

**Area Career Center of Hammond
Area District of Career and Technical Education # 2
Course Syllabus and Class Guidelines
Culinary Arts Year 2 --Seniors
School Year 2011-12**

- Course Title:** Culinary Arts (ProStart) Year 2
- Meeting Dates:** Monday – Friday AM Session: 7:45 – 10:15
- Instructor:** Chef Allen Bild CEPC, CCE
Office # 128
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Email address: ambild@hammond.k12.in.us
- Office Hours:** 11:15 – 11:45 am, and 2:15 – 3:00 pm Mon - Thursday
- Prerequisites:** ProStart Year 1, high school foods course and Algebra 1 are recommended.

Course Description:

Culinary Arts Year 2 builds on basic skills provided in the year 1 course. Students will hone knife skills, basic cooking skills, menu design skills and utilize the practical math skills learned in the first year, along with additional studies in cutting and preparation of meats, fish, poultry, and soups, stocks, and sauces, bread and pastry production, plating techniques, quantity food preparation, preparation of pasta, rice, potatoes, and dumplings, along with studies in accounting, terminology, French terminology, table-service, purchasing, global cuisine, and communicating with customers. Problem solving, time management, multi-tasking, mentoring, supervisory skills and professionalism are stressed in the second year of the program through the operation of our student-run restaurant and quantity food production in our commercial kitchen and bakery operation.

Course Intent:

Students completing this course 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. Year 2 students should be ServSafe and ProStart certified upon completion of the program. Additionally, students completing both years of ProStart are encouraged to apply for available college dual-credit.

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. Students must apply for this credit and a college grade is earned along with the credit.

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. *Our articulated credits are based on students completing the two-year program.*

DUAL-CREDIT from:

Ivy Tech State College Northwest (9 credits)* with a passing college entrance exam score or sufficient score on the SAT exam.

- Sanitation
- Intro to Baking
- Basic Skill & Theory

Joliet Junior College (8 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

Assigned Text:

National Restaurant Association. *Foundations of Restaurant Management & Culinary Arts, Level 2*, 1st ed (ProStart 3rd ed.). Pearson / Prentice Hall. 2011, and related workbook.

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.

ServSafe Essentials, 5th ed. National Restaurant Association. 2008.

Sultan. *Practical Baking* 4th ed.. Van Nostrand Reinhold. 1986.

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:

1. Complete course competencies which include:
 - a. Identify primary concepts in nutrition.
 - b. Identification, cooking methods and storage of meats, poultry, and seafood. Develop meat/poultry / seafood fabrication skills.
 - c. Identification, preparation and storage of soups, stocks and sauces.
 - d. Preparation and storage of cookies, custards, pies, cakes, breads, icings, fillings, and various pastries, along with cake decoration and plated desserts.
 - e. Identification of elements used in tableservice, along with the ability to perform proper tableservice skills.
 - f. Identifying the basics of global cuisine.

- g. Basic knowledge of sustainability in the foodservice industry.
 - h. Demonstrate ability to properly identify and write a variety of menus.
 - i. Identify and perform basic elements of table service and communication with customers.
 - j. Identify and produce salads and garnish production
 - k. Identify methods and practice in cost control
 - l. List and demonstrate purchasing, inventory, and marketing skills
 - m. Demonstrate proficiency in food safety methods
 - n. Demonstrate proficiency in tool and equipment use and safeties
2. Analyze and develop a career path
 3. Write a proper resume and cover letter
 4. Proficiency in classic knife skills
 5. Demonstrate knowledge of personal finance
 6. Demonstrate characteristics of good team work, professionalism and mentoring.
 7. Develop time management and problem solving skills.
 8. Demonstrate proficiency in food costs analysis, menu pricing, recipe conversions, and recipe cost out skills.
 9. Develop job interview skills
 10. Improve math, English, public speaking and management skills
 11. Demonstrate proficiency in provided French culinary vocabulary and other culinary related terminology.

Instructional Strategies/Methods

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

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.

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)

There will be NO mid-term exam in this class. The written and practical finals will be averaged into your grade at double the test value in the final grading period.

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.

Because every class day is a live activity that cannot be made up, 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 / Funerals (during ACC school time)
- Documented College Visits (during ACC school time)
- Weather related delays or school closings

- Medical emergencies (not a check-up)

*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 due date; grade will be reduced 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).

Every class day (lab or classroom) is worth 50 points, and it's easy to earn them. Be on time, be in full uniform, follow rules and instructions, and make a good attempt at all assignments. Bonus points will be given for exceptional effort!

Deductions from daily points will be made for playing or behavior unbecoming a professional, 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.

Nail polish, piercings, 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.) Remove your piercings before you enter the kitchen!

