

**Advanced Academic Programs
Johns Hopkins University**

***Regulation of Good Food Production Practices*
*410.686.81.FA21***

Current as of 08.30.2021

Instructor(s): Kantha Shelke, Ph.D., CFS, IFT Fellow
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Office hours: 7 am until 7 pm CST on Thursdays. | Please text or email for an appointment. I am ALWAYS available for emergencies via cell.
Preferred method of communication: Text or call my cell phone for urgent and quicker response time. Use email for messages that are less urgent.
Response time: I typically respond within 24-48 hours unless I am traveling or participating in a trial. Phone and text inquiries are usually addressed within the day. I typically post travel and trial dates as soon as they are scheduled.

Credit Hours: Four

Class Times: *Online*

Course Prerequisite (s): Recommended prerequisites are basic statistics, freshman chemistry, freshman biology, freshman microbiology, and fundamentals of food science and food safety.

Course Description: 410.686.81 - Regulation of Good Food Production Practices: Good Food Production Practices are production and farm level approaches to ensure the safety of food for human consumption. Good food production and post-harvest guidelines are designed to reduce the risk of foodborne disease contamination. These good manufacturing practices and good agricultural practices may be tailored to any production system to produce quality products that are also safe. Good food production protocols were developed in response to the increase in the number of outbreaks of foodborne diseases resulting from contaminated food. Students will learn to develop good food production regulatory protocols using case studies accompanied with historical perspectives and the underlying scientific rationale.

Course Educational Objectives:

- Develop fundamental expertise in establishing and maintaining good food production and good food manufacturing practices.
- Demonstrate comprehension of how technological, social, and political forces interact in the development of food safety laws & regulations and relevant food policies domestically and globally.
- Demonstrate knowledge of the scientific basis of the US legal system including jurisdictional issues, administrative law [rulemaking, enforcement], and tort, contract, corporate, environmental, labor, and criminal law issues relevant to the regulation of the production, manufacture and sale of food that is safe, nutritious, and wholesome.
- Analyze the requirements of Good Manufacturing Practices regulations in the Code of Federal Regulations for any given food product under the current structure of the food regulatory system in the United States.

Required Text and Other Materials

There is NO required textbook for this course. A reading list will be provided in the presentation notes for each module of the semester. All reading will be provided as links, through the ARES/E-Reserves, or as pdf files. Additional materials including relevant industry presentations will be posted in the 'Student Lounge' forum in the Discussion Board. Please check regularly.

Significant readings for this course include:

- Code of Federal Regulations Title 21 | For the most up-to-date version see the [Electronic Code of Federal Regulations \(eCFR\)](#).
- Code of Federal Regulations Title 21, PART 110. CURRENT GOOD MANUFACTURING PRACTICE IN MANUFACTURING, PACKING, OR HOLDING HUMAN FOOD | May be accessed [here](#).
- Code of Federal Regulations Title 21, PART 117. CURRENT GOOD MANUFACTURING PRACTICE, HAZARD ANALYSIS, AND RISK-BASED PREVENTIVE CONTROLS FOR HUMAN FOOD | May be accessed at [here](#).
- The Jungle. 1906. Upton Sinclair. | Free access provided by the Gutenberg Project [here](#).
- Title 7 of the Code of Federal Regulations | May be accessed [here](#).
- Title 9 of the Code of Federal Regulations | May be accessed [here](#).

Additional Reading

Additional reading material will be posted one week in advance of each module from various sources. All reading will be provided as links, through the ARES/E-Reserves, or as pdf files. Please give equal attention to the additional reading as well as to the lecture notes.

Additional materials related to current events and relevant industry presentations will be posted in the 'Student Lounge' forum in the Discussion Board. Please make it a point to check the Student Lounge regularly.

Evaluation and Grading

Grading Scale

Assignments, discussions, quizzes, and final exam must be completed on the dates set on the course website unless prior approval has been granted in writing.

