

**Area Career Center of Hammond  
Area District of Career and Technical Education # 2  
Course Syllabus and Class Guidelines  
Culinary Arts Year School Year 2011-2012**

- Course Title:** Culinary Arts (ProStart) Year 1 Semester 1
- Meeting Dates:** Monday – Friday  
AM Session: 7:45 – 10:15  
PM Session: 11:45 – 2:15
- Instructor:** **Chef Derek Bodley**  
Office # 132  
Office phone # 219-933-2428 x 2035  
Fax # 219-933-1680  
Email address: [dlbodley@hammond.k12.in.us](mailto:dlbodley@hammond.k12.in.us)
- Office Hours:** 10:15 – 11:45 am M-F
- Prerequisites:** None. High school foods course and Algebra 1 are recommended.

**Course Description:**

Culinary Arts Year 1 provides and builds basic culinary skills. Year 1 offers an introduction to Culinary Arts principles including food safety and sanitation. Special emphasis will be placed on proper commercial kitchen protocol procedures. Students are introduced to culinary terminology, techniques, and culinary history with a special emphasis on food service operations. Culinary instruction will involve measurement practices, fundamental work with commercial tools, and equipment that will include knife skills along with an overview of classic cooking methods.

**Course Intent:**

Students completing years 1 & 2 should be job-ready for an entry level position in culinary arts or hospitality management, and / or ready for entry into a post-secondary culinary arts or hospitality management school. Students should be ServSafe and ProStart certified upon completion of the program.

Additionally, students earning ProStart certification (successfully completing both years and meeting **ALL** course requirements) should have either earned dual-college credit from one of two available agreements, or be ready to apply for articulated college credit from a choice of several other college agreements currently in place.

**Current options are listed on pages 2 & 3.**

*Culinary Arts Year 1 Syllabus*

## **What Is "Dual Credit"?**

A dual credit course is a college course taken by a high school student for which the student earns both college and high school credit at the same time.

## **What Is "Articulated Credit"?**

Articulated credit allows high school students to receive college credit for technical courses they completed while in high school. The articulation process eliminates the need for duplication of courses at the college level.

### **DUAL-CREDIT from:**

#### **Ivy Tech State College Northwest (12 credits)**

- Sanitation
- Menu Design
- Basic Skill & Theory
- Soups, Stocks, Sauces

#### **Joliet Junior College (11 credits)**

- Sanitation
- Career Pathways
- Intro to Food Preparation

### **ARTICULATED CREDIT from:**

#### **Purdue Calumet University (7 credits)**

- Sanitation & Health
- Foods: Their Selection and Preparation
- Introduction to Hospitality & Tourism Industry

#### **Mountain State University (15 credits)**

- Introduction to Hospitality
- Safety and Sanitation
- Banquets, Catering and Buffet Preparation
- Practicum
- Practicum II

#### **Illinois Institute of Art (20 quarter hours)**

- Concepts and Theory of Culinary
- Intro to Culinary Skills
- Purchasing and Product ID
- American Regional
- Internship
- (\*and sanitation with our ServSafe and they're Illinois License exam)

**Johnson & Wales University (15 hours)**

Sanitation and Safety  
 Introduction to Hospitality and Lodging  
 Intro to Menu Design  
 Intro to Purchasing  
 Food Identification and Preparation 1

**Robert Morris College (9 quarter hours)**

Fundamentals of Cooking - Sanitation and Safety - Culinary Skills II

**Primary Textbooks:**

- *National Restaurant Association. Foundations of Restaurant Management & Culinary Arts, Level 1, 1st ed (ProStart 3rd ed.). Pearson / Prentice Hall. 2011*
- *ServSafe Essentials, 5th ed. National Restaurant Association. 2008.*

**Supplemental Texts:**

Gisslen. *Professional Baking*, 4<sup>th</sup> ed. Wiley. 2004.

Gisslen. *Professional Cooking*, 5<sup>th</sup> ed.. Wiley. 2003.

Labensky, Hause. *On Cooking*, 3rd ed., Prentice Hall. 2003

McGreal. *Culinary Arts Principles & Applications*. American Technical Publishers, Inc. 2008.

Sultan. *Practical Baking* 4<sup>th</sup> ed.. Van Nostrand Reinhold. 1986.

