal butchery. This certificate is modeled off of a program offered at Miles Community College (MCC) in Montana.

Students would participate in both traditional classroom education, whether it be in-person, online, or a hybrid approach, as well as hand-on learning experiences where they can hone their meat processing skills at local lockers. It is recommended that community colleges establish partnerships with local lockers and community meat processors to offer this work-based learning. Working with local businesses would not only provide students with the “earn while you learn” training but would also ease the workforce shortage issues that many lockers are currently facing.

Curriculum

Below is framework curriculum that colleges could utilize to structure their meat processing programs. While first semester courses are focused on the basics of meat processing and the critical skills and knowledge necessary to work in a locker, the second semester dives deeper into the locker business.

First Semester (14 credits)	Second Semester (14 credits)
Basic Meat Processing (2)	Advanced Meat Processing (2)
Food Safety and HACCP (2)	Farm to Table Marketing (2)
Animal Science or Biology course (3)	Business Management course (3)
Workplace Communication course (3)	Business Math course (3)
Internship module 1 (2)	Internship module 3 (2)
Internship module 2 (2)	Internship module 4 (2)

Internships would consist of four 7-week modules where locker staff is actively training students on several skillsets determined by the college. Colleges would determine skillsets and benchmarks that students are required to meet during these modules (see Appendix B for MCC internship requirements). Students should spend approximately 20 hours per week actively working and training in the locker.

Students could be placed at a single locker for all four modules, or students could do a rotation among different lockers. Colleges can be flexible to the needs of area locker partners and their students.

Staffing and equipment requirements

For coursework, this certificate program is meant to be flexible to meet the individual needs of each community college and their students. Courses can be taken in a traditional classroom setting, online, or through a hybrid option. A college can offer an all-encompassing program on-campus, complete with a fully equipped meat lab, or establish partnerships to offer these experiences. It is very much up to the college how extensive they want their program to be.

Community colleges should largely be able to incorporate existing staff and courses into a meat processing certificate program. Many colleges with a culinary or hospitality program currently offer a food safety/HACCP course that can be utilized for this program. New courses that may need to be developed include Basic Meat Processing, Advanced Meat Processing, and Farm to Table Marketing (see Appendix C for MCC syllabus information).

Colleges could also partner with Iowa State University's Meat Lab to provide students with short courses, additional lab work, and HACCP certification.

Program costs

Community colleges in Iowa charge anywhere between \$150-\$200 per credit hour. A 28-credit certificate program would come in at an affordable cost between \$4,200 to \$5,600.

If colleges require partner lockers to pay students in a manner similar to MCC's program (\$9/hour first semester, \$10/hour second semester), students will earn nearly enough in wages to pay for the program.

Potential enrollment numbers

Enrollment is difficult to calculate at this time. However, in survey results received by the task force, approximately one-third of respondents indicated that they struggle to find workers with the technical skills to perform the jobs they are hiring for. Lockers could utilize this program to train new employees.

Recruitment and retention will need to be a focus of colleges that choose to offer a meat processing certificate program. This is something that community colleges are already dealing with.

Additional recommendations in this report are aimed at increasing interest and funneling students towards opportunities in the meat processing industry and this program.

Overall employment outlook for graduates

The meat processing industry is currently overwhelmed with demand and establishments are desperately seeking new workers. Wages vary by establishment, but most are typically paying at or above \$15 per hour. This can increase based on skill level and experience, which could be boosted further with a completed certificate.

Graduates of a certificate program should not have difficulty finding work after completion of the program and would be ideal candidates to take over ownership of a locker.

Apprenticeships and opportunities

The proposed program offers a significant amount of work-based learning, similar to an apprenticeship. This provides a benefit to both the student, to hone their skills while earning a paycheck, and the employer, who is in need of labor.

Additionally, several programs are currently in existence that have been used by locker owners in the past. This includes several programs offered through Future Ready Iowa including Summer Youth Internships, as well as registered apprenticeships through the Department of Labor. Lockers and meat processing businesses should continue to utilize these programs based on their business-specific needs.

Regulatory and legal requirements

Colleges building an on-site meat lab should consult with IDALS-Meat and Poultry Inspection Bureau to ensure that regulatory requirements are met.

Additional Recommendations

Tool Kit for meat processing businesses on training programs and resources:

There are several work-based education and job training programs currently available to meat processors. Through task force outreach and feedback, some meat processing businesses have utilized these programs successfully, but others are completely unaware of what currently exists or where to go for assistance.

Iowa Workforce Development and the Iowa Economic Development Authority should create a Tool Kit/Library of resources that serves as a one-stop-shop where businesses owners find educational and financial assistance. The Iowa Department of Agriculture and Land Stewardship can assist in the promotion and outreach for this clearinghouse through regular contact with the target audience.

Programs listed in the Tool Kit should include:

- Short courses at the ISU Meat Lab
- Registered apprenticeships
- Summer Youth Internship
- 260F Iowa Jobs Training
- Future Ready Iowa programs
- Butchery Innovation and Revitalization grant program (Equipment and infrastructure)
- Choose Iowa Marketing and Promotion grant program (Education and direct sale technology)

The Tool Kit should be a shared structure for any meat processing business, be easy to utilize the above information, such as how to begin an apprenticeship in-house, access training programs, employee development, as well as other helpful tips.

This recommendation is something that should be industry-driven with the support of Iowa Workforce Development or the Iowa Economic Development Authority. This may be a project that the Iowa Meat Processors Association should spearhead and coordinate for members for the sake of efficiency.

Build a talent pipeline by generating industry interest at the high school level

To meet the future workforce demands of Iowa's lockers, more needs to be done to increase the visibility of the industry and share the opportunities that are available. This starts with reaching Iowans before high school graduation and early on in their careers.

Through multiple recommended initiatives, more Iowans will be exposed to the meat processing industry at an earlier age to generate interest and funnel more Iowans into meat processing careers and educational programs. These programs would greatly benefit with the support and engagement of producer groups.

Meat Industry Internship Program: A meat industry internship program should be created using the existing Summer Youth Internship framework under Future Ready Iowa. The goal of this program would be to generate interest in the industry by funding multiple interns around the state to get first-hand experience working in a locker while still in high school. This program should be a partnership between lockers and livestock groups and could be supported by checkoff funds.

FFA Advisor Training: FFA advisors play a key role in reaching students at the high school level and helping facilitate experiences in the agriculture industry. Meat processing and butchery is an area that could be expanded into further. Hawkeye Community College actively works with area FFA advisors to provide meat and livestock-centric content to students and has seen great success. Materials could be developed and provided to ag-tech and FCS teachers to be incorporated into lesson plans. For example, the Beef Industry Council provides a "Beef 101" workshop in collaboration with the ISU Meat Lab that could be adapted for high schools. Task force members Dave Grunklee and Terry Houser have already begun spearheading these efforts. This is another initiative that producer organizations could help support.

Expand Meat Judging: In other states, meat judging teams are a popular extracurricular activity, but Iowa is lacking in availability and interest. By offering these opportunities, interest and excitement is generated in meat processing and educational institutions would have a solid base to recruit potential new students. Participating students would also be prime candidates for the Meat Industry Internship Program or a pre-apprenticeship program at a locker. Schools and FFA chapters will need assistance and advice on how to begin a team.

