

FDSCTE 5330

Course Title: Food Plant Management

Term: Autumn 2020

Meeting Dates and Location: Mo-We 1:50pm-2:45PM Parker Food Sci Bldg 118

Instructor

- Osvaldo H. Campanella
- Email and telephone: campanella.20@osu.edu, phone 614-247-7646
- Office hours: after class and by appointment, Parker Building 235, or by Zoom link

Guest Lecturers

- Ron Harris
- Emails: harris.568@osu.edu or HiYoRon@aol.com

- **Biography**

Ron Harris is an Adjunct Professor in Food Science & Technology and has been at Ohio State since 1997. In Food Science & Technology, he developed and has taught Food Plant Management FDSCTE 5330 until Autumn 2019. Ron currently co-teaches New Product Development. He also gives lectures in food processing differences and business ethics in the Chemical Engineering Department. In the Fisher College of Business, he has taught Operations Management, Statistics and Decision Sciences. He has also established an endowed Lectureship intended to increase the stature, academic reputation, and scientific excellence of the FS&T department and two scholarship funds in Chemical Engineering.

Before coming to Ohio State, Ron was the Executive Vice President for Research and Development for Nabisco, Vice President of Technology for Kraft USA, Vice President of R&D and Quality for Anderson Clayton Foods before its acquisition by Kraft, Director of R&D for Clorox and a group leader at Procter & Gamble. He is a Fellow of the Institute of Food Technologists. He was named a Distinguished Graduate and given a Meritorious Service to Students award by the College of Engineering. He was also given a Meritorious Service award by the CFAES.

Ron has B.Ch.E and M.Sc. degrees in chemical engineering from Ohio State and an MBA from the University of Cincinnati.

- David Calvin, Director – Quality and Food Safety, Starkist Company
- Email: david.calvin@starkist.com

- **Biography**

David Calvin became Director – Quality and Food Safety at StarKist on February 3, 2014. His responsibilities include Quality Risk Management, Quality System Implementation, Food Safety, Regulatory Compliance, Social Compliance, Health and Safety.

Prior to joining StarKist, Mr. Calvin served in positions of increasing responsibility at H.J. Heinz Company, including Associate Director Operational Food Safety and Quality, Associate

Director Quality Programs and Government Affairs, Associate Director Manufacturing Quality, and Quality Systems Manager, from April 2000 to December 2013. Prior to joining H.J. Heinz Company, Mr. Calvin served as Director Process Quality, Fort Biscuit Company from June 1999 to March 2000; Quality Assurance Manager, Gerber Baby Foods from April 1998 to June 1999; and Sr. Manager Technical Services, Stella Foods from August 1995 to April 1998. Prior to joining Stella Foods, Mr. Calvin served in positions of increasing responsibility at the Campbell Soup Company, including Quality Assurance Manager - Vlastic Foods, Associate Quality Assurance Manager, Laboratory Manager, and Food Chemist from June 1986 to August 1995.

Mr. Calvin is an active member of National Fisheries Institute Tuna Council, International Association of Food Protection, American Society of Quality, and the Association of Food and Drug Officials. Mr. Calvin is an Advisory Board Member to the Ohio State University Food Science department as well as a guest lecturer. David received a Bachelor Science degree in Food Technology from The Ohio State University in 1986.

Course Format

In-person

Credit Hours: 2

This is a **2-credit-hour course**. According to [Ohio State policy](#), students should expect around 2 hours per week of time spent on direct instruction (instructor content and Carmen activities) in addition to 6 hours of homework, reading and assignment preparation to receive a grade of (C) average.

Prerequisites: Junior, senior, or graduate level standing. Knowledge of basic statistic is required; the following courses (AEDECON 2005, ANIMSCI 2260, COMLDR 3537, ENR 2000, HCS 2260, STAT 1450) can be used the class. For other situations permission of the instructor is required.

