Course Name – CUL 1304

Soups, Stocks and Sauces
Course Syllabus
Fall 2018

Instructor Information

Instructor: Jill McDonald, CEC
Office: Room #
Hours: Monday Stocks Soups and Sauces 2:30-8:20
Tuesday Catering
Wednesday Catering
Thursday Catering
Friday Catering
Phone: 501-831-2433 Leave a message
Email: jmcdonald@uaptc.edu (best way to reach me)

*All emails and telephone calls will receive a response within 24-48 hours

Director: Renee Smith 501-812-2879 rsmith@uaptc.edu
Associate Dean: Todd Gold 501-812-2861 tgold@uaptc.edu

*If your emails and telephone calls do not receive a response within 48 hours, the appropriate chain of command is above.

Note: E-mail is the official method of communication. Students should check their PTC e-mail accounts every week for updates from the instructor. I communicate by email to the class so make sure to check your email for any changes/updates before class!!!

Course Information

Monday
2:30pm-8:20pm
CAHMI Room # 205

Catalog Description
This course is an introduction to the basic stocks and sauces and is based on the classical model created by Escoffier. Fundamental elements covered include fonds de cuisine, leading warm sauces, small compound sauces, cold sauces and compound butter, court-bouillons and marinades. As an essential course, a mastery of these sauces will develop the student’s palate and continue to develop his or her skill as a classical chef. Prerequisite: CUL 1302 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

Course Materials
-Le Repertoire De La Cuisine
Louis Saulnier, copyright by Leon Jaeggi & Sons Ltd., published by Barron’s Educational Series, Inc., Woodbury, New York.
Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla/learningoutcomes/student-learning-outcomes

Department / Program Learning Outcomes

The Culinary department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

- Establish and maintain high standards of sanitation and food safety as established by the SERV SAFE® program.
- Demonstrate proficiency in basic terminology and techniques for culinary arts and baking and pastry arts to include food preparation, presentation, and service.
- Identify and demonstrate the concepts of recipe costing, purchasing, receiving, and issuing practices in food service operations.
- Explain the characteristics, functions, and food sources of the major nutrients and understand and demonstrate nutritional cooking methods including how to maximize nutrient retention.
- Communicate clearly and professionally, both verbally and in writing.
- Develop strategies to improve business performance using creativity and problem solving skills, based on operational theory and procedures.
- Develop skills integral to success in the industry including guest service, supervisory management, the ability to work with others, and handling multiple tasks simultaneously.
- Develop and apply ethical and sustainable hospitality industry policies.
Student Learning / Course Outcomes