FFA/4-H Outreach: Finally, there needs to be more industry outreach and collaboration with organizations like FFA and 4-H. This should be industry driven and could include facility tours, farm to table events, or other educational opportunities where younger Iowans can learn more about future opportunities.

Explore opportunities to reduce regulatory hurdles

One of the biggest ways that the lockers can be more successful is if government doesn't place unnecessary roadblocks in the way that impede growth and innovation. Maintaining high food safety standards are something that the task force is unwilling to compromise on, however, there are other regulations that could be improved and clarified. The task force strongly recommends reviewing current regulatory hurdles and improving them to make it easier for lockers to do business in Iowa.

Improve IDALS Labeling Process: Meat processing members of the task force and some survey respondents expressed some frustrations with the labeling process at IDALS. They shared that a private label is a value-add to the product they are producing, but the process can be overly confusing,

burdensome, and time consuming. IDALS is committed to addressing this process and has already begun working with establishments to find improvements and efficiencies to labeling.

Regulations for Minors: Task force members indicated that some confusion exists on what type of work activities are allowable for employees and apprentices under the age of 18. Child labor laws often don't allow minors to use certain equipment due to its dangerous nature, but there are other tasks that potential 16- and 17-year-old employees could do. Getting this clarification from OSHA and Iowa Workforce Development on what is and is not allowable would provide locker owners the certainty they need to offer a pre-apprenticeship/internship or hire younger workers. Business owners are also encouraged to check with their insurance providers to confirm what sort of liability they may have.

H-2A Visa Reform: One major challenge that the State of Iowa faces is that population growth is not keeping up with the number of jobs available. This is going to continue to create workforce issues for businesses in the future, regardless of industry. One way to alleviate some of these challenges would be an increase in immigrant labor allowed under the H-2A Visa program. Unfortunately, lockers have struggled to utilize this program to assist with their own labor shortages due to the seasonal limitations of the program. Lockers would greatly benefit from an immigrant labor program that is flexible, year-round, dependable, and consistent. The task force strongly recommends that improvements be made to the H-2A program and encourages our partners at the federal level to advocate for reforms that help Iowa's lockers.

Help lockers and processors add value to their products

Iowa lockers offer a high quality, premium product that is often unmatched at the grocery store. Oftentimes, money spent in a locker stays in its home community and stimulates the local economy. The task force recommends several proposals that could help increase sales by incorporating value-added strategies, allowing lockers to hire additional workers or increase wages.

Direct-to-Consumer Tool Kit: Lockers across the state work closely with livestock producers who often resell using a direct-to-consumer model. The success of these types of businesses is contingent on the success of the locker as well.

The task force recommends that a tool kit is developed that provides producers with helpful information and resources to ensure regulatory compliance, improve marketing techniques, and increase sales. The kit could include but is not limited to the following:

- Clearly defined licensing requirements: What's required for the product itself and the sale space (mobile, market, and on-farm)
- Labeling: How to establish your own farm label
- Food Safety Protocols for storing meat: Mobile, market and on-farm
- Pricing worksheets and templates: Custom processed, wholesale/restaurant and retail
- Shipping: How to ship meat products in-state and out-of-state

IDALS will take the lead on this initiative and collaborate with Iowa State University-Extension and Outreach to determine what currently exists and what could be created to improve direct-to-consumer sales.

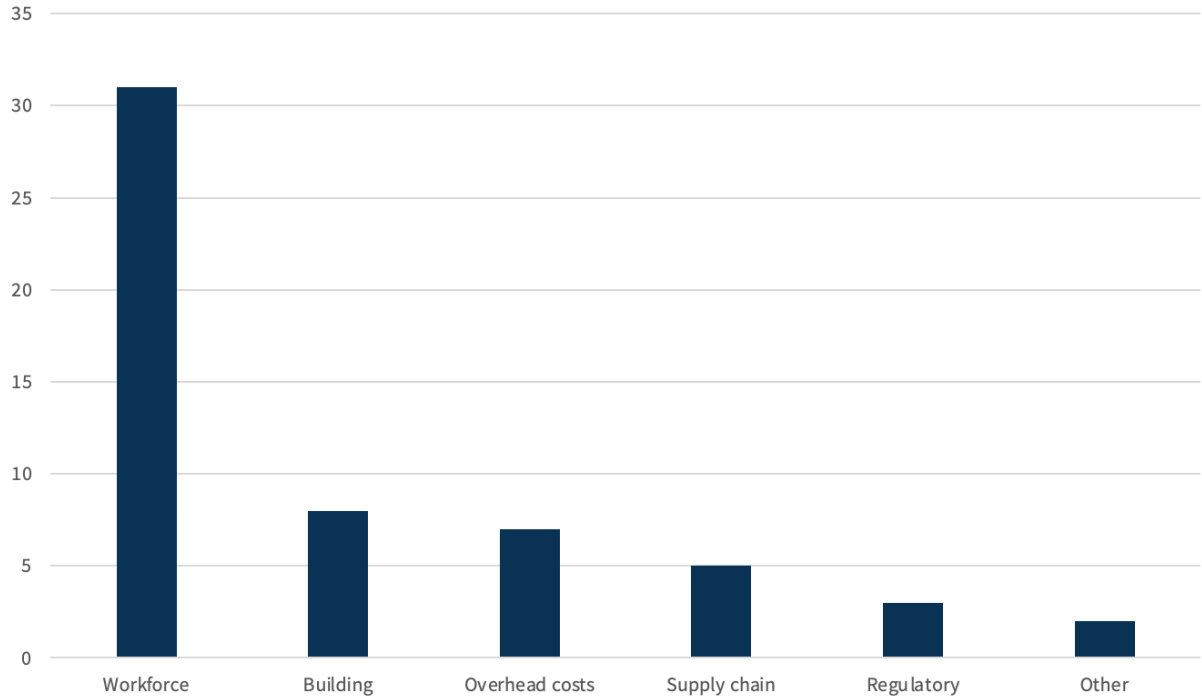
Choose Iowa Promotional Program: Many states currently have a state agriculture brand and marketing program for locally grown and raised products. Iowa previously had a functioning state brand, Choose

Iowa, but it went away following budget difficulties. With growing interest and high demand for local foods, now is a prime opportunity to bring back the Choose Iowa brand.