Day, Labensky. *Knife Skills for Chefs, 1<sup>st</sup> ed Pearson/Prentice Hall. 2007*

**Indiana Professionals Standards Covered (classroom & lab):**

1.1, 1.2, 1.3, 1.4, 4.1, 4.2, 4.3, 4.4, 4.5, 4.7, 4.8, 4.9, 4.11, 4.12, 4.13

**Learning Objectives:****Complete course competencies which include:**

1. Explore various historical milestones of the foodservice industry and explain their relationship to world history.
2. Identify selected global cultures and traditions related to food.
3. Outline the growth of food service throughout the history of the United States.
4. List current trends in society and explain how they influence the foodservice industry.
5. Categorize and differentiate the segments of the foodservice industry.
6. Categorize and list the many career opportunities available in the foodservice industry.
7. Investigate and draw conclusions on the impact of future economic, technological, and social changes in the foodservice industry.
8. Demonstrate how to use scales and carts to receive food and supplies.
9. Demonstrate measuring and portioning foods using ladles, measuring cups and spoons, scales, and scoops.
10. Demonstrate how to properly sharpen and use different types of knives.
11. Give examples of preparing foods using pots and pans.
12. Explain how to store food and supplies properly on shelves and in refrigerators and freezers.
13. Demonstrate how to cut and mix foods using standard kitchen equipment.
14. Compare and contrast cooking foods using various types of steamers, broilers, griddle, grills, ranges, fryers, and ovens.
15. Outline how to hold and serve food and beverages using kitchen equipment.
16. Compare and contrast the features of dishwashing machines.
17. Outline the order in which food and supplies flow through a food service.
18. Demonstrate proper cleaning and sanitizing of foodservice equipment and utensils.
19. Identify the components and functions of a standardized recipe.
20. Convert recipes to yield smaller and larger quantities.
21. Describe the use of common liquid and dry measure tools.
22. Explain the difference between customary and metric units of measure.
23. Apply effective Mise en place through practice.
24. Identify different functions of several types of knives and demonstrate their proper uses.
25. List common spices and herbs and describe their uses.
26. Describe and demonstrate several basic pre-preparation techniques, including clarifying butter, separating eggs, whipping egg whites, and making parchment liners.
27. Describe dry-heat cooking methods and list the foods to which they are suited.
28. Describe moist-heat cooking methods and list the foods to which they are suited.
29. Describe combination cooking methods and list the foods to which they are suited.
30. Address proper procedure as they relate to serving safe food.

### **Instructional Strategies/Methods**

- |                            |  |
|----------------------------|--|
| 1. Discussion/Questioning  | 10. Hands-on Lab Activities (kitchen and bakery) |
| 2. Problem Solving         | 11. Mentoring                                    |
| 3. Discovery               | 12. Independent Projects                         |
| 4. Role Playing/Simulation | 13. Internet Research                            |
| 5. Case Study              |  |
| 6. Lecture                 |  |
| 7. Gaming                  |  |
| 8. Group work              |  |
| 9. Internship              |  |

### **Diversity:**

It is the policy of the Area Career Center not to discriminate on the basis of race, color, religion, sex, national origin, age or handicap in its programs as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

### **Special Needs Learners:**

If you need course adaptations or accommodations because of a disability, if you have an emergency medical condition to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.

### **Course Design and Basic Rules:**

**LAB:** The primary focal point of year one is basic culinary skills proficiency. Activities will include learning and developing basic knife skills, basic cooking techniques and practices, identification and fundamental use of foodservice equipment, applied mathematics skill, time management, interpersonal skill, basic business etiquette, creative skills, team-building skills, and essential sanitary practices.

**Every job in the kitchen has equal importance....cook....dishwasher....server.  
Professionals jump in and do what is needed without being asked or told.**

### **Students are to have a full CLEAN uniform in their lockers at all times!**

Looking professional is a key starting point in *being* professional. **Partial or dirty uniforms in the kitchen will not be allowed under any circumstances.**

*Students missing any item(s) from your uniform, along with paper, pen, etc, in the classroom, students will have a choice:*

- a) Purchase the missing items on the spot before class;*
- b) Receiving an in-class suspension in the office and a lab grade of zero (0) for the*

