

**Dearborn Public Schools**  
**Michael Berry Career Center**  
**Culinary Arts/First Year - Syllabus and Course Expectations**  
**2023-2024 School Year**

Instructor: Karen Pokrywki

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Room: Ele's Eatery

Email: pokrywki@dearbornschools.org

Class: Cooking and Related Culinary Arts

Course #: PSN 20133, CIP Code: 12.0500

School blog: <http://berry.dearbornschools.org>

Office Hours: Wednesdays, 2:00-3:00 pm

Website: <http://dearbornschools.org/mbcc>

Teachers Blog: <http://iblog.dearbornschools.org/pokrywki/>

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**Description:**

This course provides an industry – driven curriculum that prepares students for a career in the restaurant & food service management. The curriculum provides the skills necessary to help prepare you to work in the hospitality industry. Emphasis is placed on all area of study including Serv-Safe and sanitation, guest relations, culinary terminology, marketing and entrepreneurship, sustainability and nutrition, career and professional development. We will also help you enter a two-year college, four- year university or other post-secondary education.

**Goals / Objectives**

<ul style="list-style-type: none"><li>● Acquire ServSafe Food Handlers Training Certificate</li><li>● Acquire Hospitality Studies Certificate</li><li>● Acquire First Aid Certification</li><li>● Acquire AED Certification</li><li>● Acquire CPR Certification</li><li>● Hospitality Career Exploration</li><li>● Practice basic hospitality math</li><li>● Practice safe food service</li><li>● Perform restaurant operations front &amp; back of the house</li><li>● Practice Public Speaking and teaching skills</li><li>● Demonstrate skills needed in a professional workplace, including proper</li></ul>	<ul style="list-style-type: none"><li>● Practice cost control &amp; portion control</li><li>● Practice critical thinking</li><li>● Communicate &amp; collaborate with a team or partnership</li><li>● Be creative and innovative with recipes</li><li>● Study food nutrition</li></ul>
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attire, and build a professional resume and cover letter.	
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### **Prerequisites:**

There are no prerequisites for this course for first year students only.

### **Requirements:**

Required Course Material:

1. A pen or pencil each day.
2. Non- Digital Cooking Thermometer (can be found at Meijer, GFS Foods, or other stores)
3. A small **1 ½ inch 3-Ring Binder** each student is responsible for the recipes that are provided during class. This binder will be submitted for a final grade at the end of the school year with complete table of context, recipes, and all-important hand-outs.
4. **Closed-toed shoes** for compliance with Wayne County Health Department requirements. Slip-resistant is recommend.
5. **Slacks or pants.** No short are permitted in the cooking lab.

### **Resources / Textbooks:**

ISBN# 13:978-0-13-801938-9

Foundations of Restaurant Management & Culinary Arts Level One and Level Two.

Curriculum of the Pro Start program offered by the National Restaurant Association.

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In addition to the textbook, the students will use iLearn extensively. iLearn is a Dearborn Public Schools computer-based program where the students will download documents, view PowerPoint presentations and videos that are applicable to the lesson, take tests and much more. Regular access to a computer with high speed internet access and a printer at home are vital to student success in this course.

Students will use Chromebooks in the classroom almost every day. Students will be assigned a numbered Chromebook to use and they will be held responsible to take care of that equipment and to

notify me immediately if there is a problem with the equipment. Failure to notify me within 5 minutes of receiving this equipment on any given day will result in the student being held responsible for the problem with the computer, which may result in fees to cover the cost of repair or replacement.

Grades will be entered regularly into the MiStar system. Students and parents have access to this system through StudentConnect and ParentConnect. Parents - Please view your student's progress in my course by reviewing Parent Connect regularly - go to <http://iblog.dearbornschools.org/pokrywkw/> to subscribe.

In addition to iLearn, students will frequently create flashcards on index cards, or they may use Quizlet.com or other apps to create flash cards and other study aids. Free smart phone apps may be utilized for convenience.

### **Certification Requirements:**

In order to be eligible to receive course certification, students must meet the following criteria:

- Minimum final of 75%
- Demonstrate mastery of all skill checkoffs
- Attendance in compliance with district policy of no more than 10 absences per semester
- Active student membership in a Career and Technical Education Club
- Behavior in all areas that consistently demonstrates professionalism and employability.

