**MOCC Culinary Arts Course Outline Preparing Today’s Students for Tomorrow’s Careers!**

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**Program Description:**

Students will study the practical application of culinary arts including food safety, cooking methods, and guest services. Instruction also covers the following areas: Culinary Math, Management, Marketing, Sustainability, Nutrition, 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).

**References:**

**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

1. ProStart Level 1
   1. Welcome to the Foodservice Industry
   2. Keeping Food Safe
   3. Workplace Safety
   4. Kitchen Essentials 1 Professionalism
   5. Kitchen Essentials 2 Equipment and Techniques
   6. Stocks, Sauces, and Soups
   7. Communication
   8. Management Essentials
   9. Fruits and Vegetables
   10. Serving Your Guests
   11. Potatoes and Grains
   12. Building a successful Career in the Industry
2. ProStart Level 2
   1. Breakfast Food and Sandwiches
   2. Nutrition
   3. Cost Control
   4. Salads and Garnishing
   5. Purchasing and Inventory
   6. Meat, Poultry, and Seafood
   7. Marketing
   8. Desserts and Baked Goods
   9. Sustainability in the Restaurant and Foodservice Industry
   10. Global Cuisine 1: The Americas
   11. Global Cuisine 2: Europe, the Mediterranean, the Middle East, and Asia

**ServSafe Manager, 6th Edition**

National Restaurant Association Educational Foundation

2012

ISBN: 978-1-58280-300-5

1. ServSafe
   1. Providing Safe Food
   2. Forms of Contamination
   3. The Safe Food Handler
   4. The Flow of Food: An Introduction
   5. The Flow of Food: Purchasing, Receiving, and Storage
   6. The Flow of Food: Preparation
   7. The Flow of Food: Service
   8. Food Safety Management Systems
   9. Safe Facilities and Pest Management
   10. Cleaning and Sanitizing

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

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**Ctenavigator.org/reports/segments/state**

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

Segments:

1 Cost Control and Culinary Math, Welcome to the Food Service Industry

2 Culinary Core

3 ServSafe, Sanitation and food safety

4 Customer Service and Guest Relations

5 Kitchen Basics

6 Baking and Pastry

7 Management

8 Marketing and Menu design

9 Meat, Poultry and Seafood, Advanced Cooking

10 Gardi Manger: Fruits, Vegetables

11 Sustainability and Nutrition

12 Employability and Career Ready Practices

**Tentative Curriculum: 2016-2017 School Year 1st Year**

|  |  |  |
| --- | --- | --- |
| **Week** | **Curriculum** | **Segments** |
| **Week 1** | * **Intro and Orientation: MOCC Handbook, Syllabus/Course Outline & Tour** * **Safety: Fire, Tornado, Lockdown Drills** * **Industry Introduction** * **Culinary Arts Expectation/Career Readiness** * **Pre Tests** * **Teamwork & Professionalism** * **Small Equipment Identification/Kitchen Equipment** | **Segments:**  **1 Introduction to Food Service Industry**  **2 Work Place Safety and equipment**  **3 ServSafe**  **9 Poultry, Advanced Cooking**  **12 Employability** |
| **Week 2** | * **Chicken Project 2nd Year Students\*\*** * **Cost Control 2nd Year Students\*\*** * **Measurements** * **ServSafe Employee Guide/Pretest, Foodborne Illnesses and Prevention, Good Personal Hygiene** * **Safety** * **Career Readiness Practices** * **Knife Safety** * **Work Place Safety** | **Segments:**  **1 Math**  **2 Work Place Safety and equipment**  **3 ServSafe**  **5 Kitchen Essentials**  **9 Poultry, Advanced Cooking**  **12 Employability** |
| **Week 3** | * **Chicken Project & Cost Control 2nd Year Students\*\*** * **Virtual Business: Marketing and Location Selection 2nd year students\*\*** * **Heimlich Maneuver & CPR** * **General Safety Audit** * **Controlling Time and Temperature** * **Preventing Cross-Contamination** * **Mise en place** * **Standardized Recipe** * **Kitchen Equipment** * **Knife skills** * **Soups, Stocks and Sauces** | **Segments:**  **2 Work Place Safety and Equipment**  **3 ServSafe**  **5 Kitchen Essentials**  **8 Menu and Marketing, Communication** |
| **Week 4** | * **Menu Planning 2nd year Students\*\*** * **Virtual Business Financial Statements 2nd year students\*\*** * **Virtual Business Menu Design\*\*** * **Soups & Stocks** * **Employability Skills** * **Allergies** * **Cooling and Reheating Food** * **Nursing Home/Hospital Tour Tour, 2nd year\*\* Sept 24** | **Segments:**  **1 Culinary Math**  **3 ServSafe**  **5 Kitchen Essentials**  **8 Menu and Marketing**  **12 Employability** |
| **Week 5** | * **Virtual Business: Pricing and Purchasing\*\*** * **Career Planning: Career Interview** * **Cleaning and Sanitizing** * **Sauces** * **Pasta** | **Segments:**  **3 ServSafe**  **7 Management Purchasing and Inventory**  **8 Menu and Marketing**  **12 Employability** |
| **Week 6** | * **Marketing, GFS Food Show Field Trip 2nd year students\*\*** * **Service Waitressing, Cashiering** * **Setting Tables** * **Communication** | **Segments:**  **1 Culinary Math**  **4 Customer Service**  **8 Marketing and Communications** |
| **Week 7 -12** | * **Students to rotate into restaurant job and practice hands on applications\*\*@** * **Cooking Methods** * **Breads, 2nd year \*\*** * **Advisory Dinner October 23, Volunteers Needed** | **Segments:**  **1, 2, 3, 4, 5, 6, 9, 10** |
| **Week 13** | * **Pie Making** | **Segment:**  **6 Desserts** |
| **Week 14 & 15** | * **Students to rotate into restaurant job and practice hands on applications\*\*@** * **Special Event Planning, Christmas Luncheons** * **Chocolate/Specialty Desserts, 2nd year students** | **Segments:**  **1, 2, 3, 4, 5, 6, 9, 10** |
| **Week 16** | * **Career Exploration Guest Speaker** * **Cleaning** * **Nutrition** * **SkillsUSA Regional Qualifiers#** | **Segments:**  **3 ServSafe**  **11 Nutrition**  **12 Employability** |
| **Week 17** | * **Spices and Herbs** * **Chef on a Shoestring Project 2nd year students\*\*** * **SkillsUSA practice#** * **Resume** * **Meats** | **Segments:**  **1 Math**  **5 Kitchen Essentials**  **9 Meat**  **12 Employability** |
| **Week 18** | * **Grains** * **Meats** * **Virtual Business Layout** * **SkillsUSA practice#** * **Employment and Training** | **Segments:**  **5 Kitchen Essentials**  **7 Management**  **9 Meats** |
| **Week 19** | * **Vegetables and Fruit** * **Virtual Business Staffing\*\*** * **SkillsUSA practice#** * **Plating and Garnishing** | **Segments:**  **5 Kitchen Essentials**  **7 Management**  **10 Fruit, Vegetables, & Garnishing** |
| **Week 20** | * **Breakfast and Eggs, 1st year** * **Sandwiches, 2nd year** * **Virtual Business Marketing\*\*** * **SkillsUSA practice#** * **Portfolio** | **Segments:**  **5 Kitchen Basics**  **8 Marketing**  **12 Portfolio** |
| **Week 21-24** | * **Students to rotate into restaurant job and practice hands on applications\*\*@** * **Special Event Planning** | **Segments:**  **1, 2, 3, 4, 5, 6, 9, 10** |
| **Week 25** | * **Employability, Portfolio, cover letter\*** * **Catch up on work** * **MME testing week** * **Special Event Planning Spring Dinner** | **Segments:**  **12** |
| **Week 26 -29** | * **Students to rotate into restaurant job and practice hands on applications\*\*@** | **Segments:**  **1, 2, 3, 4, 5, 6, 9, 10** |
| **Week 29** | * **College Tour, Baker, tentative** * **Salads and Dressings** * **Virtual Business Menu Engineering** * **Virtual Business Turnaround\*\*** | **Segments:**  **12 Employability**  **5 Kitchen Essentials**  **10 Salads and Dressings**  **7 Management**  **8 Marketing and Menu** |
| **Week 30** | **Spring Break** |  |
| **Week 31- 34** | * **Students to rotate into restaurant job and practice hands on applications\*\*@** * **Special Dinner Event Planning: Global Cuisine Event** * **Seniors: Portfolios due & Final Tests** | **Segments:**  **1, 2, 3, 4, 5, 6, 9, 10**  **12 Employability** |
| **Week 35** | * **ServSafe Studying** * **Cleaning** * **Virtual Business Restaurant Mogul\*\*** * **2nd year student to do a research project on Hotels and event planning** | **Segments:**  **2 ServSafe**  **3 ServSafe**  **7 Management**  **8 Marketing and Menu**  **2, 4, 7, 8, 12 Hospitality** |
| **Week 36** | * **Cleaning** * **ServSafe Test** * **Hotel Tour** * **Employability: Interviewing Skills** * **2nd year student to do a research project on Hotels and event planning** | **Segments:**  **2 ServSafe**  **3 ServSafe**  **12 Employability**  **2, 4, 7, 8, 12 Hospitality** |
| **Week 37** | * **Global Cuisine\*** * **Baking Cakes, decorating** * **Dairy and Ice Cream** * **Portfolio Work** | **Segments:**  **5 Kitchen Basics**  **6 Desserts**  **9 Global Cuisine** |
| **Week 38** | * **Make up from snow day lessons** * **Field Trips to local restaurants** * **Review and Testing** * **Portfolios Due, 1st years** | **Segments:**  **12 Employability** |