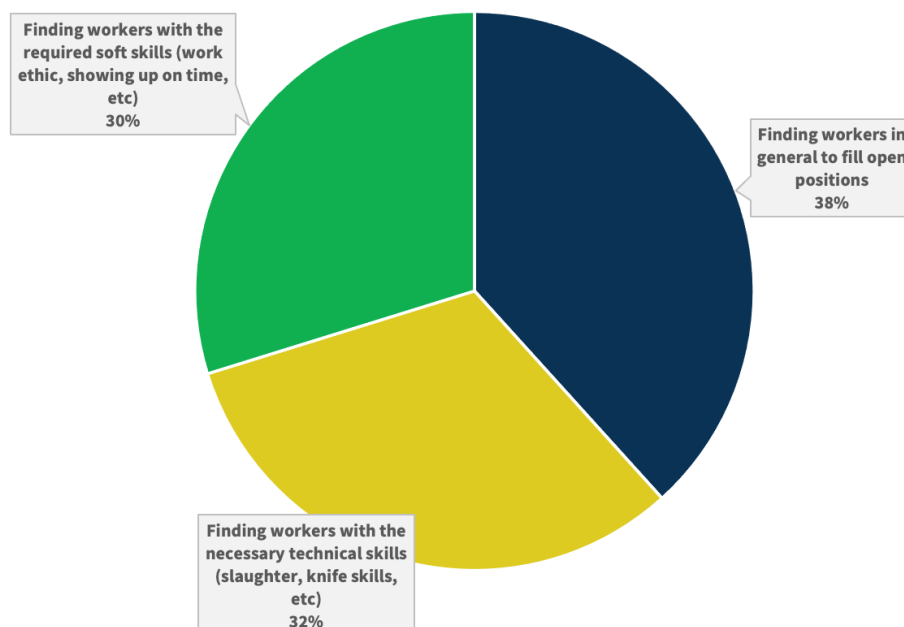
Choose Iowa will increase the visibility of Iowa grown and raised products, like those offered at small town lockers, to increase sales. Additionally, the Choose Iowa website would house a directory of members, as well as a local food finder so consumers can more easily find lockers available in their area or while traveling the state. Choose Iowa is a win-win for both lockers and consumers.

Promote Iowa CIS Program: In recent years, IDALS established a Cooperative Interstate Shipment (CIS) Agreement with the USDA Food Safety and Inspection Service (USDA-FSIS). The CIS program allows participating state-inspected meat and poultry establishments to ship products across state lines. This provides establishments in Iowa with additional markets outside the state's borders while being able to keep the flexibility of staying under state inspection as opposed to federal. Iowa is one of only nine states that offer this opportunity to state-inspected establishments. IDALS will continue to promote this program and the benefits it provides.

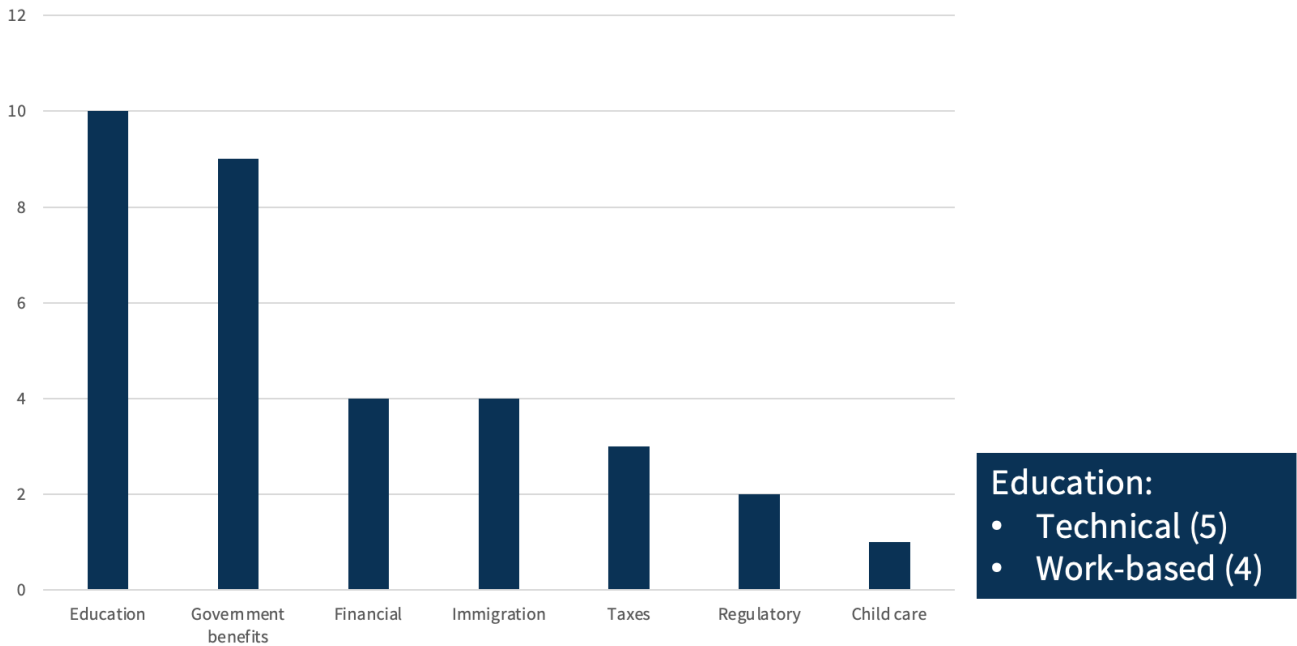
Q1: What is the biggest challenge currently facing your business?



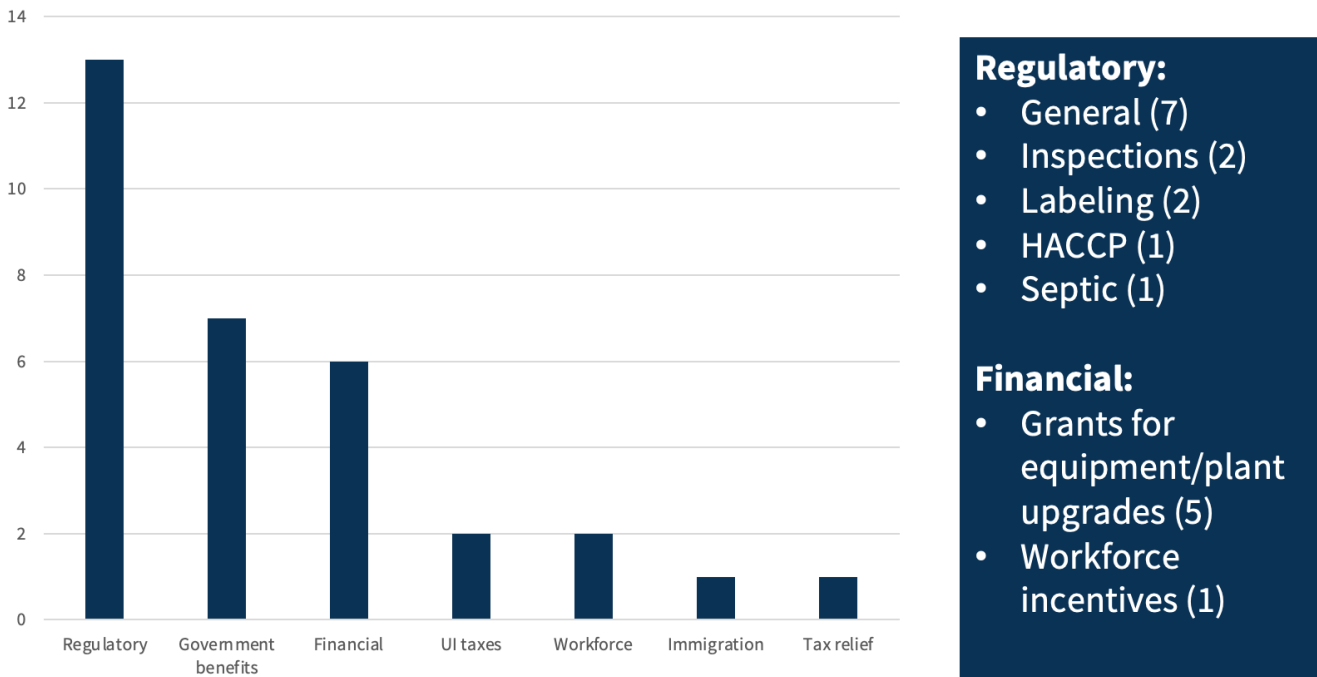
Q2: In terms of workforce, which is the most challenging for your business?



