

## **Culinary Arts Course Syllabus**

**Chino High School Room # E-103**

**Course Title: Culinary Arts**

**Teacher Name: Mrs. Sara Tolliver**

**Phone Number: (909) 627-7351 Ext 3303**

**Email Address: sara\_tolliver@chino.k12.ca.us**

**Class Schedule: Monday through Friday**

**Periods: 1,2, 4,5,6**

**Grades: 10-12 High School Level**

**Class meets during the regular bell schedule—modified times based on special events.**

|  |   |
|--|---|
| <b>CTE Courser Industry Sector: &amp;Career Pathway:</b> | Hospitality, Tourism and Recreation<br>Food Service and Hospitality |
| <b>Course Credit:</b>                                    | 5 Credits/ Semester   |
| <b>Course Hours:</b>                                     | 67  |
| <b>Kitchen Lab hours:</b>                                | 40  |

**\*\*Note\*\* Download this class syllabus and keep it handy during the semester.**

### **Course Description:**

This course is designed for students interested in careers in the culinary, hospitality, and recreation industries. The Culinary Arts curriculum prepares students to be career-ready and apply their skills in a high-demand job market. Students learn fundamental food and beverage preparation, customer service, culinary terminology, concepts, kitchen and dining food sanitation equipment maintenance, and operations procedures. This course also provides an overview of professionalism in the culinary industry and the opportunity to explore career opportunities. Obtaining a Food Handlers permit will be required.

### **Goal Statements:**

Career Technical Education prepares students for a wide range of high-wage, high-demand careers through the integration of rigorous academics and relevant, hands-on, industry-based experiences within the classroom setting and through work-based learning experiences.

### **Course goals and objectives.**

- Identify various cooking techniques.
- Demonstrate basic knife skills as used in the professional kitchen.
- Be introduced to the ServSafe® system of food safety and sanitation.
- Be introduced to careers in the culinary and hospitality fields.
- Identify kitchen equipment.

- Learn management skills and culinary vocabulary.
- Recognize banquet styles, catering, and a la carte food service.
- Comply with food and health department policies.
- Demonstrate proficiency in planning and preparing meals.
- Elaborate work and banquet planning by teams
- Be introduced to the food service industry history.
- Understand culinary terminology essentials.
- Learn skills and healthy habits by cooking, exploring their senses, and expanding their palate.
- Learn supervisory responsibility and make healthy food choices
- Learn and use basic math, measurements, and science.

### **Students Learning Outcomes.**

- Students will better understand how to run a professional kitchen and have the opportunity to learn various cooking styles.
- Students will receive Save Serve food handlers certification.
- Students will identify various careers in the food industry.
- Students will learn to create a professional portfolio and a business plan.
- Students will learn customer service skills, problem-solving techniques, and managerial skills.

### **Classroom Rules:**

#### **Classroom rules are posted in the classroom.**

- Students are required to attend class on time. Clear tardiness and absences with the attendance office.
- No use of cell phones and headphones during class.
- Students must comply with school and district policy to maintain phones in their backpacks during class.
- Students must respectfully conduct themselves and show respect for school property staff, and others.
- Students must wear proper footwear and appropriate attire in the kitchen.
- Students must submit all assignments on time to receive full credit and participate in both kitchen lab and classroom.
- Accommodation for students with IEPs and 504 will be provided.

### **Course Policies:**

**Attendance:** Attendance will be taken daily at the beginning of class. Students must be physically present and sitting on their chairs while attendance is taken.

**Absences:** Students who are not in their assigned seats when the bell rings will be marked absent.

**Tardies:** Students who enter after the bell rings will be marked tardy. Students must enter the classroom quietly, minimizing noise and disruptions.

**Restroom Brakes and Hall Passes:** No restroom breaks will be granted at the first 10 minutes of class or the last 10 minutes of class. Students must create a Restroom Pass and or a Hall Pass on the Smart Pass app to use the restroom and to take care of other student-related issues during class. The STAFF RESTROOM IS FOR STAFF USE ONLY.

**Chef Coats and Aprons:** Each student will be assigned a chef coat and or an apron to use in the kitchen lab. Students are required to hang their chef coats, and fold and put their aprons away in the corresponding place at the end of the day.

**Dress code:** Students must follow the indicated dress code in the kitchen and follow the school and district policy dress code and grooming standards.

