

Introduction to Culinary Arts: 18-Week Course



Teacher/Student/Guardian Contract

Hello Student Chefs and Parents/Guardians:

Welcome to your first culinary class ever, Introduction to Culinary Arts! I'm BEYOND excited to get to know you and work with you this semester!! This is a great first step to exploring the many opportunities and benefits of the food service industry.

Introduction to Culinary Arts is an 18-week course designed to 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 foodservice industry.

Let's go over the nuts & bolts of our class so you'll have a fun and successful semester! If you have any questions or concerns, please email me so we can be sure to start off on the right foot! **This document is a contract between all of us.** I'll do my best to honor it daily; please do the same :)

→ Please complete ALL information and sign below! ←

***Return SIGNED NO LATER THAN January 14th (A) / January 15th (B) for a 100 Major Grade.**

****For safety reasons, the student won't be allowed to enter the kitchens until this signed contract is returned.**

-Student has and will bring their MISD-issued/personal iPad/tablet: YES___ NO___

(If no, please explain below then refer to SUPPLIES & GRADING POLICY, as well as TECHNOLOGY POLICY on the following pages.)

-Student Has Food/Chemical Allergies: YES___ NO___

Please list any food/kitchen chemical allergies that your child has (peanuts, bleach, etc.).

Student Name (print)

Parent/Guardian (print)

Student Signature

Parent/Guardian Signature

Date

Date

Please feel free to contact me by email at any time. I look forward to speaking with you!

Chef J. Baker-Roberson



Technology Policy

→ **All cellphones will be stored safely in numbered slot upon entering the classroom.** ←

****Per MISD policy, cell phones won't be visible during class at any time****

(this includes earbuds, headphones, and bluetooth devices)

We work fast-paced and cell phones will only be a distraction!

Acceptable "work" on iPads:

You'll use your iPad daily for Class Activities (Note taking, Research, Project Building, and Emailing), recipes, documenting labs and submitting your assignments to Google Classroom.

Things that will get you "fired" on your iPad:

This course is taught to mimic culinary school/the industry and you are an employee. Games, social media, and Kik are distractions that will slow us down.

→ Taking photos of Chef Baker or another student without prior consent is not tolerated, and will result in an **Automatic Referral.** ←

NON-COMPLIANCE with POLICY or INSTRUCTOR(S) DIRECTIVES:

Will follow MISD policy given in student handbook

****Non-compliance issues earn a "0" for daily Professionalism Grade.**

→ **Any time that a student does not have their iPad/tablet will have to work on a paper copy or handwritten copy of the assignment.** ←

I have read and agree to the above Technology Policy.

Student Signature

Parent Signature

Print Student Name

Print Parent Name

Date

Date

Please feel free to contact me by email at any time. I look forward to speaking with you!
Chef J. Baker-Roberson



UNIFORM POLICY

Please be aware that we follow ServSafe Standards. The standards provided below are expected to be followed every kitchen lab.

Kitchen Lab Uniform:

MUST Wear (Complete Uniform):

May NOT Wear:

| | |
|--|--|
| Black slip-resistant kitchen shoes only (approx. \$20 Walmart) | Sandals, high heels, flip-flops, house shoes, boots, slides, bare feet |
| Socks | May not be worn without shoes |
| Long Pants (ankle length) | Capris, shorts, skinny jeans, leggings, joggers, athletic pants, yoga pants or sweats, *no sagging pants |
| Sleeved Shirt | Tank tops, sleeveless shirts, hoodies, capped-sleeve, off-the-shoulder tops, open-back shirts, midriff tops |
| Classic White Chef Hat (mushroom style) | Hoodie, knit beanie, scarf or bandana |
| Black Sharpie Ink pen/pencil Highlighter | Jewelry (piercings, necklaces, bracelets, watches, rings) **Facial Piercing will need to be removed or require a band aid covering (band aid is student provided). |

**Aprons will be furnished each lab day and laundered by the students. You may purchase your own white bib apron if you choose.*

IF A PIECE IS MISSING FROM THE UNIFORM, STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN THE KITCHEN LAB.

