SYLLABUSIntroduction to Culinary Arts

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**EDUCATIONAL GOALS** Introduction to Culinary Arts is a course designed to introduce students to fundamental food preparation terms, concepts, and methods in Culinary Arts where laboratory practice will parallel class work. Fundamental techniques, skills, and terminology are covered and mastered with an emphasis on basic kitchen and dining room safety, sanitation, equipment maintenance and operation procedures. Course also provides an overview of the professionalism in the culinary industry and career opportunities leading into a career pathway to Culinary Arts.

**UNITS OF STUDY**

1. The Foodservice Industry—Employability, FCCLA, History and Philosophy of the Industry, and Human Relations:

Standards 1, 2, 3, 11 & 12

1. Culinary Safety—Kitchen Safety and Sanitation: Standards 4 & 6
2. The Professional Kitchen—Kitchen Equipment, Knife Skills, Standardized Recipes/Culinary Math, and Nutrition:

Standards 5, 7, 8, 9

1. Culinary Applications—Food Product Identification, Sustainability, and Cooking Methods: Standards 10, 13, & 14

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

**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**

Introduction to Culinary Arts is a lab-based course, with 20% of class time devoted to hands-on, practical application of skills, and 80% 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.

**HYBRID INSTRUCTION AND THE FLIPPED CLASSROOM**

With the necessity of hybrid instruction due to COVID placing restrictions upon us, students will need to understand and work within the concept of the “flipped” classroom. Flipping classrooms is not difficult if a student understands that the responsibility is now upon them to do what work needs to be done in advance of class in order to be prepared! This is a vital step to a successful transition into the culinary classroom and lab, and subsequent culinary classes, particularly, if we are on a hybrid schedule.

Here is why this is important: In the event we are on a hybrid schedule – there will be limited time available for me to offer in-person demonstrations. Therefore, it is important that you, the learner, do as much as you can to pre-learn, review, understand, visualize, conceptualize, and put into context what is it we will be doing in the lab the next day. If you do not – you will be lost! By doing this work in advance (it is not to say you will be expert!) you will then be familiar with terms and processes that will be putting to use that prior learning as you enter the lab and begin doing it yourself. You will find this to be enormously helpful to you as the recipes, methods, and vocabulary that we will be using are far more complex and there will be no time for back-tracking and reteaching those who do not take the time to do the work in advance.

**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.*

**MATERIALS AND SUPPLIES**Textbook: **Culinary Essentials** (2nd Ed.) Johnson & Wales University is available on Canvas and on the teacher website.

***The following supplies are required for class:***

Pen, Pencil, Sharpie, Notebook, College Ruled Notebook Paper, Dividers, and a 3-ring binder used only for Culinary Arts. Students do have access to One Drive through the school’s computer network, but if the student chooses not to use it, they will need some other method of media storage, such as a thumb drive.

***Uniforms:* Students will be required to purchase a school-approved chef coat, apron, and hat (approximate cost $42). A link will be provided on the North Paulding High School RevTrak site. All students must have a uniform to participate in the culinary lab.**

**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 dirty 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 is understood that not all students have access to a washer and dryer on a daily basis and 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 score.

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.

**BINDERS/NOTEBOOKS**

Each student is required to keep an organized, one-inch 3-ring notebook and to bring pens and pencils to class every day. This notebook should be kept throughout all three courses in the culinary pathway. This prepares the student to take the End of Pathway Exam, a comprehensive 212-question exam that covers the entirety of the content of the three courses. It is the successful passing of this exam that earns the student their cord for completing the pathway that is awarded at graduation.

*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

*Grading Scale:*

Employability – 10%

Classwork/Quizzes – 20%

Labs – 20%

Tests/Projects – 30%

Final Exam – 20%

Formative Assignments = 20%

Summative Assignments = 60%

Final Exam = 20%

*Formative Assignments = Quizzes, homework, class assignments, minor projects*

*Summative Assignments = Tests, major projects, labs*

*Final Exam = Final comprehensive major evaluation*

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

**Lab Grading and Evaluations – Introduction to Culinary Arts Students**

Students entering the Introductory Class will be experiencing the lab environment 7-9 times during the semester, on average. A variety of factors can affect the number of times a student might enter the lab (i.e. Hybrid scheduling, illnesses, weather, etc.). However, grading is based on the following two main categories each time a student enters the lab and are judged by way of a checklist during labs. Lab grades are always summative grades.

**Professionalism Grade 40% of overall score**

***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, or appropriate shoes for level (ICA, CAI, CAII?)***
* ***Demeanor, sanitation practices?***
* ***Did the student wash hands – Initially? After each chore?***
* ***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 60% of overall score**

* ***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***

**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 developing solid work ethics. 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.

**Clothing will reflect industry standards**

**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 ARTS 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!**

As noted above, each culinary student is required to purchase a school-approved chef coat, apron, and hat. Uniforms are ordered in bulk through Chef Works at periodic intervals at the beginning of each semester through a link on RevTrak on the school’s website. A link with all ordering information will be available within the first few weeks of school. **Due to bulk ordering it can take 4-6 weeks from ordering to receive your uniform! Order early!!**

Chef coats/or aprons must be kept on during labs, until class time is OVER or until such time the student is released from the lab*.* ***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 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.
* No fake eyelashes

Students will be allotted no more than five minutes to dress out for lab. Points will be deducted for excessive time.

**SANITATION IS IMPORTANT!**

Students will 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. 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.

# Tardy Policy

Students will not be admitted to the class after the tardy bell without a tardy pass. Students admitted after the bell will be marked tardy in Infinite Campus and will become part of their permanent record. Class tardies and absences do factor in determining if students are eligible to exempt final exams for classes at the end of each semester.

**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. A cellphone storage area is provided in the culinary classroom. All cellphone must be stored in the storage area for the duration of the class until dismissal. No student should access their personal media device unless specifically directed by the instructor.

**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 will be prosecuted both within our school policy and with Paulding Co. law enforcement officials.

*Note: Any and all items outlined above are subject to change at the discretion of the instructor.*

***Return this page to 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.

**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 ABOVE GUIDELINES AND UNDERSTAND THAT TO BE SUCCESSFUL IN CULINARY ARTS, MY CHILD WILL NEED TO:

* FOLLOW THE RULES AND GUIDELINES STATED ABOVE
* *I WILL DO WHAT IS NECESSARY TO ENSURE THE SUCCESS OF MY CHILD IN CULINARY ARTS CLASS!*

*When Chef McCarthy needs to call me these are the phone numbers I can be reached at:*

Home number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Best time\_\_\_\_\_\_\_\_\_\_\_\_\_

Work/Daytime number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best time\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

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