

Southwest Career and Technical Academy 2018-2019

Course Expectations for *CULINARY ARTS*

Teacher: *EXECUTIVE CHEF RUBEN MUNOZ* Room Number: B-116, B-115, B-118, B-120, B-126, B-129

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PROGRAM DESCRIPTION:

This course provides students with an introduction to the principles and techniques of commercial food production. The classroom is patterned after industry with emphasis on the standards of food service occupations. Students acquire basic skills in food handling, food and nutritional science, equipment technology, cooking methods, kitchen safety, sanitation procedures, and employability skills. The appropriate use of technology and industry-standard equipment is an integral part of this course

COURSE DESCRIPTION:

This course provides students with an introduction to the principles, chemistry, and techniques of food preparation. The classroom is patterned after industry with emphasis on the standards of food service occupations. Pro-Start (TM) curricula is an integral part of this course. Instructional practices incorporate integration of diversity awareness including appreciation of all cultures and their important contributions to society. The appropriate use of technology is an integral part of this course. This course fulfills one of the elective credits required for high school graduation.

COURSE GOALS:

- To research the historical contributions of the restaurant and food service industry. [NS: CA 1.1]
- To display food safety and sanitation requirements. [NS: CA 2.1-2.4]
- To employ workplace safety standards. [NS: CA 3.1-3.2]
- To display professional kitchen responsibilities and kitchen organization. [NS: CA 4.1, 6.3, 11.1]
- To measure ingredients for a standardized recipe. [NS: CA 6.2-6.5]
- To identify commercial kitchen equipment and cooking principles. [NS: CA 4.1, 6.2, 6.3, 15.1]
- To model professional knife skills. [NS: CA 6.1, 10.3, 10.4, 12.1, 12.3]
- To recognize nutrition and dietary principles in menu planning. [NS: CA 5.1, 7.1]
- To prepare a variety of stock, sauces, and soups. [NS: CA 6.1-6.3, 14.1-14.3]
- To differentiate among a variety of produce, herbs, and spices. [NS: CA 10.1, 10.4, 10.5, 12.1-12.3, 13.1-13.3]
- To analyze different types and styles of food service. [NS: CA 11.1-11.2]
- To identify the selection, storage, and use of various food items. [NS: CA 7.2, 12.1-12.3, 12.8]
- To perform the technology of projects within the food service, lodging, and tourism industry. [NS: CA 1.2, 7.1, 17.4]
- To identify management principles and leadership skills. [NS: CA 7.1, 7.2, 11.1, 16.1-16.4, 17.1-17.3, 17.5, 17.8, 17.9]

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- To develop employability skills for workplace readiness, career development, and job retention within the food service, tourism, and lodging industry.[NS: CA 1.2, 1.3, 16.1-16.4, 17.1-17.3, 17.5-17.9]

It is recommended that nontraditional careers be encouraged and that gender-neutral teaching materials utilized. The emphasis on hands-on activities allows for a wide range of ability levels. Equipment, tools, and machinery should be adapted for use by students with physical handicaps, and the methods of their use should be adapted to accommodate these special needs. Additionally, instructors are encouraged to use supplemental textbooks and audiovisual presentations illustrating special populations

REQUIRED MATERIALS & COURSE FEES:

COURSE FEES:

***** COURSE FEES MUST BE PAID BY THE SECOND WEEK OF SCHOOL:**

AUGUST 31, 2018

****** STUDENTS WILL NOT BE ALLOWED TO PARTICIPATE IN COOKING DEMONSTRATIONS AND OR LESSONS UNTIL COURSE FEES HAVE BEEN PAID.**

FRESHMAN: (9TH GRADE): \$50.00

SOPHOMORES: (10TH GRADE): \$75.00

JUNIORS: (11TH GRADE): \$125.00

SENIORS: (12TH GRADE): \$100.00

FOODS AND NUTRITION: \$25.00

FOOD HANDLER'S CARD: \$20.00

****** EXECUTIVE CHEF RUBEN MUNOZ STUDENTS WILL PROVIDE THE NECESSARY TRAINING FOR YOUR CHILD TO ACQUIRE HIS/HER FOOD HANDLER'S CARD.**

******* ONCE YOUR CHILD HAS RECEIVED THE NECESSARY TRAINING AND HAVE PASSED THE FOOD SAFETY EXAM, INSTRUCTIONS WILL BE PROVIDED TO THEM AS TO HOW THEY WILL ACQUIRE THEIR FOOD HANDLER'S CARD.**

Students NEED to be dressed DAILY in their Culinary Uniforms and prepared everyday for class to earn points. Content knowledge will be based on test grading.

Work ethics is one of the most important qualities that can be taught in Career and Technical class setting. This grade will be based on the students' desire to work, appropriate attire, positive interaction with others, attendance, and the desire to further themselves in the Culinary Arts field. Use of resources will include equipment and product identification. Teamwork is the ability to work with classmates and instructors. Presentation will be graded using the students' quality of visual products as well as specific knife skills. Writing will be based on paperwork to include writing menu copy and product ID analysis papers.

