

Introduction to Culinary Arts

2022-2023

General Information

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Overview, TEKS, Resources, and Required Course Supplies

Overview

Introduction to Culinary Arts will emphasize the principles of planning, organizing, staffing, directing, and controlling the management of a variety of food service operations. The course will provide insight into the operation of a well-run restaurant, food production skills, various levels of industry management, and hospitality skills. This is an entry-level course for students interested in pursuing a career in the food service industry. This course is offered as a classroom and laboratory-based course.

Texas Essential Knowledge and Skills (TEKS)

The following TEKS will be part of the curriculum:

- §130.253. Introduction to Culinary Arts

Resources

This course will be presented to students through the Canvas platform. Students will explore the topics presented in the course through reading, listening, and watching media delivered to them both through this platform and during class.

Required Course Supplies
COURSE FEE \$75 (DUE 10/3)
School-issued electronic device.
At least 1 pen or pencil
Notebook, 3-ring binder, or composition book
Closed-toe, non-slip shoes (BY 9/9)
School Issued ID badge
Hair ties/rubber bands for students with long hair (as needed)

Note: failure to wear the safety shoes or comply with dress code will result in an alternate (out of the kitchen) tasks to be assigned.

Course Fee

There is a \$75 course fee for Introduction to Culinary Arts. Course fees are payable through the Schoolpay portal. A link will be available in the CANVAS learning platform. The course fee is due by October 3, 2022. The course fee is used for the food that students use during lab activities. Students who are unable to pay the entire fee must speak to the Chef Instructor by September 9, 2022.

Attendance Policy

Attendance Policy

In Introduction to Culinary Arts, class participation is of vital importance for success. Students may lose credit for the course if they incur too many unexcused absences.

Tardies

Students are expected to arrive on time. Students who arrive after the tardy bell will be sent back to their house office for a tardy pass. **Any student who arrives 20 minutes or later after the official start of the class period will be marked absent.**

IMPORTANT

Due to the remote location of the classroom, it is extremely important that students do not waste time during passing periods. Students who arrive late and are sent for a tardy pass must return with the tardy pass before the 20th minute after the official start time of the period. Failure to do so will result in being marked absent.

Note: If you are absent on the day of a graded assignment, you will receive a ZERO. (See Make-up Work Policy below)

Grading Policies

Assessment Plan

Students will have graded assessments from both classroom instruction and lab assignments. Formative and summative assessments will be used in all hospitality courses. Formative assessments may include short quizzes, observations, self-reflection pieces, exit/entrance slips, graphic organizers, oral presentations, minor projects, uniform inspections, etc. Students will be given class time to complete formative assessments. Generally, formative assessments are due at the end of class on the day they are assigned. There will be at least two summative assessments every six weeks. Summative assessments may include exams, presentations, or major projects. There is a comprehensive final at the end of each semester.

Grading Policy:

Assessment values:

- Formative Assessments
 - 30% of the student's total grade for the grading period.
 - Weekly professionalism grades
 - Side duty checks
 - In-class assignments
 - Worksheets
 - Other activities or tasks assigned by the Chef Instructor as appropriate to the unit.
- Summative Assessments
 - 70% of the student's total grade for the grading period.
 - Exams
 - Multi-class projects with rubrics
 - Culinary labs
- Semester Grade
 - The semester grade is determined as follows:
 - 30% for each of the three 6-week grading periods within the semester.
 - =90% of the total semester grade.
 - 10% for the end-of-semester test.
- Grading Scale
 - A: 100-90%
 - C: 79-75%
 - B: 89-80%
 - D: 74-70%
 - F: 69% and below

Retakes Policy

Students who are not satisfied with their score on a major grade assignment are allowed one chance to improve that grade. The following conditions apply

1. The student's initial grade is 69 or lower.
2. The student schedules their retake using the CANVAS platform. Retakes will only be conducted during normal tutoring hours.
3. The student must complete the retake within two weeks of the date that the assignment was due/collected.
4. The highest grade possible on a retake is 70%.
5. The retake may be an alternate assignment that differs from the original assignment.
6. The Chef Instructor may require the student to do test corrections or another assignment before the retake is allowed.

Late Work Policy

Students are expected to submit assignments by the due date. Students may turn in late work up to five school days after the due date. Any assignments turned in late incur a loss of 10% of the possible grade every school day the assignment is not turned in. On the sixth school day after the due date, the assignment will be considered missing and cannot be made up.

Note: Students absent from class when an assignment is due will have 3 school days after their return to class to turn in the work before late penalties are incurred. It is the student's responsibility to check their grades and communicate with the Chef Instructor if they feel they should not have accrued late penalties.

