



*Culinary Arts Department*

## **CHEF 1301**

## **Basic Food Preparation**

**Course Description:** A study of the Fundamental Principles of food preparation and cookery to include the Brigade System, cooking methods, material handling, heat transfer, sanitation, safety, product identification and professionalism.

### **Instructor:**

Chef Kevin M. Booker, CCC

Email: kbooker@southplainscollege.edu

Phone: (806) 716-4315

Office Hours: LBC146, by appointment (email to schedule)

Tuesday and Thursday: 8:00am-9:30am

Friday 9:00am-2:00pm

### **Class Hour and Room:**

Lab D

M/W

9:45am - 12:45pm

1:00pm – 4:00pm

T/TH

9:45am – 12:45pm

1:00pm – 4:00pm

**Exam Schedule:** Chapter test are assigned on MyCulinary Lab. The Finals will be a Written Exam and a Practical Exam held in the class, dates and times TBD.

**Required Text:** On Cooking Plus MyLab Culinary and Pearson Kitchen Manager with Pearson eText -- Access Card Package, 6/E

ISBN # 978-0-13-444190-0 \*this is the same book and access code used for PSTR 1301, YOU ONLY NEED TO PURCHASE THIS ONCE, they are used for both classes

**Required Materials:** One inch, 3 ring binder

Online homework can be found under the **Course Content** Tab on the Blackboard Homepage. Chapter resources, daily syllabus and recipes are also available for students under the **Course Recourses** Tab.

**NOTE:** LOG INTO MYCulinary Lab THROUGH BLACKBOARD. DO NOT GO DIRECTLY TO THE MYLAB WEBSITE.

### **Covid-19 Procedures for Fall 2021**

If you are experiencing any of the following symptoms please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376.

**ADA STATEMENT:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at the Lubbock Center, the Levelland Student Health & Wellness Center 806-716-2577, Reese Center Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

### **Grading Policy:**

1. There will be **no** Make-up on Homework Assignments or Exams.
2. Homework Assignments will be assigned online through **Blackboard MyCulinary Lab** throughout the semester. Please go to Blackboard and register your username first. If you've already bought an access code, you may register with the access without payment. If you do not have an access code, you will be asked to pay before you can access to the online assignments.
3. Individual effort must be demonstrated on all exams. Also considered inappropriate is the use of, in any fashion, a solution manual of any kind. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. **Academic Dishonesty:** "At minimum, the first instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive a zero for the assignment. The second instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive an F in the course and be expelled from the program".
4. Class attendance and attention will be crucial to the student's successful completion of this course. Attendance will be taken, you are allowed ONE excused absences throughout the semester, but are expected to complete all assignments by the due date. IF STUDENTS ARE ABSENT ON LAB DAYS, THEIR DAILY GRADE WILL BE GREATLY AFFECTED AND THERE WILL BE NO MAKE UP LAB.

5. The grading scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

6. The grading will be based on the following assignment:

Homework:	20%
Quizzes:	20%
Tests:	30%
Weekly Lab Grade:	10%
Final:	20%
	<u>100%</u>

7. If there is a problem or a dispute with a grade, it must be brought to your instructor's attention and resolved within 5 days of the grades return. After that, it will not be considered under any circumstances.
8. If you feel you need out of class help, please visit with your professor during office hours.

**Notes:**

- Online assignments and homework will open on Friday at 8am and be due on the following Thursday at 11:59PM. Occasionally the open and due dates will change due to the academic calendar, so pay close attention to the dates for each weeks assignments. Please stay current on home work and home study materials.
- There might be a possibility for extra credit or a bonus sometime during the semester. These extra points CANNOT raise your grade for a particular segment of your grade beyond 100%. For example, your maximum quiz average can only be 100% or test average can only be 100%.
- The **Finals** for this course will be a Practical Exam and a Written Exam held in lab, date and time is TBD.
- If you need special accommodations, you will still have to take the test on the scheduled date of the exam. If there is a conflict, you will have to prove it to your instructor, prior to the exam date, in order to take an exam at a different time.

**Classroom Etiquette:** Students should arrive on time for class and be in full, required uniform. All cellphones, laptops, and bags are not allowed in the lab space. Only required materials such as textbooks, binders, knife kits, and pens are allowed to be in class. Lockers will be assigned for student use, students must bring their own lock if desired. No outside food or drink is allowed in class except for a closable water bottle. All students are responsible for cleaning up after themselves. No one will leave class until the lab is clean and approved by the instructor.

**Required Uniform:** Students should ALWAYS be in full uniform for ALL classes. Clean/wrinkle free chef coats, pants, caps, and non-slip, closed toe shoes are required. Students SHOULD NOT wear any jewelry

except for a snug to the wrist watch, and a wedding band/ring that are permitted. Student's personal hygiene is EXTREMELY important. Clean hair, hands, and fingernails are a part of the uniform as well.

**Topics:** The list of selected topics may be modified during the course of the semester. The instructor will notify the class of any changes to the topic list.

Statement of purpose:

Each course in the culinary curriculum is based on the Foundation of Core competencies as outlined in the National Restaurant Association Educational Foundation. These principles and competencies were developed by educators and professionals to determine the Core Competencies needed for success and advancement in the Food Industry.

These outline the Technical and Personal qualities and standards to be exhibited by a qualified professional.

COMPETENCE REQUIRES:

BASIC SKILLS: reading, writing, arithmetic, mathematics, speaking and listening

THINKING SKILLS-

- Thinking creatively
- Making decisions
- Solving problems
- Seeing things in the mind's eye
- Knowing how to learn
- Reasoning

PERSONAL QUALITIES

- Individual responsibility
- Self-esteem
- Sociability
- Self-management
- Integrity

NOTEBOOKS/ LAB BOOKS/ RECIPES

All notes, every single recipe, sketches, diagrams and information pertaining to the production of assigned recipe items must be recorded and saved.

