

Auburn Career Center



Attitude – Respect – Responsibility

Culinary Arts 2022-2023 Syllabus

Building Location: Main Building

Room Number: 12A

Instructor Name: Mrs. Amy Ryan

Office Phone: 440-357-7542 ext. 8117

Attendance Office: 440-358-8023

Fax: 440-358-8012

Email: aryan@auburncc.org

Website: www.auburncc.org

Contents

Welcome	3
Auburn Career Center’s Mission	3
Auburn Career Center’s Core Values	3
Course Information/ Contact Information.....	3
Program Scope:	4
First Year Course(s) Description/Outcomes:.....	4
Second Year Course(s) Descriptions/Outcomes:	5
Auburn Certificates	6
Instructional Philosophy	6
Assessment Plan	6
Grading.....	6
Employability Skills.....	7
Course Assignments, Labs and Projects.....	8
Course Policies	8
Attendance.....	8
Safety	9
Program Apparel.....	10
Classroom Entry – Attendance.....	10
Classroom Exit – Dismissal	10
Mobile Technology Policy	10
Classroom Rules, Consequences and Rewards.....	11
CTSO	11
APPENDIX.....	12
AUBURN CERTIFICATES	12
BUSINESS PARTNERSHIPS AND STUDENT INTERNSHIPS.....	12
CAREER SAFE PROGRAM/OSHA 10-HOUR GENERAL INDUSTRY TRAINING.....	13
Student Support Services:.....	13
Symplicity	13
TECHNOLOGY LITERACY PROGRAM.....	14
FINANCIAL LITERACY	14
Syllabus Agreement	15

Welcome

Auburn Career Center's Mission

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Auburn Career Center's Core Values

We believe that:

- People are personally responsible for their choices and actions
- Treating people with dignity and respect will enhance learning
- Attitude and goals drive achievement
- All people can learn
- All people can make positive contributions
- Change is exciting and essential for growth

Course Information/ Contact Information

Instructor Information:

Mrs. Amy Ryan – aryan@auburncc.org 440-357-7542 ext. 8117

Course Schedule

First Year Schedule: 8:15am to 10:53am

Second Schedule: 10:58am to 2:28pm

Course Credits:

- Three Elective Credits per year from Associate School
- ServSafe Manager Certification – Must pass ServSafe exam. Valid for five years.
- ServSafe Person-In-Charge Certification – Certificate upon completion. No expiration.
- ServSafe Food Handler Certification – Must pass exam. Valid for three years.
- ServSafe Workplace – Certificate upon completion. No expiration.
- Rise-Up Customer Service and Sales Training – Must pass exam. Valid for three years.
- CareerSafe Certification – On line training and testing through OSHA. Must complete all sections and pass all tests in the course.

Course Materials

- Uniform (Class Polo Shirt - \$38.00-\$46.00) Extra polos, t-shirts, fleece jackets, pullover hoodies and ¼ zip sweatshirts can be ordered online later in the summer.
- Chef Coat
- Chef Beanie Cap
- Thermometer
- Black Chef Pants
- Pen/Pencil/ Black Marker
- Foundations in Restaurant Management 1 & 2 – First & Second Year
- ServSafe Text Book – 2nd Year
- Class fee - \$25/year: Fees will be waived for students who qualify for free meals. Accounts will be adjusted after the approval of free/reduced meal applications.

All fees are due by October 31, 2022. Fees will be waived for students who qualify for free and reduced meals. Accounts will be adjusted after the approval of free/reduced lunch applications.

Program Scope:

First Year Course(s) Description/Outcomes:

Hospitality Fundamentals

Subject Code: 330000

This first course in the career field will introduce students to culinary arts, foodservice operations, lodging, travel and tourism. Students will obtain knowledge of customer service principles and examine the impact of cultural, historical, social and technological developments on key segments of the industry. They will also apply safety and sanitation techniques to prevent and control injuries, illnesses and diseases in the workplace. Business law, employability skills, leadership and communications will be addressed.

Employability Skills

Leadership and Communications

Business Ethics and Law

Hospitality and Tourism Fundamentals

Hospitality and Tourism Environment

Customer Services

People Management

Pathogens, Illnesses and Diseases

Personal Safety and Sanitation

Food Safety and Sanitation

Equipment Safety and Sanitation

Site Safety and Sanitation

Culinary Industry Fundamentals

Lodging Fundamentals

Travel and Tourism Fundamentals

Fundamentals of Food Production

Subject Code: 330100

Students will prepare food products and beverages according to standardized recipes. They will apply plating and presentation principles to deliver attractive menu items, establish food specifications and prep lists, and develop ingredient and portion control guides. Safety and sanitation, standard knife skills, and culinary math will be emphasized. Employability skills, leadership and communications will also be incorporated.

Employability Skills

Leadership and Communications

Business Ethics and Law

Knowledge Management

Information Technology

Global Environment

Business Literacy

Operations Management

Hospitality and Tourism Environment

Customer Services

People Management

Pathogens, Illnesses and Diseases

Personal Safety and Sanitation

Food Safety and Sanitation

Equipment Safety and Sanitation

Site Safety and Sanitation

Culinary Industry Fundamentals

Sandwiches and Appetizers

Ingredient Selection and Preparation

Food Staples and Sides Preparation

Meat, Poultry, and Seafood

Food Presentation

Beverage Preparation

Banquet and High-Volume Cookery

Purchasing and Inventory Management

Technology Literacy Program - See Appendix for Course Description
Career Safe Program - See Appendix for Course Description
Financial Literacy – See Appendix for Course Description

Second Year Course(s) Descriptions/Outcomes:

Restaurant Management

Subject Code: 330120

Students will apply management principles to plan, organize and direct restaurant staff toward goal achievement. They will hire, train, and supervise employees; establish processes to facilitate restaurant operations; and plan and design menus. Students will also forecast and schedule food production, establish food specifications, select vendors, calculate costs, and purchase food and nonfood products. Other topics include food science, nutritional analysis, business law and ethics, economics and marketing.

Employability Skills
Leadership and Communications
Business Ethics and Law
Knowledge Management and Information
Technology
Business Literacy
Operations Management
Sales and Marketing
Principles of Business Economics
People Management

Culinary Industry Fundamentals
Ingredient Selection and Preparation
Food Staples and Sides Preparation
Meat, Poultry, and Seafood
Food Science
Nutritional Analysis
Menu Development
Purchasing and Inventory Management
Kitchen Management and Distribution
Dining Room Operations

Dining Room Service and Operations

Subject Code: 330110

Students will apply strategies and techniques to identify and meet dining guest needs. They will provide table and beverage service; maintain eating areas, meeting spaces and serving stations; manage online reservations and orders; and monitor table turns, wait lines and table assignments. Nutritional analysis, types of table service, safety and sanitation, cultural intelligence, employability skills and communications will also be addressed.

Employability Skills
Leadership and Communications
Business Ethics and Law
Global Environment
Sales and Marketing
Hospitality and Tourism Environment
Customer Services
Pathogens, Illnesses and Diseases
Personal Safety and Sanitation
Food Safety and Sanitation
Equipment Safety and Sanitation

Site Safety and Sanitation
Culinary Industry Fundamentals
Ingredient Selection and Preparation
Food Staples and Sides Preparation
Food Presentation
Beverage Preparation
Specialized Decorating and Presentation
Nutritional Analysis
Kitchen Management and Distribution
Dining Room Operations

Auburn Certificates

Auburn Career Center provides an extended curriculum for our eleven participating school districts. Students attending Auburn Career Center may earn multiple elective and academic credits each year. Following successful completion, these credits are certified by the high school in which the student is enrolled. High school students can also earn several college credits while attending Auburn Career Center.