Q3: Do you have any ideas that you would like to see developed or implemented by the state or others to help you address these workforce challenges? If so, what?



Q4: What actions should government entities take to remove other obstacles and/or enable growth for your business?



Appendix B

C.A.S. Meat Processing

This one-year (31 credit) Certificate of Applied Science is designed to increase the skilled labor force for the meat processing businesses in Montana. The program design is unique as it allows students to network with meat processors in the state and provides hands-on learning critical for career and technical programs. The flexibility of the class offerings allows a student to create a program to meet their needs and lifestyle. This is an internship-based certificate. There are 4 internship levels that begin with basic training and safety requirements and culminate in advanced meat processing and cutting skills. The internships will take place in Montana Meat Processing plants with professionals in the industry. Students can choose to rotate every 7.5 weeks between 3 to 4 different plants, or complete all internships at one location. The courses provide students with knowledge on retail cuts, meat evaluation and grading, business techniques, and food and agricultural marketing strategies. To ensure a plant placement when courses start for Fall Semester, please be enrolled in the program by August 1st. To ensure a plant placement when courses start for Spring Semester, please be enrolled in the program by January 1st.

Upon completion of this program, graduates will be proficient in:

Cutting

Grinding, mixing, stuffing, linking sausage/curing of hams and bacons

Packaging and sanitation

Proper killing of an animal

Yield and quality grading

Personal safety/Plant safety

Meat cuts identification

Principles of marketing food and agricultural products

Demonstrating Contextually Germane Communication Skills (Oral and Written)

Using mathematics in problem solving and communicating quantitative information effectively

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses.

Fall Semester : 14 Credits		Credits	Weeks
COMX 106	Communicating in a Dynamic Workplace	2	15 weeks
MTPR 198	Meat Processing Internship Level 1	3	First 8 weeks
MTPR 101	Meat Processing I	2	First 8 weeks
MTPR 103	Food Safety and HACCP	2	Second 8 weeks
WRIT 108	Elementary Technical Writing	2	15 weeks
MTPR 199	Meat Processing Internship Level 2	3	Second 8 weeks
Spring Semester : 17 Credits		Credits	Weeks
BIOB 101/102	Discover Biology & Lab	3,1	15 weeks
MTPR 298	Meat Processing Internship Level 3	3	First 8 weeks
MTPR 102	Meat Processing II	2	First 8 weeks
M 108	Business Math	3	15 weeks
MTPR 104	Farm to Table Marketing	2	Second 8 weeks
MTPR 299	Meat Processing Internship Level 4	3	Second 8 weeks
TOTAL CREDITS		31	



2021-22 Meat Processing Internship Guidelines

Procedures and guidelines for MCC students and MMPA member host plants:

1. Member host plants should provide/arrange for, but not necessarily pay for, housing for the interns if necessary.
2. Member plants will pay the students a MINIMUM of **\$9/hr** while performing duties for Level 1 and Level 2.
3. Member plants will pay the students a MINIMUM of **\$10/hr** while performing duties for Level 3 and Level 4.
4. Students will have to sign a contract and letter of non-disclosure so no proprietary information is shared between plants by the student in any form, if requested by plant. (i.e. recipes)
5. All personal protective equipment is required to be available for use at all times to reduce the incidence of injury and protect oneself against injury.
6. Students must be 18 years or older and must have transportation to and from the workplace.
7. Each skills rotation will consist of 7.5 weeks each with 2 rotations during Spring semester, and 2 rotations during Fall semester.
8. 135 hours at each level is required to receive credit. Hours will be documented and students and hosts will determine if student is competent before going to the next level.
9. We recommend four plant rotations, but students are allowed to stay at one plant for all internships if accepted by host plant.
10. If issues arise between the students and plants, a committee of three MCC employees, and three MMPA members will determine a final outcome.
11. All students must arrive for work drug and alcohol free and comply with each plant's policies and procedures.

The following is an explanation of skills students *should* obtain at each level. MCC understands that with the variance in plants in MT, some skills may not be obtained:

Level 1:

Upon completing Level 1, the student shall:

- Identify primal and retail cuts of meat from all species while on the cutting table
- Understand and practice knife safety
- Understand how to sharpen a knife properly
- Understand kill floor operations and be able to trim and wash carcasses effectively
- Understand the importance of allergens and cross-contamination from raw to cooked products, and contamination between species
- Understand wrapping and packaging processes

Level 2:

In addition to skills obtained in Level 1, upon completing Level 2, the student shall:

- Obtain sufficient knife skills
- Understand how to properly skin and work production on kill floor
- Obtain knowledge on how to fabricated primal cuts into retail cuts on all species
- Be proficient at primal and retail cut identification
- Obtain skills making sausage/curing, grinding, and wrapping/packaging

Level 3:

In addition to skills obtained at lower levels, upon completing Level 3, the student shall:

- Understand how to break down a carcass and run the band saw safely
- Obtain skills developed to be able to hand slice boneless steaks with a knife
- Continue to learn skills on the kill floor

Level 4:

In addition to skills obtained at lower levels, upon completing Level 4, the student shall:

- Be proficient at sharpening and steeling a knife
- Safely run the band saw
- Independently and efficiently runs all equipment (i.e. saws, grinders, tenderizers, injectors, mixers, stuffers, vacuum packagers, etc.)
- Be able to eviscerate and skin all species efficiently on the kill floor

Appendix C

MTPR 101: Meat Processing I

MTPR 101 Syllabus Table of Contents

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Course Credits & Modality

2 Credits

Online

- Complete course through Canvas and Absorb

Course Attendance Logistics

MTPR 101 is a fully asynchronous class, meaning there are no scheduled times for the whole class to meet. Through the semester, there may be **optional** groups meeting times in Zoom. I am also available to schedule a phone call or Zoom.

Course Dates and Time Commitment

This is a 2-credit online course, so you should plan spending 6 hours per week working in this course. In a 2-credit in-person course, you would spend 2 hours per/week meeting face-to-face. This excludes any homework assignments. This is recommended for **lecture only**.

As you work through the modules, you might decide you need less than 6 hours a week- but for the first two weeks of class as you balance your class, work, and life- allow closer to 6 hours per week to work on this course.

There will be seven discussions throughout the semester. You can find these due dates and topics under the **Discussions** tab. These are the only assignments due in Canvas, the rest will be completed on Absorb.

Course Instructor

Martina Sackman

You may call me Tina.

Contact Information:

- Sending me an email or text is the best way to reach me. I am not always ins ervice so may not always see missed calls.
- The next fastest way to get ahold of me would be to call. You can call my office phone at (406) 874-6442, or you can call my cell at (336) 648-9948

Office Hours:

I am available almost any time of the day, but if you are on campus, feel free to reach me in the VoTech Building on campus.