FRONT OF THE HOUSE UNIFORM AND BACK OF THE HOUSE CULINARY UNIFORM ARE REQUIRED, AS IS A VALID HEALTH CARD.

Back of the House Uniform: (Freshman Only)

1. *White Chef Hat*
2. *White Chef Jacket with name and School Logo*
3. *Checkered Chef Pants*

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4. *White Chef Apron*
5. *White Crew Socks*
6. *Black non-slip Closed Toe Shoes*

Back of the House Uniform: (Sophomores, Juniors, and Seniors)

1. *Black Chef Hat*
2. *Black Chef Jacket with name and School Logo*
3. *Checkered Chef Pants*
4. *Black Chef Apron*
5. *Black Crew Socks*
6. *Black non-slip Closed Toe Shoes*

Front of the House Uniform: (ALL Culinary Arts Students)

1. *Black long sleeve, front button down, collared shirt (Males)/blouse (Females)*
2. *Black Dress slacks (No Jeans or Leggings)*
3. *Black Crew Socks*
4. *Black non-slip Closed Toe Shoes*
5. *Tie, Bistro Apron, and Vest will be PROVIDED FOR EVENTS.*

REQUIRED SUPPLIES:

1. *Regular size notebook or 3 Ring binder for notes/recipes*
2. *Small Pocket size notebook that will fit in front of Chef Jacket for recipes*
3. *Black or Blue ink pen*
4. *Black or Blue Sharpie*
5. *Pocket Thermometer*
6. *Other supplies will be required at a later date as needed.*

GRADING POLICY:

The purpose of grades is to provide effective feedback to students, parents, and the school administration about a student's progress towards mastery of the established standards for a particular course or subject. As such, other factors such as attendance, effort and behavior are not considered when calculating a student's grade. However, **excessive absences** (eight unexcused absences during a semester) will result in a loss of credit in accordance with CCSD Regulation 5113. Extra credit is **not** permitted unless the work is specifically designed to provide more evidence of a student's progress towards mastery of the established standards.

Students are graded on a 0-100 point scale, with the following grade equivalents:

90-100	= A	Consistently exceeds standards
80-89	= B	Consistently meets standards
70-79	= C	Approaching standards
60-69	= D	Emergent
0-59	= F	Does not meet standards/Evidence not provided

Throughout the semester, students are expected to complete formative and summative assessments. The Southwest Career and Technical Academy incorporates Project-Based Learning across the curriculum. Further assessments include, but are not limited to, homework, class activities, lab activities, class projects, quizzes, and exams. As well, students are assessed on their ability to work in teams, arrive on time and prepared to work, communication and presentation skills.

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Category	Assessment Weight
Content Mastery	60%
Skill Development	30%
Employability Skills	10%

The purpose of grades is to provide effective feedback to students, parents, and the school administration about a student's progress towards mastery of the established standards for a particular course or subject. As such, other factors such as attendance, effort and behavior will not be considered when calculating a student's grade. However, excessive absences (Seven unexcused absences during a semester) may result in a loss of credit in accordance with CCSD Regulation 5113. Extra credit will not be permitted unless the work is specifically designed to provide more evidence of a student's progress towards mastery of the established standards.

Teachers will provide students with unit overviews that outline the performance expectations for that unit. These outlines will be accompanied by rubrics that define the levels of proficiency students are expected to demonstrate. The goal is for students to become more involved in monitoring their level of proficiency and participating in Assessment for Learning in order to improve their performance.

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90-100	=A	Consistently exceeds standards
80-89	=B	Consistently meets standards
70-79	=C	Approaching standards
60-69	=D	Emergent
0-59	=F	Does not meet standards/Evidence not provided

In order to demonstrate sufficient evidence of proficiency, a student will be required to make arrangements with the teacher to make-up any assessments missed due to an absence. Failure to complete required assessments may result in a lower grade or a failing grade due to a lack of evidence.

Throughout the semester, students will be expected to complete formative and summative assessments. The Southwest Career and Technical Academy will be incorporating Project-Based Learning across the curriculum. The project-driven assessments will be implemented and assessed according to a standard rubric for all students, based on our beliefs in the attributes of Academic Knowledge, Character, Skills, Work Ethic, and Preparation. Further assessments include, but are not limited to, homework, class activities, participation, lab activities, class projects, quizzes, and exams. For this subject, assessments will be weighted as follows:

According to CCSD regulation 5121, "Semester exams shall be comprehensive of the material covered during the semester and may be worth up to, but not exceed, 20% of the student's final semester grade. Final semester grades reflect assignments and assessments completed throughout the semester with equal weight given to each quarter in the grading period.

