



Culinary Arts Level 1

COURSE SYLLABUS

Chef Duggan Culinary Instructor
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COURSE DESCRIPTION

This course involves both theory and actual hands-on lab and work experience. The Centers' culinary courses use industry and state standards. The program includes an industry-driven curriculum and a lecture and hands-on learning blend. Students in level one will be introduced to the basics of cooking and knife skills. They will be able to help with catering events during school & after-school hours.

National Assessment/Credential: Certificate of Achievement
ServSafe Food Handlers Certification

STUDENT EXPECTATIONS:

- To learn basic and current information about food, nutrition, and careers.
- To provide practice in developing safe food-handling skills.
- To develop time and management skills in food preparation.
- To work cooperatively with others. Learn and practice good work ethical skills.

WAYS I EXPECT TO ACHIEVE THESE GOALS:

Learning experiences include class instruction, literature, activities, demonstrations, videos, and cooking experiences.

ENVIRONMENT & REQUIRMENTS

- Must be able to lift 20lbs
- Will be exposed to loud noises (yelling, loud talking, and banging)
- Will be around and use open flames and heat– ranges, butane torches, fryers, and ovens
- Will use and maintain sharp objects like knives and scissors
- Must handle and cook raw animal products (chicken, beef, and pork)
- Will need to move quickly from item to item

Must be able to be to work independently in a fast-paced environment

HOMEWORK POLICY:

Depending on the use of class time, homework will be necessary to review information in the Google Classroom to prepare for tests. The homework grade is based on completed work **turned in by the deadline**. ***There is a 10-point deduction for late work for each day it's late; after three days, work will not be accepted.***

SPECIAL ASSIGNMENTS AND PROJECTS:

During the school year, the culinary level 1 will have the opportunity to work with Culinary Interns on catering events.

MISTAKES and FAILURES All students at one point or another will make a mistake or fail while cooking/preparing food. These actions are encouraged for growth, and not looked at in a negative light.

SUPPLIES NEEDED THE FOLLOWING:

- 2-inch binder- for recipe handouts
- slip-resistant chef shoes. **NOT Sneakers/Slides/Crocks or other rubber-soled shoes.**
- District/Home School Chromebook

TEXTBOOKS

- Foundations of Restaurant Management & Culinary Arts Level 1 & 2 National Restaurant Association Educational Foundation, Pearson 2011
- Professional Cooking: (6th Edition) Wayne Gisslen, Wiley, 2007
- ServSafe: Essentials, by Educational Foundation, 5th Edition National Restaurant Association Educational Foundation, 2008

Grading

Each assignment will be given a point value. Your grade will be determined by dividing the points you earn on each assignment by the total point value of the assignment.

Example: You earn 48 points on a 50-point value assignment. Your grade would be $42/50=96\%$ A. The district grading scale is printed in your school handbook.

Grading Scale Grading is on a 10-point scale as below:

90-100 A
80-89 B
70-79 C
60-69 D
59-below F

Labs:

Labs will be set up on a team (4 or 2 people) system. Teams will be assigned to a production area and required to perform various tasks. Labs evaluate professional attire and behavior, mise en place, sanitation, teamwork/participation, and product results.

In addition, each student will be given leadership roles throughout the course and evaluated on their performance as a manager.

*If you are not in uniform, you will not be allowed to participate in the lab and will be given a **zero** for that day.*

Quizzes & Tests:

Missed quizzes, tests, or practical exams due to a medical, family emergency, or testing will be up to the student to arrange a time to be made up. Any other reason will not be accepted.

- Quizzes will be assigned as a hands-on demonstration or as written quizzes relating to **current** units of study.
- Tests will be given as skill demonstrations and written tests relating to current and **previous** topics.
- Homework assignments are due on the due date. **Online assignments with a week grace period will not be graded if late, and a zero will be given.**

Semester and Final Exams:

Exams will be made up of two parts: Written and Practical. Written and practical exams will be given on different days.

- The written exam will consist of multiple-choice, matching, fill-in-the-blank questions, short answers, and essay questions.
- The practical exam is a demonstration of your kitchen lab skills. Some exams can take 3 to 4 days to complete. These cannot be **EXEMPTED**.

Make-up & Late work:

No late work will be accepted after the quarter has closed.

