Instructor Information

Instructor:      Jay McAfee, CEC
Office:         220
Mailbox:        CAHMI
Hours:          Monday by appointment
               Tuesday 7:30am - 8:30am
               Wednesday 7:30am – 11:20am
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Phone:          501-812-2742
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*All emails and telephone calls will receive a response within 24-48 hours

Director Renee Smith 501-812-2879 reeneesmith@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.

Course Information

Course Syllabus
CUL 1305 Garde Manger
Semester: Spring 2019
Tuesday and Thursday 12-3
Lab Location: Gold Lab

Catalog Description

An introduction to three main areas of the cold kitchen: reception foods; plated appetizers, and buffet arrangements. Learn to prepare canapés, hot and cold hors d'oeuvre, appetizers, forcemeats, pates, galantines, terrines, salads, and sausages. Curing and smoking techniques for meat, seafood, and poultry items will be practiced, along with contemporary styles of presenting food and preparation of buffets. (1 lecture hour/2 lab hours)

Course Materials

Garde Manger Cold Kitchen Fourth Edition Wiley {Culinary Institute of America}

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/coefflearning-outcomes/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

By the end of class, the student should:

- Trace the beginning of the garde manger.
- Describe the growth of the guilds.
- Explain the origin of restaurants and the role of the garde manger.
- Compare and contrast the garde manger of past and present.
- Understand the role of a garde manger as a businessperson and the skills required to practice this profession.
- Demonstrate professionalism and sanitation practices.
- Define culinary terminology.
- Demonstrate mise en place, organization, sense of urgency and timing in a professional kitchen.
- Prepare and serve dishes with emphasis on flavor, color, texture, moisture, temperature, appearance, and nutrition.
- Identify tools, equipment and products typically used in Garde Manger with emphasis on proper food handling, including safety, sanitation, and storage.
- Define, describe, identify and prepare cold emulsion sauces; evaluate the quality of those sauces.
- Define, describe, and prepare basic vinaigrettes; evaluate the quality of those vinaigrettes.
- Prepare and repair mayonnaise sauces
- Define, describe, identify, and prepare dairy-based sauces, salsas, coulis and purées, and miscellaneous sauces; evaluate the quality of those sauces.
- Explain the preparation of coating sauces including the use of gelatin; prepare and utilize coating sauces and evaluate the quality of the finished product.
- Define, describe, identify, prepare and/or utilize a variety of condiments such as mustard, ketchup, chutney, relish, and compote; evaluate the quality of the finished product.
- Define, and describe the process of making flavored oils and vinegars.
- Explain the role of pickles.
- Define, and describe the process of making chips and crisps; prepare a variety of chips and crisps and evaluate the quality of the finished product.
- Soups and Sauce:
  a. Identify cold soups and sauces used in the Garde Manger area of a foodservice establishment.
  b. Produce several types of cold soups and sauces using a food processor and blender
  c. Analyze and evaluate the quality of soups and sauces produced in conjunction with the foods served
- Canapés, Hors d' Oeuvres and Appetizers:
  a. Explain the history and defining characteristics of a hors d'oeuvre, canapé, and appetizer, as well as give examples of each.
  b. Describe the types of international items that can be used as hors d'oeuvres on a buffet line or as passed canapés.
  c. Produce an assortment of both hot and cold varieties of canapés, hors d'oeuvres, and appetizers.
  d. Assess and evaluate the quality of items produced.
- Demonstrate proficiency using knives and garnishing tools to achieve professional quality results when producing garnishes for canapés, hors d'oeuvres and buffets to include vegetable, fruit, and other forms of food for decorative and edible purposes.
• Forcemeats and Aspic:
  a. Define the various types of forcemeats including sausage, pate, terrine and, mousse.
  b. Produce an assortment of sausages using casings and free form.
  c. Produce a variety of pates, mousses and or terrines to include vegetables and proteins.
  d. Utilize different types of binders in the process of making a forcemeat to include aspic, panadà, or other binding agent.
  e. Utilize aspic as a form of garnish or binder in a salad, pate, or canapé
  f. Assess and evaluate the quality of items produced.
• Identify and prepare a variety of breakfast meats; evaluate the quality of those prepared meats.
• Demonstrate and evaluate the quality of prepared plates, platters and trays.
• Decoration:
  a. Demonstrate proficiency using knives and garnishing tools to achieve professional quality results when producing vegetable and or fruit carvings.
  b. Produce an attractive fruit, cheese and vegetable tray using form and functionality.
• Define and describe various methods in which food is preserved including brining, salting, curing and smoking.
• Prepare foods for preservation and prepare preserved foods; evaluate the quality of those foods.
• Discuss how various cheeses are made and their uses.
• Define, describe, utilize, taste and evaluate the quality of a variety of cheeses in different categories.
• Salads and Dressings:
  a. Identify the basic types of salads and their uses in the modern menu.
  b. Define basic types of salad dressings and produce a variety of salad dressings including emulsified, dairy based, vinaigrette and coulis.
  c. Produce mixed green, composed, entree, protein, starch and fruit salad.
  d. Analyze and evaluate the quality of salads and dressings produced
• Identify a variety of common salad greens; prepare and dress greens for a salad and evaluate the quality of a properly prepared and dressed green salad.
• Identify, describe, and prepare a variety of composed salads; evaluate the quality of those products.
• Sandwiches:
  a. Explain the history and defining characteristics of the sandwich, as well as the most popular modern variations.
  b. Describe the techniques used in maintaining quality of ingredients and preparation methods used to ensure freshness when producing a sandwich.
  c. Produce an assortment of both hot and cold varieties of sandwiches.
  d. Assess and evaluate the quality of sandwiches produced.

