



## Teacher/Student/Guardian Contract

Hello Student Chefs and Parents/Guardians:

Welcome to Culinary Arts! I'm BEYOND excited to get to know you and work with you this semester!! Congratulations on your commitment to continue exploring the many opportunities and benefits of the food service industry through this two semester course. Please take the time to review and familiarize yourselves with the following documents. If you have any questions or concerns, please contact me by phone or email as soon as possible. **This document is a contract between all of us.** I'll do my best to honor it daily; please do the same :)

**→ Please complete ALL information and sign below! ←**

**\*Return SIGNED NO LATER THAN August 20th(A) for a 100 Major Grade.**

**\*\*For safety reasons, the student won't be allowed to enter the kitchens until this signed contract is returned.**

***Students are required to have their iPad or laptop in class each day. Cell phones will be stored and will not be allowed for school work or otherwise during class time.***

***Please complete the following:***

-Student has and will bring their MISD-issued iPad/tablet: YES\_\_\_\_ NO\_\_\_\_

-Student has and will bring their personal iPad/tablet: YES\_\_\_\_ NO\_\_\_\_

*(If answered NO to both, please explain below)*

-Student has food/chemical allergies: YES\_\_\_\_ NO\_\_\_\_

*Please list any food/kitchen chemical allergies that your child has (peanuts, bleach, etc.).*

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

\_\_\_\_\_  
Parent/Guardian (print)

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# Culinary Arts



## 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

*Chef J. Baker-Roberson*

# Culinary Arts



## Syllabus

GC CODE

REMIND CODE

**Chef Instructor:** Chef J. Baker-Roberson

**email:** [jbaker-roberson@misdmail.org](mailto:jbaker-roberson@misdmail.org)

**Phone:** 682-314-1591

**Conference:** M-TR @ 10:05a-10:30a

**Ben Barber Innovation Academy:** Room B-121, Lab C-111

- EACH SESSION WILL BEGIN & END IN THE CLASSROOM (B121).
- DISMISSAL FROM THE KITCHEN OCCURS ONLY WHEN CHEF DECLARES IT CLEAN.
  - NO PERSONAL BELONGINGS WILL BE ALLOWED IN THE KITCHEN PER ADMIN.

## Culinary Arts

Culinary Arts is a 36-week course that will take students through basic principles and techniques of both cooking and baking. Students will follow ProStart curriculum in both the classroom and the kitchen as they master basic moist and dry heat cooking methods, along with basic mixing and baking methods. Students will also have the opportunity to earn the ServSafe Food Handler Certification.

Primary objectives of the course include:

- Professionalism (*assessed daily and recorded every three weeks as a **major** grade...see Professionalism Rubric*)
- Employability
- Teamwork & Leadership
- Food service management
- Intermediate cooking operations and baking techniques
- Guest and property loss prevention

A large part of the Culinary Arts curriculum focuses on professionalism, as well as the marketing, managing and operations of the food service and restaurant industry. Learning occurs both in the classroom and in our commercial kitchen labs. Students are encouraged to participate in extended learning experiences such as career and technical student organizations (CTSOs), leadership and extracurricular activities. Students in all levels of the program will have an opportunity to participate in catering events, competitions, and community service events.

## Required Daily Supplies:

- ☐ Charged iPad/laptop
- ☐ 2 pencils and 2 ink pens
- ☐ 1 Black "Sharpie" Marker
- ☐ 2" 3-Ring Binder
- ☐ 1 set of dividers (8)
- ☐ Sheet Protectors (25+) for recipes
- ☐ 70 page spiral
- ☐ 1 box of tissue
- ☐ 1 Digital Bi-Metallic Stemmed Thermometer
- ☐ Complete Uniform (see description below)

**\*\*STUDENTS MUST HAVE ALL SUPPLIES  
NO LATER THAN August 20, 2019\*\***

# Culinary Arts



## UNIFORM POLICY - CA

TEMPORARY KITCHEN DRESS CODE (see table below) is required every day beginning Tuesday, August 20th. The student's previous uniform may also be worn until his/her new uniform arrives. The new full uniform will be required every day beginning MONDAY SEPTEMBER 9th. See ordering information below and in the attached packet.

Per the Course Description Guide, all Intro students are required to purchase and maintain the prescribed uniform. It is to be taken home and kept clean and free of wrinkles for each kitchen lab. Specific ordering information for each item will come home with your student. Please read carefully to ensure you order the correct items. Student cost for the chef uniform will be approximately \$60.00 and must be purchased independently at [happychefuniforms.com](http://happychefuniforms.com). The required items include chef coat, pants, chef hat, and apron. (*Apron is for Advanced Culinary only. Aprons will be provided for Culinary Arts students.*) Please, no embroidery. Embroidery adds weeks to your delivery.

The **required shoes** may be purchased anywhere as long as they are closed-toed, black, and non-slip (see below).

Ordering and shipping is the responsibility of each student. The uniform 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. 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.