ACTS
Demonstrate acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.
Demonstrate good personal hygiene and health habits in a laboratory setting to include hand washing.
List the major reasons for and recognize signs of food spoilage and contamination.
Identify proper methods of waste disposal and recycling.
Perform basic math functions to include fractions, weights and measurements.
b. Demonstrate competency of scaling, measuring, weighing ingredients with a portion scale.
Evaluate the components and functions of a standardized recipe
b. Convert recipes using a yield formula to increase and decrease quantities.
Perform costing calculations utilizing current technology.
Demonstrate proficiency in using knives and small wares to achieve professional quality results when producing classical knife cuts used in various food preparation and cooking.
a. Demonstrate use of chef’s knife in preparing classical cuts to include julienne, batonnet, French fry, brunoise, small, medium and large dice, paysanne, rondelle, oblique, and tourne’. b. Demonstrate zesting, and segmenting fruit.
C. Demonstrate dicing and mincing an onion, garlic and shallots.
d. Demonstrate the use of a mandolin using various vegetables.
Identify, describe, and utilize herbs, spices, and seasonings by themselves and in a combination that exemplify national and international cooking medians. a. Prepare an example of a spice rub.
b. Prepare an example of a dried and fresh spice blend.
c. Utilize a spice blend or herb blend in a culinary preparation.
d. Assess student’s knowledge in herb and spice identification and usage.
Explain the factors that affect taste, how we perceive those tastes and what we can do to optimize a combination of seasonings and flavors when preparing and cooking food.
5. Define mise en place and demonstrate a combination of organizational skills, preparedness, and timing when it comes to food preparation, cooking and serving. a. Assess these skills through a well-developed rubric
6. Define, and describe the process for all the cooking techniques used in moist, dry and combination cooking methods to include: steam, poach, simmer, boil, deep fry, sauté, pan-fry, grill, roast, poêle, stew, and braise.
Evaluate and analyze the preparation of a variety of proteins (including beef, chicken, pork, fish, game, lamb and veal), vegetables, legumes, grains, and starches using moist, dry and combination cooking methods.
b. Moist heat methods to include steam, deep and shallow poach, simmer and boil.
C. Dry heat methods to include deep fry, sauté, pan fry, grill, and roast.
d. Combination cooking methods to include poêle stew and braise.
Define, and describe the process for making classical stocks, soups, and mother and compound sauces.
Demonstrate how to prepare and cook classical stocks, soups, and mother and compound sauces.
a. Prepare a classical white and dark chicken, beef/veal stock.
b. Prepare a classical fish or shellfish stock.
c. Prepare a vegetable and or game stock.
d. Prepare a clear soup to include a classical consommé.
E. Prepare a cream soup using a roux.
f. Prepare a puree soup.
g. Prepare a specialty soup.
h. Prepare each of the five mother sauces to include veloute, espagnole, béchamel, tomato, and butter sauce (to include Hollandaise and beurre blanc). i. One compound sauce from each mother sauce.
Evaluate and analyze the preparation of classical stocks, soups, and mother and compound sauces.

a. Use a rubric in assessing the students’ skills in preparing the above items.

Utilize safety and sanitation practices when preparing, cooking and serving all food items in the professional kitchen.

Demonstrate the proper process in cooling, storing, labeling and dating, and reheating food utilizing the proper sanitary procedures when working with all food items.

Demonstrate how to maximize food freshness, quality, safety and sanitation when serving hot foods and cold foods.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

Departmental Attendance Policy

*See below.*

Course Policies

The UA-PTC Catalogue rules and regulations will be enforced in this course at all times.

Please consult the following website for more information: [www.uaptc.edu](http://www.uaptc.edu)

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.
VI. **Student Behavior:** Students are expected to behave in the classroom.

1. Treat others with respect. Part of the college experience is being exposed to people with ideas, values, and backgrounds different from yours.

2. Any behavior that disrupts the class may result in that student being asked to leave the class for the day. Obtain a copy of the student handbook; read the standards of conduct and adhere to them. They will be strictly enforced in this class.

3. Be prepared for class. Complete reading assignments before class so that you can understand the lecture and participate in discussion. Always have necessary pen or pencil, paper, and necessary tools of class.

4. Keep your work area/desk clean. Other classes use the same room. It is imperative that you keep up with your book, disk, and other materials.

**Cell Phones:** In consideration of others, cell phones and other personal communication devices must be turned off during class. If you have an EMERGENCY situation and must be available by phone, inform your instructor and set your phone to a mode that will not disturb others (e.g., silent or vibrate). Under no circumstances may students use cell phones or electronic communication devices in the classroom.

**Arriving Late for Class:** Students arriving late to class are distracting. If you arrive late, please enter quietly and take your seat; please wait until class is dismissed before picking up handouts, handling attendance reporting, etc.

**Children in Class:** Students may not bring children to class, and may not leave children unattended anywhere on campus.

**Computer Labs:** (in addition to Classroom Policies above)

1. With all the electric equipment in the lab classroom, remember NO FOOD OR DRINKS NEAR any equipment in the room. Check with your instructor to see if there is a place where drinks may be left and retrieved after class.

2. Lab computers are to facilitate student learning, not for “surfing the net” or playing games unrelated to the course. Students will not use the Internet and its technologies (e.g. check email, participate in “chat sessions,” browse the web, etc.) during class unless the instructor requests that you activate these technologies for class lecture demonstrations or class work.

