NEWMARKET SKILLS CENTER

Culinary Arts Syllabus 2025-2025

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Room #	Building A	Demonstration Kitchen and Lab (CA 101 and CA 102)	
Office Hours	7:30am-3:00pm		Website www.tumwater.k12.wa.us/nmsc
Deli Hours	Tues.- Fri. 8:30am-1:00pm		

Course Overview:

New Market Culinary Arts Program is a preparatory program to develop a professional foundation in the Culinary and Hospitality workforce. By gaining habits, techniques, and attitude necessary to obtain and retain an entry-level position in the food service industry or to move on to a Post-secondary education in the field. Students will learn techniques in Culinary Arts and explore the food service industry. Training will include proper mise en place, basic kitchen communications, food science and nutrition, cooking methods / techniques, menu planning, portion sizing, food safety standards and physical safety. The Culinary Arts program operates a full-service deli and catering business, tailoring student learning experiences toward a variety of career objectives and educational needs of individual students. The program offers a platform in which to practice leadership responsibilities, basic culinary skills & knowledge. Within the lessons, we hope to inspire and educate students in the world of food through; history, science, pop culture and how it affects our daily lives.

Course Objectives and Units:

- ☐ Food Safety and Physical Safety/ Sanitation
- ☐ The Hospitality Industry
- ☐ Kitchen Basics- Knife Skills, Cold Food Preparation, Baking and Pastry Arts, Hotline Cooking Fundamentals
- ☐ Food Service Equipment
- ☐ Food Production Techniques/ Short order Food Preparation
- ☐ Customer Service Relations/People Skills and Teamwork
- ☐ Food Science to include Nutrition, Baking, and Molecular transition through the cooking process
- ☐ Resource Management- to include resume writing, basic interview skills, potential College applications, and community connections

Program Supplies and Fees

Students will need access computer or Chromebook and access to the internet.

1 combination lock for locker, Pocket folder, 8 ½"x 11" spiral notebook, 3"x 5" spiral note book, sheet paper, 2 Black Sharpies, Pencil Pouch, 3 pens, 2 pencils. Flash drive recommended, but not required (4-8GB).

Dress Code/Uniform Requirement in Addition to Student Handbook

For students to participate in learning with foods on campus they will wear a clean, uniform that they have been issued once all paper work singed & food handler is turned in. Students that do not have a uniform will be provided other learning opportunities in the stewardship aspect (cleaning)

or in industry essay form for the program, continually being unprepared for the lab class will affect the students grade and learning opportunities. Program appropriate safe rubber-soled kitchen shoes, full-length pants, and professional clothing is required. Please see New Market handbook for appropriate school attire.

Each student can purchase their own Chef Hat, Chef Coat, Apron, and Cut Resistant Glove. Each student will be responsible for the use, care and return of the uniform upon their exit of the program. If the Uniform is not returned or beyond a reusable condition the uniform will need to be purchased, it is $45.00. A Food Worker Card is required ($10) This needs to be completed in the first week of class. Washington State requires that all food workers have food safety training before handling food served to the public. www.foodworkercard.wa.gov. (Please be aware there are websites that can be deceiving, please obtain your food handlers card only from local health departments or these websites.) www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodWorkerCard

All student supplies will be required within the first three days of class. This is the first graded assignment for Employability and a required skill for industry.

Grade Scale:

Percent	Letter Grade	Percent	Letter Grade	Percent	Letter Grade
100-93	A	82.99-80	B-	69.99-67	D+
92.99-90	A-	79.99-77	C+	66.99-60	D
89.99-87	B+	76.99-73	C	59 and below	F
86-82.99	B	72.99-70	C-		

Employability: Each student learns Employability based on punctuality, attitude, conduct, and adherence to safety rules. Respecting others and the educational process is enforced in the Culinary Arts Program. The employability grade will consist of a weekly assessment of professional language and appearance, independent work ethic, time management and initiative.