### **Evaluation, Grades and Grading Scale:**

A variety of methods will be used to evaluate student progress. Among the methods used are class and homework assignments, quizzes, exams, class discussion, individual and group projects, skills check-offs, job shadowing and a mid-term and cumulative final exam.

The final grade is determined by 80% summative assessment; including exams, projects, job shadow project, skill competencies and written and computer work. The first semester and final exams are worth 15% of the summative grade. The remaining portion of the final grade is 20% formative assessment which includes homework, class work and participation.

Formative Assignments will **NOT** be accepted late unless you are absent, and it is excused. Late is defined as any time after the assignment is collected in class. If you were absent or late when work was collected, you must turn it in at the beginning of the next time you are in class, without a reminder from the teacher. Summative assignments will only be accepted up to 4 days late and the score will drop 25% each day late.

Students should expect homework on a regular basis, at least 3 times per week, sometimes more. Homework is to be completed at home and brought finished to class. Do not come to MBCC expecting to finish your homework during my class or your other MBCC class. We will utilize all the time we have together on health occupations content to give you the best preparation possible for your future. Participation involves coming to class prepared with all necessary materials, participating thoughtfully and respectfully in class discussions (speaking, listening, note-taking) and demonstrating the ability to work well with others.

**Class culture** – It is imperative that we all work together as a community of learners in this class. That means we will cooperate with one another and share our individual talents and special ways of thinking and solving problems. We will make mistakes and we will learn from those mistakes, free from ridicule. Curiosity, risk-taking and creativity are encouraged and rewarded. We will listen to each other and share our ideas and opinions with respect for the ideas and opinions of others. Our goal is to gain information and expand our knowledge and we will spend all of our time together doing that.

Participation involves coming to class prepared, participating thoughtfully and respectfully in class discussions (speaking, listening, note-taking), and demonstrating the ability to work well with others in first aid and CPR skill practice scenarios.

Students will be graded using the following scale:

93-100%	A	70-77.9%	C *
90-92.9%	A-	69-69.9%	C-
88-89.9%	B+	68-68.9%	D+
83-87.9%	B	63-67.9%	D
80-82.9%	B-	60-62.9%	D-
78-79.9%	C+	< 59.9%	E

**\* The Office of Career and Technical Education considers passing to be a grade of C or better.**

#### **Required Course Components -**

**1. Work Based Learning:** Students will be expected to participate in a Job Shadowing experience. Job Shadowing consists of at least 1 entire school or workday in an appropriate and pre-approved setting. The student will be required to find a site on their own, work with the site contact to complete the training agreement, obtain teacher's and parent/guardian's signed permission, and provide their own transportation to and from the site. Upon completion of the field experience, the student will turn in a written report and other required documents and present to the class on their experience and assignment research. All work-based learning requirements must be completed by the end of the first semester. This assignment is worth 40 summative points, equal to four tests. Failure to complete it will drop your grade an entire letter grade.

**2. Student Leadership Activity:** CTE students are strongly encouraged to participate in SkillsUSA and demonstrate leadership by competing, joining a committee, organizing a fund-raising event, etc. Students who do not join SkillsUSA may demonstrate leadership by volunteering in a pre-approved health care setting for a minimum of 40 documented hours. There are CTE and a SkillsUSA scholarship opportunities for seniors who participate in Skills.

**3. Resume, cover letter, references and Interview:** Students will create an error-free resume based on their current education and work/volunteer experience as well as a cover letter and a list of 3 professional references for a potentially desired position. They will participate in a mock interview for that desired position with their cover letter, resume and references geared to that position.

**4. Safety Training** - All CTE students must complete safety training, which includes First Aid training, OSHA training and Fire Prevention training. They must also demonstrate knowledge of the proper use of PPE and Handwashing Procedures.

#### **Attendance Policy:**

It is extremely important that you attend class every day. Your grade and your ability to be successful depends upon regular attendance and participation. *Students are responsible for completing all work missed due to absences.*

Note - some class work such as labs or skill-practice sessions cannot be made up due to time and equipment constraints and, as a result, absence from these classes can negatively impact a student's grade due to lost points as well as course certification opportunity.

Students with excused absences will receive the same number of days missed to make up assignments that can be made up for full credit. See examples below -

Work assigned prior to an absence (including long-term/major projects/papers) – Work is due upon return from absence (For example- An assignment is given on Thursday and due on Monday. The student is absent on Monday. The student returns to school on Tuesday. The assignment must be turned in on Tuesday)

Work assigned on date of an absence - One day grace period for each day missed (For example - Student is absent on Monday when a new assignment is given, which is due Tuesday. Student returns to school on Tuesday and obtains the missed assignment, which is now due on Wednesday.

