

# Introduction to Culinary Arts: 18-Week Course



## SYLLABUS & STUDENT CONTRACT SIGNATURE PAGE PLEASE READ TOGETHER CAREFULLY AND SIGN ALL DOCUMENTS

Welcome to Intro to Culinary Arts, I consider it a privilege to have you in my class, and kitchen. You have *chosen to explore the foodservice industry by selecting this class*. I believe this is a representation of your willingness to accept both the responsibilities *and* rewards that accompany that choice. If you have any questions or concerns, please call or email as soon as possible so we can be sure to get this semester off to a grand start! **I consider this document to be a contract between myself, my students, and participating parents or guardians, and will do everything in my power to honor it daily, with my wish is that you will do the same.**

### Course Description: Welcome to the exciting world of FOOD!!!

### Begin Your Culinary or Baking Journey by Learning Basic COOKING Techniques!

Introduction to Culinary Arts will emphasize the principles of planning, organizing, staffing, directing, and controlling the management of a variety of food service operations. The course will provide insight into the operation of a well-run restaurant, beginning with production skills, various levels of industry management, and hospitality skills. This is an entry level course for students interested in pursuing a career in the foodservice industry

**THE RETURN OF ALL COMPLETED & SIGNED DOCUMENTS IS WILL BE FOR YOUR FIRST MAJOR ASSIGNMENT GRADE (100 pts) (A-Day is Tuesday August 20th, B-Day is Monday August 19th, 2019) IT IS DUE NO LATER THAN THESE DATES TO RECEIVE A 100. Points will be deducted according to MISD Grading policy if brought afterwards. ALSO STUDENTS WILL NOT BE ALLOWED TO ENTER THE KITCHEN UNTIL ALL SIGNED DOCUMENTS ARE RETURNED.**

*Please complete ALL information and sign below*, acknowledging that we will all work together toward achieving success in this class

Student has/will have an *MISD-issued* iPad or laptop: YES\_\_\_ NO\_\_\_

Student will bring his or her own *personal* iPad or laptop each day: YES\_\_\_ NO\_\_\_

(If no, please explain below. See SUPPLIES & GRADING POLICY, as well as TECHNOLOGY POLICY on the following pages. **Cell phones will not be allowed for school work during class time.**)

Student Has Food Allergies: YES\_\_\_ NO\_\_\_  
(If yes, please list below.)

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Phone Number

\_\_\_\_\_  
Parent/Guardian EMai



Technology Policy



iPad or Laptop Required



Student Initial

iPad or Laptop REQUIRED Each Day! You May NOT Use Your Phone Instead of Your iPad.

\_\_\_\_\_

Cell Phones Will Be "PARKED" Each Day Upon Arrival in a Designated Area in the Classroom.

\_\_\_\_\_

Cell Phones Will Occasionally Be Used Only When Incorporated Into an Assignment.

\_\_\_\_\_

Google Classroom and Remind 101 are REQUIRED for this Class!

\_\_\_\_\_

NON-COMPLIANCE with POLICY or INSTRUCTOR DIRECTIVES:

- 1<sup>st</sup> Violation: Discussion/Warning Parking Ticket Issued
- 2<sup>nd</sup> Violation: Parent Contact, & Loss of ANY Phone Privilege for 3 Class Periods
- 3<sup>rd</sup> Violation: Phone Turned in to Office; Parent Contact & Referral; A/C is loss

of exemptions.

**We have read and agree to follow the above policy.**

\_\_\_\_\_  
Print **Student** Name

\_\_\_\_\_  
**Student** Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print **Parent** Name

\_\_\_\_\_  
**Parent** Signature

\_\_\_\_\_  
Date

**BBIA CULINARY ARTS UNIFORM POLICY**

# Introduction to Culinary Arts: 18-Week Course



**KITCHEN DRESS CODE is required every day beginning Tuesday, August 20th. A hair net will be provided until the student's required chef hat arrives. See ordering information below.**

Per the Course Description Guide, all Intro students are required to purchase and maintain the prescribed "mushroom style" chef hat as a part of kitchen dress code. **See Chef Roberson for color.** A picture of the appropriate hat will be sent home. Please, no embroidery. Embroidery adds weeks to your delivery. Thank you! Student cost for the chef hat will be approximately \$5.00, and must be purchased independently in any of the following ways:

Online from **happychefuniforms.com**; Online from **amazon.com**; In person at AceMart in Arlington.