Technical English Language Arts: Understanding of literacy conventions that apply to the modern world of Culinary Arts. Through journals, advanced note-taking, marketing / advertising, resource management, and technical documentation.

Lab Science/ Skills: Understanding of culinary theory, equipment and vocabulary through test scores, assignments, food science, nutrition, classroom participation and demonstrative projects.

NEWMARKET SKILLS CENTER

Culinary Arts Syllabus 2025-2025

Redo Policy

If an absence is excused, then homework and classwork can be made-up. You will have an additional day and the same amount of time to complete homework as the original assignment time given. Pre-arranged absences need to be communicated with instructor to arrange make up homework credit.

When reassessments are offered, all students may be reassessed, regardless of grade on original assessment, if they meet the following requirements:

- Complete the original assessment.
- Complete all assigned formative assessments (homework, classwork) for same standards.
- Complete reteaching/relearning activities, as determined by the teacher.

Homework Policy & Late work Policy

Upcoming assignments and due dates of assignments will be posted. All assignments will have a due date; if the assignment is not turned in by the end of class on the day that the work is due, it is late. All late work is worth up to 85% of the original total, and will be accepted for five school days. No late work will be accepted, five days after the assignments due date; for students with accommodations, 504 plans and IEPs will be followed.

Food & Drink –Food and drink must be purchased in our program and a receipt is required for proof of purchase. We will have opportune times to taste food for culinary educational purposes. Beverages and food are not allowed while using digital devices.

Leadership

Second year students will have the opportunity to apply for a position to take on additional leadership responsibilities. Student led leadership and culinary competitions will be available. Student led catering events, mock interviews, and station projects will be completed. Students will be graded on the utilization of 21st century skills (soft skills).

Additional Policies and Course Requirements

Acrylic nails, long fingernails or nail polish and jewelry are not allowed in the Culinary Arts program. This is a company-wide and industry safety rule and is non-negotiable.

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Culinary Arts Syllabus 2025-2025

NMSC Expectations & Policies – Student Handbook

Students are expected to review and follow the school rules, procedures, and processes outlined in the NMSC Student Employability Handbook. New Market Skills Center follows Tumwater School District board policies. Rules will not be reprinted in the syllabi.

Cheating/Plagiarism

Students are expected to do their own work. Cheating and Plagiarism (presenting another writer's work as one's own) will not be tolerated.

Electronic Equipment

Personal electronic devices, including but not limited to, cell phones, IPods, PSP's, mp3 players, cd players and ear buds are not allowed in the kitchen lab and classroom, there are exceptions; with positive communication to instructors, and only during specific times; the instructor will inform students when electronic devices are permitted.

If Students are using their phones/devices inappropriately they will be warned once, to please put the device away. The second time they will be asked to give the device to an instructor for the remainder of the class. For the third disruption, they will give the device to staff, then instructors will communicate home and with administration to decide if the student needs to be subject to further discipline. If a problem continues, cell phones/ devices will need to be picked up by the parent/guardian.

Safety Policy

Each student will have a current WA state food handlers permit and must do so before entering the kitchen. Students have three days to get their food handlers permit before it effects their grade. This is primarily a lab class and students cannot participate without the permit.

Safety is paramount in the food service industry; the students will be trained initially and regularly through rigorous food safety and physical safety standards to comply with all State, Federal, and Sodexo Company policies.

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Culinary Arts Syllabus 2025-2025

Please sign and return to instructor

I have read, understand, and agree to the class rules, grading and expectations outlined is this syllabus.

_____	_____	_____
Student Name (Printed)	Student Signature	Date
_____	_____	_____
Parent/Guardian (Printed)	Parent/Guardian Signature	Date

Communication between parents and staff is extremely important for student success. Please complete the information below and indicate which type of contact you prefer.

Parent Cell #_____ Student Cell#_____

Parent Email _____

Student Email _____