In addition to earning academic credit toward graduation, students may earn the following certificates of achievement from Auburn Career Center:

- Honors
- Distinction
- Merit
- Completion

These certificates are placed in the student's portfolio and are awarded at the Auburn Completion Ceremony.

See APPENDIX for additional information on certificates

Instructional Philosophy

The instructional material presented in this course will be delivered in a variety of formats. These include

- Direct Instruction
- Assignments/Paperwork
- Instructor & Student Demonstration
- Class Discussions
- Lab Work & Hands-on Activities
- Group & Individual Projects
- Technology Based Instruction
- Experiential Learning

High quality work is expected of each student. Students are expected to prepare for each class by having all necessary materials, uniforms, identification badges, completed assignments and a positive attitude. Assessment methods include daily participation, having all class materials (including uniforms), homework assignments, identification cards, lab assignments, notebook organization, quizzes, tests, and exams.

Assessment Plan

Students will be assessed daily on participation and employability skills in the classroom and the lab. Students will also be assessed on any homework assignment, quizzes, projects, tests and exams.

Grading

Grading Scale

A (90 – 100%)

Work is correct with only minor flaws (not having to do with the main idea of the problem). You understand the concepts presented in class and were able to apply them appropriately to real-world examples. You completed all assignments on time, demonstrated a good work ethic, and produced a high quality of work.

B (80 – 89%)

You did quality work with a few flaws. You understood the concepts presented in class, and were able to apply them with help. You completed almost all tasks and assignments on time, and demonstrated knowledge with sufficient skills. Poor attendance may have influenced this grade.

C (70 – 79%)

Had difficulty understanding class concepts or applying concepts to real-world situations. Some assignments were late or were not turned in. Poor attendance may have influenced this grade.

D (60 – 69%)

Did not complete some of the work for class. Work completed was frequently late or of low quality with errors and omissions. Poor attendance may have influenced this grade.

F (59% and below)

Did not complete a significant amount of work for the class, or if work was done, it had major errors and did not meet standards. Poor attendance may have influenced this grade.

Grading Policies

It is expected that student's complete assignments on time or loss of points will occur.

The student's daily grade is also based on their employability skills. This will be determined by proper uniform, preparedness for class, classroom participation, and attendance. Any unexcused absence will result in the loss of employability points and cannot be made up. Full uniforms are required for lab. If the student does not have a full uniform, it will result in losing employability skill points and there is no making up a missed lab due to no uniform.

Grades will be determined by a total points method.

Employability Skills

In Career and Technical Education, student performance is looked at just as a business/industry would look at an employee on the job. The quality of tasks completed, time required, participation, attitude and consistency of effort, etc. are considered employability skills and are all a part of one's grade.

The students' daily grade is also based on their employability skills. In Career and Technical Education, student performance is looked at just as a business/industry would look at an employee on the job. This grade will be determined by proper uniform, preparedness for class, classroom participation, and attendance. Any unexcused absence will result in the loss of employability points and cannot be made up. Full uniforms are required for lab. If the student does not have a full uniform, it will result in losing employability skill points and there is no making up a missed lab due to no uniform.

To earn employability points in class, students are to:

- ✓ Expected to be in uniform at all times
- ✓ Keeping excellent attendance
- ✓ Follow Directions – Use computers, calculators or mobile devices in an appropriate manner
- ✓ Be a Team Player - Have tolerance, respect, and concern for others
- ✓ Demonstrate Excellent Work Ethic – Be in class, on time, ready to begin, focused on task at hand
- ✓ Uphold a Safe Environment - Operate and maintain equipment properly

Continuous violation of the Employability Skills will result in additional disciplinary action determined on a case by case basis.

Course Assignments, Labs and Projects

NOTE: Due to restaurant scheduling, catering, competitions, cancellation of school, and student assessment, all course scheduling will be taught, BUT is subject to change in the given time slot with the discretion of the Instructor and Administrators.

