



## SYLLABUS & STUDENT CONTRACT

### CULINARY ARTS PRACTICUM 1

Dear Parents and/or Guardians:

I consider it a privilege to have your son or daughter enrolled in my class. Please take a few minutes to go over the attached document together. If you have any questions or concerns, please email or call as soon as possible so we can get your son/daughter off to the right start. I consider this document a contract between you, my student, and myself and will do everything in my power to honor it daily. Please sign below, along with your son/daughter, acknowledging that we will all work together toward achieving success. Please feel free to contact me at anytime. We are looking forward to a great year!

\_\_\_\_\_  
Student Name (Print)

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

\_\_\_\_\_  
Student (Signature)

\_\_\_\_\_  
Parent/Guardian (Signature)

\_\_\_\_\_  
Student E-mail

\_\_\_\_\_  
Parent/Guardian E-mail

\_\_\_\_\_  
Parent/Guardian Phone #

**Please return this completed sheet to Chef Smith the next possible day.**

email:[adairsmith@misdmail.org](mailto:adairsmith@misdmail.org)

Kitchen Phone/Voice Mail: 682.314.1614

Savvy's Bistro 682.314.1616

Main Phone at Ben Barber 682.314.1600

Follow Savvy's Bistro on FB for the latest info

<https://www.facebook.com/pages/Savvys-Bistro-Food-With-Educated-Taste/263593840012>

Kitchen: C-108

Bistro: C-110

“Office Hours” – for tutoring and other special needs:

Wednesdays

2:30 – 3:30

**Culinary Arts Practicum 1** is an advanced class that meets for the full year. Students are solely responsible for the success of Savvy's Bistro and Catering. Students will operate Savvy's Bistro, a full-service restaurant, which is open to the public. The students will also operate Savvy's Catering that serves all of Mansfield. Students will learn prep list, line checks, organization, and cleanliness, FOH service, and BOH service. Students are expected to leave CA Practicum 1 with an understanding of full service restaurant operations, quick-casual restaurant operations, catering experience and a professional portfolio consisting of a resume, applications for scholarships, and photographs of their work. There will be times we will do catering away from Ben Barber. **Students will be required to sign a “Release/Permission Slip” to travel during catering events. If not signed, the student will not be allowed to go off site and work the event.**

### **Supplies are in the Dress Code Policy**

#### **Kitchen Dress Code Policy**

Having the proper uniform shows a level of professionalism that is necessary! Please have all uniform items clean and in good order. The student will be required to purchase a kitchen uniform for the year, per the MISD course description. **The deadline to purchase the uniform supplies is October 30<sup>th</sup>. The student Chef will need to be in uniform by September 9<sup>th</sup>! The grade for the uniform will be counted on September 9<sup>th</sup>!**

- **Chef Coat (student purchase from Happy Chef Uniforms) Chef Smith will have your name put on the coat for no charge**
- **Traditional Black Chef Pants (student purchase from Happy Chef Uniforms)**
- **Black, non-skid-closed-toed shoes that cover the top portion of the foot and black socks. (student purchase from Happy Chef Uniforms or another source of choice)**
- **Server Apron (supplied by MISD)**
- **Kitchen Hat (supplied by MISD)**
- **Black Sharpie Marker and Ink Pen (supplied by MISD)**

All long hair must be restrained. Please do not wear jewelry or painted fingernails. This is all per the Health Department of Tarrant County. Please remember that this is a professional restaurant. We are serving the public and we are accountable as all restaurants are.

Please wear your uniform everyday (it is a grade), unless otherwise instructed.

## Grading Policy

The grading scale for all assignments will be 0 – 100 unless otherwise specified.

### SAVVY'S BISTRO

OPERATIONS	60%	Students will receive a minimum of one grade per week based upon Uniform compliance, restaurant position performance and cleaning performance and any other assignment related to Savvy's Bistro.
TESTS	40%	Students will receive a minimum of one major test/assessment grade per 6-week progress reporting period. Such assessment may be in the form of a practical (lab) exam, a written exam, or a project.

The above will be the basis for 80% of the student's semester report card grade. A written final exam will be given at the end of the semester. The exam grade will count as 20% of student's total grade, per district policy.

## UIL ELIGIBILITY ("No Pass/No Play")

**If a student is not UIL eligible, the student will not be allowed to participate in field trips or any culinary related functions, with the exception of catering.** A student who is not UIL eligible may still do catering, as long as it is not during another teacher class period.

Semester grades are computed by averaging the numerical grades recorded for each of the three six week reporting periods.

Each six week grading period will stand alone for eligibility purposes.

A student who is declared academically ineligible after a six week grading period will be able to regain eligibility if all of the student's grade averages are 70% or higher at the subsequent 3 week grade reporting period.

See MISD Board Policy FM (LOCAL) – Exempt Courses.

## Academic Dishonesty

Academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form at Ben Barber. 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, the submission for credit of any work or materials that are attributable in whole or in part to another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

## Test Re-Takes

- If, due to extreme circumstances, a student scores below a 70% on a major written test he/she may request a re-take. If a re-take is granted by Chef Smith, the following must occur:
  1. The student must schedule and attend a tutorial with chef smith after school.
  2. The student must schedule the re-take to occur after school hours, before the end of the grade reporting period.

## Late Work Policy

Students may be assessed a penalty of no more than 10 points per A or B day (this is not calendar days) for up to a maximum of three class periods before a zero may be given for work not turned in on time.

## Participation

**This class is based on a high level of participation.** If a student shows no interest in participating, the parent/guardian will be contacted. If necessary, a conference will be scheduled.

## Attendance

Attendance is submitted each block/session. A student is considered Absent if he or she misses 20 minutes or more of any class. A student is considered Tardy if he or she is not in the kitchen at the official start time of any class. Start times for classes are as follows:

Morning Session: 7:00 a.m.  
Afternoon Session: 11:30 a.m.  
Advisory : 10:10 a.m.

## Make-Up Work Policy – Student Responsibility

When a student returns to class following an absence, it is his or her responsibility to collect all make-up work. Kitchen Labs cannot be made up, however, copying recipes and notes for the lab *can* be.

All make-up work will be assigned on the Friday following the student's absence. The work will be due the following Friday, unless otherwise arranged with chef smith.

If a student chooses to do makeup work for an unexcused absence, the grade will be no higher than a 70% per district policy.

*All tests* will be announced at least one week in advance, therefore, missing the class period prior to the test day does not excuse the student from taking the test with the class.

## Cell phones / Personal Electronics

Use of cell phones and other personal electronic devices such as MP3 players and laptops is not permitted in the kitchen, bistro or kiosk unless deemed appropriate by Chef Smith.

## Kitchen Lab safety

The professional kitchen is a dangerous setting. All culinary students will be held accountable to a “zero tolerance” safety policy. Detailed information regarding the policy will be discussed during the first and second week of class. **Students who choose not to follow the policy will be removed from any kitchen duties for 2 weeks and their parents will be contacted.**

## Certifications

Students will get a ServSafe Employee Food Safety Training Certificate, if they do not have one. This certification allows the student to work in any restaurant in Tarrant County.

# KITCHEN EXPECTATIONS AND RULES

- (1) Think safe - Be safe! Follow ALL safety procedures.
- (2) Chefs have a ZERO TOLERANCE policy for Theft and Waste.
- (3) If you take it... put it back when you are finished! BE ORGANIZED!
- (4) THINK CLEAN... BE CLEAN!

KITCHEN MOTTO — “DO RIGHT AND FEAR NO ONE”