Letter Grade	Percentage
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C	2.00
F	0 and less than 2.00

Discussions, Assignments, & Quizzes	Points
ASSIGNMENT 1: Review of Relevant Documentaries	40
ASSIGNMENT 2: Case study review.	40
ASSIGNMENT 3: Write a White Paper to present a solution(s) for a food safety/food safety regulation related issue. First draft due by 11:59 PM EST on October 17, 2021 Final draft due by 11:59 PM EST on November 28, 2021	40
DISCUSSIONS / COURSE ENGAGEMENT: You are expected to participate actively in the weekly discussions with a primary post of 250-300 words in the first half of each module and engage in dialogs for the remainder of the module with one or more meaningful posts of 50-100 words in response to that of fellow classmates. Discussions are worth 10 points each, of which 4 points are reserved for follow-up posts.	200
QUIZZES: Two at 40 points each and a final quiz worth 50 points. All quizzes are open book tests of your familiarity with the subject and protocols and critical thinking ability (not a test of memory).	130
TOTAL	500

Course Outline

Dates, topics, and activities for each module. Due dates will be posted on each Module Checklist.

Module	Topics	Activities
Module 1 8/30-9/5	Introduction, Definition of Food, and the Jurisdiction of Food Regulation	Discussion 1a: A 250–300-word self-introduction. Discussion 1b: Take “Avoiding Plagiarism at JHU” course and submit certificate. MANDATORY for all students.
Module 2 9/6-9/12	Good Food Manufacturing Practices (GMPs), Good Agricultural / Handling Practices (GAPs / GHPs)	Discussion 2a: Read and review The Jungle (Upton Sinclair, 1906). eBook available at: https://goo.gl/rKZ5hd Discussion 2b Review GMPs and GAPs.
Module 3 9/12-9/19	Food Safety Culture and Food Fraud	Discussion 3a: Ways to induce and measure food safety culture in a company. Discussion 3c (Part of Assignment 3) – Review Elements of White Paper and consider topics for White Paper.
Module 4 9/19-9/26	Codex Alimentarius and The Food Code	Discussion 4a: Review microbiological outbreaks. Discussion 4b: Declare your White Paper topic. Quiz 1
Module 5 9/27-10/3	Public Health Principles and Epidemiology	Discussion 5: Investigation of a hypothetical foodborne illness to determine cause and prevent recurrence.
Module 6 10/4-10/10	Food quality and spoilage – modes of failure	Discussion 6: How foods spoil!
Module 7 10/11-10/17	Hazard Analysis and Critical Control Points (HACCP) and Food Recalls	Discussion 7: HACCP plans. Assignment 1: Documentary review and critique.
Module 8 10/18-10/24	Manufacturing, Restaurant, and Retail Foundations	Discussion 8: Identify CDC risk factors and hazards. Assignment 3: First draft of White Paper due.
Module 9 10/25-10/31	Food Categories	Discussion 9: Comparison of FDA protocols for the safe addition of ingredients to enhance packaged foods. Quiz 2
Module 10 10/31-11/7	Food Categories	Discussion 10: Case study.
Module 11 11/8-11/14	Food Categories	Discussion 11: Case study.
Module 12 11/15-11/21	Dietary Supplements	Discussion 12: There is a new dietary supplement in town! Assignment 3: White Paper final draft due.
THANKSGIVING BREAK 11/22-11-28		
Module 13 11/29-12/5	Preventive Controls for Human Food	Discussion 13: Case study Assignment 2: Food Safety Plan.
Module 14 12/6-12/12	Animal Feed Production and Pet Food manufacturing	Discussion 14: Case study Final Quiz
Module 15 12/13-12/19	Novel Food Production Technologies and Emerging Issues	Discussion 15a: Safety aspects of emerging food production technologies Discussion 15b: MANDATORY course review and feedback.
12/20/21	Final course review	

Policy Statements

General

This course adheres to all University policies described in the academic catalog. Please pay close attention to the following policies:

Attendance/Participation

Participation in lectures, discussions, and other activities is an essential part of the instructional process. Modules are released on Sundays and students are expected to participate in the discussions regularly. Students who expect to miss a discussion deadline should inform me ahead of time.