Culinary Math Objectives:

• Perform recipe yield conversions.
• Perform the process of recipe costing.
• Determine the selling price of menu items.
Policies

Report a Complaint or Concern

UA-P TC 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

Attendance Policy

 Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences.

Any student who misses two consecutive weeks of class may be administratively withdrawn from the class.

Any student who does not class within the first two weeks of class will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class. Teachers have the right to enforce UA-P TC’s administrative drop policy for days of consecutive nonattendance. Such particulars as determined by the instructor are detailed in the paragraph below.

Attendance Artifact Policy

Attendance and Participation are both required for this class and are tracked using course login records as well as assignment and/or test submissions. The instructor may drop students if you miss two submission requirements such as an assignment or quiz. Agencies granting financial assistance may be notified of violations of the attendance policy by students receiving financial aid.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

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:

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.

**Additional Materials and Dress Code**

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

- PTC ACS standard Knife Kit (knives must be sharpened before each class)
- PTC ACS 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 Arkansas Culinary School 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. In addition, each student is required to bring 3 towels daily for handling hot pans.

**Students are required to be dressed in Chef’s uniform unless otherwise stated by the instructor. All uniforms must be clean and pressed. White or black socks and black skid-proof shoes are required. Chef’s pants must be standard PTC ACS. Any student not adhering to this policy will not be allowed to attend class.**

Hair should not fall below the neck line or be in the face and must be neatly secured when pulled back.

Tongue piercing and other facial jewelry are not allowed.

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

Earrings are not allowed for gentlemen; for the ladies, earrings cannot be larger than a dime, and hoops or dangling earrings are not allowed.

Necklaces should be tucked under the chef coat and not be visible.

Bracelets and watches are not allowed on the wrist. If you wish to have a watch, place it securely in your pocket or fasten it by a button on your chef coat and tuck it in.
Rings are not allowed with the exception of your wedding band. It is strongly suggested that you wear your wedding band around your neck on a chain or place it otherwise while preparing food.

If a ring or piece of jewelry is lost during production, it is the responsibility of the student to find it in order to assure safety.

Business Casual is defined as:
Slacks or dress pants, matching and pressed.
Denim is not allowed.
Button-down collared shirt (polo shirts are acceptable). Shirts must be tucked in and pressed, and a belt must be worn.
Sweaters are acceptable – no sweatshirts, please. All shirts must have sleeves and may not be see-through.
Ladies may wear skirts, with hosiery. Skirts may not be more than 2 inches from the top of the knee.
Open-toed shoes are not acceptable and socks or hosiery must be worn.
Please remember that kitchen areas are slick and non-skid shoes are suggested (off-site tours). Heels may not exceed 2 inches.

Grading Policy
Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

Exams:
Cooking Practical Final 150 points
Written Final 150 points
Total possible points 300
Homework: 14 tests at 35 points each. Total possible points 490.

Participation and Lab
14 class days 40 points each. Total possible points 560.

Total possible points 1350.

Check Schedule for assignments. All assignments are due at the beginning of class each week. Any homework turned in late is automatically penalized 50%.

Participation and Lab cannot be made up for any reason.
Participation and Lab Performance Criteria Include but is not limited to:

UA-PTC Gradable Attendance Artifact Policy Gradable Attendance Artifact

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

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

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, train your students not to dump ANYTHING except liquid down the dish sink.


We must work together to make this successful.

Kitchen Safety Rules
1. **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.

2. **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.

3. **Lifting** – Never lift anything too heavy or bulky to lift comfortably. Get help and save your back. Practice safe lifting techniques:
   a) Remove grease or water from your hands; get a good grip.
   b) Be sure of your footing and position; never lift while twisting your body.
   c) Keep your arms and back as straight as possible and hug the object close to you.
   d) Bend your knees and lift with the powerful muscles of your legs; not your back.

4. **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.

5. **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.

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

7. **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.

8. **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.

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

10. **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.

11. **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.

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

13. **Accidents** – Report any injury to your instructor immediately.
14. **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.