Course Description and Outcomes

Course Description:

MTPR 101 is designed to help you develop skills related to the Meat Processing field. You will complete interactive online lessons that will provide you with customer service and meat basics knowledge, including characteristics of cuts in the meat case, and instruction on how to use meat as an ingredient.

Course Outcomes:

1. Obtain knowledge of basic animal agriculture.
2. Obtain a complete understanding of where popular retail cuts from pork, beef, and poultry are derived.
3. Obtain customer service skills related to Meat Processing
4. Learn marketing strategies related to Meat Processing
5. Ability to merchandise a wide variety of meats.
6. Demonstrate an understanding of subprimals and primals and how to effectively break them down.

Key Points Review

I have put together study guides with key points from each module. These are listed under Modules. There is no action required. These are for your benefit only.

Absorb

All assignments and quizzes, excluding the 7 discussions, are completed in Range Meats. This is an outside portal and you will need to set up an online profile to complete assignments and quizzes. Go to Modules – Resources – Accessing Range Meats Portal to find how to set up Range Meats.

Required Materials

Please let me know if you need assistance in acquiring any of the required materials. We have laptops we are able to check out to students.

Required books:

- There are no required textbooks for MTPR 101.

Required Technology:

- Reliable Digital Storage
 - o Within Canvas, you have a personal cloud storage space you can use.
 - o There are study guides, assignments, and other important documents that you may want to use throughout your career. We recommend saving these to your desktop or a flash drive.
- Access to Canvas and Absorb
 - o As an MCC student, you have access to a student email and Microsoft Office license. Instructions are in your student orientation course.

Course Grading

There are 100 available points for this class. You can see how the point are distributed below.

<u>Assignment</u>	<u>Points</u>
Discussions (7)	10
Absorb Range Meat Clerk Cert.	35
Absorb Range Meat Cutter Cert.	35
Final Exam	20

Weekly Discussions:

There will be 7 Discussions. To see due dates go to **Modules – Resources – Meat Processing 101 Calendar**. These discussions are developed to give you an opportunity to communicate with your peers. These are worth 10% of your total grade.

Absorb Range Meat Clerk Certificate:

There are 3 Certificates. Earn all 3 Certificates and over 100 competency badges to become a Range® Meat Clerk. These are 35% of your total grade.

- Range® Meat Clerk Meat Essentials Certificate (RMC101)
- Range® Meat Clerk Cuts & Features Certificate (RMC201)
- Range® Meat Clerk Cooking Methods and Preparation Tips Certificate (RMC301)

Absorb Range Meat Cutter Certificate:

There are 4 Certificates. Earn all 3 Certificates and over 100 Competency badges to become a Range® Meat Cutter. These are 35% of your total grade.

- Range® Meat Cutter Poultry (RMCP401)
- Range® Meat Cutter Lamb (RMCL402)
- Range® Meat Cutter Pork (RMCPK403)
- Range® Meat Cutter Beef (RMCB404)

Final Exam:

Students will complete a Final Exam through Canvas. This due date is October 31st. Students must have completed all course work in Absorb prior to the Final Exam.

MCC's COVID PROTOCOLS AND GUIDING PRINCIPLES FOR FALL 2021

- **COVID-19 Class Protocol**

Since these courses are online, we have no specific COVID protocols in place for COVID.

- **Campus-wide COVID-19 Protocol**

The following expectations have been established by the MCC Executive Team for the entire campus community:

1. **Self-screening** – Prior to each class session, students should self-screen for symptoms of COVID-19 infection. These include fever/chills (use of a thermometer is recommended), cough, muscle pain, nausea and/or vomiting, diarrhea, shortness of breath or difficulty breathing, sore throat, or the loss of taste or smell. If you experience any of these symptoms or if you are taking care of anyone with these symptoms, ***you should not attend class in person***. If you are experiencing any of these symptoms, you should seek guidance from your healthcare provider or call the 24-hour Holy Rosary Healthcare phone line at 406-233-2600.
2. **Handwashing** – Prior to each class, students should wash their hands with soap and water for 20 seconds, or sanitize their hands with an alcohol-based hand sanitizer. Handwashing or sanitizing should be repeated throughout the day, especially after blowing your nose or sneezing.
3. **Social distancing** – In class, and while on campus, students should maintain a distance of at least three (3) feet from other class members.
4. **Face coverings** – There will be no campus-wide mask mandate. However, the campus is encouraged to wear face coverings whenever there are group settings and social distancing is difficult to achieve. Individual faculty and staff may ask students and guests to wear masks in their classroom and offices if they choose. Faculty who are requiring masks in their

classrooms will clearly identify this expectation in their syllabus in an area identified as “COVID-19 Class Protocol”. This will allow students the opportunity to consider another section of the class if available that does not have the requirement. Additionally, because many of our offices are small, Faculty or Staff who are uncomfortable meeting with students or guests in their offices will be given the opportunity to use other larger rooms on campus to conduct these meetings.

NOTE: The College will continually assess the health safety needs, recommendations and/or potential mandates from local, state, or national health or government agencies for the campus. If changes do occur during the term, faculty will share changes through the course syllabus up-dates or teaching plans. Students should also reference the COVID-19 updates on Miles Community College website (www.milesc.edu) for campus-wide communications regarding any changes/up-dates relative to COVID 19 health and safety needs/practices on campus.

COLLEGE POLICIES:

- **Accessibility and Special Needs:** In accordance with the Americans with Disabilities Act (ADA), Miles Community College ensures academic accessibility as well as building accessibility for all persons with disabilities. No individual with a disability, because of such disability, shall be excluded from participation in, or denied the benefits of, the services, programs, or activities of Miles Community College, nor shall the individual be subject to discrimination by any such entity. Miles Community College shall make reasonable accommodations for any individual with documented disabilities. If you have a documented special need, such as a learning or physical disability, that may interfere with your progress in this course, it is your responsibility to report the disability. Any person who has documented disabilities, is concerned about accessibility, and/or has other accommodation issues is directed to contact Disabilities Support Services at dss@milesc.edu; or Anne Anderson, Director of Student Success and Retention at 406-874-6151 or andersona@milesc.edu; or your instructor(s); or Student Services at 406-874-6100 or 1-800-541-9281; or stop by the Learning Center in room 208 for additional information.
- **Service Animals & Emotional Support Animals:** Miles Community College affirms (1) its commitment to nondiscrimination on the basis of disability and (2) its intention to comply with all laws prohibiting such discrimination including *Section 504 of the Rehabilitation Act of 1973* and the *Americans with Disabilities Act*. In order to assure nondiscrimination on the basis of disability, the College will provide appropriate and reasonable accommodation for members of the public, employees and students with disabilities, as defined by these laws.

A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button. Under *Title II and III of the ADA*, service animals are limited to dogs. However, entities must make reasonable modifications in policies to allow individuals with disabilities to use miniature horses if they have been **individually trained** to do work or perform tasks for individuals with disabilities.

Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. Emotional support animals that have been approved by Housing through the Disability Services process are permitted in the residence halls; however, **they are not permitted in other areas of the College** (e.g. dining facilities, libraries, academic buildings, athletic building, classrooms, labs, etc.).

