

Syllabus for FDSC 3603 Lecture – Processing Dairy Foods

INSTRUCTOR INFORMATION

Name: Christina A. Mireles DeWitt
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Office Location: 125 FAPC
Office Hours: TR 2-3 pm. Otherwise, make an appointment with the secretary Amy Doss at 744-6616.
Phone: 744-6616

Educational/Work Biography: Christina DeWitt was born Christina Mireles in Corpus Christi, TX on April 15, 1967. She attended primary school in Corpus Christi, TX, Victoria, TX, Austin, TX and Boise, ID. Her secondary education was at Bryan, TX from which she graduated in 1985. She obtained her B.S. in Food Science from Texas A&M University in 1989. She attended Oregon State University from 1990-1992. In 1992 she accepted a position with Silliker Laboratories as Food Chemistry Supervisor of their College Station, TX facilities. In 1994 she obtained her MS in Food Science from Oregon State University. That same year she was promoted to Chemistry Operations Manager for Silliker's Dallas location. In 1997, she left Silliker to start a Ph.D. program at Oregon State University's Seafood Laboratory. In February 2000, she started a position at Oklahoma State University to conduct research in the area of Food By-product Utilization. She received her Ph.D. in Food Science from Oregon State University the same year in June 2000. She currently serves as an Associate Professor in the Department of Animal Science. She has a split-appointment that is 70% research and 30% teaching.

COURSE INFORMATION

Course title: Dairy Processing Foods
Course number: FDSC 3603
Course description: An upper level course intended to apply the concepts of food chemistry, microbiology, and processing to the field of dairy science. Students learn about dairy processing, the routine tests used to evaluate product quality, and how to make different products. In addition, the course incorporates field trips to several dairy processing plants.
Course Date: Monday, January 8, 2008 – Wednesday, April 24, 2008.
Final Exam May 2, 8 am.
Location: ANSI 125
Meeting days: Monday, Wednesday
Meeting Times: MW 9:30-10:20
Prerequisites: Food Chemistry or Food Microbiology

TEXTBOOKS

Required reading: *Dairy Processing Handbook*, Tetra Pak, Tetra Pak Processing Systems AB, 1995.

GRADING POLICIES

Grades: Final grades will be determined using an accumulation of scores:

Lecture = 2/3 of Grade

Hour Exams 40%

Final Exam 30%

Weekly Quizzes 30%

Lab = 1/3 of Grade

A grade scale of 90 to 100 = A, 80 to 89 = B, 70 to 79 = C and 60 to 69 = D will be used to determine the final grade.

HOURLY AND FINAL EXAM INFORMATION

Policy: Hour exams will include a variety of questions taken primarily from reading assignments and class discussion. Exams are short answer/essay format.

Exam Dates: Exam 1: Wednesday, February 6
Exam 2: Wednesday, March 12
Final Exam: May 2, 8 am – 10 am.

POLICY SECTION

Policy on Dropping Exam Scores

No exam scores will be dropped.

Policy on Final Exam Relief

"In the event a student has three or more final exams scheduled for a single day, the student is entitled to arrange with the faculty member instructing the highest numbered course (4 digit course number), or two highest numbered courses if the student has four final exams on one day, an alternate exam time of mutual convenience during final exam week. Common final exams are not among those to be rescheduled." (University policy in the catalog)

Policy on Academic Dishonesty

Academic dishonesty or misconduct is neither condoned nor tolerated at Oklahoma State University. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating specific directions, rules, or accepted academic standards, but without deliberate intent or use of fraudulent means.

Policy on Attendance

Vacation plans, oversleeping, illness not sufficient to require medical attention, social activities (including fraternity, sorority, and residence hall activities), etc... are not sufficient reasons to miss a scheduled quiz or examination.

The only absences that will be excused are: (1) absence for a university approved field trip or activity, (2) absences for a death or serious injury in the family, (3) absences resulting from personal illness which are documented (signed note) by a physician or accompanied with a hospital receipt, and (4) absences resulting from extenuating circumstances not covered above, but discussed with the instructor prior to the absence.

If you know you will miss an exam inform the instructor as early as possible. You must e-mail the instructor with the reason for your absence. The written excuse must say when (date and time) you will take the make-up. You may not take an exam early. You must take the exam the day you return from your excused absence. Validity of other excuses for absence will be reviewed by case. Students missing the final examination who notify the instructor of the reasons for their absence by 4:30 pm on the day of the scheduled final exam will receive a grade of "I" (incomplete) for the course and will be expected to take a make-up final exam at a time arranged with the instructor. Students who are absent from the final exam

and who do not notify the instructor of the reason for their absence by 4:30 pm on the day of the examination will receive a score of zero for the final exam.

Policy on Notifying Instructor Regarding Absence

You must notify the instructor of your absence and the reasons for your absence by e-mail. It is not sufficient to notify the instructor verbally.

Policy on turning-in late work

Assignments will not be accepted if they are turned in late for anything other than an **unexpected** university **excused** absence. For planned absences in which the date you will be absent is known ahead of time (school activities, etc) you will still be required to turn in the assignment prior to the due date or on the due date. If an assignment is given during a time you are absent, *it is your responsibility to check the D2L page for the assignment during your absence.* Not being in class is not a valid excuse for not “knowing” an assignment was given. If it is turned in later it will not be accepted. Since homework is turned in via a computer, and not actually handed in....not being in class is no longer a viable excuse as to why an assignment is turned in late.

Policy on Special Accommodation for Students

“According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his or her disability and to request accommodations. If any member of a class thinks the he/she has a qualified disability and needs special accommodations, he/she should notify the instructor and request verification of eligibility for accommodations from the Office of Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations.