SYLLABUSCulinary Arts I

**INSTRUCTOR: Jean McCarthy, Ed.S.**

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**Educational Goals**

The Culinary Arts I class is level 2 of the Culinary Arts Pathway and is designed to create a complete foundation and understanding of Culinary Arts leading to post-secondary education and/or a foodservice career. Building from techniques and skills learned in Introduction to Culinary Arts, this fundamentals course begins to involve in-depth knowledge and hands-on skill mastery of Culinary Arts. At the end of this course, students will take and pass the ServSafe Manager’s Exam, or equivalent, as a prerequisite for entrance into Culinary II.

Georgia Performance Standards for this course can be found at the following location:

[*http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/cluster-HT.aspx*](http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/cluster-HT.aspx)

**ABSENCE POLICY**It is the responsibility of the student to ensure missed work due to absences are turned in by due dates set by current District policy.

**LAB ABSENCE**

Culinary I is primarily a lab-based course, with 80% of all class time devoted to hands-on, practical application of skills, and 20% classroom-based coursework. Therefore, it is difficult to “make-up” missed labs making it imperative students make every attempt to be at every class whenever possible. However, illness, family emergencies, and other events certainly happen, but the student is still responsible for learning, understanding, and/or acquiring skills missed during the student’s absence.

**HOMEWORK ASSIGNMENTS***Homework assignments will be given in class in advance and a due date announced and is due on the due date. Most homework will be assigned on the Canvas electronic platform on the Paulding County website.*

**UNIT TESTS**

If a student earns 69% or less on a unit test, they will be given an opportunity to improve upon that grade (either through retaking the test, test corrections, a research paper, etc.) Upon completion of the make-up, the student can earn up to 70% only.

**FINAL EXAM:** *There will be a comprehensive final examination during the regularly scheduled exam week.*

# UNITS OF STUDY\*

1. ServSafe, Safety, and Equipment Usage
* *Standards 1, 2, 3*
1. Business Math and Kitchen Principles
* *Standards 1, 4*
1. Application of Cooking Methods: Stocks, Soups, Sauces and Breakfast Foods
* *Standards 1, 5, 6*
1. Fundamentals of Baking
* *Standards 1, 7*
1. Nutrition and Menu Planning
* *Standards 1, 8, 10*
1. Management and Human Relations
* *Standards 1, 9, 11*

\*The teacher reserves the right to alter or change any part of this course syllabus to better suit the needs of the students.

**MATERIALS AND SUPPLIES**Textbook: **Culinary Essentials** (2nd Ed.) Johnson & Wales University REPLACEMENT COST: $75.00

*The following supplies are required for class:*

Pen, Pencil, Sharpie, Notebook, College Ruled Notebook Paper, and a binder specifically for Culinary Arts.

**UNIFORMS**

***Uniforms are mandatory for Culinary students***.

To work in the Culinary Lab, Culinary I students must have:

* School-approved Chef Coat
* Apron
* Hat
* School-approved Chef Pants
* Non-Skid Safety Shoes (available at Walmart [Brand name: Treadsafe])
* Instant-read probe thermometer (available at most box stores, (brand examples: Taylor, NSF. Cost is approximately $7. I will have them available for purchase through RevTrak for your convenience)
* Black or Blue Sharpie (available in most stores locally)

Unless you are a student transferring in from another school district, you should already have your jacket, apron, and hat. If you do need to purchase any of these items again (or for the first time, please see Chef McCarthy for information on how to order).

For Culinary I and II, you will need to purchase non-skid kitchen safety shoes can be purchased reasonably at stores such as Walmart and Target. They can also be purchased online. Please note: ***The safety show must read: Non-skid, non-slip***. Chef pants can be purchased through RevTrak on the North Paulding Website, or through the link on Chef McCarthy’s Website and on Canvas.

***The uniform, from head to toe, is non-negotiable***. Students will not be allowed in the lab without their uniform. This is for student protection and safety and if a student forgets to bring the uniform to school and does not or cannot borrow a uniform from a classmate for the lab, they will need to sit out the lab and receive a zero for the day. (See further notes below about professionalism and work ethics).

**LOCKERS**

Beginning in AY21 each culinary student will be issued a locker to store their uniforms in for the duration of the semester. It is the student’s responsibility to maintain their uniform and the locker in a clean and sanitary condition daily. Particularly with the COVID environment within which we are operating this year, it is with the upmost care that each student takes personal hygiene and uniform cleanliness into consideration each day. No uniforms should be left overnight in lockers. They should be taken home to wash unless other arrangements have been made in advance with Chef McCarthy.

Daily washing of the culinary uniform in hot soapy water is vital in controlling growth of bacteria. *While it’s understood that not all students have access to a washer and dryer on a daily basis, it is important that a dialog between the instructor and student (and parent, if necessary) take place to make accommodations for the student to maintain their uniform using school resources. Please see Chef McCarthy to decide if that is necessary*. Further note that maintaining a clean uniform is part of the student’s professionalism grade, and failure to do so can affect their overall Professionalism grade.

Students will not be charged for use of the locker, however, any damage, misuse, or inappropriate use to the locker will be referred to Administration for further action.

**NOTEBOOKS**

Each student is required to keep an organized, one-inch 3-ring notebook and to bring pens and pencils to class every day.

*In addition to the text, all units will be taught using lecture notes, demonstrations, videos, handouts, classroom exercises and lab. You will be responsible for all material presented in class.*

**GRADING AND EVALUATION**

80% of Culinary I is Lab work. Beginning with about the 3rd week of the semester, students will enter the lab Monday through Thursday. Fridays are reserved to traditional classroom work which will be graded on a normal classroom scale. However, when students are in the lab, there are two main grades to consider:

**Professionalism Grade *(Daily Formative Grade, Averaged and posted weekly)* 20%**

This grade covers several areas regarding:

The uniform:

* Does the student have every item of the uniform?
* Is the student’s uniform clean?
* Is the student wearing any jewelry (hands, wrists, ears, nose)?
* Is the student wearing safety shoes?

Demeanor, sanitation:

* Did the student wash hands?
* Did the student follow establish group norms?
* Were there behavior issues that the Chef Instructor had to address?
* Were established lab procedures followed?

**Lab Skills Grade** ***(Summative Grade, Averaged and posted biweekly)* 60%**

* Knife skills
* *Mise en Place*
* Use of small and large equipment
* Sanitation and safety
* Ability to follow recipe
* Cleaning, labeling, storing
* Measuring skills, wet and dry
* Product identification
* Recipe success (visual, taste)
* Job completion, participation

*Final Exam = Final comprehensive major evaluation*

# Grading Scale

100-90 = A; 89-80 = B; 79-70 = C; Below 70 = F

**WORK ETHICS IN THE CULINARY CLASSROOM**

A good attitude is important in the workplace. Students will be expected to have a positive attitude toward the culinary class and the learning experience. Our classroom and lab will reflect the world of work and by doing so, students will be expected to act in a professional manner to get the job done with a minimum of distractions. As professionals, students will be trained to work in teams. Cooperation, respect for others, respect for themselves, respect for the equipment and tools used in the classroom and lab are key to establishing solid work ethics, professionalism, and success in the workplace. Students are held responsible for the safe, orderly operation of the class and lab.

*Insubordination: Failure to follow teacher instructions in reference to behavior will result in an immediate referral to administration*

***There is no “down time” in a professional kitchen. All students will participate in all aspects of the kitchen environment, and yes, that means cleaning.***

**Safety is number One**

You will be given safety and sanitary instruction according to ServSafe guidelines. Culinary Arts is an inherently dangerous occupation, and safety will be reinforced each day through reminders of established lab and classroom procedures. If a student consistently fails to heed safety warnings, procedures, and rules he/she may be restricted to class work and even dropped from the class. Horseplay, running, acting in an unprofessional manner, or touching another student for any reason will not be tolerated in this class.

**Uniforms & Kitchen Attire**

**Loose, floppy clothing, tight clothing, oversized pants that hang below the waist are not permitted in the lab**. Clothing reflects professional dress in the workplace. Baggy clothing that is loose may get caught and cause an accident**. No jewelry in the lab**, secure any jewelry in a pocket or bag. Violations of the clothing rules will result in loss of points from lab and removal from lab.

**ALL CULINARY ART STUDENTS ARE REQUIRED TO HAVE SHOES APPROVED FOR CULINARY USE - THIS MEANS NO HEELS, SANDALS OR OTHER OPEN-TOED SHOES, WEDGES, PLATFORMS, BALLET SHOES, NO EXCEPTIONS!**

Chef coats/or aprons must be kept on at all times during lab, until class time is OVER. **Hair must be pulled back/up and head coverings must be worn during labs. Long hair/pony tails must be contained in a hairnet (I will provide these to students).**

* During labs only full-length chef pants are acceptable (no sagging). No amount of leg can be exposed.
* Fingernails must also be trimmed short with no nail polish and no fake nails.
* No excessive amounts of cologne or perfume should be worn in the lab.
* Facial piercings are to be removed or covered with a band-aid

Additionally,

* Students will have minimal time to change for labs and there are now strict guidelines as to how many students can be in the restrooms at any one time.
* For the duration of the COVID Pandemic, Culinary students will be issued and expected to wear a school-purchased small, clear Culinary Food Safety Shield that prevents mouth spray from transferring onto foods the students are working over on the worktables. This is for the safety of each student as they will be working in groups as we have always done in the Culinary lab. Furthermore,
* Students will be required to be gloved whenever they are working with ready-to-eat foods. This is a departure from the past since we do not sell food to the public and always maintain a high standard of sanitation by adhering to ServSafe protocol. However, it is out of an abundance of caution that we will ask our students to be gloved when working with foods that require no further cooking to kill bacteria.

**SANITATION IS IMPORTANT!**

Students will always be required to actively practice safety and sanitation rules while in the classroom and lab.

Students are required, as part of this course, to actively participate in all activities, including the cleaning of the lab, and maintaining as much social distance as possible given conditions within the lab and classroom. Custodians cannot clean the lab because this activity is *part of the standards* and every student must exhibit the willingness and ability to maintain a professional lab. The lab must be thoroughly sanitized at the beginning and end of each lab to ensure the safety of each student.

# Tardy Policy

Students will not be admitted to the class after the tardy bell without a tardy pass.

**Classroom Cell Phone Policy**

Following the Paulding County policy for cell phone use, cell phone and other electronic device use is only permitted for educational purposes and at the discretion of the Instructor. Cell phones should be powered down/off and stowed away during class and/or lab. No student should access their personal media device unless specifically directed by the instructor.

**Lab Cell Phone Policy**

Cell phones are not permitted in the Culinary Lab as they are inherently unsanitary and as such, are not permitted anywhere food is prepared, served, or eaten. All cell phones must be stored in the student’s bag or locker. There are times when students will be permitted to take pictures of the food they have created, however, Chef McCarthy will determine when and if this is allowed.

**Equipment**

Our equipment is expensive and paid for by taxpayers, such as your parents. You may use anything we have here in this class, but you may not take it home. Theft or willful destruction of equipment will be prosecuted both within our school policy and with Paulding County law enforcement officials.

**Culinary Arts: Chef McCarthy**

**Mission Statement**

The mission of the Culinary Arts program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of Culinary Arts.

**Student**

* I HAVE READ THE ABOVE GUIDELINES AND UNDERSTAND TO DO MY BEST IN CHEF MCCARTHY’S CLASS:
* I HAVE TO FOLLOW THE RULES, BE RESPECTFUL, AND WORK TOGETHER WITH MY CLASSMATES TO MAKE THIS A PRODUCTIVE AND SUCCESSFUL SEMESTER.
* I AM RESPONSIBLE FOR BRINGING MATERIALS FOR CLASS and FOR LAB EACH DAY.

Student signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian**

I HAVE READ THE GUIDELINES DETAILED IN THE SYLLABUS AND UNDERSTAND THAT TO BE SUCCESSFUL IN CULINARY ARTS, MY CHILD WILL NEED TO:

* PASS THE SERVSAFE (OR EQUIVALENT) TEST (70%)
* FOLLOW THE RULES AND GUIDELINES STATED IN THE SYLLABUS
* *And I WILL DO WHAT IS NECESSARY TO ENSURE THE SUCCESS OF MY CHILD IN CULINARY ARTS CLASS*

Parent or Guardian signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

**“PARENTS AND TEACHERS WORKING TOGETHER…THIS IS THE RECIPE FOR SUCCESS”**

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