PLEASE NOTE THE FOLLOWING:

When it is not obvious what service an animal provides, the law allows the following two questions only:

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform?
- **Dropping a Class:**
 - **Dates and Ramifications:** Students who wish to drop this class without its appearing on their MCC transcript must do so no later than the end of the workday on September 15, 2021. Dropping by this date will affect your bill: you will not have to pay for the class(es) that you drop by the end of the workday on September 15, 2021. From September 16, 2021, to November 15, 2021, if you drop a class, it will appear as a “W” on your transcript, but it will not affect your grade point average. In addition, if you drop a class between September 16, 2021, and November 15, 2021, you will have to pay for the course even though you have dropped it—you will not be eligible for any refund. However, if you completely withdraw from school between September 16, 2021 and September 23, 2021, you will be eligible for a 50% refund. If you drop a class after November 15, 2021, the grade that appears on your transcript will be a “W” if you had a passing grade at the time of dropping the class (with no negative impact on your grade point average), or a “WF” (which counts the same as an “F” and will affect your grade point average) if you were failing at the time of dropping the class. The last day to drop or withdraw is December 9, 2021. Please refer to pages 54-55 of the online *Miles Community College Academic Catalog & Student Handbook 2021 - 2022* for further details.
https://content.milesc.edu/DownloadFiles/WebCatalogs/Web_CatalogCurrent.pdf
 - **Process:** The process for degree-seeking students is to obtain a drop form from the Student Services Office; have your advisor and the instructor of this course sign the form; and return it by the date listed above to the Student Services Office. Non-degree-seeking students should email the registrar’s office (registrar@milesc.edu). If you need further clarification on this matter, please contact someone in Student Services (874-6214 or 1-800-541-9281), the instructor of this course, or your advisor.
- **Withdraw, Incomplete Grades, Temporary Grades, and Pass/No Pass Grades:** Make sure you are familiar with the Withdraw Policy on page 54 and the Pass/No Pass (P/NP), Incomplete (I), and Temporary (T) Grades Procedure on page 61 of the online *Miles Community College Academic Catalog & Student Handbook 2021 – 2022*. Be sure to note that students who receive an incomplete “I” grade and do not complete their coursework within eight weeks after the last day of the class, the grade is automatically changed to an “F.”
- **Student Responsibilities:** Students are expected to be familiar with and abide by all College policies and procedures. These may be found in the online *Miles Community College Academic Catalog & Student Handbook 2021 – 2022* (see link provided above), and Section 500 of the *Miles Community College Board Policy Handbook*.
- **Mandatory Reporter:** As employees at Miles Community College, faculty members serve as mandatory reporters. What this means is that if certain types of situations or activities (e.g. assault, harassment, other criminal activities) come to a faculty member’s attention, whether directly or indirectly, the faculty member has a legal obligation to report said situation(s) to the College’s Behavioral Intervention Team. Therefore, students are advised to exercise discretion in what they disclose to faculty members inasmuch as some disclosures may create a mandatory reporting situation.

MONTANA BOARD OF REGENTS POLICY

Policy 301.5.3 *Minimum Course Grades*

I. Board Policy:

A. All students in the Montana University System and the three (3) community colleges must earn the following minimum grades in order to demonstrate their competency and preparation:

1. a “D-“ or better in all classes that are used to satisfy so-called free or

elective credits in an associate or baccalaureate degree program;

2. a "C-" or better in all classes that are used to satisfy a general education program;

3. a "C-" or better in all classes that are used to satisfy the pre-requisites or required courses in a major, minor, option or certificate.

B. Individual programs may establish grade standards that are higher than the minimums set out in paragraph A above, for some or all of the courses that are used to satisfy the pre-requisites or requirements for a major, minor, option, certificate or general education. Students will be notified of that expectation.

C. All campuses of the Montana University System and the three (3) community colleges will adopt a grading system that includes the use of pluses and minuses, in addition to letter grades. The grade point average calculation will also be the same throughout the System.

D. Students are required to meet the overall Montana University System standard of a 2.00 grade point average for satisfactory academic progress, as specified in Board [Policy 301.8](#).

MTPR 102: Meat Processing II

MTPR 102 Syllabus Table of Contents

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Course Credits & Modality

2 Credits Online

- Complete course through Canvas

Course Attendance Logistics

MTPR 102 is a fully asynchronous class, meaning there are no scheduled times for the whole class to meet. Through the semester, there may be **optional** groups meeting times in Zoom. I am also available to schedule a phone call or Zoom.

Course Dates and Time Commitment

This is a 2-credit online course, so you should plan spending 6 hours per week working in this course. In a 2-credit in-person course, you would spend 2 hours per/week meeting face-to-face. This excludes any homework assignments. This is recommended for **lecture only**.

As you work through the modules, you might decide you need less than 6 hours a week- but for the first two weeks of class as you balance your class, work, and life- allow closer to 6 hours per week to work on this course.

There will be seven discussions throughout the semester. You can find these due dates and topics under the **Discussions** tab. These are the only assignments due in Canvas, the rest will be completed on Absorb.

Course Instructor

Martina Sackman

You may call me Tina.

Contact Information:

- Sending me an email or text is the best way to reach me. I am not always in service so may not always see missed calls.

- The next fastest way to get ahold of me would be to call. You can call my office phone at (406) 874-6442, or you can call my cell at (336) 648-9948 **Office Hours:**

I am available almost any time of the day, but if you are on campus, feel free to reach me in the VoTech Building on campus.

Course Description and Outcomes

Course Description:

MTPR 102 is designed to help you further develop skills related to the Meat Processing field. You will complete assignments and discussions that focus on meat quality analysis. Although this does not necessarily correlate with MTPR 101, it is **required** to complete MTPR 101 before starting this course to ensure basic meat science terminology.

Course Outcomes:

1. Obtain knowledge of basic meat quality analysis concepts.
2. Understand strategies and methods for better understanding meat color development, meat maturation and meat authenticity, and traceability
3. Take a modern approach to identify compositional and nutritional analysis of meat and meat products, postmortem aging methods, and sensory evaluation techniques.

Key Points Review

I have put together study guides with key points from each module. These are listed under Modules. There is no action required. These are for your benefit only.

Canvas

All assignments and discussions are completed in Canvas.

Please let me know if you need assistance in acquiring any of the required materials. We have laptops we are able to check out to students.

Required books:

- There are no required textbooks for MTPR 102.

Required Technology:

- Reliable Digital Storage
 - o Within Canvas, you have a personal cloud storage space you can use.
 - o There are study guides, assignments, and other important documents that you may want to use throughout your career. We recommend saving these to your desktop or a flash drive.
- Access to Canvas
- As an MCC student, you have access to a student email and Microsoft Office license. Instructions are in your student orientation course.

Course Grading

There are 100 available points for this class. You can see how the point are distributed below.

<u>Assignment</u>	<u>Points</u>
Discussions (7)	35
Bi-Weekly Assignments (4)	40
Final Exam	25

Weekly Discussions:

There will be 7 Discussions. To see due dates, go to **Modules – Resources – Meat Processing 102 Calendar**. These discussions are developed to give you an opportunity to communicate with your peers. These are worth 35% of your total grade.

Bi-weekly Assignments:

There are 4 assignments. The assignments are worth 10 points each and account for 40% of your grade.

Final Exam:

Students will complete a Final Exam through Canvas. This due date is October 31st. Students must have completed all course work in Canvas prior to taking the exam.

