

**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 SENIORS - PM
- Meeting Dates:** Monday – Friday 11:45 – 2:15 pm
- Instructor:** Chef Allen Bild, CEPC, CCE
Office # 128
Office phone # 219-933-2428 x **2037**
Fax # 219-933-1680
Email address: ambild@hammond.k12.in.us
- Office Hours:** 11:15 – 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:

The course intent for seniors completing just one year of the ProStart Foundations program will complete basic training in knife skills, soup, stock, sauce preparation, cooking and baking techniques, culinary math, culinary tools, equipment, and safety, fruits, vegetables, grains and starches, basic sanitation, diversity training, customer relations, career pathways and culinary history. Additionally, students will learn how to write cover letters and resumes.

Seniors leaving the program after one year will have basic preparation for post-secondary culinary / hospitality management schools, and /or have basic job readiness skills in culinary arts.

Primary Textbook:

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

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Supplemental Texts:

Gisslen. *Professional Baking*, 4th ed. Wiley. 2004.

Gisslen. *Professional Cooking*, 5th 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* 4th ed.. Van Nostrand Reinhold. 1986.

Day,Labensky. *Knife Skills for Chefs*, 1st 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

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|----------------------------|--|
| 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.

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Every job in the kitchen has equal importance....cook....dishwasher....server. Professionals join 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:

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

Additionally, you will need the culinary blue polo shirt that you received after paying your ACC lab fee last year, along with a pair of khaki slacks.

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.

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.

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Once **ACC ID** tags are issued, you are required to wear them visibly at all times inside the Career Center; classroom, kitchen, hallways, etc. If you lose it, you must replace it in the office for \$3.00. If you forgot it for the day, you must go to the office and wear a temporary ID. ***You will be sent to the office and receive a zero for your daily lab grade if you ID is not visibly worn!***

Prohibited attire at all times include:

- Flip-flop type sandals
- Pajamas, pajama bottoms, and slippers
- Tube tops
- Mid-length tops
- Use of cell phones
- 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

Grading:

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

Weights:

1. Homework & Quizzes	25%
2. Exams	30%
3. Projects	30%
4. Class / Lab	<u>15%</u> (*50 class points available daily)
	100%

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 /

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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 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!

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.

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

Basic Class Rules:

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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 result in loss of points and disciplinary action as required.
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!**

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 be 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.

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.**

There are costs involved to compete; additional information will be provided in class.

Year I Projects:

There will **tentatively** be 4 class projects due this year. They are:

- Gingerbread Project (hands on project)
- Culinary French Terms (written exam)
- Types and uses of stock; the Grand sauces and their derivatives (written paper)
- Breakfast / Lunch Menu (written project)

****For 1st year seniors in the 2011-12 school year, dual college credit is available ONLY to those students that earned ServSafe certification on their own during the summer. Those that attained certification need to bring a copy in to the chef; college credit options will be discussed with those students.**

Textbook & Class Schedule *(subject to change)*

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
Introduction to Culinary Math

September: Introduction to Knife Skills
Introduction to Culinary Math Skills
Foundations Chapter 1; Welcome to the Restaurant and Foodservice
Foundations Chapter 2; Keeping Food Safe
Intro to cooking and baking techniques

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- October:** *Foundations* Chapter 3; Workplace Safety
Foundations Chapter 5; Kitchen Essentials 2 /Equipment & Technique
 Gingerbread Demo
 Cooking / Baking Techniques (ongoing)
 Knife Skills / Math Skills (ongoing)
 Fall Break
- November:** *Foundations* Chapters 4 Kitchen Essentials 1 / Professionalism &
 Recipes
 Thanksgiving Bake Sale
Gingerbread Project Due
- December:** *Foundations* – Chapters 6; Soups, Stocks, Sauces
Foundations – Chapter 7; Communication
 Gingerbread Window Display
 Clean Kitchen - Winter Break
- January:** *Foundations* Chapter 8; Management Essentials
French Term Project / Exam
 FAFSA / College Options
 Resumes / Cover Letters
 Competition Practice Begins
- February:** *Foundations* – Chapter 9; Fruit & Vegetables
Foundations – Chapter 11; Potatoes and Grains
Stock / Sauces Project Due
 Competition Practice
 Skills USA Regional Competition
- March:** *Foundations* – Chapter 10; Serving Your Guests
 Practical review on kitchen essentials
1st Restaurant Event for first year students
 Competition Practice
Skills USA State Competition
- April:** *Foundations* – Chapters 12; Building a Successful Career in the Industry
 Practical Kitchen Skills Exam
Menu Project Due
- May:** Textbook Review
 Honor's Banquet prep
Final Exam
Restaurant Event
- June:** Clean and close kitchen