LAB BOOKS- 3 RING BINDER

1. Your notes for class- prior to class date
2. Questions for clarification by Chef
3. Chef's notes- in class
4. Any handouts for that lesson
5. Recipes- in format

6. Special chef notes on recipes- special instruction
7. Special assignments, quizzes or research

Notebooks are intended to organize lab materials, notes and recipes. It will also be used as a study guide for the Practical and Written Finals

PREPARED FOR CLASS:

All students are expected to arrive ON TIME in full and proper uniform and ready to begin the class.

ON TIME IS DEFINED AS: in the classroom, prepared to begin at the EXACT start time of the class.

TARDY / LATE: any time after the exact start of class. 3 TARDY/ LATES will result in a deduction of points from your lab grade.

EXCESSIVE TARDINESS is defined as more than 4 in a semester. Excessive tardiness will result in an unexcused absence.

Prepared Means:

- Proper/clean uniform and hat
- Non-slip closed toe shoes
- Proper hygiene
  - Showered, shaved, hair clean, and pulled back if necessary
  - Clean fingernails, well-trimmed, no nail polish, fake nails or false eyelashes
    - Meaning fingernails shall not extend beyond the fingertip
  - No heavy colognes or perfumes
  - No jewelry, watches- tight fitting wedding band is acceptable
  - No outside food in the lab or classrooms
  - Drinks are permitted ONLY in a closed top container, stored beneath the work surface
  - No cell phones in classrooms. Must kept in lockers
    - If there is a sound reason to keep your cellphone, please get permission prior to class. Cellphones with permission will be kept in pocket on SILENT MODE.
  - All students will have Lab books/notes/ recipes on table prior to class
  - Student will have at all times
    - 1 BLACK sharpie
    - 1 pen with cap
    - 1 Pocket Thermometer
    - Clean and sanitized knife kit.
      - Knives are to be sharpened, honed prior to class

STUDENT ABSENCES

- No more than 3 absences, excused or non-excused are allowed.
- More than 3 absences will result in an automatic withdrawal for the class
- If you are sick you will notify the Chef by email as soon as possible and not later than 1 hour prior to class.

## COMMUNICATION:

### With the Chef:

- Address the Chef by “chef” and the last name only.
- If the Chef gives an instruction, direction or constructive criticism the culinarian will respond, in a normal voice level.
  - “yes Chef”
  - “thank you Chef”

### EXPECTATIONS:

- A culinarian must be able to communicate both orally and in writing with other culinarians
- A culinarian is required to have knowledge of communication through body language and non-verbal cues.
- A culinarian is polite and greets the Chef and peers properly at the beginning of each class
- **Campus Concealed Carry Statement**-Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at <https://www.southplainscollege.edu/campuscarry.php>
- **South Plains College Culinary Arts Alcohol Use Policy**: South Plains College Culinary Arts program uses various liquors, liqueurs, wines and beers as recipe ingredients within the culinary curriculum. Alcohol is secured in the culinary facility and only accessible by culinary faculty. Alcohol may only be used if a recipe requires liquor/liqueur/wine/beer as an ingredient. Consumption of alcohol by students is strictly prohibited. Alcohol is only to be handled by instructors; no exceptions. Violations will be considered a “Student Code of Conduct” violation and will result in strict disciplinary action, including referrals to the Executive Director of Lubbock Center, Dean of Students, and Campus Police.

**BASIC FOOD  
PREPARATION-  
CHEF 1301**

WEEK	DAYS	TOPICS	ON COOKING
8/30 – 9/2	1	Orientation/ Syllabus/ Expectations	
	2	Introduction to Professionalism	<b>Chapter 1</b>
9/6 – 9/9	3	Food-Kitchen Safety/Sanitation	<b>Chapter 2</b>
	4	Kitchen Tools and Equipment	<b>Chapter 5</b>
9/13 – 9/16	5	Knife Skills	<b>Chapter 6</b>
	6	Flavor/ Flavoring/ Flavor Profile	<b>Chapter 7</b>
9/20 – 9/23	7	Mise en Place	<b>Chapter 9</b>
	8	Mise en Place	
9/27 – 9/30	9	Vegetables	<b>Chapter 22</b>
	10	Vegetable Cooking Methods	
10/4 – 10/7	11	<b>Mid Term - Written</b>	
	12	<b>Mid Term - Practical</b>	
10/11 – 10/14	13	Potatoes	<b>Chapter 23</b>
	14	Grains	
10/18 – 10/21	15	Pasta Identification and Cookery	
	16	Pasta	
10/25 – 10/28	17	Principles of Cooking & Cooking Methods	<b>Chapter 10</b>
	18	Halloween Contest Prep & Presentation	
11/1 – 11/4	19	Cooking Methods - Dry Heat	
	20	Cooking Methods - Dry Heat	
11/8 – 11/11	21	Cooking Methods - Moist Heat	
	22	Cooking Methods - Moist Heat	
11/15 – 11/18	23	Combination Cooking Method	
	24	Combination Cooking Method	
11/22 – 11/25	25	Types of Salads and Salad Dressing	<b>Chapter 25</b>
	26	<i>"Thanksgiving Holiday"</i>	
11/29 – 12/2	27	Composed salads, bound salad	
	28	Written & Practical Exam Review	
12/6 – 12/9	29	<b>Final – Written Exam</b>	
	30	<b>Final – Practical Exam</b>	
12/13 – 12/16	31	<b>Deep Clean</b>	
	32	<b>Deep Clean</b>	