**Certification:** Students must participate in a two-year program to earn a CTE Certification in Culinary Arts and a ServSafe Food Handler certificate.

**Grading:** Students will receive full credit for all assignments turned in on time. A 20% credit deduction will be taken when students turn in late work, no work will be accepted after two weeks. See the grading scale below.

**Cell Phones and other electronic devices:** No use of cell phones and headphones, or earbuds, during class. This classroom is a NO PHONE ZONE.

**Academic Integrity:** Academic integrity is a commitment and good study practice. Students need to be aware of academic dishonesty, and plagiarism; the consequences of academic dishonesty can be far-reaching. Students could fail the class, be dropped from the class, or even be expelled from school.

**Special Needs:** Accommodations for students with IEPs and 504 will be provided.

**Consequences if you violate one of the classroom rules.**

**Discipline:** No use of cell phones and headphones during class, students can run the risk of getting their phones confiscated. Confiscated phones will be taken to the office, and parents or legal guardians will be able to pick up the phone. Dress code and footwear violation and If students conduct disruptive behavior, the following measures will be in place.

**First offense:** Verbal warning

**Second offense:** Teacher will give detention.

**Third offense:** Office referral.

**Fourth offense:** Students will be sent directly to the office.

**Absences:** Students are responsible for submitting missed assignments.

**DRESS CODE: Specific Minimum Dress and Grooming Standards:**

1. Closed-toe shoes must be worn at all times.
2. Absence of undergarments is not permitted.
3. Clothing that allows undergarments to be visually observed is not permitted.
4. Bare midriffs are not permitted.

5. Halter, tube, or strapless tops are not permitted.
6. Bathing suits are not permitted as outerwear (except when in use for a P.E. or athletic activity).
7. Clothing containing emblems, printing, lettering, or pictures about drugs, alcohol, sex, or profanity is prohibited.
8. Clothing or grooming that is obscene or defamatory, or that so incites students to create a clear and present danger of the commission of unlawful acts on school premises or the violation
9. Jewelry, that creates a health or safety hazard, is not permitted.
10. "Gang type" attire is not permitted. The determination of what constitutes gang attire may change and will be determined by the school and district administrators in consultation with local law enforcement agencies.
11. Gang-related and/or obscene/profane/vulgar tattoos must be covered at all times.
12. Long fingernails. Fingernails can easily trap dirt and pathogens, such as staphylococcus and Escherichia Coli (found in feces). All food workers, chefs, and front of house must: Fingernails should be kept short and clean. When washing your hands, be sure to take time to scrub underneath your fingernails.
13. Students must wear clean clothes, closed-toe shoes, undershirts under their chef coats, and hair tied or hair net while in the kitchen.
14. Accessories, which advocate or cause disruption on campus and/or other acts of violence or may be used as weapons are not permitted. Also, • **Students may not wear pajamas or slippers at any time on campus** • Hats must be worn facing directly forward at all times and must be removed when in the classroom or student assemblies. • **Hoods on jackets or sweatshirts may not be worn unless it is raining or is unusually cold.** • Sunglasses may not be worn in the classroom or inside any building during school activities. • Gloves are not permitted in warm weather or in the classrooms. • P.E. clothes must not be worn outside of the physical education class. • Pants must be worn at the waist. Sagging pants are not permitted. • Skirts or shorts must not be too short. • All clothing/shoes with straps must be fastened at all times (no hanging straps or belts).

## **Dos and not in the kitchen**

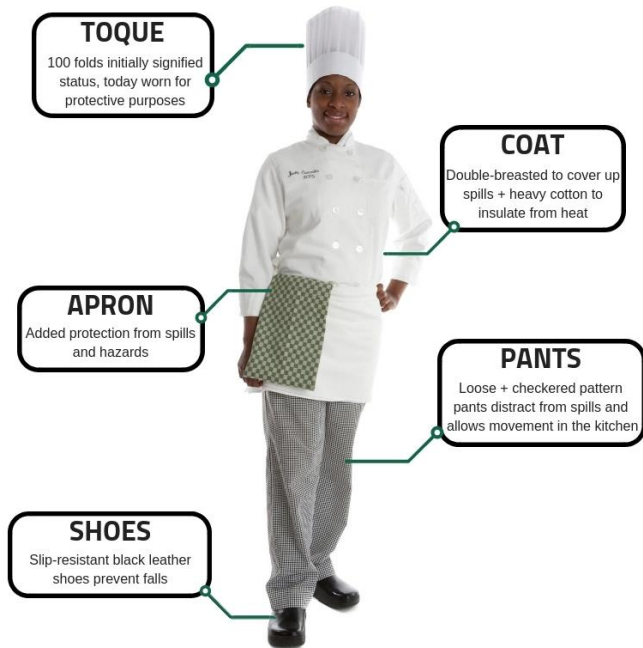
### **DO**

- Wear slip-resistant close-toed shoes.
- Wear a hair net when working in the kitchen.
- Wear a clean chef coat during cooking days.
- Wear an apron when cooking.