What are the participation requirements?

You are expected to log into the Blackboard at least two or three times a week; a daily check-in would be ideal. It is your responsibility to read all announcements and discussion postings within your assigned forums. Visiting the discussion multiple times over the week to read and contribute to the dialogue will go a long way to enhance your learning (and your grades).

Network Etiquette (i.e., "Netiquette")

In this course, interactions amongst us will take place primarily in the online discussion board and via phone and interactive online discussion meetings. In all textual online communications, it is important to follow proper rules of netiquette. Netiquette is network etiquette -- that is, the etiquette of cyberspace. And "etiquette" means the social and cultural norms of communicating with others in a proper and respectful way. In other words, netiquette is a set of rules for behaving and interacting properly online.

The Netiquette "Core Rules" linked below are a set of general guidelines for cyberspace behavior. They probably will not cover all situations, but they should give you some basic principles to use in communicating online. For Netiquette Core Rules visit [The Core Rules of Netiquette](#) web page.

PLEASE NOTE: *I require ALL students to start ALL written communications by addressing by name the class or the person they are addressing their note, text, or email to, and to sign off each note with their name and contact details (email and phone number, if not private). In the world of food safety regulation, time, clarity, and purpose are of the essence. Clarity goes a long way along with the tone of your note to rapidly get the reader's attention and to get a quick action or response. Providing information of who you are and how to find you can help expedite matters.*

Course and Communication Protocols

How will I know about changes to the course?

The Announcement section will provide up-to-date information on course activities and any changes to the course and a copy will also be sent to your email. It is a good practice to check the Announcement section every time that you log into your online course. Expect changes.

How should I communicate with others in this course?

You are encouraged to communicate often with your classmates and with your instructor. Most of the communication will take place within the Discussion forums. When you have a question

about an assignment or a question about the course, please contact your instructor, or post your question in the course's "Syllabus & Assignment Question" forum.

If you find something interesting to share with the class, please post it in the "Student Lounge". It is a great way to get bonus points, but only if your post is genuinely interesting and relevant.

Are there any requirements for sending e-mail messages?

When you send an e-mail message to the instructor or to another participant in the course, please observe the following guidelines:

- Include the title of the course in the subject field (JHU Regulation of Good Food Production Practices or AS410.686.81.FA21) and purpose of note (Request assignment extension)
- Keep messages concise.
- At the very start, explain the reason for your note and the requested outcome. (e.g., I am writing to request an extension for my assignment 1. I need 3 more days.).
- Please check spelling and grammar before hitting 'send'. Please be mindful of your tone, especially if you are upset about something or are in a hurry.
- Please sign your full name (email is not always obvious) and include your contact details (email and cell phone).
- I require students to start each discussion and every written communication including emails and texts by properly addressing the class or the person to whom they are directing their note and to sign off each note with their name and affiliation or cell number. Failure to do so will result in losing points.

How should assignments and other files be submitted?

All assignments should be submitted in the course assignment tool on or before the specified deadlines. Please contact me well in advance, if seeking extensions for any reason.

The weekly directions will indicate where assignments will be posted (e.g., to an assignment submission link within the Lessons area). If submitting documents for an assignment or discussion forum, please specify the assignment name in the document title and/or the discussion thread (e.g., Discussion 1a: Avoiding Plagiarism or Discussion 1b: Self-introduction).

File naming protocol

When submitting files, include your name and the name of the assignment in the file title. Also, please be sure to only include one period in file names. The period should be between the file name and the extension. For example: KShelke_assignment1.doc or KShelke_Plagiarism_Certificate.pdf. Using the underscore (_) or dash (-) in between words or using CamelCase removes spaces between words in the file name. File names should ideally only contain letters, numbers, underscores, or dashes and have no spaces between words.