Students who miss an exam due to an absence will have **3 school days** from the day they returned to class to schedule tutorial time to take the exam. It is the **student's responsibility** to schedule the exam. *Failure to do so will result in late penalties or the work being considered missing.*

Make-up Work Policy

It is **the student's responsibility** to check for make-up homework, quizzes, and exams due to an absence. If a student is absent when an assessment is due, a grade of "0" will be recorded in the grade book. Students have three school days once they return to school complete and submit missing work. After that time, it is considered late and will be penalized according to the late work policy. **Make-up summative assessments (Exams) and missed lab periods must be scheduled during tutorials.** It is **the student's responsibility** to schedule the exam within the first three days after returning from an absence to avoid late penalties.

Statement of Academic Integrity:

Students at Westside High School are expected to complete all coursework, including assignments and assessments, with absolute honesty and integrity. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and inappropriate or unauthorized communication related to the content of instructional activities and assessments between a student and another individual. A student found to have engaged in academic dishonesty in any form, while in a virtual or face-to-face setting, shall be subject to grade penalties and/or disciplinary penalties.

Corrective Actions for Academic Dishonesty

- **1st offense:**
 - A grade of zero will be given for the work in question.
 - The student may make up a summative assessment.
 - highest possible grade of 70.
 - Formative assessments cannot be made up.
 - Parents will be contacted by the Chef Instructor.
 - A disciplinary referral to the student's Dean for academic dishonesty will be submitted.
- **2nd offense:**
 - A grade of zero will be given for the work in question.
 - No make-up will be permitted.
 - Parents will be contacted by the Chef Instructor.
 - A disciplinary referral to the student's Dean for academic dishonesty will be submitted.
 - The Chef Instructor may recommend the removal of the student from the course.

Student Expectations, Class Policies, and Corrective Actions

All students are expected to follow policies listed in the Houston ISD Student Handbook as well as the culinary classroom-specific policies.

Student Expectations

Be **PROMPT**: Be in the culinary classroom before the tardy bell rings. We start each class with a line-up meeting. ***Students are expected to be in their place in line with all required materials 5 minutes after the tardy bell rings.***

Be **PREPARED**: Be prepared to participate fully in class. Come with a positive attitude and have all materials, and yourself, present and ready. Time is of the essence in culinary arts. Be ready to react to the Chef Instructor's directions without wasting time.

Be **POLITE**: *Always refer to the Chef Instructors as "Chef."* Be respectful of others and others' belongings. Do not talk while another person is talking. Raise your hand before speaking and listen when others are speaking. All students' total attention and respect for the person speaking is expected at all times *whether or not you agree with the speaker's feelings, opinions, or politics.* Use appropriate language. Vulgar, derogatory, or

negative comments will not be tolerated in this classroom. Criticisms, put-downs, and negative attitudes have no place in this class.

PARTICIPATE! Fully participating in each class is a major portion of the hospitality experience. If you are not here, it is exceedingly difficult to learn! The majority of the learning experience will take place during class.

Uniform and Personal Hygiene Policy

Students are expected to adhere to the Westside High School Uniform Policy. Furthermore, from the pre-service line-up meeting until the instructions to dress down, culinarians are expected to maintain the following dress code:

- Hair
 - Hair longer than shoulder length will be restrained to the back of the head using an elastic band, hairnet, or other restraint.
 - Students with facial hair may be instructed to wear a beard bag during lab activities.
- Jewelry
 - Rings are not permitted.
 - Bracelets are not permitted.
 - Necklaces must be tucked away under shirts.
 - Earrings must be smaller than a quarter.
- Clothing
 - The Westside Uniform Policy must be followed as well as the following considerations:
 - Clothing that may constitute a safety hazard is not permitted.
 - Dirty clothing that may be a sanitation hazard is not permitted.
- Shoes
 - In order to participate in class, students must wear non-slip shoes.
 - Must comply with OSHA standard ASTM F 1677
 - Identification of non-slip shoes
 - Molded into the shoe
 - “SLIP RESISTANT”
 - “OIL AND SLIP RESISTANT”
 - “OIL RESISTANT”
 - Any other factory molding that indicates the shoe is non-slip.
 - Anti-scuff or non-marking shoes may not be non-slip.
 - Literature on the shoe box or otherwise official from the manufacturer that states the shoe is non-slip.

Food and Drink Policy

Students are not permitted to eat personal food in the classroom. Students may drink from a container with a re-closable top. Food that is prepared as part of a lab exercise may be tasted as part of the preparation in the food preparation area. The Chef Instructor will take decisions on allowing students to eat food that has been prepared as part of a lab on an individual basis.

Seating Assignment Policy

The culinary classroom varies in the seating arrangement according to the lesson. The Chef Instructor may assign seats as the course progresses. The following three seating arrangements are the most common.