- All late work will be 10 pts off each day after the due day
- Make-up for missed tests/quizzes must be scheduled by the student with the instructor

Attendance:

Attendance is crucial for this class, as they **cannot** be made up. However, if the absences are due to medical reasons, general illness, and appointments, students will have the opportunity to make up missed labs.

Each student has 10 days or 20 absences, each day counts as 2. This course is double-blocked.

Classroom Expectations

1. **Have RESPECT for yourselves, each other**, the teacher, and guests. This means paying attention to those who are speaking and being polite to anyone in our classroom.

- I respect each of you as a young adult. You should feel free to come to me with questions or concerns about the material without expecting to be ridiculed or criticized.

2. **Make an effort** to do your best on every assignment. Completing assignments, participating in classroom discussions, and studying hard show me that you care about your education. Coming to class prepared each day is a step in the right direction. You will be amazed at what this can do for your grades.

- I will not give you work beneath your abilities, and I will help you reach new levels of achievement. I will keep in mind your needs, abilities, and interests when developing lessons and activities for the class.

3. **Be here, Be ON TIME, and Be ATTENTIVE.** Students who attend class regularly and arrive on time tend to do better work and understand more. Poor attendance causes students to miss lab work that is hard or impossible to recreate.

- I will be on time for class and for any meetings we have with each other. In case of absences, you need to ask me for your makeup work, and I will review the missed materials with you. I do not like to see 0 in my grade book. I will not bug you to turn in all the work. There is no excuse for not turning in work

Professional Appearance

This policy is always to be adhered to and will be enforced by the chef and administration. The word “uniform” is meant to express similarity and professionalism, not an expression of individuality.

Students who choose not to conform to the dress code will **not** be allowed to participate in the lab and will receive a **ZERO** for the day work will be assigned for them to complete by the end of the period.

This is a professional program, and students are expected to maintain personal hygiene and health department standards.

Cell Phone & Technology

There is a ZERO cell phone and Smartwatch policy for this class. Devices will only be permitted in the hallways during transition or breaks. The following are the steps should the rule be violated:

- **First offense-** The device will be turned into the Chef for holding.
- **Second offense -** Students will turn in their cell phones to the administration, and parents will be notified. The devices will be held until the end of the class period.
- **Third offense -** A parent conference will be called.

Lockers

Each student will be assigned a locker, students **must buy a lock**. The student will be responsible for maintaining a tidy locker; all personal and valuable items must be kept and locked in their locker.

NO sharing - in case you or the person you are sharing with is absent or not present.

Uniforms



A **clean** uniform must be worn daily. Maintenance of the uniform is the responsibility of each student. *Each student must wear long pants without holes, slip-resistant kitchen shoes, a hat or hair restraint.*

Chef Coats and Aprons are provided as part of student fees. •

- **Hair:** Must be pulled back and if needed, in a hair restraint- this applies to male or female students.
- **Hands:** Students are required to wash their hands before starting class, after using the bathroom, and as necessary to maintain sanitary conditions during food preparation.
- **Fingernails:** Fingernails must be neatly trimmed and clean and must not extend more than one-quarter inch (1/4 inch) beyond the fingertip. **No nail polish, No false or acrylic nails.**
- **Jewelry:** No visible jewelry is permitted other than a wedding band.
- **Watches:** These are classified as jewelry and are prohibited in the kitchen including smartwatches.

Any violation of the uniform code will result in a **ZERO** for the grade book and you will not be able to participate in the lab portion of the class.

IN THE KITCHEN

Kitchen Etiquette

- **Gum chewing is not allowed**
- All drinks must be covered and placed below the table work area • No outside food should be open in the table work area during class time • Use tasting spoons/forks during class time
- No personal electronic devices - ear pods/headphones, smartwatches, or cell phones are allowed in the kitchen.

