



# Course Syllabus and Classroom Procedures

Beaufort-Jasper Academy for Career Excellence

Culinary Arts Management

Chef Eric Sayers

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**Course Codes:** 5720, 5721

**Chef's Office Hours:** Monday-Thursday 3:30-4:00 pm

**Textbooks:** On Cooking, Foundations 1 & 2, The Professional Chef

## Course Description:

Culinary Arts Management is a basic introductory class exploring safety, sanitation, basic cooking, and baking techniques. Students will also learn the culture of and behind food. With successful completion of this course students will be able to gain an entry-level position in the food service of the hospitality industry. Certifications that students can achieve are the ServSafe Food handler and Manager, the ProStart level 1 and 2, the ProStart Certification of Achievement with 400 hours of work outside of school hours and dual enrollment to qualifying GPA students.

## Class Expectations:

- Always maintain safety and sanitation standards
- No running in class
- Hand washing with hot soapy water
  - Anytime you change task
  - Handle raw food, ex. Chicken, ground beef, eggs, etc.
  - Leave and reenter the kitchen
  - Use the restroom
- Follow proper knife skills
  - We will discuss and practice proper holding and use of knives
- Communicate to each other
- Come to class prepared
  - Be in uniform
    - Clean apron
    - No jewelry on hands
    - Shirts tucked in
    - Hair restrained
    - Phones in phone box
  - Have notecards and notebooks out
  - Check Mise en place list for the day
    - This list will include our discussion for the day
    - What we will be doing in the kitchen that day
    - Assignments for cleaning
- Store all personal items in classroom
  - This is for the safety of your belongings; it is hot and there are things that can ruin your belongings
- Clean and sanitize your workstation
  - Scrubbing down all the surfaces with hot soapy water
  - Using a sanitizer to prevent the spread of foodborne illness
- No outside food or drinks in the classroom
- Work with each other collaborate ideas - We are a team

## Proper Dress Required Daily

- Closed toed slip resistant shoes
  - Shoes for crews
  - Dr. Sholes career brand shoes
  - Tread safe from Walmart
- Nails
  - No false nails, this is a SCDHEC violation
  - No polish
- Hair restraint
  - Hair nets
  - ACE hats
  - Painters' cap/ Skull cap
- Clean apron and Uniform
  - Clean Chef Coat
  - Black or Checked pants

**Emergency Alerts & Visitors:** Please refer to the student handbook and all visitors need a valid ID and check in at the front desk.

**Restroom:** Restroom is closed during kitchen clean up, no one is allowed to use the restroom during this time. Students will have plenty of time throughout the day and adjust accordingly. If restroom use does occur during this time the daily grade for cleaning will be zero.

**Advisory Council:** We strive to make the Culinary Arts program and Academy for Career Excellence the best it can be. We utilize advisory councils to help grow our school and to better help our communities. We invite parents of current students, or local business owners to join our school advisory council. Please contact Chef Sayers if you or someone you know is interested in becoming a member of the council.

## Shop Safety

- No horseplay will be tolerated
- Students are to participate in class and shop activities
- Students are responsible for cleaning their work area daily
- Profanity, disrespecting one's peers or instructor will not be tolerated
- Students will not leave classroom/shop without instructor's permission
- Students must be in proper uniform to participate in the lab
- Students may not be in the kitchen with a food borne illness

## Internet:

- Please refer to: <https://www.beaufortschools.net/families/technology>

## Cell Phones

- Cell Phones will be in a lockbox. The teacher is not responsible for the items. SCDHEC prohibits the use of cell phones and earbuds in the kitchen as a potential contaminant.
- **AS OF 2024 BCSD** cell phones are:

To promote the best possible learning and social environment in schools of Beaufort County School District, students will adhere to the guidelines listed below during the school day. The intent of these guideline is to provide specific guidance to expectations outlined in [Administrative Regulation SS-27](#).

If a student brings a personal electronic device or personal communication device onto BCSD property, they are personally and solely responsible for the care and security of their devices.

a. **Personal electronic devices** shall be defined as any device, that is not district-issued, that has the capability of electronically sending, receiving, storing, recording, reproducing, and/or displaying information and data. Examples of electronic devices include, but are not limited to, computers, tablets, e-readers, portable media players, drones, video gaming systems, GPS instruments, digital cameras, and camcorders.

b. **Personal communication devices** shall be defined as any devices, that is not district-issued, that has the capability of communicating by means of sending, receiving, storing, recording, reproducing, and/or displaying information and data, any device that emits an audible signal, vibrates, displays a message, live streams, or otherwise summons or delivers a communication to the possessor. Examples of personal communication devices include, but are not limited to, cellular phones, smart watches, and any type of headphone or other accessory used to electronically communicate.