#### **Examination information:**

Summative exams are given after each textbook chapter and/or section. There will be a midterm and final cumulative summative exam (worth 15% of the semester summative grade) encompassing all content covered to that point.

Students absent for tests will be expected to take the test on the day they return to school. In addition, the test will only count for credit if the absence on the day of the test is marked as excused (excused or excused with documentation or school-related) in MiStar. It is the student's and parents' responsibility to ensure that the absence is excused and marked as such by the home school attendance office.

Requests for retaking a test will follow the district procedure and these tests must be taken before or after school, by appointment with the teacher. Test re-takes must be completed within **10** school days of the original test date.

#### **Cheating / Plagiarism:**

**Definition** - Copying or taking someone else's work (including copying from sources on the internet, such as Quizlet or copies of course worksheets) as well as allowing others to copy your work is considered plagiarism or cheating. This includes worksheets, homework and tests.

**Consequences** - This behavior will result in **0 points** for that assignment for all students involved. This work cannot be made up or redone. In addition, parents, coaches, advisors, and school administration may be contacted and disciplinary action may be taken.

#### **Cell phones and family communication:**

We recognize that many high school students have cell phones in order to communicate with parents regarding transportation and scheduling matters. We also know that cell phones can often be helpful educational tools, allowing students to review class PowerPoints or other online resources, conduct research on various topics and create and use study aids such as Quizlet. If there are times during class when students are asked to use their phones for educational purposes, a sign in the classroom will indicate that phones are "ok." This means that students are then allowed to use their phones for the assigned educational tasks only. This is a very rare occurrence in my classroom since we have a Chromebook cart. Phones may NOT be used or visible in class when the sign says, "no cell phones." Phones may not be used from the time of your first class at MBCC until you leave the building. Phones may NOT be used during breaks between classes.

Students (and their family and friends) should only expect to use their phones for personal use before students arrive at MBCC and after they leave MBCC for the school day. Phones are not allowed during breaks between classes. Phones will be put away (in purses and backpacks, not in pockets) and not accessible to students during class time. As a result, family and friends should not anticipate being able to reach a student until after they leave MBCC each day.

If you have an emergency and must reach your student when they are at MBCC, please contact the school secretary at 313-827-4802. It is important that you know your student's schedule/teachers so that the secretary can find your child. The student will be notified so that the situation can be addressed. If you need to get a non-emergency message to your student, please be aware that he/she will be able to receive your message or text and respond to it **ONLY** after they leave MBCC. It is crucial that we receive your support with this procedure as our goal is that time in school is dedicated to learning.

If a student is found to be in violation of the Cell Phone/Electronic Device Policy, **the personal electronic device WILL BE confiscated by school personnel.**

- **First Violation:** The device will **ONLY be returned to a parent/guardian** at the end of the day/beginning of the next day.
- **Second Violation:** The device will be **ONLY be returned to a parent/guardian** on the next Monday or Friday, which will be designated as cell phone pick up day (depending on when the incident took place).
- **Third Violation:** The device will be kept by the school until the end of the school year/semester and must be picked up **ONLY by a parent/guardian.**
- **Fourth & Future Violations:** The student will receive a disorderly conduct ticket issued by the Dearborn Police Department, where the parents must pay a fine in order to have the device returned to them.

- In the event that the phone isn't picked up by a Parent/Guardian under the stipulations of the 1st or 2nd violation, the phone will be returned to the student after a month's time.

### **REFUSAL TO TURN IN CELL PHONE/ELECTRONIC DEVICE**

If student and/or parent refuses to turn in the cell phone/electronic device, the incident will be considered insubordination and the following:

- **First Violation Refusal:** Automatic **one day suspension & parent meeting for student to return**
- **Second Violation Refusal:** Automatic **three-day suspension & parent meeting for student to return**
- **Third Violation Refusal:** Automatic **five-day suspension & parent meeting for student to return**

### **Dress code:**

**IMPORTANT:** In this class we will be working with sharp knives, heating elements, and various chemicals, not to mention, food that will actually be eaten by our class and the public. Safety and Sanitation is crucial to prevent illness or injury. There are a couple of rules, which must be followed as far as what to wear when working on a lab project. Failure to report to class in correct attire will result in loss of points and/ or failure to participate in the activity for the day.