Textbooks/Readings:

Operations Management: Processes and Supply Chains, 12th. Krajewski, L.J; Malhotra, M.K. and Ritzman, L.P., Pearson, NY, ISBN-13: 9780134741062

Optional Readings:

Handouts and articles for further reading will be posted in Carmen

Additional Required Materials:

You must register for FST 5330 - Essentials of Food Plant Management: Details will be given in Introductory lecture of the class

Other Fees or Requirements:

None

Course Description:

FST 5330 is designed to “flip the classroom” to maximize active learning to engage students in the sharing of knowledge and the demonstration of acquired understanding of knowledge.

What Happens in the Classroom?

You are required to have carefully read and acquired basic understanding of factual materials from assigned textbook readings before coming to a class session. There will be some power points slides to introduce the subject and summarize main concepts. Class time will, in addition, be devoted to learning through:

- Discussions about video materials
- Analyses of technical and business cases
- Working problems
- Hands-on simulations

Goals:

Students completing the course will:

1. Understand and recognize necessary tools to integrate food processing systems including all elements to produce quality targeted products from selected raw materials with minimum cost in equipment, energy, and labor.
2. Understand the primary responsibilities of a food plant managers required in the operation of for the manufacture of modern food products, food services or restaurant operations.
3. Know the role of operations (purchasing, manufacturing and distribution) in a food or agribusiness company.
4. Know the basics of process design and analysis, production planning, forecasting and scheduling, capacity decisions, project management, inventory management and financial analysis.

Course technology

- For help with your password, university e-mail, [Carmen](#), or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.
- Navigating Carmen: for questions about specific functionality, see the Canvas Student Guide
- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Technology skills for this course for students that cannot attend *in person* classes

- Navigating Carmen: for questions about specific functionality, see the [Canvas Student Guide](#).
- Basic computer and web-browsing skills
- Recording a slide presentation with audio narration
- Zoom text, audio, and video chat
- Recording, editing, and uploading video

Required equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Students that cannot attend *in person* classes will require a Microphone: built-in laptop or tablet mic or external microphone

Required software

- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation is found <https://ocio.osu.edu/kb04733>.
- Approved browsers: <https://www.osu.edu/giving/browser-compatibility>.
- Carmen Access: You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:
- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click "Enter a Passcode" and then click the "Text me new codes" button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and the IT support staff will work out a solution with you.

Course Schedule

Week	Day	Date	Topic	Assignment
1	Wed	26 Aug	Course Administration, Syllabus, Introduction, Formation of Teams	
2	Mon	31 Aug	Supply Chain Management, Manufacturing	<ul style="list-style-type: none"> • Complete Team • Complete Enrollment MyOMLab
2	Wed	2 Sept	Plant Manager Role and Responsibility	Read Textbook Ch1 p. 1-11 Before Class
3	Mon	7 Sept	Labor Day – No class	
3	Wed	9 Sept	1. Operations to create value 2. Introduction Case 1 Due Sept 16	Read Textbook Ch1, p. 12-20 before class Online Quiz 1 - Due before class
4	Mon	14 Sept	1. Review Case 1 2. Productivity - Example Problem	On-line Homework 1 Due 16 Sept
4	Wed	16 Sept	1. Decision Making 2. Break-even Analysis	Read Textbook Suppl. A p. 31-35 before class Online Homework 2 Due 21 Sept
5	Mon	21 Sept	1. Process Strategy & Analysis 2. Process Design	Read Textbook Ch2 p. 49-63 Online Quiz 2 – Ch2 Due before class
5	Wed	23 Sept	Capacity & Constraint Management Video – The Goal	
6	Mon	28 Sept	Capacity & Constraint Management (cont)	Read Textbook Ch4 p. 137-146 Read Textbook Ch5 p. 179-183 before class Online Quiz 3 – Ch 4 Due before class Online Homework 3 Due 5 Oct
6	Wed	30 Sept	1. Process Strategy & Analysis (cont) 2. Data Analysis Tools 3. Total Quality Management	Read Textbook Ch2 p. 72-79 before class Read Textbook Ch3 p. 97-103 before class On-line Quiz 4 – Chap 3 Due before class Simulation 1 – Quality Due 5 Oct Introduction Case 2 Due 14 Oct
7	Mon	5 Oct	1. Process & Quality Management 2. Statistical Quality Control 3. Six Sigma Guest Lecturer David Calvin, Starkist Director	Read Textbook Ch3 p. 103-114 before class Read Textbook Ch3 p. 117-121 before class Online Quiz 5 – Ch3 Due before class Individual Homework – Handout – Due 19 Oct Introduction Case 3 Due 21 Oct
7	Wed	7 Oct	Process & Quality Management Guest Lecturer David Calvin, Starkist Director	
8	Mon	12 Oct	1. Review Case 2 2. Process Capability 3. In class problem	Read Textbook Ch3 p. 103-114 before class Online Homework 4 Due 14 Oct
8	Wed	14 Oct	In Class Test 1 Material Covered in weeks 1 - 8	
9	Mon	19 Oct	1. Lean Enterprise Video 2. Review Case 3	Read Textbook Ch6 p. 211-222 before class Online Quiz 6 – Ch3 Due before class
9	Wed	21 Oct	Value Stream Mapping Current State	Read Textbook Ch6 p. 227-232 before class Introduction Case 4 Future State Due Nov 4
10	Mon	26 Oct	Value Stream Mapping Future State	Online Homework 5 Due 28 Oct
10	Wed	28 Oct	Project Management	Read Textbook Ch7 p. 243-247 before class Online Quiz 7 Chapter 7 due before class