Please pay attention to the file format (i.e., Word document or pdf document) that will be explicitly stated for each submission.

Plagiarizing is use of exact words (ideas) from a source without use of **quotation marks**. To avoid plagiarism, cite source and use quotation markers for text that is used verbatim in submissions. I will be employing the **Turnitin** tool to check for plagiarism in each of the three major assignments that you will submit in this course and will also spot check discussion posts randomly. I value your thoughts and words more than copied ideas.

When will assignments be due?

Dues dates for all assignment are listed in this syllabus and will also be provided in the relevant module checklists. If there any changes, I will notify students via e-mail and Blackboard announcements.

When will completed assignments be returned?

Every effort will be made to return assignments to you within 14 days following the due date, depending on the length of the assignment. You will receive feedback under the My Grades link in the left-hand menu of your course.

What is the policy for late assignments?

Please contact me in advance if you think you cannot meet an assignment deadline to secure a written approval for late submission. Late assignments without prior arrangements and written approvals will drop by one letter grade per day that the assignment is late, with the maximum penalty of two letter grades. Assignments submitted more than two days late will not be accepted for credit.

What happens if I cannot participate in a synchronous session?

In compliance with JHU's AAP policy, no synchronous sessions are planned for this class. I do, however, plan on scheduling phone calls with each one of you to establish a personal connection. These 10-minute calls will be scheduled in September at a mutually convenient time.

Contacting the Instructor

I, Kantha Shelke (kshelke1@jhu.edu / kanthashelke@corvusblue.net) am the instructor for this course. You may address me as Dr. Shelke or as Kantha.

Feel free to contact me anytime during the semester with comments, questions, concerns, and suggestions. You will generally receive a response within 24-48 hours. If you need immediate attention and response, please include both email addresses and please text me to nudge me to see your email. All email messages will be sent to you via your JHU email account, so please make it a habit of checking your JHU email account at the start and end of each day or ensure that your JHU email account forwards messages to another account of your choice.

While I like to keep regular office hours during weekdays, I am happy to entertain calls on weekends. My work involves extensive travel and trial work. I typically post my travel dates and any trial engagements as soon as they are scheduled. Expect delays during those times.

PLEASE NOTE: *I require ALL students to start ALL written communications by addressing by name the class or the person to whom they are directing their note, text, or email, and to sign off each note with their name and contact details (email and/or phone number). Failure to do so will lose you valuable points. This repetition should be a sign of its importance in this course.*

Accommodations for Students with Disabilities

If you are a student with a documented disability who requires an academic adjustment, auxiliary aid or other similar accommodations, please visit the [Disability Accommodations](#) page for further information and a link to the Student Request for Accommodation form.

Academic Conduct

All JHU students assume an obligation to conduct themselves in a manner appropriate to the Johns Hopkins University's mission as an institution of higher education and with accepted standards of ethical and professional conduct. Students must always demonstrate personal integrity and honesty in completing classroom assignments and examinations, in carrying out their fieldwork or other applied learning activities, and in their interactions with others. Students are obligated to refrain from acts they know or, under the circumstances, have reason to know will impair their integrity or the integrity of the University. Refer to the website for more information regarding the academic misconduct policy.

Read and adhere to JHU's [Notice on Plagiarism](#) as well as the [Krieger School of Arts and Sciences/Whiting School of Engineering Graduate Academic Misconduct Policy](#).

Dropping the Course

You are responsible for understanding the university's policies and procedures regarding withdrawing from courses found in the current catalog. You should be aware of the current deadlines according to the [Academic Calendar](#).

Getting Help

You have a variety of methods to get help on Blackboard. Please consult the resource listed in the "Blackboard Help" link for important information. If you encounter technical difficulty in completing or submitting any online assessment, please immediately contact the designated help desk listed on the [AAP online support page](#). Also, contact your instructor at the email address listed in the syllabus.