**High Schools (Grades 9-12):**

a. All personal electronic devices must be turned off and stored in a locker, pocket, purse, backpack, or other non-visible secure location from the school start time to the school end time.

b. Personal communication devices must be turned off and stored in a locker, pocket, purse, backpack, or other non-visible secure location from the school start time to the school end time except for their lunch block. Personal communication devices may be used during the student’s lunch block and only in lunch locations designated by the school principal

| <b>Time of Day</b>    | <b>Personal Electronic Device</b> | <b>Personal Communication Device</b> |
|-----------------------|-----------------------------------|--------------------------------------|
| Before / After School | Yes                               | Yes                                  |
| During Class          | No                                | No                                   |
| During Lunch Block    | No                                | Yes                                  |

**Applications that will be used:**

- Canva
- Kahoot
- Remind
- Quizlet
- Padlet
- Flip
- Peardeck

| <b>GRADING</b>   |   |
|--|---|
| All Grades are based on South Carolina State Standards |   |
| <b>Level I &amp; Level 3 (1 Credit per Semester)</b>   | <b>Grade will be on based Theory Work</b>                 |
| <b>Level 2 &amp; Level 4 (2 Credits per Semester)</b>  | <b>Grade will be based on Application (Hands-On) Work</b> |

**GRADING POLICIES:**

The semester grade is determined by the total points earned in each of the following areas and the number of points corresponds with a letter grade (outlined in the student handbook). The areas of evaluation and their weight toward the grade are as follows:

**A 100-90****B 89-80****C 79-70****D 69-60****F 59 or Below**

AF- Attendance Failure

**Summative Grades will account for 60%**

The goal for summative assessment is to evaluate student learning at the end of an instructional unit.

**Formatives Grade will account for 40%**

The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used to improve as needed.

**Missed Work Due to Absences:**

It is **the student's** responsibility to obtain the homework assignments, notes & any other pertinent information that is missed during an absence.

Missed work due to an absence: Additional time (up to five school days) and full credit will be allowed for each day of a verifiable and excused absence. Exceptions will be made in unique, deserving situations as determined by the teacher and/or administrator.

**There is No Late Work at ACE:**

**Struggling to Complete Assignment-** Communicate this to your teacher. You will be scheduled for Remediation during our ACE Intervention Block

**Refusal to Complete Assignment-** You will be assigned a Working Period during lunch, CTE or before or after school to complete the assignment. You applied to come to ACE and there is a waiting list. Failure to complete work is not an option.

**Employability Rubric:**

Soft Skills are an essential part of each CTE Curriculum. ACE has instituted an Employability Rubric (below) which will count as a summative grade. In each program level a summative accountability rubric grade (which will be the same for each level) will be given 4 times in a semester (roughly every 4 weeks).

**Statement for Academic Dishonesty:**

Academic honesty is expected in all ACE classes. Cheating will not be tolerated. Consequences may include: reduction in grade on the assignment, repeat the assignment, no grade on assignment or others as deemed appropriate. Academic dishonesty will be reported to a school counselor, administration and a parent will be notified.

**Report Cards:**

Students will receive four report cards during the year. Performance reports will be given out once every grading period. Academic grades will be assigned based on points earned during the grading period. In addition, students will receive an effort comment for each class.

**Please remember, YOU are accountable for your actions. Failure to comply with the above listed requirements will result in points being deducted from your daily grade, up to dismissal from the class.**

**ACE utilizes a progressive discipline system as outlined in our student handbook.**

**Outline of Topics Covered throughout Year:****A. SAFETY AND SANITATION**

- Recommend strategies to prevent biological, physical, and chemical hazards.
- Perform safe behaviors in foodservice facilities.

- Integrate food safety and sanitation practices.

-Model industry-standard safety procedures.

**B. PROFESSIONALISM**

- Evaluate industry standard professional practices.

- Recommend Professional practices that lead to a success in the foodservice industry.

**C. INTRODUCTION TO CULINARY BASICS**

- Examine foodservice career opportunities.

**D. DINING ROOM OPERATIONS**

- Illustrate the mechanics of table service.

- Examine the points of proper guest interaction.

- Develop a dining room operation consisting of multiple stations.

**E. FOOD PRODUCTION TECHNIQUES**

- Demonstrate a variety of cooking techniques in foodservice.

- Model advanced cooking techniques.

**F. RECIPES AND MENUS**

- Examine recipes and their role in a foodservice facility.

- Create menus according to industry guidelines.

- Analyze the performance of menus.

**G. CULINARY MATH**

- Demonstrate knowledge in culinary math skills.

- Perform mathematical functions related to foodservice operations.

**H. NUTRITION**

- Analyze nutritional requirements for different populations.

- Plan food choices to meet nutritional requirements for different populations.

**I. CUISINES**

- Develop a basic knowledge of the foundations of cuisine.

- Understand culinary techniques of various cuisines.

**J. FOOD SERVICE MANAGEMENT**

- Investigate the role of management in the foodservice industry.

- Model management roles in the foodservice industry.

**K. SUSTAINABILITY**

- Investigate sustainability practices in the foodservice industry.

- Incorporate recycling and sustainability practices in foodservice operations.

**\*\*The content and the order of this information is subject to change at the discretion of the teacher at any time\*\***

------(Please detach this page, sign and return to Chef Sayers)-----

By signing below you are agreeing that you have received a copy of the syllabus for Culinary Arts 1 & 2, and that you have fully read the above content.

You agree and understand all the information on the Syllabus.

Parent / Guardian Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Guardian Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_