Working in the Kitchen

- Any injuries of any kind should be reported to your Chef immediately
If you don't know how to use a piece of equipment- ASK
- Always return equipment to the proper storage spot.
- Never wash hands in dish sinks or vice versa, only hand sinks

- Use the dish machine for small items, 1/2 sheet pans, small wear, bowls, etc. DO NOT PUT MEASURING SPOONS, KNIVES & VERY SMALL ITEMS IN THE DISH MACHINE AREA – wash them by hand and dry and put them away.
- Keep the cover on the garbage disposal during use, it's there for a reason
ALL dishes must be cleaned and PUT AWAY at the end of EVERY class

General Expectations

- If you need help, ASK FOR IT!
- Teamwork is essential!
- Make eye contact. When someone is speaking.
- Always be willing to help those around you.
- Clean your area every day. Take responsibility for your actions.
- While you are with a substitute teacher, you will follow the rules that you follow when I am here.
- Always behave in a professional manner inside and outside of the classroom
- No roughhousing.
- When you have a question, feel free to call my name when you raise your hand.
- Please do not talk while I am talking.
- Act as if you are on the job. **THIS IS AN INDUSTRY/COLLEGE READY CLASS**
- Have pride in your work.

JOBS AND KITCHEN CLEAN-UP

Keeping the kitchen clean is a vital part of food safety and sanitation. Our program is governed by the South Carolina Department of Health and Environmental Control (DHEC)

DHEC will do unannounced site inspections. This is part of their grading system for food and facility safety.

Each day teams will rotate cleaning tasks in the kitchen this is part of your sanitation grade. **A good rule of thumb is to CLEAN AS YOU GO!** Wipe up spills quickly, sweep up after yourself and your team, and wipe down your workstation and range/stove as frequently.

Job Tasks:

1. **Dishwashers** - Wash dishes and return dry clean dishes to dry storage.
2. **Floors & Trash** - Sweep the floors, mop as needed, remove all trash.
3. **Dry Storage** - Keep organized, sweep and mop floors as needed, and clean shelves.
4. **Worktables** - Clean and sanitize all worktables, and clean shelving if applicable.
5. **Equipment** - Clean and sanitize all equipment used that day. (ranges, ovens, mixers, etc.)

ONCE A MONTH EACH LEVEL WILL DO A COMPLETE KITCHEN CLEAN-UP.

Professional Grade:

The Professional Rating grade is based on production/participation points given each day of class. There are five (5) distinct areas: professionalism, organization, method & technique, sanitation, and time management, and a total of 100 points.

No points are awarded to absent students or those unable to work in the Kitchen Lab due to violations. Students will be unable to make up missed Kitchen Lab Days. Other arrangements will be made for missed Kitchen Lab days.

DO NOT RUSH YOUR WORK. You have 2 ½ hours to complete your work. Any unfinished work can be completed later in the next class. Work towards perfection in the beginning and speed towards the end of the year. The chef will help you along the way.

Professionalism / Teamwork (25 points)

1. Arrives and leaves on time.
2. Is prepared to work chef coat and proper PPE (shoes and pants) and recipes have been pre-read if provided.
3. Works well with the team and other classmates.
4. Refrains from using unapproved technology (cell phone, Game Boy, etc...).
5. Takes direction and critiques well.

Organization--Mise en Place (10 points)

1. Plans & organizes daily menu assignments.
2. Utilizes critical thinking skills in developing proper sequencing of formulas
3. Follow recipes and directions correctly.
4. Mise en place is organized and flows.
5. Utilize the proper equipment for the correct procedures.

Measurement & Technique & Skills Practice (10 points)

1. Uses proper culinary/pastry skills, keeps knives sharp, and uses the correct tools for each task.
2. Corrects mistakes when directed.
3. Uses proper culinary/pastry techniques for a given dish or product
4. Apply the use of all skills learned in the lesson
5. Practice all learned skills often, ex. Knife cuts and cooking methods

Time Management & Kitchen Clean-up (25 points)

1. Makes the best use of his/her time
2. Focuses on the task at hand
3. Clean as you go. Clean dishes and station frequently – don't wait.
4. Read recipes completely before starting
5. Work with an assigned group to complete cleaning tasks.
6. Aide's other students when asked or directed to ensure the kitchen is ready for Chef inspection
7. Follow all safety and sanitation rules.

Safety & Sanitation (30 points)

1. Always keep the work area clean.
2. Keep personal hygiene at the highest attainable level.

3. Uses a clean apron.
4. The chef's coat is clean and not soiled
5. Avoids wiping hands on their body during production (pants, chef coat or other)
6. Use gloves when necessary.
7. Abides by all kitchen and equipment safety rules
8. Follows the cleaning schedule properly and performs tasks correctly and efficiently.
9. Carry knives and other sharp instruments correctly.
10. Informs students around them when transporting a hot pan or pot.

