

Culinary Principles - CUL 101-801
4 Credit hours
Fall 2022 Semester
Meeting Days: Mon & Wed
Meeting Times: 7 AM to 9:35 AM
Syllabus

Part 1: Course Information

Instructor Information

Instructor: Carl Miller

Office: Sedona Center Culinary Labs

Office Hours: M, T, W, Th – 10 AM to 11:15 AM

Office Telephone: 9286495557

Email: carl.miller@yc.edu

Course Description

Instruction to the culinary industry. Includes foodservice terminology, customer service skills, menu development, safety, sanitation, knife cuts, commercial equipment, cooking techniques, product identification, and ratios/weights/measures. Utilizes the ServSafe materials prepared by the National Restaurant Association Education Foundation to prepare students for a national Examination.

Textbook & Course Materials

Required Text

- The Professional Chef, 9th Ed, The Culinary Institute of America
- ISBN 1118138589 or 9791118138588
- &
- ServSafe Coursebook 8th Ed, NRAEF
- ISBN 9780866127097

Course Requirements

- Laboratories: Knife Kits, Uniforms (Chef's Jacket, Pants, Apron, Cap), Black Safety Shoes, Digital Thermometer, Sharpie Black or Blue, Pen/Pencil, Sheets/Note Taking Material, Calculator. All garments must be cleaned, well-maintained, pressed & free of stains. Materials needed by the student for success in the course.
- Classroom: Appropriate Dress (according to high school standards and discretion of the instructor), Sharpie Black or Blue, Pen/Pencil, Sheets/Note Taking Material, Calculator, Labtop. ServSafe Textbook for each lecture, good note taking for Pro Chef Textbook.

Part 2: Course Content & Learning Outcomes

Course Content

1. Culinary profession
2. Defining job responsibilities
3. Food service vocabulary/terminology
4. Menu development
5. Principles of cooking
6. Tools and equipment
7. Knives and knife skills
8. Food tasting
9. Customer relations
10. Food safety and sanitation

Learning Outcomes

1. Trace the history of professional food preparation. (1)
2. Identify the hierarchy of workers in both classic and modern kitchens and describe job responsibilities. (2)
3. Define cooking and food service terminology, to include both English and non-English vocabulary. (3)
4. Identify and design the elements of a menu. (4)
5. Explain cooking techniques. (5)
6. Identify cooking tools and equipment. (6)
7. Recognize classic knife cuts and techniques. (7)
8. Conduct sensory evaluation of various foods. (8)
9. Discuss the role of customer relations and service, service formality vs. informality, and customer vs. employee views of customer service. (9)
10. Identify the importance of food safety and sanitation, food borne illness, personal hygiene, time/temperature management to prevent food borne illness. (10)

Part 3: Topic Outline/Schedule

Detail how the learning outcomes are aligned to the activities/assignments.
Be sure to include your final exam date and time.

ALTERNATE FORMAT:

Modules	Topic	Learning Outcome #	Activities	Due Date
1	Orientation to Culinary Arts @ Yavapai & Canvas	1 - 10	Review Syllabus & Textbooks, Course Expectations, Intro to Culinary School & Industry, Tour Labs Sous Chef / Sanitor Other Files Review, Journal (case study)	11 Aug '22
2	Culinary Vocab Equipment ID Food & Kitchen Safety Servsafe	1, 2, 3, 5, 6, 7, 10	Discussion – CIA – Ch 4 & 5 Serv – Ch 1 SS Ch 1 Test Knife Skills Journal (case study)	23 rd Aug
3	Culinary Vocab ServSafe Cooking Principles Flavor Profiling	3, 5, 6, 7, 8, 10	Discussion – Knife Skills CIA – Ch 11/ 12 Servsafe – Ch 2 & 3 SS Ch 2 & 3 Test Journal (case study)	30 th Aug
4	Culinary Vocab ServSafe Cooking Principles Flavor Profiling	3, 5, 6, 7, 8, 10	Discussion – Dry Heat Method CIA – Ch 12 /13 Serv – Ch 4 & 5 SS Ch 4 & 5 Test Journal (case study)	6 th Sept
5	Culinary Vocab ServSafe Cooking Principles Flavor Profiling	3, 5, 6, 7, 8, 10	Discussion – Moist Heat Method CIA – Ch 14 Serv – Ch 6 & 7 SS Ch 6 & 7 Test Journal (case study)	13 th Sept
6	Culinary Vocab ServSafe Cooking Principles Flavor Profiling	3, 5, 6, 7, 8, 10	Discussion – Combination Cooking CIA – Ch 6, 15 & 16 Poultry Serv – CH 8 SS Ch 8 Test	27 th Sept

