

CAMPBELL COUNTY TECHNICAL CENTER

CULINARY ARTS Level 1 PROGRAM

SYLLABUS

CONTACT INFORMATION

INSTRUCTOR: **Jenni Riddle**

SCHOOL ADDRESS: 194 Dennis Riddle Dr.
Rustburg, VA 24588

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INSTRUCTOR EMAIL: Jennifer.Riddle@campbell.k12.va.us

HOURS: 8:00 AM-3:00 PM

CORE VALUES

My goal is to create a fun learning environment that is based on respect and safety. I enjoy teaching life skills that will be useful, while communicating the passion I have for cooking and learning about food from many cultures. I encourage students to try new foods by having a **“no thank you” policy**. Unless there is a documented food allergy, students will taste food, and if they do not care for it, they just say no thank you. Experiencing different foods is a focus in this class.

COURSE DESCRIPTION

Culinary Arts I provides students with a foundational understanding of the food service industry and opportunities to build technical skills in food preparation and service. Students examine basic rules of kitchen safety and sanitation; purchasing and receiving; and fundamental nutrition. The curriculum incorporates reading, math and science in culinary applications. Teacher-led instruction and student participation in career and technical student activities will develop leadership, interpersonal, and career skills. Guest speakers, from local businesses and organizations, will provide experiential learning opportunities related to course content.

MATERIALS

1. 1 1.5” binder
2. Pencils
3. Gluesticks

4. Daily preparation for Lab:
 - a. **1 Pair** Closed-toe, rubber soled shoes
 - b. Hair restraints such as a hair tie, baseball cap, or hairband
5. **1** Takeout Container with a lid (containers are not provided)
6. **1** Closed Lid Water Bottle

TEXTBOOKS

Culinary Essentials, Johnson & Wales University, McGraw-Hill, 2002

Discovering Food and Nutrition, Helen Kowtaluk, 7th Edition, McGraw-Hill, 2005

Foundations of Restaurant Management & Culinary Arts Levels 1 & 2, 2nd Edition, National Restaurant Association Education Foundation, 2018

GRADING POLICY & CATEGORIES

Due dates will be posted for each graded activity. A percentage of the total grade will be deducted for every week late. If not completed by the “Available Date”, a zero will be given.

Assignments

Participation

Labs

Quizzes

Tests count two times

ASSIGNMENTS:

Assignments are activities that pertain to the current unit of study and may involve researching some aspect of culinary arts; applying information and/or creating a product based on that material.

PARTICIPATION:

Throughout each nine weeks, students will earn points for **attentiveness, participation** in discussion and classwork, and how well they follow the **3 P’s** (Preparedness, Politeness, Performance).

LABS:

Attendance for labs is crucial for success. Because labs take place in the kitchen, handling food, they can be difficult to recreate if a lab is missed. There may be occasional times when an alternative lab can be offered to redeem partial points. Labs are graded on the following criteria: attendance, attire, focus, cleaning and sanitation, subject knowledge, behavior, communication, leadership and production.

QUIZZES:

These are short assessments which are given often in order to gauge a student's understanding of material being studied. Quizzes will involve a review of previously taught material in order to increase fact retention.

TESTS:

These are less frequent assessments which cover larger amounts of material from a textbook, class discussion, and lab work.

CANVAS

Canvas is a platform on which class activities are posted. Not all graded activities will be completed on computer. That is another reason that attendance is important!

EXPECTATIONS

Be Prepared - have needed materials and assignments completed on time

Be Polite - show respect to everyone

Perform - be on task

POLICIES

Students need to report directly to class so attendance can be taken. Permission must be given to leave the room for any reason. **All electronic devices must be turned off and stored in a bookbag placed in the back of the classroom, unless otherwise instructed. If noncompliance of this policy occurs, an alternative storage method will be imposed and may result in an office referral.**

No chewing gum, food or drinks are allowed in the lab. **A covered drink container of water is allowed in the kitchen, in a designated area.**

No food or materials may be removed or consumed from pantries, refrigerators or freezers without the instructor's permission. Infractions to any of these policies may result in an office referral.

ABSENCE POLICY

A note must be provided after an absence for it to be excused. The number of days absent will determine the time in which work can be made up. After that timeframe, a percentage will be deducted from the grade earned for every week it is late. Students are responsible for checking in Canvas Grades to find out what work is missing in order to complete it. If absences become frequent, a phone call will be made to the student's parent/guardian. **Nine or more absences will result in failing for the nine week period.**

Laboratory Conduct, Safety and Sanitation Contract

Personal Conduct

1. Do not eat or drink anything except as permitted by your instructor during the course of any lab.
2. Do not engage in horseplay in the lab.
3. Be respectful to the instructor and lab partners.
4. Carefully read the recipe/experiment before each lab.
5. Give labs your full concentration.
6. Consider the safety of your actions beforehand.

To prevent fires and burns...

1. Use a lid and/or baking soda, **not water**, to put out a grease fire.
2. Keep flammable materials away from the top of the range and away from portable appliances that produce heat.
3. Use a dry potholder to remove pans from the heat source.
4. Allow items to cool before handling hot or smoldering items. If you have hot grease or fat of any kind, wait for it to cool and funnel into the assigned can/bottle provided by your instructor. NEVER drain grease down the sink.
5. Keep pan handles turned inward on the range.
6. When removing a pan lid, tilt the lid away from you and do not hold your face directly over the pan.
7. When removing the pan from the oven, pull the rack out. *Don't reach into the hot oven.*
8. Wear an oven mitt on each hand and use both hands to remove pans from the oven.

