



## Culinary Arts

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**Room#:** Rainer 321  
**Office Hours:** 7:30-7:45 a.m. and 1:45-2:15 p.m.

### Mission Statement

To prepare students as competent and skilled professionals. The purpose of the Culinary Arts program is to give students the necessary knowledge, skills, and experience to prepare them for entry level positions in the hospitality and food service industry. This program is designed to develop industry skills and create partnerships between students and the Culinary Arts community.

### Course Overview

The Culinary Arts program is designed to prepare students for a promising career in the food service or hospitality industry. Students will learn kitchen procedures, sanitation and safety, menu planning and costing, dining room service, baking/food preparation, and banquet and catering service taught by industry professionals in a state-of-the-art facility. Students will also assist in the operation of our on-site café, The Glacier Grill.

### Course Units

- The Hospitality Industry
- Safety & Sanitation
- Kitchen Basics
- Food Service Equipment
- Food Production Techniques
- Resource Management
- Customer Service Relations
- Nutrition & Meal Planning
- Research, Develop & Prepare Menus for On-Site Restaurant & Catering Services

### Course Textbook

ProStart "Foundations in Restaurant Management"

### Course Supplies

- General classroom supplies – notebook, writing utensils, highlighters

### Course Fees *(fees are subject to change based on vendor adjustments)*

- Washington State Food Handlers Card \$10.00
- Uniform - Chef's Coat \$25.00

- SkillsUSA Leadership (optional) \$20.00
- PCSC T-shirt (optional)
  - Short Sleeve \$10.00 S-XL \$12.00 XXL
  - Long Sleeve \$14.00 S-XL \$15.00 XXL

### Certification

- ServSafe (optional for 2nd year)
- Food Handler’s Permit
- First Aid/CPR
- Washington Prostart

\* Certificates will not be issued until all fines and/or fees are paid in full

### Grading Policy

Students are primarily assessed based on their mastery of course content and technical skill. The majority of a student’s grade (70%) is based on summative assessments and (30%) is based on formative assessments.

### Grading Breakdown

70% - summative assessments (tests, projects, labs, presentations, etc.)

30% - formative assessments (classwork, practice, quizzes, homework, leadership, employability, etc.)

### Grade Scale

Percent	Letter Grade	Percent	Letter Grade
100-93	A	82-80	B-
92-90	A-	79-77	C+
89-87	B+	76-73	C
86-83	B	72-70	C-
69 and below = F			

### Homework Policy

Although the majority of PCSC work is done during the class period, occasionally homework is assigned or classwork will need to be completed outside the school day. All assignments are expected to be turned in on time. Missing homework will be entered in the gradebook with a score of “0” until completed. Work submitted after the due date will receive a reduction in points. Teachers will set final dates, after which a late assignment will no longer be accepted. Teachers may also identify work that will not be accepted late. If a student knows they will be absent, it is their responsibility to make arrangements ahead of time to obtain class or homework that will be missed. Students with excused absences will have two days for each day absent to turn in missing work.

### Redo Policy

Redo opportunities are available to students who are working hard towards content mastery but need an additional testing opportunity to demonstrate proficiency. Students who are given a redo opportunity will be required to show effort and progress not only on the first assessment, but will also be required to complete work outside of class as directed by the teacher. **Redo opportunities may not be given to students who choose not to study or prepare for an assessment, who refuse to take an assessment, or who abuse the redo opportunity. Certain projects and assessments are not eligible for a redo opportunity, including final exams.**

## **Internet and Computer Access**

The Pierce County Skills Center uses the platform, Canvas, to manage digital classroom content. In many cases assignments will be distributed and turned in through this system. This means that students should have access to the internet and a device outside of school. If your student does not have access to these, please contact the main office (253.800.4800) for assistance. Hot spots and devices are available through students' home districts.

## **ParentVUE/StudentVUE**

Students and their parents/guardians are strongly encouraged to use ParentVUE/StudentVUE to monitor grades and attendance. [ParentVUE](#) is an online link provided through the school district website for you to access your student's course information, including grades, assignments, and attendance. If you do not already have an ID and Password contact the main office (253.800.4800) for your login information.

## **Dual Credit & College Credit**

Students have the opportunity to earn college credits at local community and technical colleges. Students must earn a "C" or better and have met all course competencies. Dual credit opportunities are subject to change based on course offerings and approval at the community and technical colleges. Visit the [Dual Credit](#) page on the PCSC website for the most current information.

## **Leadership & SkillsUSA**

Leadership is a vital component of all career and technical education classes. Every day you will be required to demonstrate strong leadership and workplace skills: prompt attendance, professional and respectful behavior, problem solving, working with diverse groups, and strong communication.

Students have the opportunity to join SkillsUSA, a student leadership organization that includes teachers, high school and college students, and industry partners who are working together to ensure America has a skilled workforce. Participation in SkillsUSA provides students with the opportunity to further develop the personal, technical, and workplace skills to better prepare them for career success. SkillsUSA activities culminate in regional career and technical competition events. Students who qualify may advance to state and national competitions.