Out of Uniform:

A student out of uniform will be excluded from the kitchen lab and assigned dish duty. Student will earn a maximum grade of 70% (washing dishes is not considered full lab participation).

I have read and AGREE to the above uniform and dress code policy.

Parent/Guardian Signature

Student Signature



Syllabus

GC CODE

REMIND CODE

Chef Instructor: Chef J. Baker-Roberson

email: Jbaker-roberson@misdmail.org

Phone: 682-314-1591

Conference: M-TH @ 10:05a-10:30a

Ben Barber Innovation Academy: Room B-121, Lab C-111

- EACH SESSION WILL BEGIN & END IN THE CLASSROOM (B121).
- DISMISSAL FROM THE KITCHEN OCCURS ONLY WHEN CHEF DECLARES IT CLEAN
 - NO PERSONAL BELONGINGS WILL BE ALLOWED IN THE KITCHEN

Introduction to Culinary Arts is an 18-week course designed to 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 foodservice industry.

Required Daily Supplies:

- Charged iPad/tablet (see technology page)
- Pens, pencils
- Black "Sharpie" Marker
- 2" 3-Ring Binder/Notebook clear view cover front and back (White)
- 1 set of dividers (8)
- Sheet protectors 3-hole (25 ct)
- Dry erase markers
- Highlighters
- Filler paper (200 sheet pk.)
- Clorox wipes

****STUDENTS MUST HAVE ALL SUPPLIES
NO LATER THAN January 14/15, 2019****

Textbooks

Foundations of Restaurant Management and Culinary Arts Level 1, Level 2 (National Restaurant Association)
ServSafe Starters Employee Guide (Texas Restaurant Association)

Required Certifications:

*None

Active Participation

Introduction to Culinary Arts requires **highly active participation** in order for learning to occur. Both performance **and** participation are a huge part of each assignment.

Lab Safety

Please feel free to contact me by email at any time. I look forward to speaking with you!
Chef J. Baker-Roberson

Introduction to Culinary Arts: 18-Week Course



The professional kitchen can be a dangerous setting if handled inappropriately. All culinary students will be held accountable to a “zero tolerance” safety policy upon entering the kitchen lab. Detailed information regarding the policy will be discussed during the first week of class. ***Students who choose to not follow the policy will receive an immediate referral and will be suspended from cooking and tasting privileges for a two-week period.***

Grading Policy

The grading scale for all assignments will be as follows:

| | |
|---|----------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| F | Below 70 |

An “Incomplete” (I) reflects incomplete student work and is not considered an academic grade.

- **DAILY WORK: 60%**

Students will receive a ***minimum*** of three grades per week based upon their *participation and performance* on assignments and projects completed in the classroom.

- **MAJOR PROJECTS & ASSESSMENTS: 40%**

Students will receive a minimum of two major test/assessment grades for each six weeks grading period. Such assessments may be in the form of a practical (lab) exam, a written exam, or project.

- **FINAL EXAM**

The above policy will be the basis for 80% of the student’s semester grade. The final exam grade will count as 20% of the student’s total grade, per district policy.

Posting Student Work:

Student grades will be posted in Skyward Parent Portal within five business days for daily grades and major grades. Special consideration is given to major projects, including lengthy writing assignments.

Attendance & Tardies

Attendance is submitted each session. Attendance & Tardy Policies will be posted in the classroom.

- A student is considered ABSENT if he or she misses 20 minutes of any session.
- A student is considered TARDY if he or she is not in the room at the official start time of any session.
- Official time will be that which is synced with Administration (school tardy bell).
- **All unexcused absences must be cleared within three days to be effective.**

Session 1 Start Time: 7:00 a.m.

Session 2 Start Time: 11:25 a.m.

UIL Eligibility (“No Pass/No Play”)

Participation in all Culinary Arts events, field trips, and competitions are subject to the UIL eligibility policy. See MISD Board Policy FM (LOCAL) - Exempt Courses for more detailed information.

Please feel free to contact me by email at any time. I look forward to speaking with you!