- ❖ Hair, shoulder length or below must be completely tied back from face.
- ❖ Absolutely no playing with hair while in class, regardless of whether we are working in the kitchen.
- ❖ Full-length pants are to be worn in the lab, no exceptions!
- ❖ Closed-toe shoes must be worn, no sandals, no heels!
- ❖ Fingernails must be kept neat and clean. Chipped nail polish must be removed.

### **Class Rules:**

- ❖ All students must wear closed toed low-heel shoes, pants, approved hair restraint, and apron when working in the lab. (safety/ sanitation violation)
- ❖ No combing/ fixing hair in class at any time! (Sanitation violation)
- ❖ No gum chewing in the lab (sanitation violation)
- ❖ All students must have clean fingernails with no chipping nail polish. (sanitation violation)
- ❖ No sitting on lab tables or counters. (Safety/ sanitation violation)

- ❖ Coats, bags, and personal items are to be stored on shelves by front door during Lab days. (sanitation violation)
- ❖ No running in the lab! (Safety violation)
- ❖ Always use proper terminology when working, moving or carrying objects in the lab. (Safety violation)
- ❖ Do not touch items from other classes/ teams unless otherwise notified. (security)
- ❖ Your work area must be clean and sanitized before you leave the lab. (Sanitation violation)
- ❖ Students will treat each other in a respectful manner at all times. This includes language.
- ❖ All students will practice good hygiene. (Sanitation violation)
- ❖ All students will wash hands for 20 seconds with soap and hot water before starting and between jobs in the lab. (Sanitation)
- ❖ No beverages in class without a closing lid. If students fail to clean up after themselves this privilege will be taken away. (sanitation violation)
- ❖ Taking mistreating of food, equipment, or work of any kind for any reason is considered stealing and will be subject to discipline with the administration and security staff. (security)
- ❖ One student at a time may leave to use the restroom. Teacher reserves the right to revoke this privilege if it is taken advantage of. (Organization)
- ❖ Students are responsible for cleaning their own stations within class time. Passes will not be given for failure to have time management. Students are not excused to be late to other classes. (Sanitation violation)
- ❖ We don't ALWAYS get to eat the products we cook, we're a business. No eating of ANY items without permission. If not permission was given, its stealing! (security)
- ❖ We don't ALWAYS cook! We do learn in various forms such as books, videos and other materials to help us understand the hospitality industry. So don't ask everyday "what are we cooking" (efficiency)
- ❖ Teacher's office, desks, chairs, and telephone are OFF LIMITS to students unless otherwise instructed. (We just don't like it.)

**Career and Technical Student Organization:**



SkillsUSA is a Career and Technical Student Organization. Students are highly encouraged to join and participate in SKILLS, attend meetings after school and compete in regional and state competitions. SKILL members participate in activities that encourage community service and hospitality career exploration and build leadership skills.

### **Post-Secondary Articulated Credit:**

Students may be eligible to receive free college credit for MBCC health science classes that they successfully complete. The qualifications and number of college credit hours available varies by program and the college with which it is affiliated. This course has articulated credit agreements with the following colleges/universities:

Henry Ford Community College

Davenport University

Ferris State University

Washtenaw Community College

Schoolcraft College

Baker College

### **Course Topics**


Hospitality Studies follows the Michigan Department of Education's Career and Technical Education (CTE) segments.

The chart below shows the State segments and sample lessons.

Segment Number and Name	Sample Lesson	Chapter / Software
#2 - Culinary Core	Plan and prepare stocks, soups, sauces, fruits and veggies, potatoes and grains and dessert preparation.	Chapters 6, 9 and 11 - Foundations 1
#3 – ServSafe & Sanitation-	Recognize importance and list the reasons of being vigilant about food safety and good hygiene, safe hand washing demo and activity, potential hazards to food, cross-contamination, and food temps.	Chapter 2 - Foundations 1
#5 – Basic Cooking	Explain dry-heat cooking, moist heat cooking, knife safety, match sauces to appropriate food, cooling stocks and identify five mother sauces.	Chapter 6 - Foundations 1
# 1 - Cost Control and Culinary Math	Basic math calculations, convert recipes, measuring and portioning, calculate total recipe costs and calculate as purchased and edible portion amounts.	Chapter 4 - Foundations 1
#4 – Guest Relations	Explain the importance of customer service, list importance of first impressions, describe the type customers, outline the process of taking orders, upselling, and handling customers complaints.	Chapter 10 - Foundations 1
#12 – Career and Professional Development	Identify skills needed by food service professionals, outline and	Chapter 12 – Foundations 1

	implement a plan for an effective job search, resume, cover letter, and compile a portfolio.	
#11 – Sustainability and Nutrition	Chapter 2 – Foundations 2 Chapter 9 – Foundations 2	