Week	Day	Date	Topic	Assignment
11	Mon	2 Nov	1. Project Management (cont) 2. Review Case 4 Future State	Online Homework 6 Due 4 Nov
11	Wed	4 Nov	Forecasting	Read Ch8 p. 283-297 before class Online Quiz 8 Ch8 due before class Online Homework 7 Due 11 Nov Simulation 2 Forecasting Due 18 Nov
12	Mon	9 Nov	In Class Test 2 Material covered in weeks 9-11	
12	Wed	11 Nov	Veteran Day No Class	
13	Mon	16 Nov	Inventory Management Example in Class	Read Ch9 p. 327-337 before class Online Quiz 9 Ch9 before class Homework 8 Due 23 before class Introduction Case 5 Due Nov 23
13	Wed	18 Nov	Inventory Management (cont) Review Case 5	Read Ch9 p. 327-337 before class Online Homework 9 Due 25 Nov Simulation 3 – Inventory Due before class
14	Mon	23 Nov	Planning and Scheduling Workforce Strategies	Read Ch10 p. 385-394 before class Online Quiz 10 Ch10 before class
14	Wed	25 Nov	Supply Chain Management	Read Ch12 p. 497-515 before class Simulation 4 Supply Chain Management (due 2 Dec)
15	Mon	30 Nov Online	Supply Chain Management	Read Ch14 p. 557-563 before class Online Quiz 11 Ch12 – Ch14
15	Wed	2 Dec Online	Financial Analysis- Income Statements, Balance Sheets, Budgets, Calculations: break even, payback, Internal rate of return	
16	Mon	7 Dec	Online Test 3 Material covered in weeks 13-16	

Instructor's policy on make work:

- Homework not submitted at the beginning of the class in which is due will receive zero points (0) unless a well-documented is presented to the instructor
- Classroom attendance is expected but not mandatory. However, counts for about 5% of the final grade. Class attendance will not be conducted but at the end of some classes you may be asked to answer some questions about the topic covered in that or a previous class. Those questions will not be graded but it would help the instructor to assess your understanding of the subject. It will be also an informal record of class attendance. You will be held responsible for any material that is discussed in class whether treated in the text or not.
- Questions during lectures are welcome; you are encouraged to ask questions regarding aspects of the read material, homework, or lecture material that is unclear to you. In

addition, you may be called upon to answer questions, to comment on problem solutions, and/or lead discussions related to the lecture material.