**\*\*Tentative Curriculum: 2016-2017 School Year 2nd Year Student\*\*:**

The second year student is a student who is committed to continuing on in the restaurant industry or seeking additional training and education in the culinary field. The second year student will be exposed to more management opportunities to include hands on activities as a student restaurant manager, health inspections, work-based learning experiences through partnerships with local restaurants and food service businesses, special event planning, field trips to food shows, and mentoring of 1st year students. Through online learning opportunities the student will be exposed to additional management exposure including business decisions, marketing concepts, menu design, staffing, equipment purchases, restaurant layout, purchasing, inventory control, and business reports such as income statements and balance sheets.

The second year student will complete independent cooking projects that will focus on menu development, time management, cost control, plating, and presentation. These students need to be independent, self-disciplined, motivated, and task oriented leaders. As with all our programs at the career center the student who is a second year student will show strong employability skills in their first year in the program focusing on the area of attendance, dependability, attitude, and initiative to be recommended as a second year student.

**Tentative and Alternating Curriculum: 2017-2018 School Year:**

|  |  |  |
| --- | --- | --- |
| **Week** | **Curriculum** | **Segment** |
| **Week 16** | **Sustainability, guest speaker** | **11 Sustainability** |
| **Use as a make-up lesson** | **Food Industry History**  **Career Research** | **5 Kitchen Essentials**  **12 Welcome to the food industry** |
| **Week 37-38** | **Seafood**  **Potatoes and Grains** | **5 Kitchen Essentials**  **9 Meat, Advanced Cooking** |

Note: Schedule is subject to change

#**SKILLSUSA :**

All students will have the opportunity to join and compete in SkillsUSA an organization which is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce and that each student excels. SkillsUSA’s mission is to empower its members to become world-class workers, leaders and responsible American citizens. SkillsUSA students must be held to a professional conduct standard and only those that are recommended will be able to participate in SkillsUSA activities. Attendance will be a factor in determining if a student is committed to this responsibility. These students will be expected to practice after school, during off days, or even coming in all day to the career center to practice.

**Work Base Learning: Our student 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 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

**Assessments:**

Student performance will be measured through written tests, hands-on performance assessments, 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, teamwork, and leadership is the focus. A ServSafe and an allergen exam will be taken in May for either certification and/or as a grade. In addition, at the end of the year a formative assessment will be given that covers the information that was covered during the school year.

**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 (which is covered by the school), a student may retake the test but they must pay for the retest. A passing score of 75% 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 not to take the test this year) to take the test will be given an equivalent test for a grade.

