

MOCC Culinary Arts Course Outline 2023-2024

Class Syllabus for in person and online classroom

MOISD Website and updates: <https://www.moisd.org/>

MOISD Mission: Supporting schools in student achievement

MOCC Mission: Preparing Today's Students for Tomorrow's Careers!

Instructor: Shelli Hallman

Pastry Chef, Culinary Institute of Michigan-Muskegon

ServSafe Certified and Allergen Certified, National Restaurant Association

ServSafe Certified Proctor, National Restaurant Association

Phone: 231-796-5805 ext. 1117 Cell: 231-335-8844 email: shallman@moisd.org

Program Description for and online and in person classroom:

Students will study the practical application of culinary arts focusing on food safety, cooking methods, and guest services. Instruction also covers the following areas: Culinary Math, Management, Marketing, Sustainability, Employability, and Safety. Students will also strengthen and demonstrate their Employability Skills such as attendance, respect, organization, critical thinking, dependability, teamwork, communication and leadership skills. The students will be introduced to Career Ready Practices such as resume and cover letter writing, interviewing, and each student will begin creating and collecting for a portfolio that will demonstrate their abilities. Students who show commitment will have an opportunity to become ServSafe and Allergen Certified at the end of the first year. (ServSafe is a nationally recognized certification in food safety and sanitation). In class, students will be doing daily sanitation of their work and classroom space.

References and Resources:

Foundations of Restaurant Management and Culinary Arts, Levels 1 & 2

Curriculum of the ProStart Program, National Restaurant Association, ISBN: 13:978-0-13-801938-9

ServSafe Manager, 7th Edition

National Restaurant Association Educational Foundation, 2018, ISBN: 978-1-58280-335-7

Cooking Video Series. <http://rouxbe.com/about>

partners@rouxbe.com phone: 1-800-677-0131 (North America Toll Free)

© 2005-2018 Rouxbe Global Food Group, Inc. All rights reserved.

Ctenavigator.org/reports/segments/state

Course Content: Major State Standards 12.0500: Cooking and Related Culinary Arts 2013

Our students operate a restaurant which includes a job rotation (normally a 2-week rotation, some jobs will be 2 rotations depending on the number of students). This opportunity is where students will be exposed to a variety of restaurant jobs and experiences which will help the

student better determine their career goals. This will also strengthen their learning by using hands on activities to gain more practice in the areas of:

- Prep Cook
- ServSafe Techniques
- Sanitation
- Kitchen Safety
- Line Cook
- Student Manager (2nd year students)
- Outside WBL Job Exploration (2nd year)
- Server
- Cashier
- Steward (Stock, Maintenance)
- Bakery
- Salads
- Soup
- Catering
- Dishes

ServSafe Certification:

ServSafe standards will be taught during the course of the year, as students work in the restaurant they will be provided opportunities to practice hands-on ServSafe standards. In May the students will have an opportunity to take the ServSafe certification exam. This certificate is recognized throughout the United States in the restaurant industry. Only students who are recommended will be given the opportunity to take the test. The test costs \$36 for a student (the first time it is covered by the school), a student may retake the test but they must pay for the retest. A passing score of 70% out of 80 questions will grant the student a certificate from the National Restaurant Association (this score will be used for a test grade). Those students who are not recommended (or who choose to take it the following year) to take the test will be given an equivalent test for a grade. A ServSafe Food Handler certification test will be taken by all students prior to them entering the kitchen. Attendance is a factor in determining if the student is recommended to take the ServSafe manager exam.

Grades and Assessments:

Student performance will be measured through written tests, hands-on performance assessments (flipgrid), participation, and daily work ethic grades. Industry employability standards are stressed and will be required in classroom and lab activities. Soft skills are an essential part of the learning environment where communication, personal management, problem solving, teamwork, and leadership is the focus. An allergen (second year students take in January) and a ServSafe exam will be taken in May for either certification and/or as a grade. In addition, at the end of the year a practical assessment will be given that covers technical skills, (including knife skills) the student will choose their area of expertise either baking, service, or culinary.

Grades will be based on

- Test, Technical Skills and Projects (30% of the grade)
- Quizzes (Google classroom, Rouxbe, and measurement quizzes (30% of your grade)
- Assignments, discussions and Bell Ringers (10% of your grade)
- Work Ethic and Career Readiness (Participation in classroom) (30% of your grade):

This includes attendance, respect and ethics, organization, productivity, appearance, stewardship, perseverance, critical thinking, technology, creativity and innovation, research,

academic and technical skills, participation, emotional intelligence, communication and leadership.