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 **Dearborn Public Schools accept a parent's assertion that he or she needs language assistance without requiring additional corroboration. For free help with understanding the content of this document, please call the Student Services office 827-3005 for translation/interpretation Assistance.**

**Arabic:** توكند مدارس ديربورن على توليد خدمات الترجمة بدون أي شرط للحصول على هذه الخدمة المجانية ولتقديم هذه الإستمارة يرجى الإتصال بمكتب خدمات الطلاب على رقم 827-3005

**French:** Les écoles de Dearborn vous offrent le service de traduction sans aucune condition. Si vous souhaitez avoir le service gratuit pour comprendre le contenu de ce document, prière d'appeler le bureau de Services aux Étudiants 827-3005.

**Spanish:** Las escuelas de Dearborn aceptan la afirmación de un padre que él o ella necesita ayuda con el idioma sin necesidad de corroboración adicional. Para obtener ayuda gratuita con la comprensión del contenido de este documento, por favor llame a la oficina de Servicios de los Estudiantes 827-3005 para recibir asistencia de traducción / interpretación.

**Italian:** Scuole Dearborn accettare l'affermazione di un genitore che lui o lei ha bisogno di assistenza lingua senza bisogno di ulteriori conferme. Per aiuto con la comprensione del contenuto di questo documento, si prega di chiamare l'ufficio Student Services 827-3005 per la traduzione / interpretazione di assistenza.

**Albanian:** Shkolla DEARBORN pranojnë pohimin e të përdorve që ai ose ajo ka nevojë për ndihmë të gjuhës pa kërkuar vërtetim shtesë. Për ndihmë lire me kuptuar përmbajtjen e këtij dokumenti, ju lutemi telefononi zyrtën e shërbimeve për studentë 827-3005 për përkthim / interpretim ndihmë.

**Romanian:** Școala orașului Dearborn acceptă orice declarație părintească care atestă nevoia copilului de asistență cu limba engleză fără nici o dovadă suplimentară. Dacă aveți nevoie să înțelegeți acest document dați telefon la oficiul serviciilor școlare la numărul 827-3005 pentru a primi asistență cu traducere sau interpretare.

**Urdu:** تیار ہونے اسکولوں میں والدین / والدین کے لئے کہ وہ اپنا وادعتی معلوم کی ضرورت ہونے سے ہمراہ ذاتی امداد کی ضرورت ہے کہ کو قبول کر لے ہیں اس دستاویز کے مواد کو سمجھنے کے ساتھ وقت میں مدد کے لئے۔ تیار میری مدد فراہم / تفریح کے لئے مکتب علم کی خدمات کے بغیر کو کال کریں 827-3005

Culinary Arts - Mrs. Pokrywki



Welcome to Culinary Arts! I am excited to have you in my class and I look forward to working with you this year. Please read the attached Syllabus and Course Expectations then return this form, signed by you and a parent or guardian. Should you have any questions regarding expectations, please contact me.

I, (print student name) \_\_\_\_\_, have read and understand the **Course Syllabus** and **Course Policies and Expectations** for my Culinary Arts course.

- ☐ I understand what it is expected of me and I will follow all class and school policies. If I do not follow these policies, I will be held accountable for my actions.
- ☐ I will come to school and class on time and ready to learn.
- ☐ I will complete my schoolwork as expected and participate in classroom activities.
- ☐ I agree to ask for help when I do not understand
- ☐ I know that I am the only person who can make me learn.

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Print Student Name & Sign

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Date

I, (print parent name) \_\_\_\_\_ have reviewed this syllabus and I agree to subscribe to the teacher's blog and review ParentConnect regularly to monitor my student's progress. Subscribe to the blog at - <http://iblog.dearbornschools.org/pokrywk/>

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Print Parent Name & Sign

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Date

**Best** parent phone number(s) to call: \_\_\_\_\_

**Best** Parent email address(es): \_\_\_\_\_