

## SYLLABUS

### Introduction to Culinary Arts 2018-2019

**INSTRUCTOR:** Sandy Osoinach, BS in Family and Consumer Science Education, Culinary Endorsement

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#### MISSION STATEMENT

The mission of the Culinary Arts program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of culinary.

**EDUCATIONAL GOALS** Introduction to Culinary Arts is a course designed to introduce students to fundamental food preparation terms, concepts, and methods in Culinary Arts where laboratory practice will parallel class work. Fundamental techniques, skills, and terminology are covered and mastered with an emphasis on basic kitchen and dining room safety, sanitation, equipment maintenance, and operation procedures. This course will also provide an overview of the professionalism in the culinary industry and career opportunities leading into a career pathway to Culinary Arts.

**Georgia Performance Standards for this course can be found at the following location:**

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Introduction-to-Culinary-Arts.pdf>

#### UNITS OF STUDY

1. *The Foodservice Industry—Employability, FCCLA, History and Philosophy of the Industry, and Human Relations: Standards 1, 2, 3, 11 & 12*
2. *Culinary Safety—Kitchen Safety and Sanitation: Standards 4 & 6*
3. *The Professional Kitchen—Kitchen Equipment, Knife Skills, Standardized Recipes/Culinary Math, and Nutrition: Standards 5, 7, 8, 9*
4. *Culinary Applications—Food Product Identification, Sustainability, and Cooking Methods: Standards 10, 13, & 14*

*\*The teacher reserves the right to alter or change any part of this course syllabus to better suit the needs of the students.*

**MATERIALS AND SUPPLIES** Textbook: **Introduction to Culinary Arts** (2nd Ed.) The Culinary Institute of America

**REPLACEMENT COST:** \$100.00

**FCCLA** is a co-curricular organization that develops leadership skills, community service, and competition and travel opportunities. Monthly meetings will be held either in the morning or after school. Dues are \$16.00. FCCLA t-shirt is \$15.00. You may pay online through RevTrak on the school website homepage.

#### CELL PHONE POLICY

Following the Paulding County policy for cell phone use, cell phone and other electronic device usage is only permitted for educational purposes, and at the discretion of the Instructor. Cell phones should be powered down/off and stowed away during class and/or lab.

## **SIGN IN/OUT POLICY**

Student will sign in/out any time he/she leaves the room with a signed pass from the teacher. Student is also required to sign in identifying an unexcused tardy. Habitual unexcused tardies will result in students' reduction participation grade and/or discipline referral.

## **EQUIPMENT**

Our equipment is expensive and paid for by taxpayers, such as your parents. You may use anything we have here in this class, but you may not take it home. Theft or vandalism will be prosecuted both within our school policy and with Paulding County Law Enforcement Officials. Destruction of equipment will result in a referral and replacement fee.

## **NOTEBOOKS and SUPPLIES**

Students are encouraged to keep a notebook with all returned tests and worksheets just in case they need them for grade clarification. Each student is required to bring pens, paper, notebook paper, and USB Flash Drive class every day. Students will also need plastic sleeve protectors for their recipes.

*In addition to the text, all units will be taught using lecture notes, demonstrations, videos, handouts, classroom exercises and lab. You will be responsible for all material presented in class.*

## **GRADING AND EVALUATION**

Formative Assignments = 20% (Quizzes, homework, class assignments, minor projects)

Summative Assignments = 60% (Tests, major projects, labs)

Final Exam = 20% (Final comprehensive major evaluation)

## **FINAL EXAM**

There will be a comprehensive final examination during the regularly scheduled exam week. Please be sure to keep all chapter/unit tests.

## **WORK ETHICS IN THE CULINARY CLASSROOM**

A good attitude is important in the workplace. Students will be expected to have a positive attitude toward the culinary class and the learning experience. The classroom and lab will reflect the world of work and by doing so; students will be expected to act in a professional manner to get the job done with the minimum amount of distractions. As professionals, students will be trained to work in teams. Cooperation, respect for others, respect for themselves, respect for the equipment and tools used in the classroom and lab are key to Work Ethics. Students are held responsible for the safe, orderly operation of the class and lab.

Sleeping, excessive talking, and improper phone usage are not proper work ethics in the classroom or lab and will result in a detention and/or referral.

**Insubordination: Failure to follow teacher instructions in reference to behavior will result in an immediate referral to administration.**

## **SAFETY IS CRUCIAL!**

You will be given a safety and sanitary instruction unit according to ServSafe guidelines. Culinary Arts is an inherently dangerous occupation, and safety will be reinforced each day through reminders of established lab and classroom procedures. If a student fails to heed safety warnings, procedures, and/or rules he/she will immediately be removed from their work area, which will result in a zero for class participation and product grade. Horseplay, towel popping, running, spraying water, being in an undesignated area of the room, acting in an unprofessional manner, or touching another student for any reason will not be tolerated in this class.

