**Course Syllabus 2015-2016**

![MCj02325030000[1]]()**Lake Career & Technical Center**

***Developing Skills for a Lifetime***

**Introduction to Culinary Arts**

Jacqueline Wilson, Instructor

573.346.9260 Extension 370

jwilson@camdentonschools.org

**Prerequisites**

There are no prerequisites required for Introduction to Culinary Arts. A helpful prerequisite is ***Exploring Culinary Careers****.*

**High School Credits Grade Levels**

2 credits for the course Grades 10, 11, 12, and Adult

**Integrated Academic Credit Available**

One unit of elective English credit will be awarded to students completing at least four credits in a career and technical education program and upon successful completion of the English criteria established.  A value of .5 credit may be awarded at the end of each year.

**College Credit**

Dual Credit and/or Articulated Agreements have been established with the following institutions:

* Ozarks Technical Community College
* State Fair Community College
* The Art Institutes

**Work-based Learning Opportunities**

* School District Events
* Community Events
* Charitable Events
* Job Shadowing
* Internships in Local Restaurants

**Industry Recognized Credential**

* Camden County Health Department Foodhandler’s Card
* ProStart National Certificate of Achievement

**Program Accreditation**

This program is certified by the American Culinary Federation (ACF) which assures that the program meets established standards, teaches up-to-date and current practices, and exhibits a high level of professionalism.

======================================================================

**Course Rationale**

The restaurant and foodservice industry is one of the largest, fastest-growing industries in the nation, accounting for more than $400 billion in sales last year and employing more people than any other private-sector industry in the United States. The Bureau of Labor Statistics projects that the number of hospitality jobs will increase by nearly two million in the next ten years, and 125,000 of these will be management positions. More than one million restaurants are in need of skilled employees, and young people are largely unaware of potential careers in this field.

The Culinary Arts Program at LCTC provides students with the background knowledge, technical skills, practical experience, and awareness of career opportunities required to meet these demands.

**Course Description**

**Introduction to Culinary Arts** offers students a basic understanding of how restaurants operate, starting with the front-of-the-house and moving to the back-of-the-house. Topics will include safety and sanitation, food preparation skills, restaurant management, and much more. Students will be introduced to a variety of basic cooking techniques, and will gain valuable experience as they prepare a variety of products for school and community events. Students will have the opportunity to earn a Camden County Foodhandler’s Card, as well as to participate in professional activities and competitions. Emphasis will be placed on developing skills for a successful job search and transition into the world of work.

**Power Standards/Course Objectives**

**IC1: knowledge area: introduction to the hospitality and foodservice industry**

Define hospitality and the importance of quality customer service within the hospitality industry.

**IC2: knowledge area: sanitation and safety**

Identify the basic principles of sanitation and safety, and be able to apply them in the foodservice operations.

**IC3: knowledge area: food preparation**

Demonstrate how to read and follow a standard recipe.

**IC4: knowledge area: basic baking**

Apply the fundamentals of baking science to the preparation of a variety of products.

**IC5: knowledge area: dining room service**

Demonstrate the general rules of table settings and service.

**IC6: knowledge area: human relations skills** Practice professionalism and a strong work ethic.

**Outcomes/Goals of Course**

* To increase knowledge and improve skills of students by integrating academic and occupational learning, and by building links between school, home, and work.
* To provide students with the technical information, practical skills, and real-world experiences to enhance the quality of their lives, both personally and professionally.
* To motivate all students to remain in a classroom setting and to strive to continue their educations in post-secondary settings appropriate for their interests and abilities.
* To facilitate the creation of a universal, high-quality school-to-work transition system that enables youths to identify and pursue career paths to progressively more rewarding roles in the workplace.
* To promote the formation of partnerships dedicated to aligning the worlds of school and work among local education agencies, private and public employers, and community organizations.

**Careers & Earnings**



* Executive Chef $50,000 - $85,000+
* Personal Chef $35,000 - $85,000+
* Research Chef $42,000 - $90,000+
* Restaurant Manager $32,000 - $70,000+
* Caterer $32,000 - $75,000+
* Food Stylist $32,000 - $60,000+
* Food Critic/Writer $42,000 - $98,000+
* Registered Dietitian $46,000 - $68,000+
* Host/Hostess/Server $20,000 - $32,000+
* Restaurant Consultant $45,000 - $120,000+

**Resources**

* Becoming a Foodservice Professional, Year 1: National Restaurant Association, 1999
* Becoming a Foodservice Professional, Year 2: National Restaurant Association, 2005
* A variety of supplemental books and textbooks
* A variety of professional periodicals



**Materials & Supplies Needed**

A wide variety of classroom and lab activities are included in the Culinary Arts class, which requires some special supplies. In order for students to participate and receive maximum benefit from the class, students are expected to have **all** of the following materials in class **every day**:

**School Supplies and Uniforms**

![hh00730_[1]]()

 2 pencils

 2 pens (black or blue)

 Notebook paper

 2 (1” wide) 3-ring binders

 1 package of clear page protectors

 Calculator (cell phone may be used with permission)

 Jump drive (may be the same one as used for other classes)

 ✔ LCTC Student Handbook

 ✔ Textbooks

 Appropriate clothing (see **Official Uniform** description), including:

 Closed-toe shoes with slip-resistant soles

 Black pants for table service

 Hair restraints, such as ponytail holders, clips, and/or hairpins as needed

 ✔ ***The checkmark indicates that the item is provided for student at school.***

*(Additional materials may be required for various projects throughout the school year.)*

**Class Fee**

There is a class fee of $40.00 which helps pay for uniforms and nametags, which students will be able to keep.

 $40 class fee due by Thursday, September 3, 2015

**Class materials and fees are due NO LATER THAN Thursday, September 3, 2015.**

If there is any reason that a student cannot have the class materials and fees by this date, please speak to Chef Wilson or Mrs. Pogue privately as soon as possible, and **before the due date.** We want every student to be prepared and ready to participate!

**Evaluation**

Class Projects

*Students will be expected to complete one major project each quarter as follows:*

* *1st Quarter:* ***Food and Beverage Service:*** *Demonstration*
* *2nd Quarter:* ***Roundtable:*** *Professional Article Review*
* *3rd Quarter:* ***In-Class Competition:*** *Individual or Team Competition*
* *4th Quarter:* ***Portfolio:*** *Personal Recipe Collection (graded throughout the year)*

Lab Work

*Students will participate in a variety of labs to work toward developing basic food preparation skills. Students must be in the* ***full Official Uniform*** *to participate in the labs. The Official Uniform consists of:*

* *Clean, white chef coat\* (yours to keep)*
* *Official checked pants\* (yours to keep)*
* *Clean apron\* (yours to keep)*
* *Approved chef hat****\**** *(yours to keep)*
* *Black, closed-toe shoes with slip-resistant soles (must be approved by instructor)*
* *Black slacks to be worn for table service*
* *Hair restraints, including pony tail holders, clips, and/or hair pins for those with long hair*
* *Facial hair must be completely removed or protected with a beard net*
* *Thermometer\**
* *Black permanent marker\**
* *Small, spiral notebook, 3”x5”\**
* *Minimal jewelry as defined by the National Food Code (bracelets are not allowed)*
* *Clean hands with short fingernails that are free of nail polish*
* *Nametag\* (yours to keep)*
* *ServSafe pin (when certified)\* (yours to keep)*
* *Knife kit****\****

***\*Provided for student***

Events

*The Culinary Arts students will prepare meals for several events throughout the year, which will provide students with a hands-on application of the skills being learned. A calendar will be provided for each student, and a current calendar will be kept posted in the classroom. Each student will be required to help with 3 events each semester. In addition, all students will be required to work the* ***CTSO Fundraiser on Saturday September 19, 2015****, and the* ***Foundation Dinner on Friday evening, April 15, 2016****. Bonus points are awarded for students who work evening events and/or additional events. Students who fail to show for an assigned event will receive a 0 for that event, which cannot be made up.*

Grading Scale

Total points accumulated from all assignments will be used to establish the semester grade.

Grades are based on the following scale as established by LCTC:



A 95% -100% C 73% - 76%

A- 90% - 94% C- 72% - 70%

B+ 87% - 89% D+ 67% - 69%

B 83% - 86% D 63% - 66%

B- 80% - 82% D- 60% - 62%

C+ 77% - 79% F 0 - 59%

Grade Categories

To allow all students the opportunity to excel, a wide variety of classroom activities will be included. Grades will be recorded in the following five categories:

|  |  |
| --- | --- |
| ***ACADEMIC*** | ***TECHNICAL SKILLS*** |
| ***Daily Class Work and Homework: 25%****This includes participation and performance in class activities such as note-taking, in-class written assignments, group activities, and homework. Assignments are worth varying numbers of points, and some assignments will be graded for content while others will be graded for participation.*  | ***Kitchen (Lab) Work: 25%****This includes overall performance in all kitchen experiences as specified on the* ***Kitchen Performance Evaluation*** *rubric, which is consistent with national standards in the industry. A missed lab may be made up by working an extra event or by writing a paper on a related subject according to guidelines provided by the instructor.* |
| ***Projects and Exams: 25%****This includes all written quizzes and exams such as unit exams, quarter exams, final exams, and national exams; practical exams; and one major project each quarter.* | ***Events: 25%****This includes participation in the required events for each semester: 2 daytime events,* *1 evening event, and 1 special event. Students are expected to work both front and back of the house* |

Grade Reports

Feedback on assignments and overall grades will be made regularly. Students may request a grade conference at any time. Students who are having difficulty are encouraged to contact the instructor for assistance as soon as possible.

Students are able to view their grades and attendance via the Student Portal. A link has been provided on the LCTC webpage -- <http://camdentonschools.schoolwires.net/lctc>

Extra Credit

Extra credit projects are available to all students **who have completed the required work for the class**. Extra credit points may be earned by cooking at home, helping with more than the required number of events, and other independent projects. Although extra credit points may be added in throughout the grading period, all extra credit points will be deleted at the end of the grading period if any required assignments are missing.

**Career & Technical Student Organization (CTSO)**

Students are strongly encouraged to be members of **SkillsUSA** where students will develop leadership skills and be able to compete within their program area of study. Competitions can occur at the district, state, and national levels. Student dues are $15 and can be paid to the instructor. All “finalized” CTSO membership is due before February 15.

**Student Expectations**

Show Respect for Yourself

* Conduct yourself in such a way that you command the respect of others. Your behavior tells others how you expect to be treated.
* Take responsibility for your own learning. Have all necessary learning materials with you, including pen, pencil, paper, textbooks, completed assignments, proper clothing, and whatever else may be required for participation.
* Dress appropriately for the learning environment, labs, and events. Students must have appropriate required clothing to participate in labs.
* Exhibit a positive attitude and participate willingly in all classroom activities.
* Use class time wisely by remaining engaged in appropriate learning activities.

Show Respect for Others

* Listen quietly during announcements and instructions to avoid wasted time and to allow those who wish to hear them to do so.
* If it’s important enough to say, wait to be recognized and say it to everyone.
* Always be honest, kind, and fair in your interactions with others.
* Be tolerant of your classmates, even when their opinions, attitudes, or appearance are different from your own. Honor each other’s ideas. Agree to disagree agreeably.
* Be a positive team member. Avoid saying negative things about others, either publicly or privately. Learn to resolve conflict in a mature and productive manner.

Show Respect for Property

* Use classroom and lab equipment only when directed to do so, in the proper manner, and always for its intended purpose. Lab equipment may be used only after completing safety instruction, and passing written and practical exams.
* All furniture and equipment are to remain in their proper locations and should not be moved without permission from the instructor.
* Avoid interfering with the possessions of others, the same as you wish for others to avoid interfering with yours. All food products in the classroom are for class use and may be used only as directed by the instructor. Students will be billed for items taken without permission.
* Food and beverages are allowed in the classroom, but not in the lab, as long as it does not become a problem. Tasting in the lab must be done in the proper manner.
* Maintain a clean and orderly classroom by returning all materials to their proper places, throwing away trash, and cleaning as necessary at the end of class.

***\*Following these Guidelines is counted as part of your Work Ethics grade.***

**Classroom Procedures**

* Entry/Warm Up

*Students should take their assigned seats, check the board for Daily Objectives, and begin working as soon as they arrive to class each day.*

* Absence

*It is the student’s responsibility to ask about assignments following an absence. The best time to do this is during breaks or after class, not during class time. Remember, only one week is allowed to make up missed work.*

* Seating and Groups

*All classroom seats and groups and will be assigned, and will change periodically. Though students may not choose their own seats and groups, they may be allowed to have some input. Students are expected to work with all class members politely and cooperatively.*

* Class! Class!

*The instructor will use a quiet signal when everyone needs to pay attention! When the quiet signal is given, everyone should respond and then stop working immediately and listen quietly.*

* Breaks

*At least one break may be given for classes that are longer than one hour. Breaks will be given only as they fit in with our schedule each day. Times must be respected for breaks to continue.*

* Personal Needs

*Please try to take care of personal needs during breaks or after class. When necessary, students may excuse themselves from class by signing out and taking the appropriate “pass” with them, so long as this privilege is not abused. Students should never leave class when instruction or a class activity is in progress.*

* Assignments

*Assignments and due dates will be clearly announced and posted. Students are encouraged to write all assignments and due dates in their class calendars or personal assignment notebooks.*

* Turning in Assignments

*Assignments are to be turned in to the designated tray, unless otherwise requested. Late assignments are to be turned in along with a Late Work card which has been completed and stapled to the assignment, and will count for only 50% of the original grade.*

* Cool Down/Exit

*Students will be expected to stand quietly behind their chairs for the last minute of class so that final announcements for the day can be made. An Exit Statement may be done at this time. Students should never line up at the door before the end of class, and should never walk out while the instructor is talking!*

***\*Following these Procedures is counted as part of your Work Ethics grade.***