Chef J. Baker-Roberson



Make-Up Work Policy – Student Responsibility

****Please make note: it is the student's responsibility to take care of business.**

- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday's absence is considered late after Friday, and student work from Tuesday's absent is considered late after the following Monday.]
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.
- A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teacher may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

Late Work Policy

All work done *in class* must be turned in by designated due date and time. * Teacher designates due date and time for assignment (Beginning of class period, End of class period, designated time of day)

- If student fails to meet the due date and time, then the student has till the next class period (next A day or B day) to turn in assignment to be considered one day late.
- Students will be assessed a penalty of 30% points for up to one class period late.
- Score of a zero may be given for work turned in after one day late.

Test Retakes

Our goal is for students to be successful and master the objectives for the course.

- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct for a maximum grade of 70%.
- All retakes or corrections must be completed prior to the end of the grading period.
- Students are encouraged to attend tutorials.

Extra Credit Policy

Extra Credit opportunities will only be offered if all regular daily work and assessments have been completed and submitted.

Academic Dishonesty

All persons involved in academic dishonesty will be disciplined in accordance with the student handbook. Academic dishonesty includes, but is not limited to, ***cheating, plagiarism, and the submission for credit of any work or materials that are attributable in whole or in part to another person.***

Teachers determine what constitutes cheating and/or plagiarism.

Please feel free to contact me by email at any time. I look forward to speaking with you!

Chef J. Baker-Roberson

Introduction to Culinary Arts: 18-Week Course



Consequences for academic dishonesty

Daily Work

* Every Offense

- o Academic and Disciplinary Consequences
- o Assign grade of zero
- o Write a referral
- o Teacher contacts parents
- o Consequence from administrator would be a minimum of AC placement

Exams or Other Major Assessments

* Every Offense

- o Academic and Disciplinary Consequences
- o Assign grade of zero
- o Write a referral
- o Teacher contacts parents
- o Consequence from administrator would be a minimum of AC placement
- o An alternative exam or major assessment can be completed for a maximum grade of 70%
- o Academic Associate is notified and will schedule a meeting with student, parent and teacher

Selection Process for Advancement to other Culinary Classes:

Due to the large number of students who request culinary courses, placement is very competitive. The following criteria are used to determine *eligibility*. Please see course description guide for coherent sequence of courses and prerequisites.

- 1.) Student has passed Intro to Culinary course(s).
- 2.) Student passed Professionalism Grade (attendance & uniform) in prior culinary course(s).
- 3.) Student has been recommended by prior Culinary Arts instructors.

DAILY PROFESSIONALISM GRADING OUTLINE

| ETHIC | SPECIFIC ATTRIBUTES |
|-----------------|---|
| DEPENDABILITY | <ul style="list-style-type: none">• ON TIME TO CLASS• FULL DRESS CODE COMPLIANCE• COMPLETES SET-UP ROUTINE• DOES NOT LEAVE EARLY |
| RESPONSIBILITY | <ul style="list-style-type: none">• TAKES OWNERSHIP OF ACTIONS• GIVES NO EXCUSES• COMPLETES EACH TASK FULLY |
| SELF-DISCIPLINE | <ul style="list-style-type: none">• SELF-STARTER• PRACTICES GOOD TIME MANAGEMENT |

Please feel free to contact me by email at any time. I look forward to speaking with you!

Chef J. Baker-Roberson

Introduction to Culinary Arts: 18-Week Course



| | |
|------------------------------------|---|
| | <ul style="list-style-type: none">• WORKS EFFICIENTLY & PRODUCTIVELY |
| RESPECT | <ul style="list-style-type: none">• LISTENS WELL• FOLLOWS DIRECTIONS• GETS ALONG WELL WITH ALL• ABLE TO EXPRESS THANKS |
| COMMITMENT TO EXCELLENCE | <ul style="list-style-type: none">• TEACHABLE• ABLE TO LEARN FROM MISTAKES• DOES WHATEVER IS NEEDED TO GET THE JOB DONE |
| INTERPERSONAL COMMUNICATION | <ul style="list-style-type: none">• GETS ALONG WELL WITH ALL• ABLE TO WORK ON A TEAM• POSITIVE ATTITUDE |

Please feel free to contact me by email at any time. I look forward to speaking with you!
Chef J. Baker-Roberson