

CULINARY ARTS I

COURSE SYLLABUS

SCHOOL: Anderson Districts I and II Career and Technology Center
TEACHER: Chris Moree, cmoree@andersonctc.org www.edmodo.com/culinaryactc
COURSE TITLE: Culinary Arts I
CREDITS: Two Units

PREREQUISITES: Must be an enrolled student at one of the four high schools served by The Career & Technology Center. Taking Introduction to Culinary Arts or Foods and Nutrition is helpful but not required.

COURSE DESCRIPTION: This program is designed to help students begin building a foundation of skills to gain entry level employment in the foodservice and hospitality industry. Students will explore the importance of sanitation and safety in food service, master basic culinary skills related to food preparation and the use of quantity recipes, study the roles of management in foodservice, and explore career opportunities available in the hospitality industry. Both laboratory experiences as well as classroom instruction and activities will provide the students with information necessary to perform the tasks required. Required course textbook will be issued to each student: ProStart Level 1 Foundations of Restaurant Management & Culinary Arts.

INSTRUCTIONAL PHILOSOPHY: Students are expected to participate in class activities that include: individual as well as group work, hands on activities to practice skills modeled, activities that reinforce math, reading, and science competencies, and a career exploration project. **Each student is expected to work to his or her full potential and with a cooperative and understanding attitude toward classmates.** High standards have been established for quality of work, time management, leadership skills, personal integrity, and work ethic. Students must show initiative in completing all assignments and strive for a high level of quality work.

UNIFORM REQUIREMENTS: Students will receive a chef jacket, pants, and hat included in the payment of class fees. **Students must purchase non skid closed toed shoes and store them in lockers provided.** These items constitute a full uniform required in class daily. Students will only be allowed into the lab if in full uniform.

MAJOR COURSE OBJECTIVE: Upon successful completion of this course the student will:

1. Understand the history of the foodservice industry and the development of modern restaurants.
2. Follow correct sanitation procedures as outlined in class and as directed by State Sanitation Codes for Food Service Establishments.
3. List and/or demonstrate given safety procedures related to the commercial kitchen.
4. Identify the professional characteristics of a dedicated culinarian
5. Work cooperatively with a variety of students to simulate a work environment.
6. Define attitude and its importance to getting along with others in the classroom and the world of work.
7. Identify and demonstrate uses of large and small equipment in the lab.
8. Successfully and accurately perform basic knife skills.
9. Demonstrate the ability to accurately prepare, scale, and convert recipes.
10. Demonstrate knowledge of cooking terms and methods, and execute a variety of cooking methods.
11. Plan a menu according to current restaurant standards.
12. Demonstrate the ability to accurately use weighing/measuring equipment.
13. Properly set and clear tables during service.
14. Apply proper dining etiquette in various service settings.
15. List and describe various careers available in the foodservice and hospitality industry.

INSTRUCTIONAL DELIVERY PLAN:

- Each unit of study will be introduced by the instructor through a variety of methods including live demonstrations, guest speakers, hands on labs, assignments, video clips, and lecture.
- Following the introductory activities, the relevant material will be thoroughly covered and discussed through the textbook and supplemental materials. Students will then complete various assignments to demonstrate a full understanding of the principles of each unit. Upon successful completion of assignments, students will prepare necessary materials for lab activity. **Only students who successfully complete assignments and participate in class discussion will be allowed in the lab.** Alternate assignments will be provided to students who do not meet these criteria.
- Students will work in lab groups to complete assigned tasks and apply concepts learned during class lecture and demonstrations. Students will be graded on their ability to follow recipe instructions, their ability to work well with others, quality of finished product, lab clean up procedures, and established safety and sanitary guidelines.
- The Instructor will assist and accommodate students as necessary during class and lab activity.

MAKE-UP POLICY:

- IT IS THE RESPONSIBILITY OF THE STUDENT TO FIRST CHECK THE CLASS WEB PAGE (www.edmodo.com/culinaryactc) FOR ASSIGNMENTS MISSED WHEN ABSENT. Daily activities from each class will be updated on the edmodo.com site. Students should reference this website and copy any notes or information needed.

The student will have one day to make up the work for each day he or she was absent. **Late work policy is as follows:**

- 1 day late = 10% off**
- 2 days late = 20% off**
- 3 days late = 50% off**
- Over 3 days = 90% off**

Students are still required to do ALL assignments before entering the lab. Students missing assignments will be given alternate tasks in place of the lab. Students who do not participate in lab activities should schedule a lab make up day (see below)

- Any assignments not turned in according to the established time table will result in late work penalties and possibly a zero in the grade book. (Unusual or extenuating circumstances will be considered on an individual basis.)
- TESTS AND QUIZZES must be made up within 1 week (3 class periods). Students who miss a quiz or test will not be allowed into the lab until that quiz or test is taken.
Selected major tests will be eligible for retakes if the student scores below a 70. However, the student must inquire about the retake within 3 days of receiving the score. The retake must be scheduled and taken within 2 weeks of the inquiry.
- Labs can only be made up after school and must be pre-arranged with the instructor.

