

Associate and Parent Contract

Culinary Arts Program Syllabus

Introduction to Culinary Arts

The foundational 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. The course also provides an overview of the professionalism in the culinary industry and career opportunities leading into a career pathway to Culinary Arts.

Culinary Arts I

Designed to create a complete foundation and understanding of Culinary Arts leading to postsecondary education or a food-service career. This fundamental course begins to involve in-depth knowledge and hands-on skill mastery of culinary arts.

Culinary Arts II

An advanced and rigorous in-depth course designed for the student who is continuing in the Culinary Arts Pathway and wishes to continue their education at the postsecondary level or enter the food-service industry as a proficient and well-rounded individual. Strong importance is given to refining hands-on production of the classic fundamentals in the commercial kitchen.

Academy for Advanced Studies 5 Characteristics of a Graduate

1. A comprehensive plan for post-secondary education and careers
2. A sound work-ethic
3. A work-based learning, service-learning, or capstone project experience
4. Recognized national or industry certification
5. Participation in rigorous course work – i.e. dual enrollment, AP, honors, or advanced CTAE courses

***This form must be returned to the Culinary Arts teacher before the student will be allowed to participate in any kitchen labs.**

Associate and Parent Contract

Classwork/ Homework

- Associates will be responsible for being attentive and taking necessary notes during class demonstrations, lectures, and presentations. There will be important culinary terminology, principles, and techniques to learn throughout the semester. Homework will be given to student per Chef Instructors' policy. **Each associate will keep a handwritten notebook for each day of class. This notebook must be obtained by the first full week of class. The chef has the right to check individual notebooks at any point during the course and class, failure to keep an updated notebook will lead to points deductive.**

Assessment

- Associates will be assessed using a variety of methods which include but are not limited to; written exams, performance tasks, and observations.

Safety

- Associates will be given safety and sanitary instructions according to *ServSafe* guidelines. Culinary arts is an inherently dangerous occupation. Chef Instructor will attempt to reinforce safety each day by reminding associates about procedures and rules that govern a safe environment for each associate.
- Safety rules are for your safety!
- Report all accidents, no matter how minor they are.
- Associate will be train on equipment in kitchen before permitted to use. Associates must obey all safety rules for each piece of equipment. Inappropriate handling of any piece of equipment will lead to point's deduction, sitting out of lab, and/or write-up, depending on the severity.

Kitchen Labs/Classroom Etiquette

- At the beginning of each Lab, associate will line up in alphabetical order for inspection. Associates must be fully dressed in culinary attire address later in this syllabus.
- **On lab days, Associates are expected to wear appropriate attire. Clothing MUST meet industry standards:**

*Our facility will be health inspected on a routine basis. It is critical for the associates to adhere to standards set by *ServSafe* text.*

No associate will be allowed to participate in labs or enter kitchen without proper attire.

Minimum uniform requirements are:

- White Chefs Coat, in good condition, no excessive stains, no tears, holes or fraying. It is the student's responsibility to keep his/her coat clean.
- Black Chefs Hat; either a soft toque (floppy) or a skull cap, Students that have excessively long or large hair we suggest obtaining a bonnet sleeping cap (black) that can be found on amazon for \$6.00. I recommend this solution due to the fact that if all of the hair is restrained under the bonnet a hairnet isn't required.
- Black Bib Apron

***This form must be returned to the Culinary Arts teacher before the student will be allowed to participate in any kitchen labs.**

Associate and Parent Contract

- Black non slip shoes made specifically for kitchen environments. (*Nursing, construction, and etc. non slip shoes are not permitted in the kitchen*)
- Checkered Culinary apprentice pants.. *No associate will be allowed in the kitchen with shorts, skirt, dresses, pants with holes, or hanging off the waist!*
- Students that wish to participate in catering or banquet functions will be required to purchase and wear the standard chef's houndstooth pants.

Associates and parents will be responsible for obtaining the attire needed for culinary arts.

- Chef attire must be kept inside the associate's locker when not being used. Any attire left inside the class will become property of the culinary department. No chef attire will be held in the classroom or by Chefs. It is responsibility to keep up with your chef coat.
- **No cell phones allowed in classroom or kitchen, first violation written warning, second violation, office referral remainder of class spent in ISS.**
- **Long socks must be worn on lab days.** On banquet days long white or black socks must be worn.
- **Hair must be completely restrained/covered.** If you have excessively long hair e.g. braids or weaves you will need to make sure all of your hair can securely fit under one hair net and your hat. If you cannot control and cover your hair you will not be allowed in the kitchen and you will forfeit your lab grade for the day. Beards are not permitted; students must be clean shaven.
- **No jewelry**, this includes but not limited to, nose rings, belly rings, ear rings, eye rings, finger rings, watches, necklaces, bracelets, bands, eyelashes, and more.
- No perfumes, colognes, perfumed lotion in kitchen lab
- **Fingernail polish and acrylic (fake nails)** are NOT ALLOWED in the kitchen.
- **Associates will be allotted no more than five minutes to dress out for lab.** Points will be deducted for excessive time spent dressing out.
- **Associates keep chef attire clean at all time. Chef attire will not be washed by the culinary program. Chef attire must be washed at home. No exceptions!**
- Associates are expected to follow ALL safety procedures during lab or they will sit out for the day and points will be deducted. Extreme violations will result in a write up and immediate referral to the office.
- Associates will be participating in professional kitchen labs that reflect real work experience. They will need to be in appropriate attire for labs, follow all kitchen procedures, and show professionalism at all times. Associates will complete a Kitchen Safety and First Aid unit before they are permitted to participate in labs or activities. **There will be an exam at the end of the unit in which associates must make a 100. They will be able to retake the exam if necessary.**