3. All equipment items (and supplies for them) are property of the state of Arkansas and are to be treated with care. Equipment and supplies are not to be removed from the lab.

4. Use of computer equipment is for the class meeting in the lab at that scheduled time. Any student who needs to use equipment (creating, editing, or printing) while a class is meeting, must obtain permission from the instructor in advance; such permission must be obtained without interruption of the lecture/demonstration.
Grading Policy

Letter grades will be based on the following scale:

- 90 to 100%   A
- 80 to 89%    B
- 70 to 79%    C
- 60 to 69%   D
- 0 to 59%     F

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<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Total</th>
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<tbody>
<tr>
<td>4 Written Exams</td>
<td>25 pts each</td>
<td>100 pts total</td>
</tr>
<tr>
<td>Final Cooking Practical</td>
<td>100 pts</td>
<td></td>
</tr>
<tr>
<td>Final Written Exam</td>
<td>100 pts</td>
<td></td>
</tr>
<tr>
<td>Participation in Lab</td>
<td>40 pts per lab</td>
<td>520 pts total</td>
</tr>
<tr>
<td>Homework***</td>
<td>35 pts per class</td>
<td>455 pts total</td>
</tr>
<tr>
<td>Total</td>
<td>1175 for class</td>
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***Homework assignments will be given daily and are due at the beginning of class the following week. When given recipes as homework, each student will write the recipes on a note card in order to be prepared for lab. You will find the key terms and answers in your reading assignment.

Viewing the videos will assist you in visualizing what you will be doing in lab. These are mandatory before attending class.
When writing essays on the assigned topics, you are expected to site your research and write the essay in your own words. Read as many articles, chapters, cookbooks, etc…as you can and tell me what you have learned, what you think is interesting, and other observations you made on the topic.
All assignments are due at the beginning of class the following week. This means the definitions and the 100 words each week.
Assignments will not be accepted more than 1 week late.
Any homework turned in late is automatically penalized 50%!!!
Academic Integrity

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

Accommodation Policy

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student’s responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

Student Code of Conduct

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academiccatalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academiccatalog.pdf?sfvrsn=a08a3038_2)

Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

Course Evaluations
Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

Final Exam Schedule: See schedule below.

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

Tentative Course Schedule

Lesson 0: 1/15

Lecture: Orientation
Overview of Stocks, Broths, and Court Bouillons
Homework: Write 100 words on Stocks and their uses. View Videos: White Stock  Fish Stock  Brown Stock  Court Bouillon  Sachet  Read On Cooking pgs. 182-194 Review Questions and Key Terms
Recipes: Chicken Stock, handout  Vegetable Stock, handout

Lesson 1: 1/22

Lecture: Orientation
Overview of Stocks, Broths, and Court Bouillons
Lab: Chicken Stock, Vegetable Stock
Homework: Write 100 words on Stocks and their uses. View Videos: White Stock, Fish Stock, Brown Stock, Court Bouillon, Sachet  Read On Cooking pgs. 182-194 Review Questions and Key Terms
Recipes: Chicken Stock, handout  Vegetable Stock, handout

Lesson 2: 1/29

Lecture: Stocks, Broths, and Court Bouillons
Lab: Chicken Stock, Vegetable Stock
Homework: Write 100 words on consomme and its garnishes  View Videos: Consome Broth Based Soup Cream Soup  Thickening agents  Veloute Sauce  Read On Cooking pgs. 232-245 Review Questions and Key Terms
Recipes: Minestrone, pg. 259  Consomme, pg. handout  Veal Stock, pg. handout

Lesson 3: 2/5

Lecture: Consomme, Clear Soups, Cream and Veloute Soups, Thickening Agents
Lab: Minestrone, Consommé, and Veal Stock
Homework: Write 100 words on Bisques, Read On Cooking pgs. 241-253, 195-200, Review Questions & Key Terms
View Videos: Puree Soups
Recipes: Cream of Mushroom Soup, handout