Modules	Topic	Learning Outcome #	Activities	Due Date
			Review for Mid-Term Journal (case study)	
7	Mid -Terms		Mid-Term Exam Written / Practical	3 rd – 6 th Oct
8	Culinary Vocab ServSafe Cooking Principles Flavor Profiling	3, 5, 6, 7, 8, 10	Discussion – CIA – Ch 8, 21 & 22 Veg Cookery Serv – Ch 9 & 10 SS Ch 9 Test Journal (case study)	18 th Oct
9	Culinary Vocab ServSafe Cooking Principles	3, 5, 6, 7, 8, 10	Discussion – CIA – Ch 7 & 16 Fish & Shellfish Serv – Ch 11 & 12 SS Ch 10 & 11 Test Journal (case study)	25 th Oct
10	Culinary Vocab ServSafe Menu / Recipe Customer Experience	3, 4, 9	Discussion – CIA – Ch 8, 23, 24, 25 Starch Cookery Serv – Ch 13 & 14 SS Ch 12 & 13 Test Journal (case study) Dining Room Structure/Service	8 th Nov
11	Culinary Vocab ServSafe Menu / Recipe Customer Experience	3, 4, 9	Discussion – CIA – Ch 6, 16, Beef, Pork, Lamb Serv – Ch 15 & Practice Exam SS Ch 14 Test Journal (case study)	23 Rd Nov
12	Culinary Vocab ServSafe Menu / Recipe Customer Experience	3, 4, 9	Discussion – CIA – Ch 2, 6 Game Open Lab Review-Final Exams Serv – Practice or Certification Exam	30 th Nov
12.5	Project Work			
13	Finals Culinary lab Cleaning	1 - 10	Final Exam Written & Practical Culinary Lab Deep Cleaning and shutdown	Week of 5 th – 9 th Dec

Part 4: Grading Policy

Methods of Evaluation

Include your grading system and how grades will be posted.

Points	Description
10	Daily Attendance
20	Daily Participation
10	Discussion Board
15	ServSafe Journal (Case Study)
15	Servsafe Quiz/Test
10	Culinary Quiz/Test
20	ServSafe Certification Exam
100	Total Percentage / Points Possible

Makeup Exam Policy

Make-up coursework will be at the discretion of the instructor, the student must proactively engage the instructor privately and provide specifics details for extension of past due course assignments. They both will mutually agree.

Grading Timeframes

Once the work is submitted through the online LMS, the assignment will be graded and updated in 72 after the dues date. This will also apply to hard copy material submitted to the instructor.

Letter Grade Assignment

Points are earned per assignment/task, each assignment/task is placed within a category. Each category has a ratio percentage assigned to it that is in a relationship to the total percent of the overall grade. The different categories are structured with different percentage assigned to them versus the overall percent. All the percentages combined make up 100%. This percent is then translated into a letter grade, see below.

Example: Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage	Performance
A	90-100%	Excellent
B	80-89%	Good
C	70-79%	Average
S	N/A	Satisfactory
<i>A course completed with a grade of A, B, C, or S fulfills the prerequisite requirement for another course. A maximum of 12 credit hours of S grades may be applied to a degree or certificate program. Grades of S are not an option towards completion of an AGECE (Arizona General Education Curriculum) certificate.</i>		
D	60-69%	Unsatisfactory
F	0-59%	Failing
U	N/A	Unsatisfactory
<i>A course completed with a grade of D, F, or U does not fulfill the prerequisite requirement for another course and may not be applied to a degree or certificate requirement.</i>		

Part 5: Institutional Policies and Instructor Procedures

Student Email:	Yavapai College provides enrolled students with an official username@scholar.yc.edu email address. Yavapai College requires enrolled students to utilize the YC email system for official college-related communications. Students are expected to check their Yavapai College email account as directed by their instructor. If you need assistance, go to Information Technology Services or 928.776.2168 (www.yc.edu/its).
Attendance:	Students are expected to attend and participate in all class meetings, laboratories, and field trips. A student who expects to be absent due to a school-sponsored activity must make prior arrangements with the instructor. A student who does not adhere to the instructor's and College's attendance and participation requirements should be dropped/withdrawn from the course as defined in the Yavapai College General Catalog. If the student is not withdrawn from the class, a grade will be entered on the student's permanent record. The last date of attendance will need to be documented.
Course	A student-initiated withdrawal deadline is established by the

