

## Fernandina Beach High School Culinary Arts Three Syllabus

### I. General Information

Course Name: Culinary Arts 3  
Course Number: 8800530  
Course Room Number: 06-41 Classroom  
06-34 Kitchen Lab  
Name of Instructor: Chef Michael Gass  
Office Hours: 7:40am-8:00am; or by appointment  
Office Room #: 06-34  
Phone Number: 904-261-5713, ext. 2659  
Email: [michael.gass@nassau.k12.fl.us](mailto:michael.gass@nassau.k12.fl.us)  
[mikegass@hotmail.com](mailto:mikegass@hotmail.com)

### II. Course Description

Students will acquire knowledge and skill in the preparation of food. Included are basic principles and techniques of food preparation, management of resources, use of recipes, use and care of equipment and evaluation of food products. The courses emphasize safety and sanitation practices. Students will operate kitchen equipment and tools.

### III. Course Objectives/Course Outline

**Course Title:** Culinary Arts 3  
**Course Number:** 8800530  
**Course Credit:** 1 credit

#### Course Description:

In this course the student will research career opportunities in professional cooking/baking; follow guidelines on food selection, purchasing, and storage; and use communication skills. Students will prepare and present a variety of advanced food products; create centerpieces; and research laws specific to the hospitality industry (including handling of alcohol). Also covered are management skills; how to develop a business plan; and utilization of technology in the workplace. Students will be knowledgeable about food safety manager training/certification training programs that are acceptable in Florida.

23.0 Research career and advancement opportunities in professional cooking and baking--The student will be able to:

23.01 Examine advancement opportunities.

23.02 Develop a personal career plan.

23.03 Demonstrate an understanding of entrepreneurship.

23.04 Identify food and hospitality-related enterprises and their impact on the industry.

23.05 Explain the benefits of membership in professional associations.

24.0 Follow food identification, selection, purchasing, receiving, storing, and inventory guidelines --The student will be able to:

24.01 Identify basic food items.

24.02 Select basic food items according to standard qualities.

24.03 Practice portion control and utilize costing procedures.

25.0 Practice advanced cooking and baking techniques—The student will be able to:

25.01 Recognize standards of quality as well as prepare and creatively present:

advanced bake station items; advanced pantry station items;

advanced fry station items; advanced hot station items; beverage items.

26.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The student will be able to:

26.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. CM 1.0

26.02 Locate, organize and reference written information from various sources. CM 3.0

26.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. CM 5.0

26.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. CM 6.0

26.05 Apply active listening skills to obtain and clarify information. CM 7.0

26.06 Develop and interpret tables and charts to support written and oral communications. CM 8.0

26.07 Exhibit public relations skills that aid in achieving customer satisfaction. CM 10.0

27.0 Apply scientific principles in cooking and baking--The student will be able to:

27.01 Identify the physical and chemical changes in foods that result from the application of heat or cold.

27.02 Identify the effect of various levels of moisture on food.

28.0 Prepare and present food products to meet creativity aspects as well as quality standards--The student will be able to:

28.01 Develop artistic talents in the creation of centerpieces from a variety of mediums (cooked sugar, chocolate, marzipan, and fruits and vegetables).

28.02 Prepare and creatively present: appetizers; salads; vegetables; fruits; pasta/rice/cereals; soups/stocks/sauces/gravies; meats; poultry; fish/shellfish; yeast breads; pies and pastries; cakes and icing; specialty desserts; breakfast foods; quick breads; sandwiches; hors d'oeuvres; garnishes; edible centerpieces.