Course Policies

This course covers a large amount of material. Therefore, assignments turned in the day after the original date will receive a 50% decrease in point value. Any assignments given beyond that time will not be accepted. Please refer to the "Assignment Accountability" worksheet signed by parent/guardian. Excused absences will be provided equal time to complete any assignment past the original date given. Refer to the student/Parent Handbook for more information.

This program is a program that builds upon skills. Missing class time will jeopardize a student's ability to complete the various assignments and projects accurately and on time.

Class participation and employability skills are an extremely important part of this program.

Code of Conduct: The published policies and procedures for Auburn Career Center can be found in the Student/Parent Code of Conduct and will be enforced at all times. Refer to the Code of Conduct for discussion of due process of the code and safety violations. Academic dishonesty will not be tolerated. Infractions will be dealt with according to established Auburn Career Center policy.

Computer usage: Auburn Career Center supports instruction through the use of computers, e-mail, software, and other media, and Internet access. The use of the tools is a privilege, not a right. Any student who violates the Acceptable Use Policy found in the Student/Parent Handbook may lose their access to Auburn's computers and network accounts. Notice to students who have access to digital audio and video recording equipment. Abuses of this equipment will not be tolerated.

In addition, students are expected to use computers and other media equipment at the designated time, and only for class assignments. Abuses may result in a loss of technology privileges.

Auburn e-mail accounts are monitored, and the use of them falls under ACC policies.

Auburn Career Center is a full-service career center. Many people pass through the facility during the day. Therefore it is important that students wear their student identification badges when in the building. Students who do not display an identification badge will be referred to the Main Office. Failure to wear an ID may result in loss of Employability Skills points and be referred for discipline. **Changes to the Syllabus:** The Instructor/ACC Administration reserve the right to make changes to this Syllabus as needed throughout the year.

Attendance

The attendance/tardiness policy provided in the handbook will be followed at all times. It is the responsibility of the student to make arrangements to make up any missed activity the day he/she returns to class. There are certain assignments that cannot be made up. If a student is absent, loss of employability points will also occur. Students will have an opportunity to earn PTO days which is similar to time off with good attendance and other activities in class & lab.

Safety

Safety violations are NOT tolerated in the Culinary Arts Program, and all rules and regulations in the student handbook will be followed regarding any violation.

SAFETY RULES

1. All injuries regardless of how minor (cuts, nicks, burns, etc.) must be reported to the instructor immediately.
2. Students must obtain permission from the instructor to operate ANY piece of equipment in the kitchen.
3. Required uniform must be worn and worn correctly while in kitchen area.
4. Students must wear non-slip shoes in kitchen at all times.
5. Do not operate any equipment unless instructor is in the general area.
6. Work areas must be kept clean at all times. This includes tables, equipment, and floor.
7. All hair must be tucked under the chef beanie cap or a hairnet must be worn.
8. All loose clothing must be secured before operating any equipment.
9. No jewelry is to be worn in kitchen area. This includes but not limited to watches, rings, earrings, nose rings, necklaces, bracelets, and facial piercing.
10. All equipment must be unplugged before being disassembled and cleaned.
11. All equipment must be turned off before walking away from equipment. No equipment is to be under power without a person operating it.
12. Keep hands, fingers, and clothing away from moving parts of equipment.
12. No talking while operating any equipment. Avoid distractions but be aware of your surroundings at all times.
13. Do not change any settings on another person's equipment.
14. Leave all equipment clean at the end of its use. Wipe up all spills and soiled areas immediately.
15. It is school/lab policy that students cannot operate any equipment when the instructor is not supervising.
16. It is school/lab policy that students cannot operate any power equipment if another trade group of students and the instructor in the same area is doing repair/maintenance work.
17. It is the school/lab policy that a student may use no equipment until their instructor has gone over the safety rules and manufacturer regulations concerning each piece of equipment that the student will use.