Ordering and shipping is the responsibility of each student. The hat should be shipped to your HOME ADDRESS! **Proof of ordering is due in class no later than Tuesday, August 20th.** ***Any concerns about purchasing must be directed to chef instructor via phone call or email from parent or guardian BEFORE August 20th.***

Please be aware that jewelry will not be allowed in the kitchen. Facial Piercings must be covered with a bandage (student must provide). In addition, nails must be kept short (cannot extend past the fingertip). No polish will be allowed unless it is clear. All students who participate in competitions will be required to remove piercings and false nails.

## **Kitchen Dress Code:**

### **MUST Wear (Complete Uniform):**

### **May NOT Wear:**

Long Pants (jeans, slacks, scrubs, or chef pants)	Capris, shorts, leggings/jeggings, athletic pants, or sweat pants
Short-Sleeve or Long-Sleeve MISD-Compliant Shirt	Tank tops, cami shirts, tube tops, or shirts w/inappropriate graphics
Black Closed-toed non-slip shoes	Sandals, high heels, flip flops, house shoes
Prescribed Mushroom Chef Hat - See Chef for Color	Bandanas, Logo Hats, Do-Rags, or Hoodies
Apron (provided)	Colored nail polish, nails past fingertips
Black Sharpie AND ink pen	Jewelry or Piercings ( ear rings, necklaces, bracelets, rings)

## **Violations of Kitchen Uniform Policy and Dress Code:**

### **1<sup>ST</sup> VIOLATION**

*Automatic 30 point deduction from lab grade, dish duty, and suspension from cooking privileges for the day.*

### **2<sup>ND</sup> VIOLATION**

*Automatic 30 point deduction from lab grade, and suspension from cooking privileges for the day. Student will be given dish duty AND an alternate written assignment to be completed before dismissal.*

### **3<sup>RD</sup> VIOLATION**

*Automatic 30 point deduction from lab grade, and suspension from cooking privileges for the day. Written assignments, plus suspension of kitchen privileges for the day. Referral and A/C assigned; loss of exemptions.*

**We have read and agree to follow the above policy.**

\_\_\_\_\_  
Print **Student** Name

\_\_\_\_\_  
**Student** Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print **Parent** Name