Classroom Success:

- ◆ Excellent Attendance, I will follow industry expectations as you need to start forming good habits and developing your work ethics. Keep in mind that this is an employability skill that you will be expected to develop and employers will not keep those employees who do not show up, just as we will not recommend those students to return to the career center who have displayed a pattern of poor attendance and participation. MOCC will follow your homeschool attendance policies. **More than 12 absences will result in not getting your Managerial ServSafe certification.**
- ◆ If you will be absent or tardy, you are required to call my office 231-796-5805 ext. 1117, anytime of the day, just like at work you are expected to call in. You may leave me a message, please make sure you leave your name and a contact number. This is mandatory. If I do not hear from you, I will be calling a parent to check up on you. You will be responsible for all missed work, (it is your responsibility to find out what you missed), fill out the appropriate paperwork (Absence Form) and provide a doctor's note (I should not have to ask for it). **Only school related or notes from the doctor will allow you to make up any missed work.** When you tell me you went to the doctor and there is NO note, then you will not be able to make up the work. There will be assignments that will not be available for makeup (Bell ringers, cooking projects, food evaluations, restaurant activities and rotations).
- ◆ Be prepared, come to class with your agenda, pencil or pen, dressed appropriately and sitting in your seat ready to participate at the start of class.
- ◆ Like employers, we use a time clock to punch in and out. Any time you leave the classroom (bathroom or go to the office), you are required to punch OUT when you leave and IN when you return.
- ◆ **Electronic equipment, cell phones, Earbuds, etc...Are not allowed out for use or visible in class There is a time and place for technology; you will need to ask before using these pieces of equipment** and taking pictures of your food is one of them, just ask.
- ◆ All students will be expected to follow the MOCC Handbook.
- ◆ **Tasting the food you prepare is essential to being successful in this industry. We all have foods we like and food we do not care for. You are expected to taste ALL foods made in class in order to check for proper seasoning, and flavor as well as correct texture. The Only exception to this is a documented food allergy/intolerance.**
- ◆ **Parents** allow and encourage your child to practice cooking at home, this will help reinforce lessons from class. I love to see pictures of what they have made, how it tasted and how they would change it next time.

Dress Code:

These requirements are required by both the health department and/or the industry to ensure health and safety for you, the food and our customers. Daily work ethic points will be deducted from your daily grade when you are not dressed appropriately and it may result in not being allowed in the kitchen to work and doing book work related to the daily activity. These points relate to the work ethic grade which is 30% of your total grade.

◆ Students will be issued a chef coat and will be expected to wear it **each day** they are in class. They should be dressed and ready for class before the **beginning of class**. When we are in the kitchen the students will also put on an apron which will keep the chef coat clean. The chef coats are rented and will be picked up on Wednesdays to be cleaned.

◆ It is expected that pants and jeans must be worn with no holes. Capri and short pants can be worn as long as they **cover the knees**. Dresses and skirts must be at least knee length (**cover the knee**, i.e. no knees showing when standing) and leggings must be worn underneath dresses or skirts (which must be knee length). **No mini skirts or shorts. No sleeveless tops or tank tops.** Clothing must be **CLEAN** and in good repair (no holes). Shoes must cover your toes, **no sandals or flip flops**, and be slip resistant. ***Parents will be called to deliver acceptable shoes. If they do not get appropriate shoes, the student will receive a zero for the day. You may bring an extra pair of shoes and leave them in your cubby.*** Clothing must not be revealing or tight, you will be asked to cover up.

◆ **No bracelets, wrist watches, or rings this includes smart watches when we are in the kitchen.**

◆ Good hygiene will be enforced, take showers regularly and wash hands. Showers are available, see the instructor, if you need to shower.

◆ Wear aprons and hair restraints when we are in the kitchen. If hair is longer than shoulder length you must restrain it with a hairband or braid **AND** a hat/hairnet.

◆ Faces must be clean shaven. Forgot to shave, Mrs. Chupp has razors.

◆ **Nail polish and false nails are permitted by the local health code but gloves must be worn and changed when contaminated or torn.**

◆ Understand that there are many requirements for food safety and you will be expected to dress appropriately everyday including the days we are in class. Dress as though you will be working in the kitchen EVERYDAY. Points will be deducted from daily employability scores and/or appropriate discipline. All students will have a signed Health Policy in their student file.

Parent Help:

✓ Please visit our restaurant when we open, this is a great way to see and support what your child does in school. Dates to be determined.

✓ Allow and encourage your child to practice cooking at home, this will help reinforce lessons from class; this will be an assignment sometime during the year. They can practice on knife cuts, cutting an onion, mise en place, clean as you go, reading recipes, following directions, cooking and baking, and cleaning up. We encourage them to work with other family members when cooking. In the restaurant industry we work as a team and this will help strengthen their communication and teamwork skills.

Notice of Nondiscrimination In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation. Inquiries regarding this policy should be directed to: Superintendent or superintendent designee, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.

✓ **Food Allergies: We use flour, eggs, dairy, seafood and shellfish, soy products, peanuts, pecans, walnuts and almonds (along with other foods that may not have made the list). I am not able to completely eliminate the food allergen in our environment. If your student is highly allergic to any food items we need to discuss the best option for your student. You will need to alert me to any allergies your child has before class starts.**

-----Detach-----

Student Information Needed:

Student Name Printed _____

Parent Signature/Printed _____

Parent or family email _____

Would you like to be added to our Google classroom ___ YES ___ NO

Best way to contact parent _____

Best Time to contact you _____

May we contact you at work ___ YES ___ or ___ NO ___ (please circle)

Work Number/Time to call _____

*****Allergies to Food or other allergies**

Allergy reactions (symptoms):

There may be homework that requires access to a computer, does the student have access to a computer? Yes / No (please circle)

Is there internet available? Yes / No (please circle)

I will be asking your son/daughter what their goals are for the class and what skills they need to work on and I would like your input as you are the expert with them.

Your goals for your child:

The best way to contact me is by email shallman@moisd.org or 231-796-5805 ext. 1117. Thanks for sharing your child with us.

Mrs. Hallman