MCC's COVID PROTOCOLS AND GUIDING PRINCIPLES FOR FALL 2021

- **COVID-19 Class Protocol**

Since these courses are online, we have no specific COVID protocols in place for COVID.

- **Campus-wide COVID-19 Protocol**

The following expectations have been established by the MCC Executive Team for the entire campus community:

1. **Self-screening** – Prior to each class session, students should self-screen for symptoms of COVID-19 infection. These include fever/chills (use of a thermometer is recommended), cough, muscle pain, nausea and/or vomiting, diarrhea, shortness of breath or difficulty breathing, sore throat, or the loss of taste or smell. If you experience any of these symptoms or if you are taking care of anyone with these symptoms, ***you should not attend class in person***. If you are experiencing any of these symptoms, you should seek guidance from your healthcare provider or call the 24-hour Holy Rosary Healthcare phone line at 406-233-2600.
2. **Handwashing** – Prior to each class, students should wash their hands with soap and water for 20 seconds, or sanitize their hands with an alcohol-based hand sanitizer. Handwashing or sanitizing should be repeated throughout the day, especially after blowing your nose or sneezing.
3. **Social distancing** – In class, and while on campus, students should maintain a distance of at least three (3) feet from other class members.
4. **Face coverings** – There will be no campus-wide mask mandate. However, the campus is encouraged to wear face coverings whenever there are group settings and social distancing is difficult to achieve. Individual faculty and staff may ask students and guests to wear masks in their classroom and offices if they choose. Faculty who are requiring masks in their classrooms will clearly identify this expectation in their syllabus in an area identified as “COVID-19 Class Protocol”. This will allow students the opportunity to consider another section of the class if available that does not have the requirement. Additionally, because many of our offices are small, Faculty or Staff who are uncomfortable meeting with students or guests in their offices will be given the opportunity to use other larger rooms on campus to conduct these meetings.

NOTE: The College will continually assess the health safety needs, recommendations and/or potential mandates from local, state, or national health or government agencies for the campus. If changes do occur during the term, faculty will share changes through the course syllabus up-dates or teaching plans. Students should also reference the COVID-19 updates on Miles Community College website (www.milesc.edu) for campus-wide communications regarding any changes/up-dates relative to COVID 19 health and safety needs/practices on campus.

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- **Service Animals & Emotional Support Animals:** Miles Community College affirms (1) its commitment to nondiscrimination on the basis of disability and (2) its intention to comply with all laws prohibiting such discrimination including *Section 504 of the Rehabilitation Act of 1973* and the *Americans with Disabilities Act*. In order to assure nondiscrimination on the basis of disability, the College will provide appropriate and reasonable accommodation for members of the public, employees and students with disabilities, as defined by these laws.

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https://content.milesec.edu/DownloadFiles/WebCatalogs/Web_CatalogCurrent.pdf
 - **Process:** The process for degree-seeking students is to obtain a drop form from the Student Services Office; have your advisor and the instructor of this course sign the form; and return it by the date listed above to the Student Services Office. Non-degree-seeking students should email the registrar’s office (registrar@milesec.edu). If you need further clarification on this matter, please contact someone in Student Services (874-6214 or 1-800-541-9281), the instructor of this course, or your advisor.

- **Withdraw, Incomplete Grades, Temporary Grades, and Pass/No Pass Grades:** Make sure you are familiar with the Withdraw Policy on page 54 and the Pass/No Pass (P/NP), Incomplete (I), and Temporary (T) Grades Procedure on page 61 of the online *Miles Community College Academic Catalog & Student Handbook 2021 – 2022*. Be sure to note that students who receive an incomplete “I” grade and do not complete their coursework within eight weeks after the last day of the class, the grade is automatically changed to an “F.”
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- **Mandatory Reporter:** As employees at Miles Community College, faculty members serve as mandatory reporters. What this means is that if certain types of situations or activities (e.g. assault, harassment, other criminal activities) come to a faculty member’s attention, whether directly or indirectly, the faculty member has a legal obligation to report said situation(s) to the College’s Behavioral Intervention Team. Therefore, students are advised to exercise discretion in what they disclose to faculty members inasmuch as some disclosures may create a mandatory reporting situation.

MONTANA BOARD OF REGENTS POLICY

Policy 301.5.3 *Minimum Course Grades*

I. Board Policy:

- A. All students in the Montana University System and the three (3) community colleges must earn the following minimum grades in order to demonstrate their competency and preparation:
 1. a “D-“ or better in all classes that are used to satisfy so-called free or elective credits in an associate or baccalaureate degree program;
 2. a “C-“ or better in all classes that are used to satisfy a general education program;
 3. a “C-“ or better in all classes that are used to satisfy the pre-requisites or required courses in a major, minor, option or certificate.
- B. Individual programs may establish grade standards that are higher than the minimums set out in paragraph A above, for some or all of the courses that are used to satisfy the pre-requisites or requirements for a major, minor, option, certificate or general education. Students will be notified of that expectation.
- ...
 - C. All campuses of the Montana University System and the three (3) community colleges will adopt a grading system that includes the use of pluses and minuses, in addition to letter grades. The grade point average calculation will also be the same throughout the System.
 - D. Students are required to meet the overall Montana University System standard of a 2.00 grade point average for satisfactory academic progress, as specified in Board [Policy 301.8](#).

MTPR 104: Farm to Table Marketing

INSTRUCTOR: Martina Rutledge

OFFICE: Vo-Tech Building

PHONE: (406) 874-6442 or (336) 648-9948

INSTRUCTOR EMAIL: rutledget@milesc.edu

Course Description and Outcomes

Course Description:

MTPR 104 is designed to help you develop skills related to Farm to Table Marketing. You will learn the role marketing plays within an organization, how marketing has changed through the years and how to keep up to date on marketing trends, the ethical approaches related to marketing, the impact strategic marketing will have on your organization, and a variety of real-world marketing strategies to assist you in marketing your products.

Course Objectives:

1. Understand the history and importance of marketing.
2. Understand marketing strategies related to the food industry.
3. Understand how to effectively create and market a brand.
4. Understand the process and importance of introducing new products to your line.
5. Understand ethical marketing.
6. Understand audience targeting.
7. Develop a strategic approach to making pricing decisions.

Course Credits and Modality

2 credits

Online

- Complete course through Canvas

Course Attendance Logistics

Through the semester, there may be **optional** group meeting times in Zoom. I am also available to schedule a phone call or Zoom.

Course Dates and Time Commitment

This is a 2-credit online course, so you should spend 6 hours per week working in this course. If this course was in-person, you would spend 2 hours per/week meeting face-to-face. This excludes any homework assignments. This is recommended for **lecture only**.

As you work through the modules, you might decide you need less than 6 hours a week-but for the first two weeks of class, allow closer to 6 hours per week to work on this course.

There will be seven discussions throughout the semester. You can find these due dates and topics under the **Discussions** tab.

There will be seven assignments due throughout the semester. You can find these due dates and instructions under the **Assignments** tab.

Course Instructor

Martina Rutledge

You may call me Tina.

Contact Information:

- Sending me an email or text is the best way to reach me. I am not always in service so may not always see missed calls.
- The next fastest way to get ahold of me would be to call. You can call my office phone at (406) 874-6442, or you can call my cell at (336) 648-9948

Office Hours:

I am available almost any time of the day, but if you are on campus, feel free to reach me in the VoTech Building on campus.