- Communication between students in solving of homework problems is encouraged. However, each student is expected to do his/her own work in satisfying the homework problem requirements. Failure to do so often results in poor results. Any student detected of cheating during an examination or homework preparation will receive a failing grade on that exam/homework, and documentation will be sent to the Dean of Students Office.
- There will be no opportunity for make-up missed assignments except in cases of illness or serious emergency. For anticipated excused absences, students are responsible to ensure the work is turned in on time. In the event of emergency, homework missed must be turned in as soon as is possible and reasonable, and certainly no later than upon return to class

Evaluation:

HOMEWORK and QUIZZES: Homework and quizzes will be taken on-line through MyOMLab or Carmen. The homework problems (10) are to be completed before the beginning of the class in which they are assigned. Textbook assignments are to be read before each class discussion. Quizzes are intended to ensure that you have read the material. The quizzes (10) are untimed and open-book and are to be completed just before the class for which they are assigned. Quizzes have 5 qualitative multiple-choice questions. You only get one try for quizzes.

TESTS: There will be 3 tests, the first two given in class and the last one will be an online test with a limited time of 2 hours. They will not be cumulative. Each will have about 12 qualitative questions and 8 problems, with one extra credit question. These will all be multiple choice.

CASES: There will be 5 cases. You are required to work in teams of 4-5 members to complete these cases. Team-based case assignments are to be submitted as hard copies in memo form, one per team, by the due date (see DETAILED SCHEDULE).

SIMULATIONS: There will be 4 on-line simulations. These can be taken at any time and you have unlimited attempts to get a good score.

PEER EVALUATIONS: Peer evaluations will be done after each case and become inputs into the grade that a student receives. Generally,

- A student whose peers evaluate as having made significant contributions will receive a grade equivalent to that given to the team-based homework assignment
- A student whose peers evaluate as having made marginal contributions will receive a grade lower than that given to the team-based homework assignment by 25%
- A student whose peers evaluate as having made subpar contributions will receive a grade lower than that given to the team-based homework assignment by 50%

COURSE PARTICIPATION:

- Attendance

- Answering questions in class when called upon
 - Sharing relevant insights of examples from your experiences
 - Asking questions if you do not understand the material
- If you cannot attend a class session, please let the instructor know*

How grades are calculated

ASSIGNMENT CATEGORY	POINTS
Test 1	15
Test 2	15
Test 3	15
Online Quizzes (10)	10
Online Homeworks (9)	15
Online Simulations (4)	10
Team Cases (5)	15
Class Participation	5
Total	100

See course schedule below for due dates

Grading Scale:

<u>Percentage</u>	<u>Grade</u>	<u>Percentage</u>	<u>Grade</u>
93-100	A	73-76.9	C
90-92.9	A-	70-72.9	C-
87-89.9	B+	67-69.9	D+
83-86.9	B	60-66.9	D
80-82.9	B-	<60	E
77-79.9	C+		

COURSE POLICIES

Faculty feedback and response time

- **Grading and feedback:** For large weekly assignments, you can generally expect feedback within **7 days**.

- **E-mail:** I will reply to e-mails within **24 hours on school days**.

Attendance Policy: Explain the attendance expectations.

Discussion and communication guidelines

The following are expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

Writing style

While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.

Tone and civility

Maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm does not always come across online.

Citing your sources

When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)

Backing up your work

Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion if required.

E-Mail Etiquette

DO

- Include a descriptive statement in the subject line.
- Use proper salutations when beginning an e-mail.
- Be concise in the body of the e-mail, use complete sentences and proper grammar.
- Use an appropriate closure at the end of each e-mail followed by your first and last name.
- If replying to an e-mail, reference the original e-mail and its content.



- Be selective of your choice of words. Emotions are difficult to convey in text and without the benefit of facial expressions your sentiment can be lost in the words you choose to write.

DON'T

- Use all capital letters; this conveys a tone of ANGER.
- Use e-mail as a format to criticize other individuals.
- Ask for your grade via e-mail. Grades will not be discussed by e-mail. If you need to discuss a graded item, make an appointment to do so in my office or by Zoom.
- E-mail to inquire when grades will be posted. We will work toward submitting grades promptly, however, recognize that grading assignments and exams requires considerable time to ensure uniformity and fairness.
- Send an e-mail out of frustration or anger. Learn to save the e-mail as a draft and review later when emotions are not directing the content.