\_\_\_\_\_  
**Parent** Signature

\_\_\_\_\_  
Date



## INTRO TO CULINARY ARTS DAILY PROFESSIONALISM RUBRIC

<b>ETHIC</b>	<b>BEHAVIORS</b>
<b>DEPENDABILITY</b>	<ul style="list-style-type: none"> <li>• ARRIVES ON TIME TO CLASS, KITCHEN, &amp; OTHER EVENTS</li> <li>• STAYS UNTIL JOB IS FINISHED; DOES NOT LEAVE EARLY</li> <li>• KEEPS PROMISES &amp; COMMITMENTS</li> <li>• COMMUNICATES WHEN PROBLEMS OCCUR</li> </ul>
<b>RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>• TAKES OWNERSHIP OF ACTIONS</li> <li>• GIVES NO EXCUSES</li> <li>• COMPLETES EACH TASK FULLY</li> </ul>
<b>TIME MANAGEMENT &amp; SELF-DISCIPLINE</b>	<ul style="list-style-type: none"> <li>• PRACTICES GOOD TIME MANAGEMENT IN CLASSROOM &amp; KITCHEN</li> <li>• WORKS EFFICIENTLY &amp; PRODUCTIVELY</li> <li>• PRIORITIZES TASKS AND MEETS DEADLINES</li> </ul>
<b>RESPECT &amp; SELF-RESPECT</b>	<ul style="list-style-type: none"> <li>• LISTENS &amp; GIVES EYE CONTACT TO OTHERS WHEN THEY ARE SPEAKING</li> <li>• HONORS OTHERS WITH CONCERN &amp; CONSIDERATION</li> <li>• HONORS SELF BY BEHAVING WITH DIGNITY &amp; CONFIDENCE</li> <li>• RECOGNIZES THE ABILITIES &amp; ACHIEVEMENTS OF OTHERS</li> </ul>
<b>PERSONAL HYGIENE &amp; FOOD SAFETY</b>	<ul style="list-style-type: none"> <li>• UNIFORM IS WORN DAILY, AND IS ALWAYS CLEAN &amp; TIDY</li> <li>• PRACTICES PROPER HAND-WASHING RULES &amp; TECHNIQUE</li> <li>• PRACTICES SKILLS TAUGHT IN CLASS &amp; KITCHEN TO KEEP FOOD AND ENVIRONMENT SAFE</li> </ul>
<b>EFFECTIVE ORAL &amp; WRITTEN COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• PARTICIPATES IN CLASS &amp; TEAM DISCUSSIONS</li> <li>• ACCEPTS &amp; SHOWS APPROPRIATE EFFORT ON READING &amp; WRITING ASSIGNMENTS</li> <li>• REFRAINS FROM CURSING &amp; DISRESPECTFUL TONES</li> </ul>

# Introduction to Culinary Arts: 18-Week Course



Instructor: Chef David Roberson  
Email: DavidRoberson@misdmail.org  
Phone: 682-314-1591  
Conference: 10:05 am – 10:30 am (Mon-Wed-Fri)  
Classroom A-102 Kitchen: C-107

GOOGLE CLASSROOM CODE   REMIND CODE

\_\_\_\_\_

- EACH SESSION WILL BEGIN & END IN THE CLASSROOM (A-102).
- STUDENTS MUST COME KITCHEN READY EACH CLASS
- DISMISSAL FROM THE KITCHEN OCCURS ONLY WHEN CHEF DECLARES IT CLEAN.
- NO PERSONAL BELONGINGS WILL BE ALLOWED IN THE KITCHEN PER ADMIN.
- NO FOOD ALLOWED IN ROOM, SEE CLASS PROCEDURES.

## Textbooks

**Foundations of Restaurant Management and Culinary Arts Level 1 and 2, National Restaurant Association**  
**Professional Cooking, Gisslen**  
**ServSafe Food Handler**

**Supplies:** Must Be With Student Each Day as of Tuesday/Wednesday August 22nd and 23rd. All supplies are available for purchase at Walmart.

- ***CHARGED iPad or Laptop – REQUIRED, unless indicated by parent/guardian on signature page.*** See technology page.
- White 2-inch Notebook/ 3 ring binder (Clear view cover front and back)
- 50 pkg Filler Paper
- 80 pg. 1-subject Spiral Notebook
- Tabs (12 tabs minimum)
- Black Sharpie
- Pens
- Pencils
- Highlighters
- Dry erase marker
- Sheet protectors 3-hole (25 ct)
- 1 box of Kleenex



## Grading Policy

The grading scale for all assignments will be as follows:

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

An “Incomplete” (I) reflects incomplete student work and is not considered an academic grade.

- **DAILY WORK: 60%**

Students will receive a **minimum** of three grades per week based upon their *participation and performance* on assignments and projects completed in the classroom. ***One of these grades each week will be for professionalism, based upon the Professionalism Rubric Posted in Class.***

- **MAJOR PROJECTS & ASSESSMENTS: 40%**

Students will receive a minimum of two major test/assessment grades for each six weeks grading period.

Such assessments may be in the form of a practical (lab) exam, a written exam, or project.