**Required uniform and tools:**

All students must have a minimum of two full chef uniforms (three might be better to avoid daily laundry). **ONE FULL CLEAN UNIFORM MUST BE IN YOUR LOCKER AT ALL TIMES!** The uniform consists of:

- |  |
|--|
| <ul style="list-style-type: none"> <li>○ Chef coat</li> <li>○ Chef checkered pants</li> <li>○ Hat</li> <li>○ Apron</li> <li>○ Thermometer</li> <li>○ Plastic scrapper</li> <li>○ Closed-toe shoes -- no sandals, flats, or partial foot coverings</li> </ul> |
|--|

***ABSOLUTELY NO PIERCINGS, JEWELRY, or NAIL POLISH***

**YOU are responsible for remembering your locker and pad lock combinations, a reminder will cost you \$1.00. All reminder fees are deposited into the student culinary fund.**

If you lose or damage any article of your uniform, you **MUST** replace it! Chef has some items available for sale in the chef office; price charts are posted on the kitchen office window. You will need to replace coats and pants through the uniform website at [culinaryclassics.com](http://culinaryclassics.com).

Towels will be available to you every day in the kitchen; students should grab one and wear it as a side towel upon entering the kitchen.

You will require your textbook, pen or pencil, and paper in the classroom, every classroom day--none will be available for loan.

**Cell Phone, MP3 Players, and Electronic Device Policy:**

The use of cell phones in school is strictly prohibited! No calls or texting is allowed. Phones, MP3 players and other electronic devices should be put away and kept out of sight during class time. If seen, you will be instructed to put it away; if in use it will taken away for parent retrieval in the office. Additional disciplinary actions may be taken for subsequent usage violations.

If you need to contact your family for any reason during class, just ask--there will be no problem!

### Computer Usage Policy:

Computers are the property of the School City of Hammond. They may be used only for culinary course related activities unless otherwise stated by your instructor. All computer usage requires Chef approval.

### Grading:

Scale:	100 - 90	=	A
	89 - 80	=	B
	79 - 70	=	C
	69 - 65	=	D
	<b>64 and below</b>	=	<b>F</b>

### Weights:

1. Homework & Quizzes	10% ( <b>major projects not included in this category</b> )
2. Exams	20%
3. Projects	30%
4. Daily Lesson/Activity	30%
5. Attendance	10%

Every class day (*regardless if class is held in the kitchen, classroom, or both*) is formulated on **100%** system. Points for each day will be broken down using the following formula:

- A potential **10%** for full daily attendance
- A potential **20%** for completed lesson reflection sheets
- A potential **70%** for daily lesson/activity

Deductions from daily points will be made for excessive playing or behavior unsuitable a chef, wearing jewelry in the kitchen, changing out of uniform before permission is given, leaving your work area dirty, forgetting your locker combination, failure to follow instructions and/or making little if any effort. **polish and incomplete / dirty uniforms are not allowed in the kitchen--they result in a lab grade of zero (0) and an in-class suspension. (Nail polish remover is on hand in the kitchen and can be used free of charge to avoid the suspension and grade deduction.)**

### **Quizzes , Homework and Daily Class:**

You should expect periodic pop quizzes as a method of assessing you're individual progressing. Quiz topics will be either about a reading assignments or experiences / lessons in lab! All hands-on lab work is lesson based and can be pop quiz material at any given time.

### **Late Work**

Assignments turned in after a specified due date without approved documentation of an excused absence will NOT be accepted. Homework will be accepted late at a cost of 10% of your potential grade per day.

### **Make-up Work**

Students will be responsible for make-up assignments. Students who present office-approved documentation for missed class time will b\have an opportunity to make up daily academic assignments when missed. There will be a maximum two days to complete missed assignments. Lab activities cannot be made up except under special circumstances. (See list below)

### **Attendance:**

Coming to school on time, everyday is essential and required by the both ACC and the Culinary Institute—just as it will be required at any job you'll ever have!

