Culinary Arts and Management Syllabus

School: *Garfield High*

**Garfield High School**

1255 16th Street • San Diego, CA • 92101

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**Syllabus - Culinary Arts and Management**

**Instructor:**Chef Justin Halbert

**Room**: B1

**Email:** [jhalbert@sandi.net](mailto:jhalbert@sandi.net)

**Office hours**: 4th period, before school and by appointment

**Course Description:**

All students enrolled in ROP Culinary Arts will study proper food handling and preparation techniques, learn tips on purchasing fresh, nutritious foods, become aware of various common eating disorders, discover the origins of traditional foods from various world cultures, learn the many great benefits of cooking at home, and learn about the many facets of the Food Service Industry.  This class will be run like a business.  Students are expected to come to class ready to work as if this were their food industry/hospitality job.  Each student will be assigned a job and will be expected to perform the duties of the job.  I am their instructor but will also be acting as the owner/manager/executive chef of a restaurant.  Students will spend part of the class in “on the job training” and the other part executing what they’ve learned.

            The course is designed in a way that includes the following:

* California Content Standards and ROP Course Competencies.
* Different teaching methods to support the inclusion of a diverse student body.
* Emphasis on student accountability, time management, leadership, team work, mutual respect, professionalism, safety and sanitation
* Informative visits by representatives from such learning institutions as: Art Institute of California, CaliforniaCulinaryAcademy, Johnson and WalesUniversity, SDSU
* Resume, cover letter and professional job interview instruction.
* Assistance and credit for job shadow and internships in the Food Service Industry.

**Student Requirements: text, dress code, supplies**

* Textbooks: Johnson & Wales, Culinary Essentials. (provided by the teacher)
* For safety purposes when working in the cooking labs: closed toed shoes, long hair restrained, sleeves rolled up or short sleeves.
* All successful students must be prepared with a notebook (teacher provided). It is helpful to have pocketed folders for hand-outs, and a writing utensil. Bring the notebook every day.
* Occasional use of a computer and internet access outside of classroom hours.
* Chef coats will be provided for our special events, although many students choose to purchase their own.
* **There are times when it is necessary for students to participate in catering projects that take place during lunch or after school.**  This is a major part of the learning experience, for which students receive participation points, community service hours and valuable job experience that can go on their resume.  Students are expected to take this very seriously as they would any job.

**Keys to success:**  Successful students come to class every day, participate wholeheartedly with their team, treat the people and property of the classroom with respect, and are prepared with all materials and tasks ready when they walk into the room.  All students have been provided with a copy of the classroom rules.

**Expectations-Consequences**

**Attendance/Tardiness/Truancy:**  Daily attendance is essential.  Students are expected to be proactive when it comes to making up missed work, contacting team members to obtain missing notes, completing make up assignments on their own.  Make up work must be completed within 5 days after returning to GHS.

**Honesty:** Students are expected to be honest and trustworthy in all their endeavors.  Students must abide by the GHS Internet acceptable use agreement.  Plagiarism or cheating in any form is not acceptable.   Plagiarism or cheating will result in a grade of zero for the assignment and will be dropped from the course on the second offense.  Any student caught stealing will be dealt with according to GHS policy and may face suspension and possible expulsion.

**Safety:**  All students will be expected to behave in a way that creates a safe environment in the classroom.  WE USE LARGE KNIVES ANDFIRE on a regular basis.  We are also in daily contact with cleaning detergents and diluted bleach solution.  There is a zero-tolerance policy when it comes to unsafe handling of our kitchen tools or playing of any kind in the kitchen.  If you feel your student should not be in contact with our tools, cleaning supplies or fire; it is advisable to contact your student’s counselor to arrange for your student to be transferred to a different class.  Students who do not dress properly will not be able to participate in the day’s activities. It is advised students bring an old extra pair of shoes and keep them in class in case they forget their shoes on a cooking day.

**Grading System: Academic:**  grades are based on points earned.

You will receive 25 points a day.  Letter grades are assigned as follows:

**A**         100-90% of total points

**B**          89-80%

**C**         79-70%

**D**         69%-60%

**F**          less than 59%

**Extra Credit:** You may have 3 extra credit opportunity chances every 9 weeks. Extra credit will be worth 25 points and can be made up before school or at lunch and be approved by Chef Halbert. It will usually consist of cleaning the class or helping in some other way.

**Citizenship**: Grades are a reflection of effort, attitude, attendance and participation.

**Professionalism:**  Students are to come to class regularly and on time, well groomed and clean, dressed appropriately as described in the student handbook.  They are expected to use appropriate language at all times (absolutely no foul language).  You will be marked down 10  points every time you use bad language. They are to follow directions and will be able to give assertive, non-aggressive directions to their fellow colleagues as well.

**Eating the food they prepare:** In this class students will be learning how to cook, store, date and label food they make.  The food provided for the students in this class is not a substitute for the student’s regular, healthy eating patterns.  Students will be expected to taste their food regularly to ensure freshness and correct seasoning. However, the food students cook will be shared among their team members and are designed to be “tastes” and not meals.  Students should not expect to change their eating patterns due to this class.  Healthy breakfast, lunch, dinner and snacks should be provided by the student’s parent/guardians. This class is not designed as a substitute to any one of those meals.  If students are not “full” or the food they make “is not enough for them,” it is possible they are not eating regularly outside of this class.  If the student’s parent/guardians can not provide enough food for the student, please talk to the school’s administration as it is possible to get food provided here at GHS for free or a reduced price.

**Class work:**  Academic rigor is required for this class to be approved by San Diego Unified School District.  Periodically we will research online or in other print sources, participate in job-shadows, learn how to write resumes and cover letters, read from the text book, and other hospitality magazines and cookbooks.  Students should expect to read and write just as much or even more than they cook in this class.