9. Check to be sure all appliances are turned off when you are finished with them.
10. Use a spoon or tongs, *not your fingers*, to remove food from the hot liquid.
11. If you smell gas, turn off all range and oven controls and tell your teacher.

To prevent falls...

1. Wipe up all spills at once. Place a "Caution: Wet Floor" sign over the spill.
2. Close cabinet doors and drawers.

To prevent cuts...

1. Keep sharp knives sharp. They are less likely to cause an accident than dull ones.
2. Use a cutting board with a **DAMP PAPER TOWEL** underneath to reduce slipping.
3. Cut away from you with the knife blade slanted.
4. For peeling vegetables such as carrots or potatoes, use a peeler instead of a knife.
5. If a knife or kitchen scissors starts to fall, get out of the way. Do NOT try to catch it in mid-air.
6. Handwash, sanitize, air-dry and store knives following the safety procedures you are taught.
7. Keep your fingers away from the beaters and blades in appliances.
8. Use knives and other sharp tools only for their intended purposes.
9. Alert an instructor immediately if glass is broken.
10. When opening cans, cut the lids completely off.
11. Don't leave sharp knives in a sink full of water. You are responsible for washing any cutting tool yourself.

To prevent electric shock...

1. Keep electrical cords away from the water and hot objects.
2. Unplug portable appliances after you have used them.
3. Disconnect appliances before cleaning them. Do not put them in water unless the appliance is labeled "immersible".
4. Before using an appliance, make sure your hands are dry and that you are standing on a dry surface.
5. Unplug appliances before bringing metal objects in contact with any working parts.

6. Plug the cord of portable appliances into the appliances first then into the wall.

To prevent microwave accidents...

1. Never heat metal in a microwave.
2. Never turn on the microwave if there is no food inside.
3. Do not heat sealed jars, cans, or bottles in the microwave.
4. Use potholders to remove food containers from the microwave.
5. Remove lids and plastic wrap carefully to avoid steam burns.
6. Distribute the heat by stirring microwaved foods before serving them.

SANITATION PROCEDURES

1. Place books, purses, and other personal items in an area of the classroom not used for food preparation.
2. Wear appropriate clean clothing on lab days. Avoid long, loose sleeves and dangling jewelry.
3. Pull hair back and secure it so that it stays away from your face and shoulders.
4. Avoid working with food if you have an open wound on your hands. If you have a wound, use a band-aid and glove.
5. Wash your hands with soap for 20 seconds before beginning the lab. Dry your hands with paper towels.
6. While working with food, avoid touching your hair, skin, face or other unclean objects.
7. Repeat hand washing when necessary, especially after coughing, sneezing or using the restroom.
8. Be sure you have a clean dish towel, dishcloth, potholder and oven mitt before beginning the lab.
9. Wash, rinse, sanitize and air dry counters, dishes, pans, and utensils as you use them.
10. When tasting foods, use a spoon other than the one used for stirring. Use a clean spoon for each person tasting and each time food is tasted.
11. After working with TCS foods (temperature control for safety), scrub all areas and utensils used with hot soapy water and/or bleach solution.
12. When possible use a kitchen tool, not your hands to complete tasks.
13. **You must wear closed toe shoes for any lab and proper hair restraint or you will sit out and not earn points that day.**

14. For Culinary Arts 1 and 2: Wear a clean apron, chef coat (provided), and a hat when catering.

EMERGENCY INFORMATION

The fire extinguishers are located: to the left of the door as you enter the kitchen.

Agreement:

In spite of every precaution, accidents can happen and I am aware of the risks. I have read and understand my (my child's) responsibilities regarding conduct in the food preparation stations and agree to follow these procedures. I understand that any students whose actions put themselves or others at risk may be removed from the laboratory without credit.

I have read and understand the requirements for Culinary Arts.

Student Name (print): _____

Student Signature: _____

Parent Signature _____ Date: _____

Please fill out the Allergy form on the other side. →

Guardian Allergy Form

Dear Parent/Guardian:

In Culinary Arts class, your child will be preparing and eating a variety of different foods. Tasting what we make is a requirement in the class, **unless** a food allergy exists. It is essential that I know if your child has ANY food allergies.

Please check the appropriate box below as it pertains to your child. If you check that there are **NO** food allergies, then just skip to the bottom of the page, sign, date and return this form with the other signed forms.

If you check that your child **DOES HAVE** a food allergy, please list what food(s) trigger an allergic reaction. Please note if the reaction happens when eating the food or when handling the food, or both. Please add any other information I may need to know about the situation in the third

section. Sign, date and return it to CCTC. Forms are due by 8/19 for a grade. Thank you for helping me keep your child safe.

Cassie King

_____ My child does **NOT** have a food allergy.

_____ My child **is allergic** to the food(s) listed below.

Allergen Information

Allergen (Food)	Cause: eating or handling or both	Additional Information

Student's full name: _____

Guardian's full name: _____

Guardian's signature: _____

Date: _____