Lesson 4: 2/12
Lecture: Puree Soups, Bisques, Special Soups, Cold Soups, Garnishing and Serving Convert Recipes
Lab: Cream of Mushroom, Chicken Stock
Homework: Write 100 words on Veloute and 10 derivatives of Veloute, Review Questions and Key Terms
View Videos: Bechamel Sauce Clarified Butter
Read On Cooking pgs. 195-231
Recipes: Veloute, pg. 202 Bechamel, pg. 201 Shrimp Bisque, pg. 246

Review for Exam I

Lesson 5: 2/19
Exam I Lessons 1 thru 4: Stocks, Broths, Court Bouillons, Soups
Lecture: Grand Sauces: Veloute and Bechamel Convert Recipes
Lab: Veloute, Bechamel, Shrimp Bisque
Homework: Write 100 words on Bechamel and 10 derivatives of Bechamel, Review Questions and Key Terms
View Videos: Brown Sauce (Espagnol)
Recipes: Espagnol or Brown Sauce, pg. 204 Tomato Sauce, pg. 207

Lesson 6: 2/26
Lecture: Grand Sauces: Espagnol and Tomato Convert Recipes
Lab: Espagnol, Tomato, Chicken and Veal Stock
Homework: Write 100 words on Espagnol Sauce and 10 derivatives of Demi-Glace View Videos: Hollandaise Sauce Bernaise Sauce Emulsions and Clarified Butter Handout: What is an Emulsion Power Point Review Questions and Key Terms
Recipes: Hollandaise, handout

Lesson 7: 3/5
Lecture: Grand Sauces: Hollandaise and Demi-Glace and its’derivatives Convert Recipes
Lab: Hollandaise, Demi-Glace
Homework: Write 100 words on Tomato Sauce and 10 derivatives of Tomato Sauce View Videos: Buerre Blanc, Buerre Rouge Review Questions and Key Terms
Recipes: Coulis, research per student Buerre Blanc, pg. 211

Review for Exam II

Lesson 8: 3/12
Exam II Lessons 5-7: Grand Sauces
Lecture: Glace de Viandes, Jus Lie’, Coulis, Buerre Blanc and Buerre Rouge Convert Recipes
Lab: Coulis, Buerre Blanc, Buerre Rouge
Homework: Write 100 words on Hollandaise and 10 derivatives of Hollandaise View Video: Pan Gravy Review Questions and Key Terms
Recipes: Onion Soup, pg. 256

Lesson 9: 3/26
Lecture: Sauce vin Blanc, Liason, Pan Gravy Convert Recipes
Lab: Pan Sauce (TBA), Onion Soup
Homework: Write 100 words on BBQ sauce, including 3 styles  View Video: Compound Butter  Review Questions and Key Terms
Recipes: BBQ Sauce, groups, to be announced  Compound Butter, review method

Lesson 10: 4/2
Lecture: Compound Butter, BBQ Sauces and Glazes  Convert Recipes
Lab: BBQ Sauce, Compound Butter
Homework: Write 100 words on Salsa, including 3 styles  Review Questions and Key Terms
Recipes: Salsa, as per student  Pesto, pg. 225
View Video: Salsa or Relish  Coulis
Review for Exam III: Sauces covered in Lessons 8-10

Lesson 11: 4/9 Exam III: Lessons 8-10
Lecture: Salsa and other "raw"sauces  Convert Recipes
Lab: Salsa, Pesto, Hollandaise (practice)
Homework: Write 100 words on Infused Oils  View Video: Mayonnaise, Vinaigrette, Emulsified Vinaigrette Dressing  Review Questions and Key Terms
Recipes: Mayonnaise, pg. 772  Vinaigrette, as per student