29.0 Demonstrate management skills--The student will be able to:

29.01 Identify characteristics of an effective manager.

29.02 Examine management skills.

29.03 Demonstrate effective communication skills.

29.04 Use positive reinforcement techniques to increase productivity.

30.0 Describe the importance of professional ethics and legal responsibilities.  
The student will be able to:

30.01 Evaluate and justify decisions based on ethical reasoning. ELR 1.0

30.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. ELR1.1

30.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. ELR1.2

30.04 Interpret and explain written organizational policies and procedures. ELR 2.0

31.0 Comply with laws and regulations specific to the food service and Hospitality industry--The student will be able to:

31.01 Identify food service and hospitality laws and regulations to include OSHA, Americans with Disabilities Act (ADA).

31.02 Identify laws related to the handling of alcohol.

- 31.03 Demonstrate knowledge of food safety manager training/certification programs that are accredited in Florida
- 32.0 Develop a business plan--The student will be able to:
- 32.01 Identify the elements of a business plan to include vision, goals, strategies, and action plans.
  - 32.02 Identify basic economic and marketing strategies.
  - 32.03 Analyze trends in the food service and hospitality industry.
  - 32.04 FCCLA Hospitality Competition (as a project or competition).
- 33.0 Describe the roles within teams, work units, departments, organizations, Inter-organizational systems, and the larger environment--The student will be able to:
- 33.01 Describe the nature and types of business organizations. SY 1.0
  - 33.02 Explain the effect of key organizational systems on performance and quality.
  - 33.03 List and describe quality control systems and/or practices common to the workplace. SY 2.0
  - 33.04 Explain the impact of the global economy on business organizations.
- 34.0 Use information technology tools--The student will be able to:
- 34.01 Use personal information management (PIM) applications to increase workplace efficiency. IT 1.0
  - 34.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. IT 2.0
  - 34.03 Employ computer operations applications to access, create, manage, integrate, and store information. IT 3.0

#### **IV. Text, Learning Resources and Supplies**

- Text: National Restaurant Association, Becoming a Restaurant and Foodservice Professional Year Two, 2nd Edition, National Restaurant Association Educational Foundation 2005
- Text: Labensky and Hause, ON COOKING, A TEXTBOOK OF CULINARY FUNDAMENTALS, 3rd Edition, Prentice Hall 2003
- Supplemental: Labensky and Hause, STUDY GUIDE ON COOKING, A TEXTBOOK OF CULINARY FUNDAMENTALS, 3rd Edition, Prentice Hall 2003

- National Restaurant Association, ServSafe Course Book, 5<sup>th</sup> Edition, John Wiley and Son, 2010

## V. Procedures

The course will use both lab and lecture format. In the lab, students will be assigned teams to carry out the daily production assignments. In the lecture portion there will be demonstrations, cooperative learning, power point presentations, video, and discussion.

Grading criteria:

Class Participation		Students are expected to arrive to class on time with supplies and contribute to class discussions and group activities.
Daily Work	40	Assignments given during class. Students are expected to participate in the cooking lab 2-4 days per week contingent upon passing safety test, subject area, and available funds.
Homework	10	Assignments given during class and not completed by the end of class should be completed for homework and turned in the next day.
Notebook	10	All assignments and recipes will be kept in order in a notebook/journal. Students will have several notebook checks during each nine week period some will be announced and some will not.
Tests	30	Several tests/quizzes will be given during each nine week period some will be announced and some will not. Students are responsible to schedule make up tests (before or after school) with the teacher if they are absent.
Exams	10	Semester exams will include materials covered throughout the semester. Students are responsible to schedule make up exams (before or after school) if they are absent on the exam date.

Grading Scale is as follows:

1000-900	A
899-800	B
799-700	C
699-600	D
599 or Below	F

Students shall be provided an opportunity to make-up assigned work for all excused absences. The Make-up work must be completed within five (5) school days, or a reasonable length of time based on the length of absence. Students must adhere to the attendance policy explained in the Student Handbook in order to receive credit in the course.

Academic and honesty policies are on the Nassau County School District Website. Available at: [www.nassau.k12.fl.us](http://www.nassau.k12.fl.us)

Materials needed for class:

- \$25.00 yearly lab fee. Due August 29, 2012. Make checks payable to FBHS.
- Notebook Paper
- Writing tools
- Inexpensive calculator
- Closed toe shoes and socks for labs.