***This form must be returned to the Culinary Arts teacher before the student will be allowed to participate in any kitchen labs.**

Associate and Parent Contract

- Food, drinks, gum and snacks are NOT permitted in the lab. Clean-up of the classroom and lab is the responsibility of the associates. Respect for the facility and other classmates require that each student actively participate in the cleaning and upkeep of the classroom and lab. This includes but not limited to, cleaning equipment, floor, windows, sinks, towels, cleaning and folding attire, organizing food, storing computers, cleaning mop buckets, and much more. ***There is no down time in the kitchen.*** If a student has time to stand around and talk, they have time to clean. Cleaning from each associate is an **absolute must. No associate will be dismissed from kitchen without all cleaning completed and approved by Chef Instructor. Cleaning schedules will be discussed more per Chef Instructor.**
- At the end of the lab, associates will line up again in alphabetical order for reflections, and final remarks and questions. **All students will be dismissed from there by the Chef Instructor/Trainer.**
- Associates must always stay in their assigned area. Never move out your station for any reason, unless it is to speak with the Chef Instructor or to report an emergency.
- If there are circumstances that will prevent you from participate safely in the lab, please let your Chef Instructor know as soon as possible.

Work Ethic/Professional

- A good attitude is important in the workplace. Associates will be expected to have a positive attitude toward the culinary class and the learning experience. Our classroom and lab will reflect the world of work and by doing so associates will be expected to act in a professional manner to get the job done with minimum distractions. As professionals, associates 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. The Culinary programs will hold associates responsible for the safe, orderly operation of the class and lab. Each associate will receive 100 points at the beginning of each lab. Each violation of guideline for associate behavior will result in a deduction from the grade.
- The work ethic grade is based on punctuality, time management, honesty, respect, accountability and more. The culinary arts program is designed to reflect real world work experience and it is an expectation for associates to demonstrate a good work ethic and professional behavior.
- Work ethic will be monitored and graded per Chef Instructor timing. This may include daily, weekly, monthly or quarterly.
- Each associate must be in the lab on time. Chefs will deduct 10 points per minute for late students.

Each student will receive 100 points at the beginning of each lab. Each violation of the guidelines for student behavior will result in a deduction of points as follows:

- Horseplay, Safety Violation, Improper Sanitation -50 points
- Disrespectful Behavior, Attitude, Language -50 points
- Off task, lack of participation -25 points
- Excessive Talking -25 points

***This form must be returned to the Culinary Arts teacher before the student will be allowed to participate in any kitchen labs.**

Associate and Parent Contract

- Out of Seat, Out of work area -25 points
- Tardy -25 points
- Missing class materials -5 points

Classroom Dress code

- Please refer to *Henry County Schools Student Handbook* provided by school.

Evaluation

- The letter equivalents for numerical grades are as follows:
90 - 100 = A, 80 - 89 = B, 74 - 79 = C,
70 - 73 = D, Below 70 = F
- The semester grade is determined as follows:

Coursework 80 % <i>*of final overall grade</i>	Final Exam 20% <i>*of overall final overall grade</i>
<ul style="list-style-type: none">• Practice Work 50%• Assessment 50% <i>This is a county mandated scale.</i>	

Late assignments

- See specific Chef Instructor for details on late assignments.

Makeup policy

- It is the associate's and parent's responsibility to make arrangements for make-up work. Make-up work will be addressed by Instructor per class.
- If there are any questions, associates should ask their instructor for policy on make-up work. Make-up policy may differ per Chef Instructor.

Classroom Rules (classroom rule will vary per chef!)

1. Always have a positive attitude. It's contagious!
2. Respect other's property, students, and teachers.
3. Always be prepared for class.
4. Keep cell phones, music devices, earbud and any other electronic devices out of the sites.
5. Only food made during labs will be allowed in the classroom.
6. Follow Dress Code Policy as seen in the Student Handbook.
7. Ask before leaving the classroom for any reason.
8. Be safe when working in the lab.
9. Bathroom privileges are determined per chef instructor.
10. No cell phones in classroom. You may not charge your cell phone in classroom

Consequences

Associates will adhere to 4 step process for AAS

***This form must be returned to the Culinary Arts teacher before the student will be allowed to participate in any kitchen labs.**

Associate and Parent Contract

Associates will have four infractions before written up. Upon the 4th infraction, associates, the entire form will be sent to the AAS office as a write-up.

Depending on the severity of the infraction, associates can be written up immediately. See student handbook for more information.

Video and Photo Release

Associates and parents/guardians should understand that many digital photos are taken during class. It is quite possible that your student may appear on the school/district website or other media outlet promoting the Culinary Arts Program at the Academy for Advanced Studies. **No associate's name or information will be given out.** If you have a concern with photos taken of child for school purposes, please communicate this to the chef prior to signing this form.

Please keep this copy for your records.

Please note: This syllabus is subject to change as necessary

***This form must be returned to the Culinary Arts teacher before the student will be allowed to participate in any kitchen labs.**

Associate and Parent Contract

Associate's Name: _____

I have read and understand the syllabus for Culinary Arts.

Associate Signature _____ Date _____

Parent Signature _____ Date _____

I understand that the associate must make a 100 on the Kitchen Safety and First Aid exam and have appropriate kitchen attire as outlined in the syllabus before participating in Kitchen labs or activities.

Associate Signature _____ Date _____

Parent Signature _____ Date _____

Emergency Information Parent/Guardian Name

Telephone Numbers:

Home _____

Cell _____

Work _____

Email Address _____

Home Address _____

Please list any allergies of your child.

The above Emergency Information is true and correct.

Parent Signature

Date _____

***This form must be returned to the Culinary Arts teacher before the student will be allowed to participate in any kitchen labs.**