## **Policies and Course Requirements**

Culinary Arts is a program designed to prepare the students to work in an operational kitchen and in regular contact with the public. As such, students are expected to behave in a professional manner consistent with industry work standards in the kitchen, classroom, cafe, and in all interactions with fellow students and staff. Kitchens thrive on hard work, discipline, and teamwork. Students are expected to be on task and contributing to the work of the kitchen, following all safety and sanitation regulations, interacting with classmates and staff in a respectful manner, and be willing to jump in to assist with tasks as needed.

## **Attendance**

The PCSC Culinary program includes a fully functioning restaurant that is open to the public and in-house catering services. Attendance is mandatory for successful employment and to be successful at PCSC; your customers and your team rely on you.

- Students, not parents/guardians, must notify Chef Witten or Chef Charbonneau of an absence before the start of class (just like if you were calling in sick to work). Failure to do so will be treated as an unexcused absence and you will not be allowed to make up your kitchen points for the day.
- Parents/Guardians MUST also notify the main office.

## **Dress Code/Uniform Requirement**

Students will be working in an operational kitchen and in regular contact with the public and are expected to maintain safe, clean, and professional standards of dress at all times. Dress requirements will change based upon the type of event. The judgment of staff as to the appropriateness of student dress and/or decorum is final.

### Daily Dress Code

- Clean chef coat
- Clean program hat
- Clean white apron (provided)
- Thermometer (provided)
- Permanent marker (provided)
- Closed toe shoes with rubber soles and heels less than 1 inch high
- No jewelry of any kind (including facial piercings)
- Long pants that cover all exposed skin
- No skirts or dresses
- Fingernails must be short, clean, and without nail polish; no acrylic nails
- Hair restrained behind ears and not hanging over the face

Any student who chooses to break dress code will not be permitted to participate in class activities and will lose daily points. Continued dress code violations will result in escalating disciplinary action and may result in dismissal from the program.

## **PCSC Expectations & Policies – [Student Handbook](#)**

Students are expected to review and follow the school rules, procedures, and processes outlined in the PCSC student handbook and the district's [Student Rights and Responsibilities](#). Students will be held accountable for the rules outlined; claiming to not know about a rule does not excuse a student from the consequence.

## **Cheating/Plagiarism**

Cheating is by definition, an action done by a student to supply work for another student, or turn in work, use work, or rely on work that is not their own, other than in circumstances clearly understood to involve collaborative or group learning. The judgment of the teacher or staff member who discovers cheating is final. The first offense of cheating will be an F on the assignment/assessment. A second offense of cheating may result in an F in the program and removal from PCSC.

## **Electronic Equipment**

Personal electronic devices, including but not limited to, cell phones, can be a disruption to the educational process and are not permitted at school. The only exception to the following policy is if a teacher specifically grants permission for usage for educational purposes. Electronic devices are to be turned off and put away before entering the building. Students who continue to violate the electronic equipment policy can expect their device to be confiscated, a parent/administrative conference, and additional disciplinary action. Insubordination or argumentative behavior regarding device confiscation will result in further disciplinary action.

## **Food & Drink**

Personal food is not permitted in the kitchen. Culinary students may not ring themselves up for food and drink items at the cafe cash register or order items from the service side of the deli counter during

class time. In the kitchen, you will be tasting the food you are preparing as tasting is a very important step in the cooking process. Taking items from the cafe, kitchen or storeroom without permission/paying for them will be considered theft and is grounds for dismissal from the program.

### **Hall Passes/Vests**

Students must have instructor permission to leave class and only one student is permitted out of class at a time. Passes are not to be requested during lectures or presentations. Any student out of class should have a hall pass with time and destination. Any student who needs to go to the parking lot during class must WEAR a classroom-provided safety vest.

### **Safety Policy**

Unsafe behavior and lack of professionalism will not be tolerated in the classroom, lab, clinicals, or on field trips. Lab equipment will be used safely and for its intended purpose only. Horseplay or unsafe behavior will not be tolerated and is grounds for dismissal from the program. Students must pass a written lab safety exam with a score of 100% before engaging in lab activities. All accidents or injuries must be reported to the instructor immediately.

### **Sensitive Issues**

The program uses various videos, movies, current news and industry documents as part of the course curriculum. While all efforts are made to screen the content, any opinions expressed in this content belong to those who created it and don't necessarily reflect the views of the school, class or instructor. Students are encouraged to discuss both the opinion of the content creator, but also the opposing view to gain a greater understanding and appreciation of the issues being discussed.

### **2nd Year Program - Enrollment Requirements**

Several PCSC programs have both a first and second year, however automatic enrollment in the second year is not guaranteed. PCSC 2nd year students are considered the leaders of the center. They are students who during their first year, earned no lower than a B grade, had excellent attendance (less than 10 per year excused or unexcused), and demonstrate responsible, respectful, and professional behavior. Most importantly, students must be able to self-manage and successfully work independently without teacher interventions. Instructor approval is required for 2nd year applications.