- **FINAL EXAM**

***The above policy will be the basis for 80% of the student’s semester grade. The final exam grade will count as 20% of the student’s total grade, per district policy.***

### Posting Student Work:

Student grades will be posted in Skyward parent portal within five business days for daily grades and major grades. Special consideration is given to major projects, including lengthy writing assignments.

### Active Participation

Introduction to Culinary Arts is a course that requires **highly active participation** in order for learning to occur. Both performance **and** participation are a huge part of each assignment.

### Attendance & Tardies

Attendance is submitted each session. Attendance & Tardy Policies will be posted in the classroom. A student is considered ABSENT if he or she misses 20 minutes of any session. A student is considered TARDY if he or she is not in the room at the official start time of any session. Official time will be that which is synced with Administration (School Tardy Bell). **All unexcused absences must be cleared within three days to be effective.**

Session 1 Start Time: 7:00 a.m.

Session 2 Start Time: 11:25 a.m.



## **Make-Up Work Policy – Student Responsibility**

**\*\*Please make note: it is the student's responsibility to take care of business.**

- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday's absence is considered late after Friday, and student work from Tuesday's absence is considered late after the following Monday.]
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.
- A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teacher may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

## **Test Retakes**

Our goal is for students to be successful and master the objectives for the course. If, due to extreme circumstances, a student scores below 70% on a major written test (***final exam excluded***), he or she may request a retake. Once approved, the maximum grade will be 70% and the following must occur:

- The student is encouraged to attend a tutorial with Chef Roberson
- The student must schedule the retake test before the end of the six-week grading period.

## **Late Work Policy**

All work done ***in class*** must be turned in by the designated due date and time. \* Teacher designates due date and time for assignment (Beginning of class period, End of class period, designated time of day)

- If a student fails to meet the due date and time, then the student has until the next class period (next day or B day) to turn in assignment to be considered one day late.
- Students will be assessed a penalty of 30% points for up to one class period late.
- Score of zero may be given for work turned in after one day late.

## **Extra Credit Policy**

Extra Credit opportunities will only be offered if all regular daily work and assessments have been completed and submitted.

## **Academic Dishonesty**

All persons involved in academic dishonesty will be disciplined in accordance with the student handbook. Academic dishonesty includes, but is not limited to, ***cheating, plagiarism, and the submission for credit of any work or materials that are attributable in whole or in part to another person.***



## **Academic dishonesty continued**

Teachers determine what constitutes cheating and/or plagiarism.

### **Consequences for academic dishonesty Daily Work**

- \* Every Offense
- o Academic and Disciplinary Consequences
- o Assign grade of zero
- o Write a referral
- o Teacher contacts parents
- o Consequence from administrator would be a minimum of AC placement

### **Exams or Other Major Assessments**

- \* Every Offense
- o Academic and Disciplinary Consequences
- o Assign grade of zero
- o Write a referral
- o Teacher contacts parents
- o Consequence from administrator would be a minimum of AC placement
- o An alternative exam or major assessment can be completed for a maximum grade of 70%
- o Academic Associate is notified and will schedule a meeting with student, parent and teacher

## **Course Calendar/Schedule:**

Intro to Culinary class assignments will be posted in class, as well as in Google Classroom daily, weekly and monthly as we progress through class schedule. First six weeks will deal with History of Food service, Food Safety, Personal Hygiene.

## **Lab Safety**

The professional kitchen is a dangerous setting. All culinary students will be held accountable to a “zero tolerance” safety policy upon entering the kitchen lab. Detailed information regarding the policy will be discussed during the first week of class. ***Students who choose to not follow the policy will receive an immediate referral and will be suspended from cooking and tasting privileges for a two-week period.***

## **Selection Process for Culinary Classes:**

Due to the large number of students who request culinary courses, placement is very competitive. The following criteria are used to determine ***eligibility***. Please see course description guide for coherent sequence of courses and prerequisites.

- 1.) Student has passed Intro to Culinary course.
- 2.) Student has been recommended by prior Culinary Arts instructors. Recommendations are based upon consistent professionalism, and attendance as outlined in the Professionalism Rubric.