### **Policy on late work, missed tests and attendance:**

Attendance is mandatory. Excused absences don't count against you (except for the loss of points noted below), but only two unexcused absences are allowed in a 30 day grading period; on the third unexcused absence, a grade of "F" is given for the grading period. Students from outlying schools on semesters have the same framework based on 9 week time frames; on the fourth unexcused absence a grade of "F" will be given. Class times are as follows:

**AM:** 7:45 – 10:15

**PM:** 11:45 – 2:15

A 10 – 15 minute break will be provided at Chef's discretion. Coming into class late, either at the *start of class* or from a break will result in a mark of "Tardy". 10 point lab grade deduction will result. Students arriving late due to a late school bus will have *no penalty*. Student's that drive to ACC and arrive late will have grade deduction no matter what the reason! Driving is a privilege—and your choice—so be responsible and leave early enough to get to school on time. *Upon the third tardy for any student that drives to school, driving privileges will be revoked!* Three "**Tardies**" in any grading period will be considered one unexcused absence for grading evaluation.

**EVERY DAY YOU MISS IS RECORDED AS A LAB GRADE OF "ZERO"**, even if the absence is excused, with the following exceptions:

- ISTEP / GQE, ACT, SAT, or PSAT testing
- Documented Family Vacations (during ACC school time)  
Documented College Visits (during ACC school time)
- Any time your home school is off for vacation (unless otherwise stated), weather related delays or dismissals, or documented school field trips.

\*Upon returning to class after an absence, you **MUST** start your day in the office to get a pass back to class. ***Present documentation at that time if it is an excused absence.*** If your parent or guardian is calling you off of school for the day, they ***MUST*** call both the home school AND ACC! **Your home school will not contact us regarding an absence phone call from home.**

Additionally, chefs cannot be late, so **tardies** will be documented, including those coming back from class break late. Three **tardies** in a grading period will count as one unexcused absence. Students with a pattern of tardiness that drive to school will have their driving privileges revoked.

No projects or homework will be accepted late without documentation of an excused absence on the posted due date; grade will be reduced a minimum of **10%** per day late up to 3 days. Missed tests or quizzes may only be made up with documentation of an excused absence; work / test missed on unexcused days is graded as zero (0).

***Lab activities cannot be made up, and aside from these exceptions, the grade is lost.***

### **Basic Class Rules:**

1. Be in class every day, be on time, and be prepared.
2. Your full attention is required during lectures, demos, and presentations. In turn, your instructor will give you his full attention when ***you*** are talking!
3. Sleeping during class or inattentiveness during lecture, demo, or presentation will be addressed and dealt with.
4. There will be no eating / drinking in the kitchen....***only tasting!***
5. There will be no eating / drinking in the classroom.
6. Students are not allowed to use classroom computers unless approved by Chef. In the absence of Chef, students are **NOT ALLOWED** to help themselves to the computers.

7. No electronic devices are allowed—if you have them, keep them hidden and turned off!
8. Demonstrate professionalism and courtesy to everyone! This is a hallmark trait for attaining excellence in culinary arts and hospitality management. ***Use of inappropriate language, hazardous playing with tools – equipment, pilfering, following unsanitary practices, etc. are strictly prohibited!***
9. There are very few trivial questions in this class...ask, ask and ask again until you get all the information you require to be successful!
10. Any problems you may have with other students should be reported to Chef immediately. You may be instructed to solve minor personal conflicts on your own—nevertheless, report any problems to Chef.
11. There is only one Culinary Institute—it is comprised of all students, AM and PM, year 1 and year 2! As members of the Institute, you are all part of the brotherhood and sisterhood of Chefs and Hospitality Workers. Show unity and respect at all times for all our members! Remember, there is no *them*.....**there's only us!**
12. Appropriate attire must be worn at all times at the Hammond Area Career Center. Students must follow standard School City of Hammond's dress code policy. Students will not be permitted to attend class wearing attire that the instructor considers inappropriate.

**Prohibited attire at all times include:**

- Flip-flop type sandals
- Pajamas, pajama bottoms, and slippers
- Tube tops
- Mid-length tops
- Extremely form-fitting clothes
- Shorts, skirts, or dresses shorter than finger length down the leg
- Hats inside the building other than chef hats
- Red clothing, "hoodies", or clothing with gang, drug, or inappropriate images or words.