SEMESTER GRADE CALCULATION

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Quarter 1/Quarter 3	40%
Quarter 2/Quarter 4	40%
Semester Exam/Final Exam	20%

CITIZENSHIP GRADING:

Student citizenship grades are reported as follows:

- O = Outstanding
- S = Satisfactory citizenship
- N = Needs Improvement
- U = Unsatisfactory citizenship

CITIZENSHIP RUBRIC				
CATEGORY	(O) Outstanding	(S) Satisfactory	(N) Needs Improvement	(U) Unsatisfactory
Engagement	Consistently involved in class activities; contributes to overall learning process; collaborates with others and/or the teacher.	Engages in class activities, but may have to be encouraged; works with others or groups, but may not initiate collaboration.	Does not engage in class activities; rarely demonstrates initiative and may occasionally disengage from class.	Consistently uninvolved in class activities. Adamant refusal to work.
Preparation	Consistently prepared with materials; work is on time and may go beyond expectations.	Student has materials and submits work in a timely fashion and as expected.	Student may have had multiple instances of being unprepared, late work, or not completed as requested.	Consistently unprepared for class. Does not submit work on time or at all.
Behavior	Consistently respectful of both classmates and adults; Takes responsibility for individual actions; Consistently complies with school and classroom rules.	Respectful to both peers and adults. Occasionally accepts personal responsibility. Mostly complies with school and classroom rules.	Disruptive to others. Argumentative and defensive when disciplined. Disregard for school or class rules.	Consistent disrespect to classmates or adults. Regularly disruptive to learning process and violation of school or class rules. Plagiarism.

PROGRAM AREA MEDALLION REQUIREMENTS:

In order to earn a program area medallion at the end of the student's senior year, he or she must meet the following requirements:

- Pass all program area classes with a B or better
- Maintain a 2.75 unweighted GPA or higher in all classes
- Have NO disciplinary issues throughout the four years enrolled in SWCTA (RPCs/ Suspensions / Expulsions)
- Pass the Junior Year Program Assessment (if applicable)
- Successful completion of the Senior Capstone Project and/or Internship
- Minimum of one year active membership in a Career and Technical Student Organization (CTSO) or national club

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MAKEUP WORK POLICY:

The following language is from CCSD Regulation 5113:

Teachers provide opportunities for students to make up missed work due to absence. Students are held accountable for the work. When a student is absent, however, the educational experiences lost during that absence may be irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through makeup work.

Within **three (3) school days immediately following any absence**, secondary students are required to initiate contact with the teacher(s) to obtain appropriate makeup work. Once contact has been made with the teacher, specific makeup work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student/parent or legal guardian. The makeup work must be returned to the teacher(s) by the specified due date if it is to be acknowledged. Students shall be allowed a minimum of three (3) days to complete makeup work.

LATE WORK POLICY:

Late work that is considered practice (homework, class work, etc.) is accepted and graded for credit at the teacher's discretion.

Late work that is considered practice (homework, class work, etc.) will be accepted and graded for credit at the teacher's discretion.

Students will be given two opportunities to turn in late work.

First Opportunity: Student will be advised of the first day their work will be due and five points will be taken off total percentage. (ie. If work is due on Monday, but student does not turn in assignment, Tuesday will be the first day their late work will be due.)

Second opportunity: Student will be advised of the second day their late work will be due and ten points will be taken off total percentage.

(Example as above.)

Late work will not be accepted after second opportunity. Grade will result in a zero.

DISCIPLINE PROCEDURES:

The following steps in the Southwest Career and Technical Academy Progressive Discipline Plan are taken when students do not follow established rules and behave inappropriately:

STEP ONE:	Teacher-Student Conference (Warning)
STEP TWO:	Parent Contact by Teacher (Phone or Email)
STEP THREE:	Counselor Referral
STEP FOUR:	Dean's Referral

Please note: Some offenses are serious enough to warrant a referral to the Dean for the initial infraction (e.g.: physical violence, gross insubordination, truancy, etc.)

SAFE AND RESPECTFUL LEARNING ENVIRONMENT:

Per CCSD policy 5137, every classroom is a safe and respectful learning environment. If a student has any concerns about his or her own learning environment, those concerns should be shared with the teacher, administrator, or other SWCTA personnel.

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Dear Families,

Please print and sign this page and have your child return it to me this week. If you have concerns or questions about this course you can contact me at 799-5766. It's easiest to reach me via email at: munozr3@nv.ccsd.net. A copy of this document will be available on the school website all year, should you need to refer back to it at any time. I look forward to meeting you and becoming a partner in your child's educational experience at Southwest Career and Technical Academy.

Sincerely,
EXECUTIVE CHEF RUBEN MUNOZ
CULINARY ARTS

Student Name (PRINT) _____ Class Period _____

I HAVE READ THESE COURSE EXPECTATIONS AND UNDERSTAND THE EXPECTATIONS FOR MY CHILD THIS YEAR.

Parent/Guardian Signature: _____ Date: _____

Parent email: _____

I HAVE READ THESE COURSE EXPECTATIONS AND UNDERSTAND THE EXPECTATIONS FOR ME DURING THIS SCHOOL YEAR.

Student Signature: _____ Date: _____

Please indicate your preference, sign, and date this form below.

- I give my child permission to view "PG" rated films.

- I do not give my child permission to view "PG" rated films with the understanding that an alternative assignment will be given.

Parent/Guardian Signature: _____ Date: _____