Lesson 12: 4/16
Lecture: Cold Emulsions: Mayonnaise, Vinaigrettes, Salad Dressings and Marinades, Infused Oils, Broths and Essences as a sauce
Lab: Mayonnaise, Vinaigrette, Salad Dressings, Infused Oil
Homework: Write 100 words on Mayonnaise and 10 derivatives of Mayonnaise  Review Questions and Key Terms
Recipes: Vichyssoise, pg. 249 Cherry Confit pg. 782 Cranberry Orange Relish pg. 784

Lesson 13: 4/23
Lecture: Compote, Marmalade, Confit and Chutney
Lab: Vichyssoise, Cherry Confit and Cranberry Orange Relish
Homework: Write 100 words on Sauce as a component of a dish.  Review Questions and Key Terms

Lesson 15: 4/30
Final Practical Exam

Lesson 16: 5/07
Final Written Exam

**Students who arrive late to class or leave early will automatically be penalized 10 points.

Participation and Lab Performance Criteria Include but is not limited to:

1. Food Safety and Sanitation
   Students are required to adhere to the criteria of ServSafe Food at all times. General Guidelines include:
Student adheres to uniform policy
Student is washing hands frequently
Cutting boards are clean
Knives are sharp
Knife bag is clean
Sanitizing and Cleaning products are being used correctly
Towels and aprons are being used correctly
Products are stored at correct temperatures and in the correct places
Products are labeled correctly
Gloves are being used when appropriate
Work areas are kept sanitized

2. Knowledge and Organizational Skills

The student should demonstrate and maintain awareness of their surroundings and the task at hand. The student should be able to show recognition, comprehension, analysis and evaluation of the following:
- Information specific to the course
- Terminology
- Principles or concepts
- Ingredients
- Equipment

The student should demonstrate organization skills by assembling their mise en place and keeping their stations and work areas clean and free of clutter. The student should demonstrate, evaluate and develop the following habits:
- Cleanliness
- Work systematically
- Sense of urgency

3. Professionalism and Dependability

The student should demonstrate the following attributes of a culinary professional:
- Follow uniform policies and dress appropriately for their position;
- Refrain from abusive and foul language;
- Treat all equipment and property with respect;
- Speak and act without prejudice to age, disability, gender, race, religion, ethnic origin, sexual orientation or veteran status;
- Demonstrate and adhere to ethical business practices, with due respect for internal and external customers and colleagues;
- Demonstrate interpersonal and communication skills;
- Demonstrate listening skills;
- Extend a polite and courteous manner to all visitors and colleagues;
- Stay open minded to the opinions of others, work with a positive attitude and dedicate themselves to learning;
- Promote understanding and respect for those beverages used in the hospitality industry and refrain from the abuse of drugs and alcohol;
- Are reliable and dependable;
- Work as a team;
- Prepare themselves mentally and physically;
- Promote a positive environment and demonstrate good judgment; Act with honesty and integrity in their interactions with all people.
4. Performance and Product Evaluation

Performance will be evaluated on the following criteria:
- Proper utilization of all tools and equipment
- Proper utilization of all ingredients
- Proper cooking techniques, skills and fundamentals
  - Creativity and craftsmanship
  - Use of recipes and following directions
- Participation
- Interaction
- Enthusiasm
- Teamwork

Taste and presentation skills will be measured using standard criteria for the following:
- Color
- Texture/Viscosity
- Flavor/Taste
- Temperature
- Doneness
- Presentation and Garnishing
- Ingredient Compatibility (when creating your own dish)
- Portion Size and Nutritional balance

Participation and Lab Performance Rubric

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<thead>
<tr>
<th>Competency Area</th>
<th>Unacceptable 0 to 1 point</th>
<th>Needs Improvement 2 points</th>
<th>Average 3 points</th>
<th>Above Average 4 points</th>
<th>Excellent 5 points</th>
</tr>
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<tbody>
<tr>
<td>1) Safety and Sanitation</td>
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<tr>
<td>Uniform</td>
<td>Non-professional appearance, attire and/or grooming. Unable to attend class due to lack of PTC required uniform.</td>
<td>Non-professional appearance, attire and/or grooming. Needs reminders of uniform policy Able to attend class.</td>
<td>Neat appearance, attire and grooming, but lacks polish. Needs minimal reminders of uniform policy.</td>
<td>Neat appearance, attire and grooming but lacks polish. Needs no reminders of uniform policy.</td>
<td>Professional appearance, attire and grooming, well polished.</td>
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## Safety and Sanitation Practices