Required Materials

Please let me know if you need assistance in acquiring any of the required materials. We have laptops we are able to check out to students.

Required books:

-There are no required textbooks for MTPR 104.

Required Technology:

- Reliable Digital Storage

- Within Canvas, you have a personal cloud storage space you can use.
- There are study guides, assignments, and other important documents you may want to use throughout your career. We recommend saving these to your desktop or a flash drive.
- Access to Canvas
 - As an MCC student, you have access to a student email and Microsoft Office license. Instructions are in your student orientation course.

Course Grading

There are 100 available points for this class. You can see how the points are distributed below.

Assignment	Points
Bi-weekly Discussions (4)	12
Weekly Assignments (7)	35
Bi-Weekly Quizzes (4)	38
Final Exam	15

Modules:

There are seven modules in this course.

1. The History and Importance of Food and Agricultural Marketing
2. Modern Marketing and Photojournalism
3. Branding your Operation
4. Introducing New Products
5. Define your Audience
6. Determining a Price
7. Digital Marketing

Discussions:

- There will be four required discussions throughout this course.

Assignments:

- There will be seven assignments due throughout the course with one assignment being due after the completion of each module.

Final Exam:

- The Final Exam date is TBD. Students must have completed all assignments and discussions to access the Final Exam.

Week	Subject	Material Due
Week 1	The History and Importance of Food and Agricultural Marketing	<ul style="list-style-type: none">• Assignment #1• Discussion #1• Quiz #1
Week 2	Ethical Marketing	<ul style="list-style-type: none">• Assignment #2
Week 3	Branding your Operation	<ul style="list-style-type: none">• Assignment # 3• Discussion # 2• Quiz # 2
Week 4	Introducing New Products	<ul style="list-style-type: none">• Assignment # 4
Week 5	Define your Audience	<ul style="list-style-type: none">• Assignment # 5• Discussion # 3• Quiz # 3
Week 6	Determining a Price	<ul style="list-style-type: none">• Assignment # 6
Week 7	Digital Marketing	<ul style="list-style-type: none">• Assignment # 7• Discussion # 4• Quiz # 4
Week 8	*Study for Final Exam*	<ul style="list-style-type: none">• Final Exam

MTPR 103: Food Safety & HACCP

INSTRUCTOR: Martina Rutledge

OFFICE: Vo-Tech Building

PHONE: (406) 874-6442 or (336) 648-9948

INSTRUCTOR EMAIL: rutledget@milesc.edu

Course Description and Outcomes

Course Description:

MTPR 104 is designed to help you develop skills related to Food Safety. There will be a series of modules to be completed and were developed as part of our Meat Processing Program. The learning outcomes include basic microbiology, basic food safety (hand washing, temperature control, microbial resistance, pathogen growth, foodborne disease & their preventative measures, etc.) as well as a HACCP training portion. The HACCP portion is completed through this course. Upon completion of this course, the student will be HACCP Certified and obtain an understanding of Food Safety.

Course Objectives:

1. Become HACCP Certified.
2. Understand Food Industry Sanitation Procedures.
3. Understand Foodborne Illnesses and their Causes.
4. Understand Pathogen Growth and Preventative Measures.
5. Obtain an understanding of Basic Microbiology.
6. Understand Sanitation Laws & Regulations.

Course Credits and Modality

2 credits

Online

- Complete course through Canvas

Course Attendance Logistics

MTPR 103 is a fully synchronous class, meaning there are no scheduled times for the whole class to meet. Through the semester, there may be **optional** group meeting times in Zoom. I am also available to schedule a phone call or Zoom.

Course Dates and Time Commitment

This is a 2-credit online course, so you should spend 6 hours per week working in this course. If this course was in-person, you would spend 2 hours per/week meeting face-to-face. This excludes any homework assignments. This is recommended for **lecture only**.

As you work through the modules, you might decide you need less than 6 hours a week-but for the first two weeks of class, allow closer to 6 hours per week to work on this course.

There will be five quizzes due throughout the semester. You can find these due dates and instructions under the **Quizzes** tab, or in the course calendar.

There will be two assignments due throughout the semester. You can find these due dates and instructions under **Assignments** tab, or in the course calendar.

Course Instructor

Martina Rutledge

You may call me Tina.

Contact Information:

- Sending me an email or text is the best way to reach me. I am not always in service so may not always see missed calls.
- The next fastest way to get ahold of me would be to call. You can call my office phone at (406) 874-6442, or you can call/text my cell at (336) 648-9948

Office Hours:

I am available almost any time of the day, but if you are on campus, feel free to reach me in the VoTech Building on campus.

Required Materials

Please let me know if you need assistance in acquiring any of the required materials. We have laptops we are able to check out to students.

Required books:

-There are no required textbooks for MTPR 103.

Required Technology:

- Reliable Digital Storage
 - Within Canvas, you have a personal cloud storage space you can use.

- There are study guides, assignments, and other important documents you may want to use throughout your career. We recommend saving these to your desktop or a flash drive.
- Access to Canvas
 - As an MCC student, you have access to a student email and Microsoft Office license. Instructions are in your student orientation course.

HACCP Certification

- As many of you know, this course allows the student to become HACCP Certified. This Certification will take place during the **last week** of this course. Jane Boles from Montana State University will be covering the material, delivering quizzes and grading assignments related to the HACCP portion of this course. With failure to complete quizzes and assignments during that portion of the course, you will not receive the Certification. The quizzes and assignments given during the HACCP portion will be separate from the quizzes and assignments given during the rest of the course. The HACCP portion is worth **33%** of your grade.

Course Grading

There are 150 available points for this class. You can see how the points are distributed below.

Assignment	Points
Quizzes (5)	50
Assignments (2)	20
HACCP Certification	50
Final Exam	30

Modules:

There are six modules in this course.

1. Intro to Food Safety – Types of Food Contamination
2. Types of Food Borne Illnesses & How Pathogens Enter the Food Supply
3. Desirable Effects of Microbes
4. Food Industry Sanitation Procedures
5. Sanitation Laws & Regulations
6. HACCP Training & Certification

Discussions:

- There will not be any discussions required for this course.

Assignments:

- There will be two assignments due throughout the course.

Quizzes:

- There will be five quizzes throughout the course- one being due after each module.

Final Exam:

- The Final Exam date is TBD. Students must have completed all assignments and quizzes to access the Final Exam.

Week	Subject	Material Due
Week 1 & Week 2	Intro to Food Safety Types of Food Contamination	<ul style="list-style-type: none">• Quiz #1
Week 3 & Week 4	Types of Food Borne Illnesses How Pathogens Enter the Food Supply	<ul style="list-style-type: none">• Quiz #2• Assignment #1
Week 4	Desirable Effects of Microbes	<ul style="list-style-type: none">• Quiz #3
Week 5	Food Industry Sanitation Procedures	<ul style="list-style-type: none">• Quiz #4• Assignment #2
Week 6	Sanitation Laws & Regulations Guidelines	<ul style="list-style-type: none">• Quiz #5
Week 7	HACCP Certification	<ul style="list-style-type: none">• HACCP related quizzes & assignments• Final Exam