Expectations:

1. Attend all classes; be prepared to start class on time.
2. Submit all assignments by date due.
3. Read and be prepared to discuss and evaluate all required materials.
4. Participate in all class labs, discussions and activities; **MAKE AN EFFORT!**
5. Demonstrate knowledge and behavior expected as a professional in your area.
6. Follow all sanitary, safety, and program rules at all times.
7. Be in full clean uniform for lab work and acceptable attire (based on student handbook) for classroom days.
8. Follow the Culinary Code of Conduct in the lab and classroom.

9. Professionalism, courtesy and respect shall be demonstrated to all fellow students and staff at all times.
10. No stealing of food, tools, or materials (results in expulsion).
11. No use of or attendance under the influence of drugs or alcohol (results in expulsion).
12. No weapons, no fighting, no conduct unbecoming (discipline as required).

Required lab 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

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.

Your textbook, pen or pencil, and paper are required in the classroom every classroom day; *none will be available for loan.*

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. If you have lost or ruined that shirt, you will need to purchase another one from the main office for \$15.00. If you are a first-year student, you must pay your course lab fee (separate from the uniform cost), to get our culinary polo shirt, and you'll need to purchase a pair of inexpensive khaki colored slacks; both are needed as the server uniform in the restaurant operation.

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
- 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.

Cell Phone, MP3 Players, and Electronic Device Policy:

The use of cell phones in school is strictly prohibited! No calls or texting are allowed. Phones, MP3 players and other electronic devices should be put away and kept out of sight during class time. If seen, expect to lose it; 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.

Projects:

There will be five projects due over the course of the year. They are:

- Types and uses of stock, the Grand Sauces and derivative sauces (term paper)
- Gingerbread structure (hands on project)
- Culinary French Terms (written exam)
- Breakfast / Lunch Menu (written and assembled project)
- *Choice of final project:*
 - Sustainability in the Restaurant Industry (3 page written term paper) OR
 - Global Cuisine (student demo with 1 page written paper)

Handouts will be provided in class with specific details required for each project along with specific due dates. The monthly course schedule below indicates a general time frame when projects will be due.

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.

Textbook & Class Schedule (dates may change due to circumstances):

Foodservice workers "roll with the flow", and so will this class. Roughly 70% of this program is based on hands-on laboratory activities, and as such there may be weeks we do not enter a standard classroom. Other weeks may be concentrated periods of classroom-only work with no lab activities. Students will know at least a day in advance what the schedule for the next day will be, but our business is fluid and things may change with no notice!

As lab skills are developed, students should plan on repeating and utilizing them in an ongoing fashion; repetition leads to skill mastery.

September: Open kitchen and bakery.

Review weights and measurements, culinary terminology, knife cuts, sanitation, cooking methods, tools /equipment, safeties.

Assign lab partners.

Begin hot food and bakery production *via cafeteria operations*

Review stock and soup preparation methods

Mother sauces and derivative sauces review and production

TEXT BOOK - Ch 2 Nutrition

Stock, Soups and Sauces Project Due

October: Food cost and recipe cost out analysis (ongoing)

TEXT BOOK - Ch 1 Breakfast Foods and Sandwich's

Practice for opening of Restaurant / Table-service Skills

Gingerbread demo

Knife skill practice (ongoing)

1st Restaurant Event

Fall Break

November: TEXT BOOK - Ch 8 Desserts and Baked Goods

Thanksgiving Bake Sale Fundraiser

Gingerbread Project Due

- December:** TEXT BOOK - Chapter 6 Meat, Poultry and Seafood
Butchering
Gingerbread Display Window
Restaurant Event
***Online enrollment for dual-credit courses with JJC**
Clean kitchen for winter break
- January:** TEXT BOOK- Chapter 3; Cost Control
TEXT BOOK - Chapter 9; Sustainability in the Foodservice Industry
Resumes / Cover Letters
FAFSA / College Options
French Term Project/Exam
Competition Practice Begins!
- February:** TEXT BOOK - Chapter 7; Marketing (and menu design)
Regional competition; SKILLS USA
Advanced plating techniques (hot foods / pastry)
Competition Practice
Restaurant Event
- March:** TEXT BOOK - Chapter 4 Salads and Garnishes
TEXT BOOK - Chapter 5 Purchasing and Inventory
Menu Project Due
Restaurant Event
Clean kitchen for spring break
- April:** **Choice of Project Due: Sustainability in the Restaurant Industry (3 page written report) OR Global Cuisine (student demo with 1 page written report)**
TEXT BOOK - Chapter 10 Global Cuisine /Americas
Spring Break
Restaurant Event
- May:** TEXT BOOK - Chapter 11; Global Cuisine / Europe / Asia/ Middle East
Honor's Banquet Preparation
Review for Final Exam / Certification
Practical Finals
Restaurant Event
- June:** Clean and close kitchen
Report Grades to Dual-Credit Colleges