## 2) Knowledge and Organization

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Organization</th>
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| Shows very little awareness. Exhibits partial knowledge of terminology, ingredients or equipment needed for the task assigned. Does not define principles or concept. | Does not work clean, systematically, or have a sense of urgency creating an unsafe environment. Needs constant assistance and does not have proper Mise en Place. Shows no desire to prepare before class and does not follow directions. |
| Shows some awareness. Exhibits partial knowledge of terminology, ingredients or equipment needed for the task assigned. Defines and explains principles or concept. | Works clean most of the time, systematically, and has some sense of urgency. Needs constant assistance and has most of their Mise en Place. Shows some desire to prepare for class. Follows little direction. |
| Shows sufficient awareness. Exhibits proper knowledge of terminology, ingredients or equipment needed for the task assigned. Defines, explains and demonstrates principles or concepts. | Works clean, systematically, and has sense of urgency. Needs very little assistance and has their Mise en Place. Shows desire to prepare for class and follows direction with little mistake. |
| Shows proficient awareness. Exhibits proper knowledge, selection and use of terminology, ingredients or equipment. Defines, explains, demonstrates and evaluates principles or concepts. | At all times works immaculately clean, systematically, and has a sense of urgency. Needs no assistance and has their Mise en Place. Assembles information needed to prepare for class and follows directions with no mistake. |

## 3) Professionalism and Dependability

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<tr>
<th>Professionalism</th>
<th>Does not exhibit professionalism; behavior is disruptive and/or unsafe. Needs constant supervision and/or reminders.</th>
<th>Does not exhibit professionalism. Behavior is disruptive. Needs supervision and/or multiple reminders.</th>
<th>Exhibits some professionalism. Needs minimal supervision and reminders.</th>
<th>Exhibits professionalism. Needs one reminder.</th>
<th>Exhibits professionalism at all times with no reminders.</th>
</tr>
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<tbody>
<tr>
<td>Dependability</td>
<td>Late for class including after breaks. Leaves class for long periods of time or frequently. Leaves class early. Does not report for or perform assigned job duty. Needs constant supervision to stay on task.</td>
<td>Late for class including after breaks. Leaves class early. Does not complete assigned job duty. Needs constant supervision to stay on task.</td>
<td>On time for class including after breaks. Leaves class when dismissed. Completes job duty with some re-work. Needs some supervision to stay on task.</td>
<td>On time for class including after breaks. Leaves class when dismissed. Completes and checks job duty with no re-work. Needs no supervision to stay on task.</td>
<td>Early for class including after breaks. Leaves class when dismissed. Completes and checks job duty with no re-work. Assists others and stays productive at all times. Needs no supervision to stay on task.</td>
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4) Performance and Product Evaluation

| Performance                      | Does not properly utilize tools, equipment, ingredients. Does not demonstrate proper cooking techniques, skills and fundamentals. Does not use recipes. Does not interact or have enthusiasm. Does not work well with team. | Does not properly utilize tools, equipment, ingredients. Does not demonstrate proper cooking techniques, skills and fundamentals. Does not use recipes correctly. Has very little interaction, or enthusiasm. Needs improvement working with team. | Needs correction on the use of tools, equipment and ingredients. Defines, explains and demonstrates proper cooking techniques, skills and fundamentals with correction. Uses recipes with some mistakes. Interacts, shows enthusiasm. Needs some improvement working with a team. | Sufficient use of tools, equipment and ingredients. Defines, explains, demonstrates and evaluates proper cooking techniques, skills and fundamentals. Uses recipes with no mistake. Interacts and shows enthusiasm. Needs very little improvement working with a team. | Proficient use of tools, equipment and ingredients. Defines, explains, demonstrates and evaluates proper cooking techniques, skills and fundamentals. Uses recipes with no mistake. Interacts and shows enthusiasm. Exhibits good leadership skills and works well with a team. |
| Product | Does not meet the criteria for production. Inedible product due to lack of performance, sanitation or awareness. | Does not meet the criteria for production. Inedible product due to improper technique. | Meets the criteria for production with two or more mistakes. | Meets the criteria for production with one mistake. | Meets or exceeds the criteria for production with no mistakes. |