**Cleaning Days:**  Every week we will have a cleaning day in Culinary Arts. We will devote one class period to cleaning and sanitizing our kitchen and classroom. In a professional kitchen, cleaning is done daily. However, we don’t have the luxury or time to clean as much as is recommended. If we miss school on Monday because of a holiday, the cleaning will be done the following day,unless we have an event to prepare for. Each group is responsible for cleaning specific areas of the kitchen and their own work area.  I will allow students to cook who have demonstrated they can properly clean.

**Catering at lunch:** There will be various times throughout the year where students will be required to help cater lunches for the staff. Students will be required to help prepare, cook and serve food for staff members. Students who help prepare food for staff will receive points toward their grade and internship hours. They will also receive food provided at no cost. Any excused absence must be written and signed by a teacher or administrator.

**College Credit:** This is a class that is approved by the UC system as a college elective. It is also possible to get college credit through the SDCCD if students meet all the requirements with a B or A and pass the final exam. Students must take this course 3 times to get the credit.

**Culinary Arts & Management**

**Student Behavior/Expectations contract**

**Chef Justin Halbert**

**A. Classroom Rules: The only time DIRT is allowed in the kitchen**

1.   **D**iscipline – the ability to do something over and over without complaining and becoming good at it. This applies to school work and your attitude.

2.  **I**nitiative – be proactive, ask for help, help others. Don’t wait for others to do your work

3.   **R**espect – respect me, yourself and others spiritual, emotional, physical and psychological beliefs. Respect everyone’s property as well.

4.   **T**eamwork – You must be able to give and take orders in a polite and cooperative manner

\*\*\*All classroom expectations will remain in force when a substitute teacher is present.

**B. Kitchen Lab Procedures:**

1.      See attached sheet

**C. Consequences for Choosing to Break a Rule:**

1. Warning (cell phones are immediately taken)

2. Loss of privilege to be determined by Chef Halbert (cooking time, moved to another class etc)

3. What I do will depend on the person and the situation

**D. Excused Days off:**

1. Once a quarter you may take one day off of a cooking or class assignment without being penalized.

2. It must be approved by me so please ask first

3. It must be approved by your team and can’t be on an event day

**Safety Test:**

You will have 3 days to complete the safety training and tests. I will check for completion on Friday when when you come into class. You will need to start this here and finish it at home or after school. You have two options: SP2 and Food Handler's card.

If you do not complete the test by Friday, you will have to select another class.

\*Select an optional class today in case you don't complete the test by Friday.

**Student Accountability Contract and Parent Support Contract**

**ROP Culinary Arts and Management**

**Student Accountability Contract**

I have read the syllabus for ROP Culinary Arts and Management.  I will do my best to fulfill the requirements of the course and the expectations of my teacher.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     Class Period\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Contract of Support

I have read the syllabus for ROP Culinary Arts and Management and have discussed the course requirements and class expectations with my student.  I pledge to support my student to fulfill these requirements and expectations.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone:  (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Work Phone: (\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: (\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    E-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORKPLACE RULES in Culinary Arts/Hospitality Classes**

**A. Appearance and Grooming:**

1.        Students must wear closed-toe shoes.

2.        Wear cap or hair net while preparing or serving food. Long hair needs to be pulled back and tied.

3.         Do not comb hair or apply makeup in the kitchen or dining area.

4.        Chef coats are required at all times.

5.        Short shorts are not appropriate attire for preparing or serving food. Exposed legs are at risk for burns. Students may be required to refrain from food preparation.

6.        Rings and bracelets need to be removed if they can come in contact with food.

7.        Gloves must be worn when handling food that will be served without being cooked.

**B. The first 5 minutes of class:**

1. Come in and begin the warm up on the board. Cell phones and electronics may not be used during class time. Lockers will only be used for the storage of shoes and used during events only.
2. On food preparation days, put on chef coats or aprons. If you are not in proper uniform you will not cook.
3. Wash hands with soap and warm water before beginning work.
4. Wipe table and work area with a clean wet towel and disinfectant before preparing food.

**C. Washing hands in hot water and soap is the most important thing to do to prevent the spread of germs:**

1. Wash before beginning work; wash when ending work.
2. Wash after using bathroom.
3. Wash hands after blowing your nose or coughing.
4. If you need to spit, spit into a paper towel, place towel in trash and then wash hands.
5. Wash cutting boards with soap and hot water; store with air between boards.

**D. Knife and cutting safety:**

1. Carry a knife by the handle, at your side, with blade pointing down.
2. If knife is dull replace or sharpen the knife. The instructor will demonstrate proper sharpening techniques. Dull knives lead to more accidents than sharp ones.
3. Keep debris off cutting board when cutting foods. Throw trash away.
4. Keep dirty knives separate from other items to be washed. When finished, each student must wash own knives and immediately return them to the knife storage area.

**E. General work station safety:**

1. Sweep around work station as needed.
2. Immediately clean up spills and pick-up fallen trash.
3. Do not leave class without cleaning up work station.
4. Check stove to make sure correct burners are turned off when taking a pan from the stove.
5. Use tools and equipment properly.  If you do not know how to do something, ASK!
6. Do individual cleanup duties as assigned and as needed for entire class to complete work by the end of class time. Cooperate - help your fellow classmates.
7. No horseplay - do not chase, push, shove or hang on other students.
8. Do not eat or drink at work table when preparing food.
9. Each student using table top appliances must wash parts, wipe down appliance and return parts to the proper storage area before leaving class.
10. To use any stove, appliance or equipment, a student must have prior instruction, be aware of safety issues, use appliance properly and clean the appliance.

**Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_