**Syllabus:** A La Carte Cooking

**Course Number:** CHEF 1214
**Semester: Second Semester**

**Instructor Information**

 **Chef Ashley Weems**- Culinary Arts Program Coordinator

 Dual Credit Instructor

 E-mail: ashley.weems@texarkanacollege.edu

 Phone:

 Office Hours: 7:40-8:00(M-F), 3:00-3:40 (M, T, TH), Tutoring 3:00-4:00 (W)

 Location: K2 Culinary Kitchen, Upstairs

**Chef Donna Welch**- Culinary Arts Instructor

 E-mail: donna.welch@texarkanacollege.edu

 Phone:

 Office Hours: 7:40-8:00(M-F), 3:00-3:40 (M, T, TH), Tutoring 3:00-4:00 (W)

 Location: K2 Culinary Kitchen, Upstairs

**Textbook Information**

The Culinary Professional 4th Edition, Bundle (Text + Edu Hub LMS-Ready Content, 1yr. Indv. Access Key Packet)

Author: John Draz and Christopher Koetke

Goodheart-Willcox

978-1-64925-441-2

**Student Learning Outcomes for the Course**

Prepare a la carte orders using broiling, sauteing, and roasting processes; Prepare short sauces; Display quality standards and time management for a la carte food items; Summarize food costs.

**Student Requirements for Completion of the Course and Due Dates**

Base Skills Sheet-Due at end of semester

Quizzes--Randomly, after new topic

Midterm- Given middle of semester

Final- Last week of class

Portfolio-Due last week of class

**Student Assessment**

Grading will be based on the following for a total of 100%:

Base Skills Sheet- 40%

Quizzes- 10%

Events 10%

Midterm 20%

Final Exam- 20%

Base Skills Sheet:

Base skills sheet is a compilation of items, skills and techniques that a student must demonstrate and/or accomplish before the end of the semester. Base skills sheets are to be stored in a binder, brought to class every day and maintained by the student. As an item is competed it must be verified by an instructor. The base skills sheet must be signed and dated by an instructor immediately after a task is completed. If the item is incorrect or incomplete it will need to be redone in order to get credit. This sheet must be kept by the student for the entire semester. If a student loses a base skills sheet they must start again. Lost sheets or incomplete items will be considered as a missing assignment and a zero will be given.

Quizzes:

Each quiz will function as an evaluation of subject matter covered. A quiz may or may not come with warning.

Events:

On occasion you will have the opportunity to be a part of the catered Events that we do here at Texarkana College. The majority of these will be done during class hours. But, there will be some that will require After Hours. In this situation, we may be off campus, or on campus. But, you will be allowed to take part in them, providing you are professional, attentive and be a TEAM player in all aspects. These are great opportunities to be involved with professionals in our community, and at times, possibly lead to future employment opportunities.

Mid-

The mid-term will be a Practical Hands-On analysis of the subject matter taught in the first half of each course. The mid-term will be administered half way through the course.

Final Exam:

The final will be a comprehensive analysis of the subject matter of the entire course. It will be administered the last week of class.

**Grading Scale**

|  |  |
| --- | --- |
| **Grade**  |  |
| **A** | 90-100 |
| **B** | 80-89 |
| **C** | 70-79 |
| **D** | 60-69 |
| **F** | 59-below |

**Class Schedule**

|  |  |
| --- | --- |
| Topics | **INFORMATION**  |
| 1  | Chapter 1, 2,  |
| 2  | Chapter 3, 4 |
| 3  | Chapter 5, 6,  |
| 4  | Chapter 7, 8,  |
| 5  | Chapter 9, 10 |
| 6  | Chapter 11, 12 |
| 7  | Chapter 13, 14 |
| 8  | Review |

**Attendance Policy**

∙ All attendance policies will be strictly enforced.

∙ Class begins on time. Absentee policy begins at class time.

∙ Students attending Culinary Arts related field trips or out-of-classroom activities, will not be counted absent but must stay at the event for the amount of time required or they may be marked absent.

∙ Students will be allowed into class 10 minutes before class and will have their uniform inspected before being allowed to enter. Students without the appropriate uniform will be allowed to go to the bookstore to buy what they need for a tardy within the 15 minutes after class starts. After that they will be counted absent and not allowed into the classroom and disrupt the class.