Copyright Policy

All course materials are the property of JHU and are to be used for the student's individual academic purpose only. Any dissemination, copying, reproducing, modification, displaying, or transmitting of any course material content for any other purpose is prohibited, will be considered misconduct under the [JHU Copyright Compliance Policy](#), and may be cause for disciplinary action. In addition, encouraging academic dishonesty or cheating by distributing information about course materials or assignments which would give an unfair advantage to others may violate AAP's [Code of Conduct](#) and the University's [Student Conduct Code](#). Specifically, recordings, course materials, and lecture notes may not be exchanged or distributed for commercial purposes, for compensation, or for any purpose other than use by students enrolled in the class. Other distributions of such materials by students may be deemed to violate the above University policies and be subject to disciplinary action.

Code of Conduct

To better support all students, the Johns Hopkins University non-academic [Student Conduct Code](#) has been integrated and updated to include all divisions of the University. In addition, it is important to note that all AAP students are still accountable for the [Code of Conduct for Advanced Academic Programs](#).

Johns Hopkins Diversity and Inclusion Statement

Johns Hopkins is a community committed to sharing values of diversity and inclusion to achieve and sustain excellence. We firmly believe that we can best promote excellence by recruiting and retaining a diverse group of students, faculty, and staff and by creating a climate of respect that is supportive of their success. This climate for diversity, inclusion, and excellence is critical to attaining the best research, scholarship, teaching, health care, and other strategic goals of the Health System and the University. Taken together these values are recognized and supported fully by the Johns Hopkins Institutions leadership at all levels. Further, we recognize that the responsibility for excellence, diversity, and inclusion lies with all of us at the Institutions: leadership, administration, faculty, staff, and students.

Title IX

Confidentiality and Mandatory Reporting

As an instructor, one of my responsibilities is to help create a safe and inclusive learning environment on our campus. I also have mandatory reporting responsibilities related to my role as a Responsible Employee under the Sexual Misconduct Policy & Procedures (which prohibits sexual harassment, sexual assault, relationship violence and stalking), as well as the General Anti-Harassment Policy (which prohibits all types of protected status-based discrimination and harassment). It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share information that I learn of regarding sexual misconduct, as well as protected status-based harassment and discrimination, with the Office of Institutional Equity (OIE). For a list of individuals/offices who can speak with you confidentially, please see Appendix B of the [JHU Sexual Misconduct Policies and Laws](#).

For more information on both policies mentioned above, please see: [JHU Relevant Policies, Codes, Statements and Principles](#). Please also note that certain faculty and other University community members also have a duty as a designated Campus Safety Authority under the Clery Act to notify campus security of certain crimes, as well as a duty under State law and University policy to report suspected child abuse and/or neglect.

Course Evaluation

Please remember to complete an online course evaluation survey for this course. These evaluations are an important tool in the ongoing efforts to improve instructional quality and strengthen programs. The results of the course evaluations are kept anonymous – I, your instructor, will only receive aggregated data and comments for the entire class. The university will send an email with a link to the online course evaluation form to your JHU email address midway through the course and close to the end of the semester. Please note that I will need confirmation from each of you individually that you have participated in this evaluation for me to release your final quiz grade and your final grade.

Feedback and personal perspectives are particularly important in online courses following the Socratic method of learning. I offer two other opportunities to provide candid and open feedback – midway through the course and at the end of the semester. I rely on your introduction and take

your suggestions and perspectives seriously in making this course useful and relevant. Constructive and brutally honest suggestions will be granted bonus points.

Please note that I am ALWAYS available for emergencies via cell or email. While I like to keep regular office hours during weekdays, I am willing to entertain visitations on weekend, with prior appointment.

I look forward to a great semester ahead and to learning alongside all of you.

Kantha Shelke, Ph.D., CFS
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