## **Classroom Rules and Procedures**

### Dress Code

1. FBHS will furnish aprons and tools for Culinary 1, 2 and 3. Dual enrollment students will be required to supply uniforms and knife kits.
2. Students will be required to wear closed toe shoes and crew socks when participating in Labs. It is suggested that a pair of closed toe shoes and socks be kept in the student's locker for use in labs. Students who do not have closed toe shoes will not be able to participate in lab and lose the lab points for the day.

3. Students are required to wear clean and presentable clothes when participating in the lab portion of their classes. Students who are not presentable will not be able to participate in lab and lose the lab points for the day.

### Protocol

1. Students are not permitted to eat or drink in the lecture or lab areas. When in the lab sections, tasting will be permitted as part of the class structure, and will be done so only with the permission of the instructor.
2. Students show respect to both the instructor and fellow students by being a thoughtful listener, not interrupting others who are presenting or expressing their views, and not attacking or using demeaning or inappropriate language to others who are presenting or expressing their views.
3. The use of cellular phones will be prohibited in the classroom or the lab. During lectures and labs, phones must be turned off and kept out of sight. Students using phones during classes will be subject to the discipline outlined in the student handbook.

### Sanitation and Safety

1. Students are expected to practice safe and sanitary procedures as demonstrated and outlined by their instructor.
2. Large, excessive dangling jewelry is not permitted. A simple rule of thumb is to wear only a watch. Strong colognes and perfumes are not permitted.
3. All students are required to demonstrate knowledge and competency in the use of all pieces of large and small cooking equipment. This competency will be recorded on the *equipment knowledge checklist*.
4. Students are expected to be clean shaven. Beards and moustaches are to be neatly trimmed. Hair should be neat and fully restrained under the cook's hat, or by use of a hair net while in lab classes.
5. The finger nail will be clean and short enough to facilitate the use of latex gloves. Latex gloves will be worn if the finger nails have nail polish. Because of food safety issues, the inability to use latex gloves will prevent the student to participate in lab and lose the lab points for the day.

## **Course Expectations/Course Requirements**

### The instructor will:

1. commit to being fully prepared for each class session and curriculum topic
2. commit to beginning each and every class on time and to completing topics specific to the day's lesson plan.
3. commit to being fair and equitable to all students in terms of assignments, grades and course requirements while realistically balancing the requirements of each student for the class.
4. commit to communicating with all students in a professional and respectful manner.
5. commit to providing evaluative feedback to students based on lab and lecture performance.
6. commit to being accessible to students via office hours, class meetings, phone and email.
7. commit to utilizing a variety of teaching methods in an effort to accommodate the varied learning styles of students in class.
8. commit to being fully qualified to teach the class by virtue of:
  - a. extensive industry experience;
  - b. holding a variety of managerial positions within the foodservice and hospitality industry;
  - c. holding professional industry credentials and certifications;
  - d. academic preparation;
  - e. participation in ongoing professional development through relevant professional trade organizations and ongoing related conferences and workshops.
9. commit to keeping fully abreast of the course content through professional development activities.

### The student will:

1. commit to coming fully prepared for each and every class by completing and becoming familiar with the assigned chapter readings.
2. commit to coming fully prepared for all in-class evaluative exercises such as quizzes, tests, class projects and other related assignments.

3. commit to completing 100% of all course assignments and turning them in at the assigned period.
4. commit to taking full and complete responsibility for any missed classes and or assignments and coming fully prepared for the next scheduled class.
5. commit to the goal of 100% attendance, recognizing that even just one missed class falls short of course expectations.
6. commit to arriving for each and every class on time, recognizing that coming in late shows disrespect for the instructor, fellow students and is disruptive to the learning process.
7. commit to informing the instructor in the event of unexpected emergencies or illnesses preventing attendance of class.
8. commit to facilitating the success of both independent and group learning exercises should the course utilize such concepts and learning formats as cooperative learning, where students work collaboratively through problem solving and topical information gathering.
9. commit to providing appreciation for, participation in and attendance to any related class activities such as field trips and industry guest presentations.