Grades:

Grades will be based on

Test, Technical Skills and Projects (30% of the grade)

Quizzes (10% of your grade)

Homework and Bell Ringers (5% of your grade)

Participation and Daily Lab (25% of your grade)

Work Ethic and Career Readiness (30% of your grade)

**Grading**

For semester grade; tests, quizzes, career ready practices and project grades will be based on the following letter percentages:

|  |  |  |  |
| --- | --- | --- | --- |
| **Rubric Score Conversion Matrix** | | | |
|  |  |  |  |
| **Description** | **Rubric Score** | **Percentage** | **Letter Grade** |
| Advanced | 4 | 100 | A |
| Advanced | 3.75-3.99 | 97 | A |
| Proficient | 3.50-3.74 | 94 | A |
| Proficient | 3.25-3.49 | 90 | A- |
| Proficient | 3.00-3.24 | 87 | B+ |
| Developing | 2.88-2.99 | 84 | B |
| Developing | 2.75-2.87 | 80 | B- |
| Developing | 2.63-2.74 | 77 | C+ |
| Developing | 2.50-2.62 | 74 | C |
| Developing | 2.25-2.49 | 70 | C- |
| Developing | 2.00-2.24 | 67 | D+ |
| Beginning | 1.75-1.99 | 64 | D |
| Beginning | 1.50-1.74 | 60 | D- |
| Beginning | 1.20-1.49 | 50 | F |
| Beginning | 0.90-1.19 | 40 | F |
| Beginning | 0.60-0.89 | 30 | F |
| Beginning | 0.30-0.59 | 20 | F |
| Beginning | 0.01-0.29 | 10 | F |
| Refused to Attempt | 0 | 0 | F |

**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.
* If you will be absent or tardy, please call my office 796-5805, anytime of the day, just like at work you are expected to call in. You will be responsible for all missed work, (it is your responsibility to see the teacher) and fill out the appropriate paperwork. Tests and quizzes can be made up, but you will be responsible for any make up work. There will be assignments that will not be available for make up (Bell ringers, cooking projects, food evaluations, restaurant activities and rotations)
* Be prepared, come to class with your agenda, pencil or pen, dressed appropriately and ready to participate in class
* Sign out when you leave the classroom; see the clipboards located at the doors.
* Put electronic equipment, cell phones, iPods, etc… out of sight, there is a time and place for technology; you will need to ask before using these pieces of equipment.
* All students will be expected to follow the MOCC Handbook
* Take an active role in your education, start preparing for your future. Every opportunity is a learning experience.
* ***Parents*** allow and encourage your child to practice cooking at home, this will help reinforce lessons from class.

**Dress Code:**

**These requirements are required by both the health department and/or the industry to ensure health and safety for you 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.**

* Pants and jeans must be worn. 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 miniskirts or shorts**. **No sleeveless tops or tank tops**. Clothing must be **CLEAN** and in good repair.
* 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.***
* Only ear piercing allowed, they must be small and no more than ¾ inch, no additional facial piercing can be visible. Jewelry must be conservative and professional and not be loose fitting (necklaces). No bracelets, wrist watches, or rings.
* 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 hair band or braid AND a hat/hairnet.
* 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.
* Clothing must not be too revealing or tight, you will be asked to cover up.
* Faces must be clean shaven.
* Nail polish and false nails are prohibited by the local health code.
* 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.
* Allow and encourage your child to practice cooking at home, this will help reinforce lessons from class; this may also be an assignment sometime during the year.
* Checkout our Website <http://moccculinaryarts.weebly.com/index.html>, we will try to keep it updated so you can see pictures of what the students are cooking up and creating.

**Instructor Credentials:**

Vocationally Certified Teacher, Ferris State University

BS Ferris State University, Hospitality Management

AAS Ferris State University, Diversified Business

ServSafe Certified and Allergen Certified, National Restaurant Association

ServSafe Instructor, National Restaurant Association

----------------------------------------------------------Detach-----------------------------------------------------------------

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 [jupham@moisd.org](mailto:jupham@moisd.org) or 231-796-5805 ext. 117. Thanks for sharing your child with us.

Mrs. Upham and Mrs. Hallman