### **Do Not**

- No wear sweatpants, baggy clothes, and hoodies.
- Absolutely NO PAJAMAS
- No shorts.
- No flip/flops no bedroom shoes, no crocks.

## Proper Kitchen Attire



### Textbooks, Videos, and Reading Materials:

Foundations of Restaurant Management, Food for Today, and ServSafe, Videos, Chef Table series, and cooking tutorials.

### Required Materials:

Students are required to bring to class a Chromebook, or laptop fully charged every day, read the syllabus, and lesson plan to be prepared. (closed-toe shoes are required all the time).

### Types of Assessments:

**Quizzes:** Will consist of short answer questions and multiple choice.

**Labs:** These will consist of hands-on assignments in the kitchen and culinary presentations.

**Final Exam:** The final Exam will consist of a compilation of quizzes.

The final exam will be given at the end of the course to determine whether the student has adequately learned the material covered during the course.

**Final project:** Final Project TBD.

### Grading Scale of Student's Performance

|            |
|------------|
| A+ 96-100  |
| A 93-95    |
| A- 90-92.9 |

|                    |
|--------------------|
| <b>B+ 87-89.9</b>  |
| <b>B 83-86.9</b>   |
| <b>B- 80-82.9</b>  |
| <b>C+ 77- 79.9</b> |
| <b>C 73-76.9</b>   |
| <b>C- 70-72.9</b>  |

|                   |
|-------------------|
| <b>D+ 67-69.9</b> |
| <b>D 63- 66.9</b> |
| <b>D- 60-63.9</b> |
| <b>F 0-59</b>     |

| <u><b>Activity</b></u>       | <b>% of Grade</b> | <u><b>Expectations</b></u>  |
|------------------------------|-------------------|---|
| <b>Class Participation</b>   | <b>30%</b>        | <b>Participation in all class assignments, activities, and discussions.</b>                       |
| <b>Classwork / Homework</b>  | <b>30%</b>        | <b>Work turned in at the end of the class Period. Homework must be turned in by the due date.</b> |
| <b>Test, Quizzes, Final</b>  | <b>25%</b>        | <b>Graded for Knowledge and content mastery.</b>  |
| <b>Kitchen Participation</b> | <b>15%</b>        | <b>Graded based on completion of a final project or final exam.</b>                               |

**Extra Credit:** Students may earn extra credit by doing additional course work, and by doing extra kitchen participation. No extra credit will be given until all assignments are turned in and on time. Students will earn their grades by completing class assignments and kitchen group presentations.

**Course requirements:**

- 1. Class Participation:** Students must attend school daily and arrive at the classroom on time. Attendance is called at the beginning of class. Students must participate in class discussions, pay attention, collaborate with peers and staff, and complete all class assignments.
- 2. Research paper:** As part of this CTE class and career pathways, all students must search for a job of their interest, including the education needed to perform the job, estimated yearly salary, benefits provided, retirement plan, and opportunities for advancement. In addition, Students will create a letter of interest and resume. Resume must include personal skills, volunteer and paid work experience.
- 3. Classwork:** Students must complete all work required in the classroom and turn in assignments on time on the due date. Late assignments will be accepted until two weeks late with a 20% grade reduction penalty no work will be accepted after two weeks.
- 4. Quizzes and Exams:** Final exam and or Final Project, Students will create a final Project Presentation and final exam (More information will be provided)

**SAFETY:**

To prevent accidents all students must learn to practice safety procedures in the kitchen. Students must use correct cookware for the job and appropriate kitchen tools and keep the work area clean and free of trip hazard elements. Students must keep floors clean and dry to prevent slips and falls and identify hot and sharp objects to avoid burns and cuts.