### Participation and Lab Performance Rubric

<table>
<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>
</thead>
<tbody>
<tr>
<td><strong>1) Safety and Sanitation</strong></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>
</tr>
<tr>
<td><strong>Safety and Sanitation Practices</strong></td>
<td>Shows very little awareness. Does not exhibit proper knowledge of terminology, ingredients or equipment needed for the task assigned. Does not define principles or concept.</td>
<td>Shows some awareness. Exhibits partial knowledge of terminology, ingredients or equipment needed for the task assigned. Defines and explains principles or concept.</td>
<td>Shows sufficient awareness. Exhibits proper knowledge of terminology, ingredients or equipment needed for the task assigned. Defines, explains and demonstrates principles or concept.</td>
<td>Shows proficient awareness. Exhibits proper knowledge, selection and use of terminology, ingredients or equipment. Defines, explains, demonstrates and evaluates principles or concepts.</td>
<td></td>
</tr>
<tr>
<td><strong>2) Knowledge and Organization</strong></td>
<td>Shows very little awareness. Does not exhibit proper knowledge of terminology, ingredients or equipment needed for the task assigned. Does not define principles or concept.</td>
<td>Shows some awareness. Exhibits partial knowledge of terminology, ingredients or equipment needed for the task assigned. Defines and explains principles or concept.</td>
<td>Shows sufficient awareness. Exhibits proper knowledge of terminology, ingredients or equipment needed for the task assigned. Defines, explains and demonstrates principles or concept.</td>
<td>Shows proficient awareness. Exhibits proper knowledge, selection and use of terminology, ingredients or equipment. Defines, explains, demonstrates and evaluates principles or concepts.</td>
<td></td>
</tr>
<tr>
<td>Knowledge</td>
<td>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.</td>
<td>Works clean most of the time, systematically, and has some sense of urgency. Needs some assistance and has most of their Mise en Place. Shows desire to prepare for class and follows direction with little mistake.</td>
<td>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.</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
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</tr>
</tbody>
</table>
### 3) Professionalism and Dependability

<table>
<thead>
<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>
</thead>
<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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</tbody>
</table>

### 4) Performance and Product Evaluation

<table>
<thead>
<tr>
<th>Performance</th>
<th>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.</th>
<th>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.</th>
<th>Needs correction on the use of tools, equipment and ingredients. Demonstrates proper cooking techniques, skills and fundamentals with correction. Uses recipes with some mistakes. Interacts, shows enthusiasm. Needs some improvement working with a team.</th>
<th>Sufficient use of tools, equipment and ingredients. Defines, explains and demonstrates proper cooking techniques, skills and fundamentals. Uses recipes with no mistake. Interacts and shows enthusiasm. Needs very little improvement working with a team.</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product</td>
<td>Does not meet the criteria for production. Inedible product due to lack of performance, sanitation or awareness.</td>
<td>Does not meet the criteria for production. Inedible product due to improper technique.</td>
<td>Meets the criteria for production with two or more mistakes.</td>
<td>Meets the criteria for production with one mistake.</td>
<td>Meets or exceeds the criteria for production with no mistakes.</td>
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</table>
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.

Please be very specific about your plagiarism policy. Vague plagiarism policies may not hold up on appeal.

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: 501-812-2862) 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-academic-catalog.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
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.

Class Schedule:

Lesson 1: 1-8    CARVING VEGETABLES
PTC/Class Policies, preface to subject material, syllabus overview, grading. Identify tools and equipment, safety, sanitation, and create basic garnishing.
History of cold Kitchen and equipment.

Lesson 2: 1-15    COLD SOUPS
Cold soups and vinaigrette, aspic gelee, working with gelatin.
Chilled cucumber soup, gazpacho with shrimp cocktail

Lesson 3: 1-22    CHICKEN SALAD/ CONTEMPORARY
Activity all student groups, formulate a description of a Contemporary salad with appropriate dressing

Lesson 4: 1-29    GRILLED CHEESE
Sandwiches
Recipe: Create your own grilled cheese sandwiches.

Lesson 5: 2-5     CURE BACON, LIVER PATE
Cured and smoked foods, and brines. Basic pate dough pg649 Hot Water Crust.
Research recipe for (British) Raised Pork Pie

Lesson 6: 2-12    SAUSAGE MAKING AND CASING
Charcuterie, sausage making, casings, basic sausage grinds
Lesson 7: 2-19  FORCemeAT
Terrines.

Lesson 8: 2-26 PITHIVIER

Lesson 9: 3-5  TASTE CHEESES AND PATES
Cheese taste Activity and Mousse Pates
Equipment use and use of cultures and rennet.

Lesson 10: 3-12 MAKING CHEESES
Recipe Mozzerella and Ricotta and Goat Cheese Recipe Handout
Homework: Research soft cheese recipes from 3 different Countries

Lesson 11: 3-26 CHEESE BALL POPS
Appetizers & hor’s d’oeuvre.

Lesson 12: 4-2 SMALL BITE SIZED APPS
Appetizers Continued Read pg
Group Work: Create your Own Tapas (3 per group, hot and cold)

Lesson 13: 4-9 WORK ON SALADS FOR FINAL
Create a contemporary salad, to include, salad base, gelee, vinaigrette, and a crisp or tuille for finals next week

Lesson 14: 4-30
Final Practical

Lesson 15: 5-7
Final Written

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

Read, complete, and return to instructor:

I have read the course syllabus for Jay McAfee, CEC Garde Manger class at CAHMI, 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