Emergency Response

If there is an emergency in the lab or class room, inform the instructor. If the emergency involves the instructor, contact the main office by using the telephone in the Instructors office.

Pick up the phone and dial "0" for the Reception Office.

Remain calm, explain the situation.

If there is no immediate answer, send someone to the nearest classroom or office and notify an adult of the incident and request additional help by calling 911.

If the victim is conscious, it is best to have them lie still until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.

There is the possibility of the victim going into a state of physiological shock -- a condition of insufficient blood circulation different from electrical shock -- and so they should be kept as warm and as comfortable as possible.

Program Apparel

Students will be required to wear program specific apparel. Standard daily dress:

Lab: Chef Coat, Black Pants, Chef Beanie Cap, Rubber Soled (non-slip shoes), permanent marker, and pen

Class: Auburn apparel, Auburn Career Center ID badge.

Students are required to have and display on themselves at all times an Auburn Career Center ID badge, which is provided free during the first weeks of school. The Auburn ID badge must be clearly visible and presented upon request to any teacher, administrator, resource officer, or school personnel. If a student's original badge is lost or stolen, a duplicate ID badge must be purchased. The fee for a replacement ID badge is \$5.00.

Classroom Entry – Attendance

Attendance is taken at the start of class. All students should be in their assigned classroom/lab before the bell sounds. If you are tardy you must report to the High School Office and obtain an admit slip.

Excessive unexcused absences may result in disciplinary action. Refer to the Student/Parent Handbook for more information.

Classroom Exit – Dismissal

Students are dismissed by the Instructor, not the bell. Students are not to line up at the door, be in the hall, or leave the classroom or lab prior to dismissal by the teacher.

Mobile Technology Policy

Cell phones, MP3 Players and other mobile devices are included in the definition of personal mobile technology. It is expected that students will realize that mobile technology devices have their time and place and will utilize them appropriately when in the Culinary Arts Program. Cell phones, MP3 Players and other mobile devices are not allowed during lecture, classroom participation time, in the kitchen during lab, or prepping for the restaurant. Students will abide by the rules of Auburn's student handbook, and the rules of the Culinary Arts Program or formal discipline may become involved.

Classroom Rules, Consequences and Rewards

Students should follow the policies and guidelines as written throughout this syllabus and treat as the “rules” of the classroom. However, following the Golden Rule is an excellent practice when it comes to working with and respecting other students, the instructor, and any other Auburn member.

Consequences will have a progressive affect. Student/teacher meetings can progress to phone calls home, meeting with parents, to PBIS involvement.

Rewards: Students will receive praise and accolades throughout their tenure at Auburn. Making most of their time here at Auburn will be a great reward in itself.

CTSO

Family, Career and Community Leaders of America is a nonprofit national career and technical student organization for young men and women in Family and Consumer Sciences education in public and private school through grade 12. Everyone is part of a family, and FCCLA is the only national Career and Technical Student Organization with the family as its central focus. Since 1945, FCCLA members have been making a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education.

Today over 200,000 members in nearly 6,500 chapters are active in a network of associations in 50 states, including the Virgin Islands and Puerto Rico. Chapter projects focus on a variety of youth concerns, including teen pregnancy, parenting, family relationships, substance abuse, peer pressure, environment, nutrition and fitness, teen violence, and career exploration. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life -- planning, goal setting, problem solving, decision making, and interpersonal communication -- necessary in the home and workplace.

APPENDIX

AUBURN CERTIFICATES

Auburn Honors Certificate Requirements

- 95% Attendance rate for two years at Auburn (no more than 18 days over two years)
- Earned a 3.5 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High school diploma for Seniors

Auburn Distinction Certificate Requirements

- 93% Attendance rate for two years at Auburn (no more than 26 days over two years)
- Earned a 3.0 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High School Diploma for Seniors

Auburn Merit Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's Career Field

Auburn Completion Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program

BUSINESS PARTNERSHIPS AND STUDENT INTERNSHIPS

The Business Partnership program is an educational opportunity that prepares a student for workforce employment and transition to post-secondary education. During the program, students will apply

academic, employability, and technical skills in the workplace. There are three levels students can participate in including:

- Internship
- Mentorship
- Career Field Experience

Students must meet specific criteria in order to participate. Additional information is available in the Auburn Student/Parent Handbook.