### Temporary Kitchen Dress Code

#### **MUST Wear :**

#### **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 Specs 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

*Chef J. Baker-Roberson*

# Culinary Arts



**Baking & Pastry** is an 18-week laboratory course designed to provide specific training leading to enhanced knowledge and skills for employment in the area of Culinary Arts. Primary objectives include:

- Hand tools & Large Equipment
- Professionalism
- Ingredient exploration
- Major Methods of Prep:
  - creaming, blending, foaming, piping, meringues, cut-in, straight dough, quick breads, yeast breads, custards, frozen desserts, cake decorating, and sauces

A large part of the Culinary Arts curriculum focuses on professionalism and workplace safety. Learning occurs both in the classroom and in our commercial kitchen labs. Students in all levels of the program will have an opportunity to participate in catering events, competitions, and community service events.

**Textbooks** (classroom copies only, assigned by number for use on campus)

Foundations of Restaurant Management and Culinary Arts Level 1, National Restaurant Association  
Foundations of Restaurant Management and Culinary Arts Level 2, National Restaurant Association  
ServSafe Starters, 6th Edition, National Restaurant Association

**Instruction Schedule** (*subject to change due to holidays, district testing, etc.*)

Classroom Instruction:	Monday-Friday
Kitchen Labs:	Possible Each Day (Minimum of 1 per Week)

## **Required Certifications:**

\*see attached document

## **Active Participation**

Baking & Pastry is an advanced course that requires ***highly active participation*** in order for learning to occur. As stated above, both performance ***and*** participation are a huge part of each assignment.

## **Lab Safety**

The professional kitchen can be a dangerous setting if handled inappropriately. 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 Advanced/Practicum Culinary Classes:**

Due to the large number of students who request advanced 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 prior culinary course(s).
- 2.) Student passed Professionalism Grade (attendance & uniform) in prior culinary course(s).
- 3.) Student has been recommended by prior Culinary Arts instructors. Recommendations are based upon consistent professionalism as outlined in the Professionalism Rubric (see attached).

## **Grading Policy**

The grading scale for all assignments will be as follows:

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

# Culinary Arts



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 attached Professionalism Rubric.***

- **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.

## **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 displayed on Chef Coffey’s iPad, which is synced with Administration. **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 Note: It is the student’s responsibility to take care of business.** When a student returns to class following an absence, it is his/her responsibility to check Google Classroom for all makeup work and submit them for grading. **Missed Kitchen Labs will made up;** student will be given a set of ingredients to complete the lab at home. The student must document the entire process with pictures and bring a sample in for grading. Students must complete all make-up work **within 2 days** of the missed class.

If a student chooses to do makeup work for an **unexcused** absence, the grade will be no higher than a 70%, per district policy. It is the student’s responsibility to provide documentation of an **excused** absence.

## **Written Test Re-Takes**

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 re-take. Once approved, the maximum grade will be 70% and the following must occur:

- The student must schedule and attend a tutorial with Chef Baker.
- The student must schedule the re-take 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. Any late work turned in after the designated time will be assessed a 10 point deduction per day (a “0” will be earned after 3 days late) and **MUST be turned in within the first 5 minutes of the following class session to avoid another late penalty** (after 7:05am - first session or 11:30am - second session).

## **Extra Credit Policy**

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

# Culinary Arts



## **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.***

1. Teachers determine what constitutes cheating and/or plagiarism.
2. 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

## **Selection Process for Intro to Culinary to other 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(s).
- 2.) Student passed Professionalism Grade (attendance & uniform) in prior culinary course(s).
- 3.) Student has been recommended by prior Culinary Arts instructors.

Prerequisites are in place for the following Culinary Arts courses:

COURSE NAME	PREREQUISITE REQUIRED
CULINARY ARTS	INTRO TO CULINARY ARTS & INSTRUCTOR RECOMMENDATION
ADVANCED CULINARY ARTS	CULINARY ARTS & INSTRUCTOR RECOMMENDATION
PRACTICUM COURSES	ADVANCED CULINARY ARTS & INSTRUCTOR RECOMMENDATION

# Culinary Arts



## DAILY PROFESSIONALISM RUBRIC

ETHIC	BEHAVIORS
DEPENDABILITY	<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>
RESPONSIBILITY	<ul style="list-style-type: none"><li>• TAKES OWNERSHIP OF ACTIONS</li><li>• GIVES NO EXCUSES</li><li>• COMPLETES EACH TASK FULLY</li></ul>
TIME MANAGEMENT & SELF-DISCIPLINE	<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>
RESPECT & SELF-RESPECT	<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>
PERSONAL HYGIENE & FOOD SAFETY	<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>
EFFECTIVE ORAL & WRITTEN COMMUNICATION	<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>

Students in the Culinary Arts program are graded daily on the professionalism ethics and attributes in this rubric. A Professionalism grade will be submitted to the gradebook every three weeks.

**These grades are used as criteria for placement in other higher-level Culinary Arts courses.**

***Please complete ALL information and signatures above. ALL DOCUMENTS REQUIRING SIGNATURES, AND REQUIRED SUPPLIES are to be returned to Chef Baker by, AUGUST 20th.***

**Please keep the syllabus and rubrics for daily reference.**