All students of the CAHMI program are required to dress in the standard uniforms any time you are in the building!

Additional Materials and Dress Code

For Lab Classes, each student is required to bring to class each day the following:

- PTC CAHMI standard Knife Kit (knives must be sharpened before each class)
- PTC CAHMI standard Baking Kit

It is the responsibility of each student to take care of their kits and keep up with all their knives and tools. The Pulaski Technical College Culinary Arts and Hospitality Management Institute assumes no responsibility for lost or stolen items.

Each student should come to class with a black permanent marker used for labeling, paper, and a writing instrument to take notes, tests, etc. Taking notes on lectures is essential as the information that will be given may not be available in the text. It is suggested that you bring a calculator. You should also have some type of thermometer for taking temperatures.

Hospitality Uniform:

- PTC Polo, Royal Blue or Black (available in the Bookstore)
- Black Slacks, Black Belt, Black Socks, Black Shoes (skid resistant)
- (or) Black Skirt (knee length), Black Stockings or Black Socks  Culinary & Baking

Uniform:

- Official White PTC Chef Coat, Black Chef’s Pants, Black Socks, Black Shoes (skidproof and polishable—no tennis shoes!) UAPTC black ball cap, UAPTC CAHMI Chef hat or hairnet, black sharpie, ink pen, thermometer, baking and or culinary kits.

All uniforms must be clean and pressed and in good repair. Uniforms should be buttoned up correctly.
Any student not adhering to this policy will not be allowed to attend class. Instructors are responsible for ensuring that students are adhering to the policy and instructors have the authority of interpretation.

Men must be clean-shaven or have neatly trimmed beard and mustaches when in lab classes. If facial hair is worn, a beard guard should be worn at all times.

Hair should not fall below the neckline or be in the face and must be neatly secured and restrained properly when pulled back underneath a hat or hairnet.

Nails should be neatly trimmed, clean, and free of fingernail polish.

No jewelry is allowed (with the exception of your wedding band).

No piercings of any kind please remove or cover up these before entering the lab or classroom. Facial jewelry that cannot be removed for medical or another reason should be covered up or clear inserts can be used.

As part of this class, we may make various off-site visits to industry related businesses. Students are REQUIRED to be in dress code for these visits.

**Hospitality Students must wear proper shoes for kitchen passage.** This is why we require skid resistant shoes that are not open toed. You are not generally in the kitchen, but you may have to pass through the kitchen to retrieve equipment or supplies.

Because of the attention to aroma detection in the classroom and lab, students should not wear cologne, perfume or other body sprays, lotions or creams. Students displaying strong odors such as these as well as odors such as cigarette smoke may be asked to leave the classroom.

**Sanitation and Cleanliness**

It is essential to the education and safety of our students that we practice excellent Sanitation and Cleanliness procedures.

ServSafe is in the 5th Edition, and a few changes have been made recently. For example, the Temperature danger zone is now between 41˚F and 135˚F. On Cooking has not been updated, so keep that in mind.

Some key areas are listed below:

- Hand-washing
- Hair tightly secured with hat or hair net on
- Proper uniform as discussed in the “Dress Code” and non-skid shoes
- Proper Time and Temperature practices
- Proper cooling and re-heating of foods
- Proper wrapping, labeling and storing foods
- Use of sanitation buckets
- 3 Compartment Sink and Dish Machine Usage
- Paper Towel Holders and Sanitizers/Soaps filled
- Hand Sinks Clean
- Over-All Cleanliness in the following areas:
  - Equipment room, Dry Storage, Reach-Ins, Walk-Ins
  - Hallway Area; tables, floors, walls
  - Back Dock
  - Driveway from Back Dock to Dumpster
Dish-washing Area
Kitchen Prep Area
All equipment including ovens, flattop, hood vents, prep tables, tilt skillet, etc...

