

Introduction to Culinary Arts: 18-Week Course



Teacher/Student/Guardian Contract

Hello Student Chefs and Parents/Guardians:

Welcome to your first culinary class ever, Introduction to Culinary Arts! I'm BEYOND excited to get to know you and work with you this semester!! This is a great first step to exploring the many opportunities and benefits of the food service industry. This is a fast-paced class and our time together will go by even faster. 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 :)

Introduction to Culinary Arts

An 18-week course designed to 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, food 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.

→ Please complete ALL information and sign below! ←

***Return SIGNED NO LATER THAN January 14th(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

Parent/Guardian Signature

Date

Date

Please feel free to contact me by email or phone at any time. I look forward to speaking with you!

Chef J. Baker-Roberson



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 st Violation: | Discussion/Warning Parking Ticket Issued |
| 2 nd Violation: | Parent Contact, & Loss of ANY Phone Privilege for 3 Class Periods |
| 3 rd 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

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Chef J. Baker-Roberson



UNIFORM POLICY

Please be aware that we follow ServSafe Standards. The standards provided below are expected to be followed every kitchen lab.

Kitchen Lab Uniform:

MUST Wear (Complete Uniform):

May NOT Wear:

Black slip-resistant kitchen shoes or shoe covers (approx. \$20 Walmart)	Sandals, high heels, flip-flops, house shoes
Socks	Colored nail polish, nails past fingertips, jewels on nails
Long Pants (ankle length)	Capris, shorts, skinny jeans, leggings, joggers, athletic pants, yoga pants or sweatpants
Sleeved Shirt	Tank tops, tube tops, hoodies, capped-sleeve, crop tops, shirts w/inappropriate graphics
*Happy Chef CookCool classic chef hat #589 (white) \$4.95 www.happychef.com	Hoodie, knit beanie, scarf or bandana
Black Sharpie Ink pen/pencil Highlighter Dry erase marker	Jewelry (piercings, necklaces, bracelets, watches, rings) **Facial Piercing will need to be removed or require a band aid covering (band aid is student provided).

**Aprons will be furnished each lab day and laundered by the students. You may purchase your own white bib apron if you choose.*

IF A PIECE IS MISSING FROM THE UNIFORM, STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN THE KITCHEN LAB.

Out of Uniform:

Violations of Kitchen Uniform Policy and Dress Code:

1ST VIOLATION

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

2ND 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.

3RD 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.

I have read and AGREE to the above uniform and dress code policy.

Parent/Guardian Signature

Student Signature

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Chef J. Baker-Roberson

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Syllabus

Chef Instructor: Chef J. Baker-Roberson

email: Jbaker-roberson@misdmail.org

Phone: 682-314-1591

Conference: M-TH @ 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

GC CODE

nggauap

REMIND CODE

a1introt

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Required Daily Supplies:

- ☐ Charged iPad/tablet (see technology page)
- ☐ 2 pens, 2 pencils
- ☐ Black "Sharpie" Marker
- ☐ 2" 3-Ring Binder
- ☐ 1 set of dividers (8)
- ☐ Sheet protectors 25 count (for recipes)
- ☐ Dry erase markers
- ☐ Highlighters
- ☐ 70- page spiral
- ☐ Clorox wipes

****STUDENTS MUST HAVE ALL SUPPLIES
NO LATER THAN January 14, 2020****

Textbooks

Foundations of Restaurant Management and Culinary Arts Level 1 (National Restaurant Association)

Certifications

**There are certifications required for this course.*

Active Participation

Introduction to Culinary Arts requires **highly active participation** in order for learning to occur. 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.**

Grading Policy

The grading scale for all assignments will be as follows:

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

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F	Below 70
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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.

- **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 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.

UIL Eligibility (“No Pass/No Play”)

Participation in all Culinary Arts events, field trips, and competitions are subject to the UIL eligibility policy. See MISD Board Policy FM (LOCAL) - Exempt Courses for more detailed information.

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.

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 A-day or B-day) to turn in assignment to be considered one day late.

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- 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.

Test Retakes

Our goal is for students to be successful and master the objectives for the course.

- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct for a maximum grade of 70%.
- All retakes or corrections must be completed prior to the end of the grading period.
- Students are encouraged to attend tutorials.

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.***

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

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DAILY PROFESSIONALISM RUBRIC

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

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, January 14th A-day.
Please keep the syllabus and rubrics for daily reference.

Please feel free to contact me by email or phone at any time. I look forward to speaking with you!

Chef J. Baker-Roberson