Quizzes and exams

You must complete the midterm and final exams yourself, without any external help or communication. Weekly quizzes are included as self-checks without points attached.

Written assignments

Your written assignments should be your own original work. In formal assignments, you should follow a consistent style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in-but no one else should revise or rewrite your work.

Reusing past work

In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you have explored in previous courses, please discuss the situation with the instructor.

Falsifying research or results



All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.

Collaboration and informal peer-review

The course includes many opportunities for formal collaboration with your classmates for the case studies. While study groups and peer-review of major written projects is encouraged, remember that comparing answers on a quiz or assignment is not permitted. If you are unsure about a particular situation, please feel free just to ask ahead of time.

Group projects

This course includes group projects, which can be stressful for students when it comes to dividing work, taking credit, and receiving grades and feedback. I have attempted to make the guidelines for group work as clear as possible for each activity and assignment, but please let me know if you have any questions.

UNIVERSITY POLICIES

Academic Misconduct/Academic Integrity

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct at <http://studentconduct.osu.edu>.

Ohio State's academic integrity policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's *Code of Student Conduct*, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University or subvert the educational process." Examples of

academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's *Code of Student Conduct* is never considered an "excuse" for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

If the instructor suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct (COAM). If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))
- *Eight Cardinal Rules of Academic Integrity* (www.northwestern.edu/uacc/8cards.htm)

Copyright disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Intellectual Property (covered by copyright) includes Course materials (Text, Audio, Video, Multimedia, Sims, Apps, etc.), and Student Generated materials.

1. Safe and Healthy Buckeyes

Health and safety requirements: All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (<https://safeandhealthy.osu.edu>), which includes wearing a face mask in any indoor space and maintaining a safe physical distance at all times. Non-

compliance will result in a warning first, and disciplinary actions will be taken for repeated offenses.”

2. Disability Accommodations

The university strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's request process, managed by Student Life Disability Services. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

3. Counseling and Consultation Services/Mental Health

As a student you may experience a range of issues that can cause barriers to learn, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting ccs.osu.edu or calling (614) 292- 5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at (614) 292-5766 and 24-hour emergency help is also available through the 24/7 National Prevention Hotline at 1-(800)-273-TALK or at suicidepreventionlifeline.org.

David Wirt, wirt.9@osu.edu, is the CFAES embedded mental health counselor. He is available for new consultations and to establish routine care. To schedule with David, please call 614-292-5766. Students should mention their affiliation with CFAES when setting up a phone screening.

4. Creating an environment free from harassment, discrimination, and sexual misconduct

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Office of Institutional Equity:

1. Online reporting form at equity.osu.edu,
2. Call 614-247-5838 or TTY 614-688-8605,
3. Or Email equity@osu.edu

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Office of Institutional Equity to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

This course adheres to The Principles of Community adopted by the College of Food, Agricultural, and Environmental Sciences. These principles are located on the Carmen site for this course; and can also be found at

<https://go.osu.edu/principlesofcommunity>. For additional information on Diversity, Equity, and Inclusion in CFAES, contact the CFAES Office for Diversity, Equity, and Inclusion (<https://equityandinclusion.cfaes.ohio-state.edu/>). If you have been a victim of or a witness to a bias incident, you can report it online and anonymously (if you choose) at <https://studentlife.osu.edu/bias/report-a-bias-incident.aspx>.

5. Grievances

According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, take your case to the department chairperson, college dean or associate dean, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department.

6. University Escort Service

A safe ride is a service provided to university students who would like safe transportation across campus. Any university student, faculty, or staff member may request a safe ride. Hours: 7pm to 3am; phone: 614-292-3322.

7. Off Campus Field Experiences

- Off-Campus Field Experiences: If applicable: (Field work, Internships, Visits for course projects/assessments)
- Collaboration between OSU and school partners
- Evidence of attainment of field experience objectives