The GREASE TRAPS underneath the dish sink and the two vegetable sinks MUST BE CLEANED AFTER EVERY CLASS in order to prevent the sinks from BACKING UP!

There is a long list of foods that should not be disposed of in the dish sink, especially grease, shortening, butter, egg shells and much more. To be on the safe side, do not to dump ANYTHING except liquid down the dish sink.


We must work together to make this successful.

Kitchen Safety Rules

Training – Learn the right way to do your job. If you are not sure, ask your instructor. Never use any machine until you have been trained in its use.

Spill Control – Never leave spills or droppings on the floor. It is everyone's job to immediately clean up their own spills. Report any leaks or slippery conditions immediately.

Lifting – Never lift anything too heavy or bulky to lift comfortably. Get help and save your back. Practice safe lifting techniques:

Remove grease or water from your hands; get a good grip.
Be sure of your footing and position; never lift while twisting your body.
Keep your arms and back as straight as possible and hug the object close to you.
Bend your knees and lift with the powerful muscles of your legs; not your back.

Storage – Always locate heavier, bulkier items on lower shelves. Use a ladder or step stool to reach upper shelves; never climb on racks or stock.

Kitchen Machinery – Use all safety guards provided, never leave equipment running while unattended. Pull power cord before cleaning or adjusting any machine. Make sure switch is off before plugging cord into outlet.

Burns – Use only dry cloths, towels or pot holders when handling hot utensils. Always seek assistance when carrying large pots, kettles, or hot foods.

Scalds – Dispense hot liquids slowly to avoid splashes. Open steam cookers and large pots slowly allowing steam to escape away from your face and hands.

Food Carts – Don’t overload food carts or bus trays. Make sure you can see where you are going and others see you. Push cart – don’t pull. Report carts in poor condition.

Electrical Equipment – Do not attempt to repair any faulty electrical equipment. Report defects to your instructor.

China & Glass – Use a broom and dustpan to pick up broken glass or china; never use your hands. Place broken glass in a safe place, not in trash bags.
Knives – You are responsible for washing, rinsing, sanitizing and putting your own knives up immediately after usage. Return kitchen knives to their rack or storage drawer when not in use. Always wash knives separately and never leave them in water where they cannot be seen. Do not run knives through dishwasher.

Fire – Learn how to operate Fire Extinguishers. Know where the manual pull for the automatic extinguishing system is located.

Accidents – Report any injury to your instructor immediately.

Blood – Do not touch blood, vomit or any other body fluids unless you have been trained and are wearing disposable protective rubber gloves. Do not re-use disposable gloves.
University of Arkansas Pulaski Technical College

Student Name ____________________________________________________________

Dress Code Acknowledgment

I have read and understand the “Additional Materials and Dress Code”. I understand that I will not be allowed to attend the lab portion of class if I do not adhere to this dress code and that my grade may suffer due to my lack of participation and production. I have been given my personal copy of these rules for future reference.

___________________________________  ________________________
Signature                          Date

___________________________________  ________________________
Witness                            Date
University of Arkansas Pulaski Technical College

Student Name__________________________________________________________

Kitchen Safety Rules Acknowledgment

I have read and understand the “Kitchen Safety Rules.” I understand that disciplinary action, which could include expulsion, could result from violation of these rules. I have been given my personal copy of these rules for future reference.

___________________________________  _______________________
Signature                          Date

___________________________________  _______________________
Witness                            Date
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Chef McDonald’s Stock, Soups and Sauces class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semester

Date

Print name

Signature

UA-UA-PTC Email address

Telephone