Semester 1	Semester 2
<p>Week 1-2: Introduction to Culinary Arts</p> <ul style="list-style-type: none"> • Course overview and expectations • Introduction to the culinary profession • Overview of the Kitchen Brigade system • History • Cooking review <p>Week 3-4: Kitchen Safety and Sanitation</p> <ul style="list-style-type: none"> • Importance of hygiene and sanitation • Kitchen safety protocols • Proper food handling and storage <p>Week 5-6: Knife Skills</p> <ul style="list-style-type: none"> • Types of knives and their uses • Knife maintenance and sharpening • Basic knife cuts (julienne, dice, chiffonade, etc.) <p>Week 7-8: Equipment and Tools</p> <ul style="list-style-type: none"> • Introduction to kitchen equipment • Proper use and maintenance of tools • Small appliances and their applications <p>Week 9-10: Basic Cooking Techniques</p> <ul style="list-style-type: none"> • Boiling, steaming, and poaching • Sautéing and stir-frying • Baking and roasting <p>Week 11-12: Stocks, Sauces, and Soups</p> <ul style="list-style-type: none"> • 8-cut Chicken • Preparation of basic stock • Mother sauces and their derivatives • Techniques for making soups <p>Week 13-14: Eggs and Dairy</p> <ul style="list-style-type: none"> • Cooking with eggs: boiling, scrambling, poaching, and omelets • Dairy products and their uses • Cheese varieties and applications <p>Week 15-16: Baking and Pastry Basics</p> <ul style="list-style-type: none"> • Introduction to baking ingredients and tools • Basic doughs and batters • Simple pastries and desserts <p>Week 17-18: Midterm Practical Exam and Review</p> <ul style="list-style-type: none"> • Practical cooking exam covering skills learned • Review and feedback session 	<p>Week 1-2: Meat, Poultry, and Seafood</p> <ul style="list-style-type: none"> • Types and cuts of meat • Preparation techniques for meat, poultry, and seafood • Cooking methods: grilling, broiling, braising, and frying <p>Week 3-4: Vegetables and Fruits</p> <ul style="list-style-type: none"> • Selection and storage of produce • Cooking techniques for vegetables • Preparation of fruit-based dishes <p>Week 5-6: Baking and Pastry Basics</p> <ul style="list-style-type: none"> • Introduction to baking ingredients and tools • Basic doughs and batters • Simple pastries and desserts <p>Week 7-8: Salads and Dressings</p> <ul style="list-style-type: none"> • Types of salads and their components • Preparation of vinaigrettes and emulsified dressings • Plating and presentation techniques <p>Week 9-10: Grains, Legumes, and Pasta</p> <ul style="list-style-type: none"> • Types of grains and their uses • Cooking methods for rice, quinoa, and other grains • Preparation of pasta and legumes <p>Week 11-12: American Cuisine</p> <ul style="list-style-type: none"> • Introduction to American Regional Culinary Traditions • Cooking techniques and ingredients from various cuisines • Preparation of international dishes <p>Week 13-14: Nutrition and Menu Planning</p> <ul style="list-style-type: none"> • Basics of nutrition and dietary guidelines • Meal planning and balanced diets • Creating and costing a menu <p>Week 15-16: Final Practical Exam Preparation</p> <ul style="list-style-type: none"> • Review of all skills and techniques • Practice sessions for the final practical exam • Feedback and improvement tips <p>Week 17-18: Final Practical Exam and Course Review</p> <ul style="list-style-type: none"> • Comprehensive practical exam covering the entire course • Review of exam performance • Course wrap-up and feedback session

Agreement

I have read and reviewed this syllabus with my parent(s) / guardian(s). I agree to follow all rules and regulations and any verbalization during my attendance at The Center for Advanced Technical Studies (CATS) in the Culinary Arts program.

I will be a good steward of the tools, equipment, and products used during the course. I will strive to be and achieve everything I can. Share my knowledge of the culinary craft with others. Be a valuable team member and work cohesively with my fellow culinarians. ***Parent / Guardian contact information will only be used if necessary.***

Student Name Printed:	
Student Signature Date:	
Parent /Guardian Printed Name:	
Parent / Guardian Signature Date:	
Parent / Guardian Email:	
Parent / Guardian phone number:	

**** Students must return this page as part of their communication skills****

No information will be shared with any other party.