**Required uniform and tools:**

All students must have a minimum of two full chef uniforms (three might be better to avoid daily laundry). ONE FULL CLEAN UNIFORM MUST BE IN YOUR LOCKER AT ALL TIMES! The uniform consists of:

Chef coat Chef checkered pants Hat Apron Thermometer Plastic scrapper Closed-toe shoes -- no sandals, flats, or partial foot coverings <b><i>ABSOLUTELY NO PIERCINGS, JEWELRY, or NAIL POLISH</i></b>
--

If you lose or damage any article of your uniform, you MUST replace it! Chef has some items available for sale in the chef office; price charts are posted on the kitchen office window. You will need to replace coats and pants through the uniform website at [culinaryclassics.com](http://culinaryclassics.com).

Towels will be available to you every day in the kitchen; students should grab one and wear it as a side towel upon entering the kitchen.

You will require your textbook, pen or pencil, and paper in the classroom, every classroom day--none will be available for loan.

**Cell Phone, MP3 Players, and Electronic Device Policy:**

The use of cell phones in school is strictly prohibited! No calls or texting is allowed. Phones, MP3 players and other electronic devices should be put away and kept out of sight during class time. If seen, you will be instructed to put it away; if in use it will taken away for parent retrieval in the office. Additional disciplinary actions may be taken for subsequent usage violations.

If you need to contact your family for any reason during class, just ask--there will be no problem!

**Computer Usage Policy:**

Computers are the property of the School City of Hammond. They may be used only for culinary course related activities unless otherwise stated by your instructor. All computer usage requires Chef approval.

**Year I Projects:**

There will **most likely** be **6** class projects due this year. They are

- Sanitation Project
- Group Cooking Project
- Career Pathway Project
- Year I Portfolio (Worth 1/3 of your final grade)
- 2 individual Tic-Tac-Toe Projects (TBA)

**Textbook & Class Schedule**

Textbook & Class Schedule (dates activities are subject to change due to unforeseen **circumstances**).will usually know at least a day in advance what the schedule for the next day will be. As lab skills are developed, students should plan on repeating and utilizing them in an ongoing fashion, even if those activities are not listed in a syllabus sections below.

**August:** Introduction to Culinary Arts  
ServSafe Training  
Introduction to Culinary Math

**September:** ServSafe Training  
Introduction to Knife Skills  
Culinary Math Skills Training

**October:** ServSafe Training  
ServSafe Review  
ServSafe Examination  
Sanitation Project Assigned (**10-15**)  
*Foundations* - Chapter 1; Welcome to the Restaurant and Foodservice

**November:** *Foundations* – Chapters 4 & 5; Kitchen Essentials 1 and 2  
Culinary Math Skills Training  
Culinary Knife Skills Training  
Sanitation Project Due (**11-19**)

**December:** *Foundations* – Chapters 4 & 5; Kitchen Essentials 1 and 2  
Nutrition Project Assigned (**12-09**)  
Nutrition Project due (**12-13**)  
Culinary Math Skills Training  
Culinary Knife Skills Training

*Culinary Arts Year 1 Syllabus*

- January:**     ***Foundations*** – Chapters 6; Soups, Stocks, Sauces  
                   Culinary Math Skills Training  
                   Culinary Knife Skills Training
- February:**   ***Foundations*** – Chapter 9; Fruit & Vegetables  
                   Culinary Math Skills Training  
                   Culinary Knife Skills Training
- March:**       ***Foundations*** – Chapter 11; Potatoes & Grains  
                   Practical review on kitchen essentials  
                   Culinary Math Skills Training  
                   Culinary Knife Skills Training
- April:**        ***Foundations*** – Chapters 7&8; Communication / Management Essentials  
                   Career Pathway Project due (**4-4**)  
                   Career Pathway Project due (**4-15**)  
                   Practical Skills Exams  
                   Culinary Math Skills Training  
                   Culinary Knife Skills Training
- May:**         ***Foundations*** – Chapters 10&12; Serving Guests / Building a Career  
                   Textbook Review  
                   Final Exam  
                   Portfolios Due
- June:**         Clean and close kitchen

**Competition:**

This program offers students the option to compete in Skills USA. Only the most dedicated and committed students will be allowed to participate. Competition is divided into "Culinary" and "Commercial Baking" groups, and participation is individual (not group or team). Requirements include:

- ⤴ Pay for membership in this national student club
- ⤴ Culinary GPA of "3.2" or higher, and a current year GPA of 2.5 or higher in your home school (for this year)
- ⤴ No behavior or attendance issues during the year.
- ⤴ **Complete 20 hours of community service prior to February 1, 2012.**