



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 foodservice of the hospitality industry. Certifications that students can achieve are the ServSafe Food handler and Manager, OSHA 10, and CPR.

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
 - No cell phones or devices
 - 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
 - Crocs only on approved further discussion
- Nails
 - No false nails, this is a **Health Inspection violation.**
 - No polish
- Hair restraint
 - Hair nets
 - ACE hats
 - Painters' cap/ Skull cap
 - **No other restraint is acceptable**
- Clean apron and Uniform
 - Clean Chef Coat
 - Black, beige or checked pants
 - **Absolutely no shorts**

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.

Kitchen Safety

- No horseplay will be tolerated.
- Students are to participate in class, kitchen lab activities and kitchen clean up. **Daily grade.**
- Students are responsible for cleaning their work area and participate in daily cleaning.
- Profanity, disrespecting one's peers or instructor will not be tolerated.
- Students will not leave classroom/kitchen 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, smartwatches and earbuds/headphones will be in a lockbox as per South Carolina & BCSD policy and cannot be accessed during school hours. The teacher is not responsible for the items. SCDA prohibits the use of cell phones and earbuds in the kitchen as a potential contaminant.

Apps that will be used:

- | | |
|---------------------|--------|
| • Canva | Kahoot |
| • Industry Websites | Remind |
| • Quizlet | BJACE |

GRADING

All Grades are based on South Carolina State Standards

Level I & Level 3 (1 Credit per Semester)	Grade will be on based Theory Work
Level 2 & Level 4 (2 Credits per Semester)	Grade will be based on Application (Hands-On) Work
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. Please fill out the redo or late work request form in the BJACE APP.	
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. No work turned in will result in a ZERO (0) grade . Please fill out the redo or late work request form in the BJACE APP	
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-mentioned 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.

Certification Time-Table:

Students will complete their certifications during the following months. These are summative grades.

1st certification- Servsafe Food Handler within the first month

2nd certification- OSHA 10 – month 3 or 4

3rd certification- Servsafe Food Manager – last few weeks of semester

Outline of Topics Covered throughout Year:

Basic outline- *subject to change*

Month 1 — Foundations & Safety (Weeks 1–4)

- Week 1: Course overview, expectations, syllabus; kitchen rules, PPE.
- Week 2: Kitchen safety (knife safety, equipment handling); knife anatomy and basic maintenance.
- Week 3: Sanitation (personal hygiene, cross-contamination, cleaning procedures); HACCP overview; foodborne illness prevention.
- Week 4: Knife cuts practice (julienne, dice, mince, chiffonade); measuring techniques (liquid vs. dry, weight vs. volume).
- Key assessments: Safety & sanitation quiz, knife-skill check, measuring accuracy task.
- Resources: Syllabus, safety/HACCP handouts, knife guide, measuring charts.

Month 2 — Foundations of Flavor & Basic Cooking Techniques (Weeks 5–8)

- Week 1: Culinary history & major movements; taste basics (sweet, sour, salty, bitter, umami).
- Week 2: Regional/global flavor profiles; spices/herbs tasting and pairing activity.
- Week 3: Reading recipes, terminology, mise en place; simple recipe labs.
- Week 4: Intro to cooking methods (dry vs. moist heat); hands-on simple cooking techniques.
- Key assessments: Flavor tasting reflection, recipe-read practical, cooking-methods lab.
- Resources: Flavor maps, sample recipes, mise en place checklist.

Month 3 — Stocks, Sauces, Vegetables & Starches (Weeks 9–12)

- Week 1: Foundations of stocks (types, simmering) and clear vs. thickened soups.
- Week 2: Mother sauces and thickeners (roux, slurry); sauce technique practice.
- Week 3: Vegetable techniques (blanching, roasting, steaming); veg hands-on lab.
- Week 4: Starches: potatoes, rice, pasta cooking techniques and plating.
- Key assessments: Stock/soup/sauce practical, veg/starch lab, taste & texture checklist.
- Resources: Stock & sauce recipes, veg cook-times chart, thermometers.

Month 4 — Proteins, Seafood & Baking Basics (Weeks 13–16)

- Week 1: Protein theory — AP/EP, yields, culinary math intro (conversions, costing basics).
- Week 2: Pork, veal, beef cuts and appropriate cooking methods and temps; hands-on protein lab.
- Week 3: Seafood: classification, sustainability, cleaning/filleting, seafood cooking techniques; filleting practice.
- Week 4: Baking basics: quick breads, yeast breads intro (mixing, proofing), simple dessert lab.
- Key assessments: Culinary math costing/ conversion worksheet, protein practical, seafood filleting check, baking practical.

- Resources: Temperature & conversion charts, costing templates, filleting tools, baking recipes.

Month 5 — Operations, Menu Design & Culminating Projects (Weeks 17–20)

- Week 1: Restaurant operations overview (labor, food, overhead), menu planning principles, pricing strategies.
- Week 2: Plating, presentation, service basics; group menu design project with costing.
- Week 3: Final project prep: multi-course menu planning, ingredient procurement, practice runs.
- Week 4: Final practical: students prepare and present multi-course meals; written cumulative assessment and showcase.
- Key assessments: Menu project (costing + plate presentation), final practical rubric, written exam covering safety, sanitation, math, history, and principles.
- Resources: Final rubric, cost templates, guest-invite checklist, assessment packet.

****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.

Field trips: there will be several field trips during this semester. We will usually stop for lunch where the students will need to purchase their own food. Please contact me if this is of any concern or if extra notification is needed.

Please list all **food** allergies student has:

Parent / Guardian Name (Printed): _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____

Student Name (Printed): _____ Date: _____

Student Signature: _____ Date: _____