- **Stadium seating**
 - Tables are moved to the back of the room and seating is arranged like a stadium so that students can watch instructional videos, lectures, and presentations.
- **Classroom seating**
 - Tables are spread throughout the classroom and students arrange chairs so that they can work in small groups or individually.
- **Test seating**
 - Tables are spread throughout the classroom as in classroom seating but each small table is allowed one student, each large table two students, and the remainder of the class will spread out across the bar and into the kitchen. This arrangement allows students to work independently and discourages academic dishonesty.

Personal Electronic Device Policy

Due to the likelihood of distraction, cross-contamination, and safety concerns, the use of cell phones and other personal electronic devices in the classroom is normally forbidden. Students must keep all electronics stowed with their personal property. STUDENTS MAY NOT HAVE PERSONAL ELECTRONIC DEVICES IN THEIR POSSESSION DURING CLASS. THIS INCLUDES HAVING DEVICES IN POCKETS, ON WRISTS, OR IN ANY OTHER WAY ACCESSIBLE TO THE STUDENT. Use of personal electronic devices during instruction without explicit permission will result in correction, up to and including confiscation of the electronic device and/or referral to the student's disciplinarian.

Corrective Actions

A calm, distraction-free classroom is essential for learning. To that end, when a student's behavior results in a violation of school or classroom policies, normally the corrective action process outlined below will be followed. Level II and higher offenses will result in immediate referral to the student's dean.

The Corrective Actions Process

- **1st offense**
 - Verbal warning and redirection.
- **2nd offense**
 - Verbal warning with parental contact.
 - ***For Personal Electronic Devices***
 - The above plus confiscation of the device for the remainder of the period.
- **3rd offense**
 - Parental contact from the Chef Instructor and the student will complete a written behavior reflection.
 - The student will have 2 school days to complete the written behavior reflection.
 - The student will enroll in one of the next two available tutorials and attend.
 - This tutorial will be to discuss the offense and reflection in question.
 - *Failure to comply with the requirements above will result in parental contact and referral to the student's Dean.*
 - ***For Personal Electronic Devices***
 - The above plus confiscation of the device to be sent to the student's Dean.
 - A fee may be required to retrieve the device.
- **4th offense**
 - Parental contact from the Chef Instructor and referral to the student's Dean for disciplinary action.
 - The Chef Instructor may request the student be removed from the course.
 - ***For Personal Electronic Devices***
 - The above plus confiscation of the device to be sent to the student's Dean.
 - A fee may be required to retrieve the device.

Safety, Sanitation, and the Professional Behavior

Safety

A professional kitchen can be a very dangerous environment if safety rules are not understood and followed. Unsafe conditions in the kitchen and unsafe behaviors of workers can result in burns, cuts, abrasions, and other injuries. It is for this reason that we put safety first, always. Therefore, students will always be trained in the proper use of the equipment and the proper safe behaviors in a kitchen. Students will be assessed on their knowledge of the safety rules before they are allowed to work in the kitchen. *A student who engages in unsafe acts will face corrective action, up to and including removal from the course.*

Sanitation

The most important thing a food service worker produces is food that is safe and sanitary. Food safety rules and regulations will be taught to the students. Proper uniform, hand washing procedures, production techniques, and cleaning processes are all a part of maintaining a sanitary food production system. Chefs will monitor students to ensure that all food production follows The National Restaurant Association's ServSafe sanitation standards.

Professional Behavior

A career-ready graduate will understand what professional behavior in the workplace is. To achieve this goal, students will be constantly trained. This training starts at the very beginning of class with the pre-service line-up meeting. Culinary students are expected to be in their place in line, with the uniform and supplies that the Chef Instructor has requested no later than 5 minutes after the start of class. Instructional staff will model desired behaviors and spot correct students.

Students will receive professionalism grades based on the following employability skills: time management, uniform, grooming, teamwork, effort, cleanliness, adherence to the health code as well as other appropriate criteria. Repeated failure to correct unprofessional behavior may result in corrective action.

STUDENTS, PLEASE REVIEW THE PREVIOUS SIX PAGES OF THIS SYLLABUS SYLLABUS WITH YOUR PARENTS/GUARDIANS AND RETURN IT TO YOUR CHEF INSTRUCTOR INTIALED AND SIGNED BELOW

PARENTS/GUARDIANS PLEASE INITIAL THE FOLLOWING INDICATING THAT YOU HAVE REVIEWED THE MATERIAL WITH YOUR STUDENT

SYLLABUS SECTION	PARENTS/GUARDIANS PLEASE INITIAL AFTER REVIEW	STUDENTS PLEASE INITIAL AFTER REVIEW
Required Course Supplies		
Course Fee		
Attendance Policy		
Grading Policies		
Student Expectations, Class Policies, and Corrective Actions		
Safety, Sanitation, and the Professional Behavior		

STUDENTS AND PARENTS/GUARDIANS, PLEASE SIGN AND DATE BELOW

Student Signature

Date

Parent/Guardian Signature

Date

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