CAREER SAFE PROGRAM/OSHA 10-HOUR GENERAL INDUSTRY TRAINING

Description of Program

The OSHA Outreach Training Program for General Industry provides training for students, entry level workers, and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights. Each module contains a brief assessment, which must be successfully completed before the student can move on to the next module. Once all modules have been viewed and the corresponding assessments are passed, there is a comprehensive final assessment.

Purpose

The purpose of the program is to provide students with basic safety awareness training so they will be able to recognize, avoid and prevent safety and health hazards in the workplace. Young workers develop a safety mindset and acquire marketable skills for a competitive edge.

Credential Earned

Students who successfully complete the CareerSafe OSHA 10-Hour course receive an OSHA 10-Hour General Industry wallet card from the OSHA Training Institute (OTI). As a result, they become more employable, gaining a competitive advantage in the job market.

Student Support Services:

- Special Education Department: Intervention Specialist.
- Student Services: Counseling and Career Development Services.
 - You can make an appointment to see a counselor or recruitment specialist by visiting the Student Services office.

Symplicity

It is with great enthusiasm that I want to announce an opportunity for students to participate in an on-line job match software program. The online job match software, Symplicity, allows students to develop an online profile and to upload a resume and cover letter in order to apply for

employment. Once students choose to apply to job opportunities posted by local employers interested in Auburn students, those employers can contact students directly for interviews.

If you would prefer your son or daughter not to participate in our on-line job board or at in school job fairs, please contact the high school office or send in a note.

TECHNOLOGY LITERACY PROGRAM

Description of Course

Technology Literacy is offered to first and second year students at Auburn Career Center. In the first year, the course provides an overview of the basic fundamentals of working with computers. Students will study computer basics such as computer hardware, software, and operating systems. The course introduces basic use of Windows 10 and productivity programs such as Gmail and Microsoft Office 2019 including Word, PowerPoint, and Excel. Students will also begin to use and navigate e-learning environments using Schoology, Internet navigation, and ever-changing technology will also be overviewed within the course.

In the second year, students focus on creating a portfolio that showcases their work over the last two years at Auburn. It includes their resume, three references, a cover letter, a transition plan and samples of the projects they have completed. Also included are the certificates they have earned in their program of study.

Purpose

The purpose of the Technology Literacy course is to provide students with the basic knowledge of working with computers in ways beneficial in their career paths of choice. The course will give them an overview of online communication, email, word processing, spreadsheets, presentation programs, internet navigation, computer security and our technologically evolving world.

Mastery Learning

Grades in the Technology Literacy course will be based on Mastery Learning. Students will be required to achieve 80% on each assignment. Additional attempts will be provided if the 80% benchmark is not achieved.

FINANCIAL LITERACY

Financial understanding is a competency requirement in the culinary coursework. Students will learn financial goal setting, borrowing, budgeting, and spending. Through weekly assignments, simulations, and other activities, the financial education students receive will help to prepare students for monetary success post-graduation.

All grades will be assigned accordingly based on the completion of assignments and participation. All student accommodations will be met.

Auburn Career Center – Culinary Arts

Syllabus Agreement

After reviewing the Culinary Arts Syllabus, please sign and return this agreement page to the Culinary Arts Instructor.

I have read and understand all of the information included in the Auburn Career Center Culinary Arts Syllabus.

Student Name: _____
(Please print)

Student Signature: _____

Date: _____

Parent/Guardian Name: _____
(Please print)

Parent/Guardian Signature: _____

Date: _____