

**SYLLABUS**  
**Culinary Arts**  
**2007 - 2008**

**Instructor:** Ms. Tonya L-Ward  
**Office Phone:** (757) 874-4444, ext. 540  
**E-mail:** [tonya.ward@wl.nhqs.tec.va.us](mailto:tonya.ward@wl.nhqs.tec.va.us)  
**Office Hours:** Monday – Friday, 7:15 AM – 3:15 PM  
**Course #:** 8521/8522  
**Location:** Woodside Lane Campus  
**Certification:** NOCTI  
**Text:** Guggenmos, Karl and McVety, Paul J. (2007). *Culinary Essentials*, Glencoe/McGraw-Hill.

**Course Fees:**

Class Fee	\$ 35.00
Knife Kits	\$125.00
<b>Total Fees</b>	<b>\$160.00</b>

**Course Title: Culinary Arts I and II**

**1. Course Description:**

This is an introductory course designed to prepare students to enter employment in the foodservice industry. Instruction focuses on sanitation, nutrition, food preparation, purchasing, and inventory control in addition to food presentation and service. Students plan menus, prepare food and use a variety of kitchen equipment such as commercial ovens, grills, broilers, slicers, grinders, and blenders. This course is intended for students who are preparing for many of the exciting, challenging, and rewarding careers in food service occupations. Culinary Arts students study how to prepare meals according to specific customer requests, how to do food conversions, how to prepare special meals for patients as instructed by a dietitian, how to supervise and train other cooks and kitchen personnel, plan menus, while taking advantage of foods in season and local availability as well as preparing students for entrepreneurship.

**2. Instructional Philosophy**

Students will be expected to meet all of the course goals listed below and be able to demonstrate their understanding of the underlying concepts. The instruction will include lecture, class discussion, hands on training, and assigned reading materials. Students will be asked to work both individually and in teams and practice communication and problem solving skills, and will be expected to prepare a resume and conduct job search exercises. The foodservice and hospitality community will be involved to a limited extent in the student's educational process and is counted on to provide opportunities for outside activities, demonstrations, mentorships and on the job (OJT) training.

Students are expected to read all assignments and be aware of all required material handed out in class. Test dates will be announced. In the event of absences, it is the student's responsibility to contact the instructor for any missed work. **Classroom attendance and participation are required and important for the successful completion of this course.**

### 3. Course Objectives:

- A. To understand the structure and major components of the foodservice industry.
- B. To learn basic skills needed to be successful in the foodservice industry
- C. To enhance people skills

### 4. Instructional Delivery Plan:

This course will be taught using a combination of lecture, textbook materials, handouts, instructional videos, class discussions, field trips, guest speakers and “hands-on” experiences. Due to the nature of this course, students and parents must understand that working with foodservice equipment holds some risk of injury to the students. Students will be required to obtain insurance coverage through the school, and all minor injuries will be addressed immediately by the school nurse. Students will be taught to understand the dangers involved if safety procedures are not followed.

Guest speakers will be scheduled to address the class several times throughout the school term. These visitors will relay valuable information to the students in the area of foodservice and hospitality. Students will be expected to take notes on the material discussed by the speaker and to treat the guests with the same respect as any school faculty.

The following is a description of course requirements:

- A. **Quizzes or Test** : During each quarter, there will be between three and five quizzes/tests. The quizzes will be multiple choice and/or true and false, and they may or may not be announced. The quizzes are designed to test your comprehension of the material being covered.
- B. **Quarterly Exam**: There will also be a final exam at the end of each quarter. The dates of these exams will be announced. These exams are multiple choice and short answer. There will be NO MAKE-UPS for quizzes or exams unless you provide a doctor’s excuse or have an extreme circumstance that the instructor feels is a legitimate reason for missing the quiz or exam.
- C. **Class Participation**: Class participation is a very important element of the learning experience. All students to be actively engaged with this class and to contribute to class discussions and class exercises.
- D. **Notebooks**: You are required to maintain an organized and neat notebook. The notebooks will be examined at least twice per quarter for a grade. The notebooks should be 2-inch, three-ringed binders.
- E. **Attendance**: Daily attendance is mandatory. Absences will only be excused with either a doctor’s note or a note from a parent explaining why you were not in school on a previous day. Keep in mind that you will receive a grade of “F” if you have 5 or more unexcused absences in a quarter. Students are to be on time for class and to stay for its duration (unless you have a written excuse).
- F. **Grade Scale**: The grading scale at New Horizons Regional Education Center is as follows:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
BELOW 60	F

## 5. Assessment Plan:

### Performance Standards

Grades for the course will be based on the following levels of performance:

Grade	Performance Standard
<b>A</b>	<b>Independent Learner</b> Did research, completed assignments; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated knowledge with a grade of 90 or higher; produced a quality portfolio.
<b>B</b>	<b>Semi-Independent Learner</b> Did research, completed assignments; needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; produced a better-than-average portfolio
<b>C</b>	<b>Dependent Learner</b> Needed help to research, completed most assignments; relied a great deal on the teacher, had to be given procedures for performing tasks, required significant help to complete projects and assignments; demonstrated knowledge with a grade of 70 or higher; produced an average portfolio.
<b>D</b>	<b>Supervised Learner</b> If projects were completed, they were of very poor quality; did not adequately document procedures; did not show criteria for determining quality; scored less than 70 on knowledge tests; produced a poor portfolio.
<b>F</b>	<b>Failure</b> Did not complete projects or assignments; if projects were completed, they were of such poor quality that they did not pass; failed to perform competency skills, showed little or no interest in improving grades, scored less than 70 on knowledge tests; produced a poor portfolio or none at all.

### Student Evaluation

Students will be evaluated based on the following:

Evaluation Criteria	Method of Evaluation	Percent
Employability Skills	Employability skills equates to professionalism. These are the necessary skills you will need to be successful in the workforce. The overall employability grade is based on the following factors: your ability to communicate effectively, your use of time, your cooperation in class, your ability to follow instructions, your ability to work independently, your care of the worksite, your ability to follow safety rules, your appearance in class, your ability for problem solving, and bringing your materials to each class. Additionally, students must demonstrate the following: reading skills on a level required for employment , reasoning, problem-solving,	30%

and decision-making skills; understanding the “big picture;” strong work ethic; positive attitude; independence and initiative; self-presentation skills; satisfactory attendance; and participation as a team member to accomplish goals.

Related Instruction	Quizzes or tests, quarterly exams, notebooks, worksheets, and other projects will be used to determine the overall related instruction grade.	30%
Competencies	Competencies (hands-on and workplace skill demonstration) as outlined in the Virginia Department of Education Competency-Based Task/Competency List for the Culinary Arts course. Also included in this category is a basic understanding of Virginia’s Workplace Readiness Skills.	40%