∙ There is no such thing as an excused absence (with very few exceptions). Special Exceptions: Military service, jury duty, or religious holidays. All special exceptions need to be discussed with the instructor before the 15th day of class, or the absence (when it occurs) will count.

**Lunches and Breaks**

Students will receive a 30-minute lunch break during the day. Students will also receive two 10-minute break per day. Any student that is over 5 minutes late returning from a break or lunch may be allowed to return to class but may receive an absence for the day.

**Absentee & Tardy Policy**

 **Workforce Classes**

|  |  |
| --- | --- |
| **Day Classes** | **Evening Classes** |
| **Class meets:****5 days a week (MTWRF)****Instructor may withdraw a student from a course if absences exceed: 5****Three tardies count as one absence.****You are considered tardy from 8:01 a.m. through 8:15 a.m. You will be counted absent after that.** |  |

**Early Departure**

A student that leaves prior to the end of their scheduled class time is considered to be an early departure. If a student departs before class is dismissed by the instructor, they may be marked as absent for the day.. If a student has to leave during the day, for whatever reason, is gone for more than 15 minutes and then returns, they may remain in class, but may receive an absence for the day.

**Roaming**

For safety and instructional purposes, the instructor must know where all students are at all times. Any time a student leaves without permission, is granted permission to leave but is not where they should be or is gone too long will be considered to be “roaming”. “Roaming” also includes being in another classroom or kitchen for too long or unnecessarily, not participating in kitchen cleaning and excessively long restroom breaks. Once a “roaming” student returns, the instructor may allow the student to return. The student may receive an absence for the day.

**Make-up Policy**

∙ It is the responsibility of the student to cover all material missed on their own time.

∙ Being absent when a topic or material was covered is unfortunate. However, a student is still required to take the test, quiz or assignment when everyone else does. No exceptions.

∙ If a student is absent on the day of a midterm exam, written final exam or practical final exam he/she is required to make-up the exam within two scheduled school days of their return. The student is required to contact the instructor to find out when the make-up will be.

∙ Homework assignments due the day of an absence will be accepted on the next class day present.

∙ Projects, case studies, field projects or research papers that have a set due date are required to be turned in on the due date. No exceptions. No late work will be accepted and a zero will be given.

∙ It is the student’s responsibility to contact the instructor to arrange to make-up missed work.

∙ If a student is absent the day of a quiz, he/she is required to make-up the quiz within two scheduled school days of their return. The student is required to contact the instructor to find out when the make-up will be.

∙ In most cases, make-up exams and quizzes will only be offered after 3:00pm when class has been excused for the day. Class time will not be used for make-up work.

∙ Make-up work may be the same as what other students received or it may be an alternate to maintain the integrity of the exam or assignment.

∙ Due to their nature certain assignments, such as a pop-quiz, may not be made up. If this occurs, the student will receive no grade for the assignment.

∙ Failure to make-up work in accordance with the make-up policy requirements will result in a recorded grade of 0%. The 0% grade will be factored into the student’s grade average and will, therefore, impact the student’s satisfactory progress and may result in failure of the class.

**Missing Assignments**

The purpose of assignments such as homework, projects, case studies, field projects and research papers is to serve as a way to gain knowledge on a subject in advance, supplement lecture information and reinforce work done in class.

∙ Students are required to complete all assignments and will receive grades based on the work they submit.

∙ Incomplete assignments will not be accepted, and will be recorded as a 0%.

∙ Failure to turn in an assignment will result in a recorded grade of 0%.

∙ A 0% grade will be factored into the student’s grade average and will, therefore, impact the student’s satisfactory progress and may result in failure of the class and program.

**Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, col­lusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at [https://texarkanacollege.edu](https://texarkanacollege.edu/).

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Identify and explain baking terms, ingredients, equipment, and tools; scale and measure ingredients; convert and cost recipes; operate baking equipment and tools; prepare yeast products, quick breads, pies, tarts, cookies, various cakes, icings, and demonstrate fundamental decorating techniques; and produce commercially acceptable baked products