## **SANITATION IS IMPORTANT!**

Student will be required to actively practice safety and sanitation rules at all times while in the classroom and lab. Students are required, as part of this course, to actively participate in all activities, including the cleaning of the lab. Custodians cannot clean the lab because this activity is *part of the standards* and every student must exhibit the willingness and ability to maintain a professional lab. This includes but not limited to washing equipment and dishes, properly putting dishes away, mopping the floor, and trash removal. Each student will be assigned a specific job listed in the logbook.

## **UNIFORMS**

Each student is required to purchase a chef coat, apron, toque (hat) or beanie, and pants. If you have long hair or heavy braids, I recommend buying the chef hat. All hair must be put up and covered including guys with long hair. All uniforms can be ordered from the link on my school website. All uniform items must be embroidered with students' names. You must also have closed toed shoes on lab days. You will not be able to enter the kitchen without your uniform or closed toed shoes. A uniform grade will be taken daily. Not being in full uniform will affect your grade. In addition, loose pants are required in the kitchen—**no shorts or leggings**. I am not personally responsible for your uniform if you chose to leave it in my classroom cabinet. Lockers are available for \$5.00 for the year. **Any uniform not put away in a labeled gym bag will be locked up and will be required to pay \$.25 to get it back. I expect my room to be kept clean and orderly. The \$.25 fee will go towards an FCCLA scholarship.**

## **CLOTHING REQUIREMENTS**

Tight clothing (leggings), shorts, and oversized pants that hang below the waist are not permitted in the lab. Clothing reflects professional dress in the workplace. **No jewelry in the lab**, secure any jewelry in your book bag. Violations of the clothing rules will result in loss of points from lab and removal from lab. **ALL CULINARY ART STUDENTS ARE REQUIRED TO HAVE SHOES APPROVED FOR CULINARY USE - THIS MEANS NO HEELS, SANDALS OR OTHER OPEN-TOED SHOES, WEDGES, PLATFORMS, BALLET SHOES, NO EXCEPTIONS!** Chef coats/or aprons must be kept on until class time is OVER. **Hair must be pulled back/up and head coverings must be worn during all labs. If you have heavy braids, it is your responsibility to supply your own hair net.**

- During labs only full length pants are acceptable (**no sagging pants**). No amount of leg can be exposed.
- Fingernails must be trimmed short. Absolutely **no nail polish or fake nails of any kind is permitted**. Long fingernails harbor bacteria. Nail polish is a physical contaminant. Wearing gloves will not be permissible to cover artificial nails or polish. Refusal to abide by ServSafe Standards will affect grade and result in dish pit duty.
- No excessive amounts of cologne or perfume should be worn in the lab.
- No personal grooming of any kind allowed in the classroom or kitchen.

**ABSENCE POLICY** For every day that a student has an excused absent, he or she is given that many days to complete make-up work up to five (5) days. Make-up work will **NOT** be taken after this time including **TESTS**, which will result in a zero. **If you are absent, it is your responsibility to ask for missed work. If you are absent on the day of a test it is YOUR responsibility to schedule a time before/after school to make-up your missed test.**

## **DAILY CLASS WORK**

It is imperative that every student used their time wisely when given an in-class assignment. All work assigned in class is expected to be turned in at the end of the class period in the appropriate turn in box. It is the students' responsibility to complete their work in the allotted time provided. If the student does not complete and turn in their assigned work at the end of the class period, the student will receive a zero unless given an extension from the instructor.

**PROJECT ASSIGNMENTS**

All project assignments will be given in class with an announced due date. If your assignment is not turned-in on the assigned due date, there will be an **automatic 20-point reduction per day that it is late. Assignments are still due on or before assigned date even if the student is attending any type of school activity/field trip unless they have talked with instructor about the class activity.**

**Student Signature:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_

**TEMPERATURE TEST:** All students are required to make a 100% on the temperature test. The first grade will count as a summative grade. The student will retest until they receive a 100% accuracy grade. However, the retests will only count as a formative grade. They must receive a 100% accuracy grade prior to entering the kitchen. All retesting must happen before or after school.

**Student Signature:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_

*Note: Any and all items outlined above are subject to change at the discretion of the instructor.*

**STUDENT**

- I have read the above guidelines and understand to do my best in Mrs. Osoinach’s class.
- I will follow the rules of instruction including uniform dress code, be respectful to others, and work together with my peer to make this a productive and successful year.
- I am responsible for bringing materials for class and for lab each day.

Print Student Name: \_\_\_\_\_ Block: \_\_\_\_\_

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

**PARENT/GUARDIAN**

I have read the above guidelines and understand that to be successful in Culinary Art, my child will need to:

- Follow the rules and guidelines stated above including uniform dress code and nails.
- As a Parent/Guardian, I will do what is necessary to ensure the success of my child in Culinary Art classes.

Best way for Mrs. Osoinach to contact me:

Parent(s) Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Best time: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Food allergies:** \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

**“PARENTS AND TEACHERS WORKING TOGETHER...THIS IS THE RECIPE FOR SUCCESS”**