All students must wear closed-toe shoes in the kitchen and use hair nets. **NO STUDENT IS ALLOWED IN THE KITCHEN WITHOUT INSTRUCTOR APPROVAL.**

**COURSE SCHEDULE:****Week 1****Unit#1 Overview of the Restaurant and Food Service Industry.****Chapter #1 Welcome to the Industry. Page 6.****Week 2****Chapter #2 Career opportunities. Page 24.****Week 3****Chapter #3. Professional Expectations. Page 42.****Week 4****Chapter #4 Communication Skills. Page 56.**

**Week 5**  
**Chapter #5 Beginning Your Career. Page 72.**

**Week 6**  
**[Unit #2 A Safe Operation.](#)**  
**Chapter#6 Introduction to Food Safety. Page 100.**

**Week 7**  
**Chapter #7 Hygiene and Cleanliness. Page 120.**

**Week 8**  
**Chapter #8 The Safe Flow of Food. Page 140.**

**Week 9**  
**Chapter #9 Risk Management. Page 158.**

**Week 10**  
**Chapter #10 Workplace Safety Procedures. Page 174.**

**Week 11**  
**[Unit #3 Introduction to the Kitchen.](#)**  
**Chapter #11 Food Service Equipment. Page 200.**

**Week 12**  
**Chapter #12 Knives and Smallwares. Page 220.**

**Week 13**  
**Chapter #13 Kitchen Basics. Page 244.**

**Week 14**  
**Chapter #14 Culinary Math. Page 270.**



**Week 15**

**Unit #4 Culinary Exploration.**

**Chapter #15 Salads, Dressings, and Dips. Page 300.**

**Week 16**

**Chapter #16 Sandwiches and Pizza. Page 330.**

**Week 17**

**Chapter #17 Stocks, Soups, and Sauces. Page 350.**

**Week 18**

**Chapter #18 Cooking Methods. Page 376.**

**Week 19**

**Chapter #19 Introduction to Baking. Page 398.**

**Week 20**

**Unit #5 Service and Management.**

**Chapter #20 Principles of Great Service. Page 420.**

**Week 21**

**Chapter #21 Front of the House Basics. Page 434.**

**Week 22**

**Chapter #22 Introduction to Management. Page 464.**

**Remember Students to practice the 4B's; Be Respectful,  
Be Responsible, Be Safe, and Be Resilient.**

# Student Agreement

**Chino High School Room # E-103**

**Culinary Arts**

**Instructor: Sara A. Tolliver**

**Email: [sara\\_tolliver@chino.k12.ca.us](mailto:sara_tolliver@chino.k12.ca.us)**

**As your instructor, I expect your commitment, effort, and integrity. In return, I commit to supporting your educational, personal, and career goals, and to providing you with the skills and knowledge to complete your career pathway.**

**Please sign the agreement below and return it to the instructor.**

## **Course Syllabus - Student's Agreement**

**I, (print your name) \_\_\_\_\_, certify that I have read and understood the culinary course syllabus and classroom rules provided by my instructor, including cell phone policy and appropriate dress code in our Lab/Kitchen and the classroom. I am aware of the course and classroom requirements to complete the course successfully.**

**Student signature: \_\_\_\_\_**

**Student Personal Email: \_\_\_\_\_**

**Date: \_\_\_\_\_ Class Period: \_\_\_\_\_ Grade level \_\_\_\_\_**

**Parent or Guardian name:**

\_\_\_\_\_

**Parent or Guardian signature: \_\_\_\_\_**

**Contact Number(s): \_\_\_\_\_**

**Parent Email: \_\_\_\_\_**

**Date: \_\_\_\_\_**

## Video and Photography Release

Chino High School Room # E-103  
Culinary Arts  
Instructor: Sara A. Tolliver  
Email: [sara\\_tolliver@chino.k12.ca.us](mailto:sara_tolliver@chino.k12.ca.us)

Photo and video release form for the 2024-2025 School year.  
Parent/Guardian release authorization for photographs, films, slides, video, and audio recordings of students enrolled in Culinary Arts and FCCLA programs.

Student's Name (please print)

\_\_\_\_\_

Please read and sign on the line whether you grant permission or do not grant permission to post photos and videos. Your signature on the appropriate lines will enable us to increase public awareness and promote the continuation and improvement of our programs through mass media, displays, and brochures, including social media (Instagram and Facebook)

Permission GRANTED \_\_\_\_\_

Permission NOT GRANTED \_\_\_\_\_

Parent/guardian name \_\_\_\_\_

Date \_\_\_\_\_