ASSESSMENT PLAN: The following percentages list the weighted averages for class activities which will determine the overall grade earned by each student.

<u>Major Grades</u>	60%	Unit Tests, Major Projects, Hands on Lab Tests, Employability {Preparation, attendance, communication, staying on task, etc (see attached Rubric)}
<u>Minor Grades</u>	40%	Homework, Quizzes, Lab Practice, Small Projects

Anderson Districts I and II Career and Technology Center Employability/Soft Skills Evaluation Rubric

Fundamental	Below Standard/ Expectation (6-7)	Meets Standard/ Expectation (8-9)	Exceeds Standard/ Expectation (10)
Attendance, Promptness, Prepared for Work	Often forgets to bring materials to class (writing instruments, notebook, homework, textbook).	Usually brings materials to class (writing instruments, notebook, homework, textbook).	Always brings materials to class (writing instruments, notebook, homework, textbook).
<i>One point will be deducted for each absence during the quarter (whether excused or unexcused). One point will be deducted for every two tardies a student has during the quarter. A student begins with 10 points for this category.</i>			
Attitude, Cooperation, Integrity, Respect	Is often negative and struggles to reorient negative outlook into a positive outlook. Does not understand or is not concerned with how attitude affects performance and group dynamics.	Is usually optimistic and can reorient negative outlook into a positive outlook. Understands how attitude affects performance and group dynamics.	Is optimistic and quickly reorients negative outlook into a positive outlook. Values how attitude affects performance and group dynamics and tries to positively influence conditions.
Communication Skills: Speaking, writing, listening, reading; Courtesy and customer relations skills	Does not effectively express his/her ideas in a clear and logical manner. Has difficulty building on information presented during a conversation. Usually responds with yes/no answers. Sometimes uses communication destructively to gossip or cause harm.	Effectively expresses his/her ideas in a clear and logical manner. Can have a two-way conversation building on information obtained during the conversation. Uses communication constructively to promote goals not to gossip or cause harm.	Effectively promotes his/her ideas in a clear and logical manner. Supports his/her ideas with data and research versus personal opinion. Is a skilled conversationalist and can successfully engage others in brainstorming and conflict resolution. Uses communication constructively to promote goals not to gossip or cause harm.
Completing work through effort and time management	More than two assignments are turned in after the due date. Does not use time effectively to complete work	One or two assignments are turned in after the due date. Often uses time effectively to complete work.	All work is completed and turned in by the due date. Often uses time effectively to complete work and established timelines for completion.
Working with others and contributing ideas to the class/group	Does not work well in a team situation. Does not share responsibility for team deliverables. Deflects workload onto other team members. Often seeks to reduce level of quality. Is critical of other team members' input. Is unwilling to compromise to achieve overall team success.	Works with other team members to accomplish shared goals. Shares responsibility for team deliverables and accomplishes an equal portion of the workload. Respects and values other team members' input. Willing to compromise to achieve overall team success.	Works with other team members to accomplish shared goals and often takes on team leadership position. Shares responsibility for team deliverables and accomplishes an equal portion of the workload. Provides team members with constructive guidance, encouraging others to do high quality work. Respects and values other team members' input. Supports negotiated compromise to achieve team success.
Responsibility for actions and accepting consequences for behavior	Rarely acknowledges responsibility for own actions and decisions. Does not complete assignments and is not concerned with quality of work. Has a generally low standard of performance.	Acknowledges responsibility for own actions and decisions. Completes assignments and is concerned with quality of work. Works towards a high standard of performance for self.	Assumes responsibility for actions and decisions. Completes assignments and is concerned with quality of own work and that of peers. Works towards a high standard of performance.
Self-evaluate and receive feedback	Is unable to effectively self-evaluate and responds defensively to constructive criticism. Often deflects by providing excuses. Resists being redirected to appropriate behavior. Does not defer judgment.	Is able to self-evaluate and responds civilly to constructive criticism. Absorbs feedback as a learning tool. Can be redirected to appropriate behavior. Reflects on feedback and defers immediate judgment.	Effectively self-evaluates often and proactively seeks feedback and responds positively to constructive criticism. Absorbs feedback and seeks new ways to perfect behavior or performance. Easily redirected to appropriate behavior. Reflects on feedback and defers immediate judgment.
Safely managing materials, equipment, and space by respecting rules	Has a safety violation and/or three or more incidents of not tidying work area before leaving (desk clean, chair pushed under, no trash, log off computer).	Always follows classroom safety procedures and has one or two incidents of not tidying work area (desk clean, chair pushed under, no trash, logged off computer).	Always follows classroom safety procedures and always tidies work area before leaving (desk clean, chair pushed under, no trash, logged off computer).
Self-management/Initiative/ Problem solving	Has difficulty setting and achieving short term goals. Rarely takes initiative and waits for others to give work. Is only motivated under excessive influence or threats. Has a low expectation for self.	Can set and achieve short and moderate term goals. Takes initiative and does not wait for others to give work. Is self-motivated but needs encouragement at times. Sets moderate expectations for self.	Can set and achieve short-term goals. Takes initiative and does not wait for others to give work. Is self-motivated and can strive independently. Sets high expectations and strives to surpass them.
Procedure/Rule Following	Has difficulty following rules and procedures. Jumps into tasks without first reading directions. Does not seek clarification when unclear. Does not see the relevance of procedures to performance.	Follows rules and procedures. Reads all directions before starting. Checks for clarification when unclear. Understands relevance of procedures to performance.	Follows rules and procedures. Reads all directions before starting. Can break down instructions and prioritize implementation. Checks for clarification when directions are unclear. Appreciates relevance of procedures to performance and contributes suggestions for new/better procedures.