<p>Withdrawal:</p>	<p>college. If a student has not withdrawn from a class by the deadline, a student will receive the letter grade earned in the course at the end of the semester. An instructor can choose to withdraw a student from the class after the deadline depending upon the instructor's withdrawal policy. If a student does not follow official procedures for withdrawing from a course, earned grades will be posted on the student's permanent record.</p> <p>Faculty-initiated withdrawals for non-attendance are in place for both the benefit of the college in assuring compliance with financial aid requirements, as well as to benefit students. When students do not participate in classes during the first week of the semester, faculty will withdraw them from their classes unless they have been in contact with the faculty member. At FTSE date, faculty should withdraw students that have not been attending. Active participation in an online class is a measurable activity that requires a student to engage in materials, and complete and submit some type of measurable activity.</p> <p>Academic Calendar: https://www.yc.edu/v6/registrar/calendar.html</p>
<p>Academic Integrity:</p>	<p>Honesty in academic work is a central element of the learning environment. It is expected that students will submit their own work. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating, plagiarism, or other dishonest means are violations of the College's Student Code of Conduct.</p> <p>Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the Yavapai College Student Code of Conduct.</p>
<p>Student Code of Conduct:</p>	<p>All students need to be aware of and comply with the safety and operational protocols for COVID-19 while at Yavapai College's campuses and centers. Safety protocols can be found at https://www.yc.edu/v6/college-police/covid-19/reentry/. Respect for the rights of others and for the college and its property are fundamental expectations for every student. The Student Code of Conduct outlines behavioral expectations and explains the process for responding to allegations of student misconduct.</p> <p>Students are expected to respond and write in a respectful, professional, and appropriate manner in all forms of communication and when activities are assigned to create scenarios, discuss opinions, present on a selected subject, or post to the web board. Inappropriate language or objectionable material will not be tolerated and could result in disciplinary measures and/or a failing grade for the class. (www.yc.edu/codeofconduct)</p>

Civil Dialogue Statement:	Regardless of venue or delivery method, faculty must ensure and maintain an environment appropriate for higher education. To promote a positive educational experience, appropriate and civil communication is an expectation of all students. All communication must remain respectful. Language or behavior that is threatening, intimidating, harassing, defamatory, libelous, or obscene is unacceptable. Hate speech is prohibited. Failure to abide by these standards may result in disciplinary measures. Please see policy 10.10 for further detail.
Academic Complaint Form:	A student may appeal an academic or instructional decision by faculty if s/he deems the decision to be made in error. The appeal must be made in a timely manner in accordance with established procedures. (www.yc.edu/academiccomplaints)
Acceptable Use:	Yavapai College's technological equipment and resources must be used in accordance with the Technology Resource Standards (5.27) , Copyright Use (2.28) , and Peer-to-Peer (P2P) File Sharing (5.26) policies. Use of Yavapai College equipment and resources to illegally copy, download, access, print, or store copyrighted material or download pornographic material is strictly prohibited. For example, file-swapping of copyrighted material, such as music or movies, is strictly prohibited. Users found to violate this policy will have their privileges to use Yavapai College's technological equipment and resources revoked. (www.yc.edu/policies)
Mobile Devices:	Yavapai College is committed to providing a quality learning environment. All cell phones and mobile devices must be placed in silent mode while in classrooms, computer labs, library, learning center, and testing areas. Cell phones must be used outside these facilities.
Smoking and Tobacco Use:	Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. In order to reduce the harmful effects of tobacco use and to maintain a healthful working and learning environment, the college prohibits smoking, including vaping, on all campuses except in designated smoking areas as per the Smoking & Tobacco Use Policy (10.09) .
Drug-Free Environment:	Yavapai College's policy is to provide an environment free of drugs and alcohol. The use of illegal drugs and abuse of alcohol pose significant threats to health and can be detrimental to the physical, psychological, and social well-being of the user and the entire Yavapai College community and is prohibited. Campus Safety will be notified if a student exhibits an impaired state in the classroom environment.

<p>Title IX – Sexual Misconduct:</p>	<p>Yavapai College does not deny or limit any student or employee the ability to participate in or benefit from any program offered by the institution on the basis of sex or gender. Sexual harassment, which includes acts of sexual violence such as rape, sexual assault, sexual battery, sexual coercion, unwanted touching, dating/relationship violence, and stalking, are forms of gender-based discrimination prohibited by Title IX. The college encourages students and employees to report incidents of sexual misconduct as soon as possible to the Title IX Coordinator or to a Deputy Title IX Coordinator. Contact information for Coordinators can be found at Sexual Misconduct Resources.</p>
<p>Disability Resources:</p>	<p>Disability Resources ensures qualified students with disabilities equal access and reasonable accommodations in all Yavapai College academic programs and activities. YC supports disability and accessibility awareness and promotes a welcoming environment for all. The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability and requires Yavapai College to make reasonable accommodations for those otherwise qualified individuals with a disability who request accommodations. (www.yc.edu/disabilityresources)</p> <p>Yavapai College is committed to providing educational support services to students with documented disabilities. Accommodations for a student must be arranged by the student through Disability Resources by phone at 928.776.2085 or email disabilityresources@yc.edu.</p>
<p>Faculty Response Time:</p>	<p>Instructors will state a time frame for returning graded assignments and responding to student correspondence. For example, I will do my best to address student correspondence within _____.</p>
<p>Other Instructor Procedures:</p>	<p>Culinary Arts Program has posted a file concerning additional / augments of some or all policies and procedures in areas to reflect their specific procedures.</p>
<p>Course Structure Outline:</p>	<p>Students will display flexibility along with the instructor as from time-to-time things can become out of our control. I.E. Certain food supply availability or quality may not be acceptable, and the lesson could be restructured</p>
<p>Course or Program Events:</p>	<p>Moving through the semester the opportunity to create or participate in events may be required. Each student will be required to do their part in the success of the event.</p>