CLASSROOM PROCEDURES

1. Sign In/Entering Class

- a. **NEATLY sign your name in your class notebook every single day.** Failure to sign in may result in you getting charged an absence when you were actually present
- b. All book bags and other large bags are to be stored in the locker room appropriately.
- c. Gather your materials, put book bags away, have a seat and look on the screen/board for further instruction and begin the day's tasks.
- d. **Tardy bells ring at 8:20 and 12:15. At this time you need to be on task and working.**

2. Class Behavior

- a. **A professional and respectful attitude is expected from each student daily.** This includes attention to the lesson and talking only when appropriate.
- b. Failure to follow class rules and procedures will result in appropriate steps according to the discipline ladder.

3. Hall Pass

- a. **Anytime you leave the room for any reason, you MUST have a pass with you.** Fill out name, date & where you are going and then I will sign it. The sign out page must also be signed.
- b. Failure to have a pass with you at all times outside the classroom may result in you suffering suspension.

4. Break

- a. Unless otherwise announced, break times are as follows:
 - Morning break: 9:30am – 9:40am
 - Afternoon break: 1:30pm – 1:40pm
- b. **ABSOLUTELY** no eating or drinking in lab. Water included.
- c. **ALL food and drinks will be consumed at a safe distance from computers during break.**
- d. If you spill your drink or your snack, you are to properly clean it up. It is your responsibility.
- e. Failure to follow break procedures may result in loss of break.
- f. **NO GUM! EVER! THIS MEANS YOU, EVER. DID I SAY NO GUM?? BY THE WAY, NO GUM.....EVER**

5. Clean Up Duty

- a. **Each student is responsible for keeping a clean work area. It is also the student's responsibility to clean that area at the end of the class or lab.**
- b. Each student will have a set of tasks for clean up duty. Responsibilities will rotate each lab.
- c. Each student should actively participate in clean up duty, and help where needed if finished early.
- d. **During labs, the sous chef will be responsible for final check of clean up duties.**

6. Cell Phones

- a. Cell phones must be turned off and kept **OUT OF SIGHT** while at the Career Center.
- b. Phones seen or heard will be taken by the instructor and given to Administration as outlined in the student handbook.

7. End of Class

- a. **Stay seated and working until directed to put your materials away.**
- b. Lining up at the door or wandering around the classroom is not allowed.

8. When Chef is Absent

- a. **We will have a guest in our room and you are expected to conduct yourself as if nothing is different.**
- b. Access will be available to that day's lesson information, and students are expected to work diligently to complete notes, activities, and assignments. This will ensure that we do not fall behind schedule.
- c. All expectations and procedures remain in place whether Chef is in class or absent for any reason. **A student's behavior not only shows respect for himself/herself, but respect for the teacher as well.**

9. When YOU are Absent

- a. **Check the Edmodo page for the journal, lesson notes, and assignments for that day.**
- b. **Come to Chef and tell him specifically what you need**
- c. **Turn in the work in a timely manner so you get full points possible.**

Class Expectations

All ACTC rules apply as outlined in the student handbook.

Conduct yourself with maturity and humility.

Maintain a team atmosphere ~ respect yourself and others.

Keep the room clean! ~ This is your kitchen, take care of it.

Set your expectations high, and give every effort to surpass them.

Be on time. Be prepared. Be engaged. Be responsible.