Instructor Information

Instructor: Jolie Mosley, CEC
Office: Room # 224
Mailbox:
Hours: Monday Office Hours 9-1
Tuesday Stocks 8:30-2:20 Room205
Wednesday Food III 8:30-2:20 Le Culinaire
Thursday 3-D Food I 8:30-2:20 Room
Friday Food III 8:30-2:20 Le Culinaire
Phone: 501-812-2896 (leave msg)
Email: jmosley@uaptc.edu (best way to reach me)

*All emails and telephone calls will receive a response within two business days.

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

Food Production III-Friday
Le Culinaire Kitchen, CAHMI 105
8:30am-2:20pm

Catalog Description

This course will review basic cooking methods and techniques and strengthen the understanding and application of culinary terminology, proper care and use of tools, sanitation and safety techniques. During this course you will gain an advanced knowledge of the correct procedures for the following methods: poach, fry, bake, broil, boil, roast, stew, sauté, grill, and steam. Students will also gain an advanced knowledge of vegetable, pasta, grain, and potato cookery as well as an introduction to the preparation of game, fish, shellfish, lamb, and veal. Vegetarian and healthy cooking will be covered along with identification of the components of an entrée and plate presentation. Advanced soups and sauces will also be covered.
Course Materials

  Sarah R. Labensky, Alan M. Hause, Priscilla A. Martel, copyright 2011 by Pearson Education, Inc.

- Culinary Math, 3rd Edition
  Blocker and Hill, copyright by The Culinary Institute of America, published by John Wiley & Sons, Inc., Hoboken, New Jersey

- Chef’s Companion, 3rd Edition

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/learning-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

1. ACTS
2. Demonstrate acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.
3. Demonstrate good personal hygiene and health habits in a laboratory setting to include hand washing.
4. List the major reasons for and recognize signs of food spoilage and contamination.
5. Identify proper methods of waste disposal and recycling.
6. Perform basic math functions to include fractions, weights and measurements.
   b. Demonstrate competency of scaling, measuring, weighing ingredients with a portion scale.
7. Evaluate the components and functions of a standardized recipe
   b. Convert recipes using a yield formula to increase and decrease quantities.
8. Perform costing calculations utilizing current technology.
9. 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.
10. 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.
11. 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.
12. 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
13. 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, poele, stew, and braise.
14. 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.
   a. Moist heat methods to include steam, deep and shallow poach, simmer and boil.
   b. Dry heat methods to include deep fry, sauté, pan fry, grill, and roast.
   c. Combination cooking methods to include poêle stew and braise.
15. Define, and describe the process for making classical stocks, soups, and mother and compound sauces.
16. 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.
17. 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.
18. Utilize safety and sanitation practices when preparing, cooking and serving all food items in the professional kitchen.
19. Demonstrate the proper process in cooling, storing, labeling and dating, and reheating food utilizing the proper sanitary procedures when working with all food items.
20. 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.

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.

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 e-mail, 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:

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 to 100%</td>
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<tr>
<td>B</td>
<td>80 to 89%</td>
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<td>C</td>
<td>70 to 79%</td>
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<tr>
<td>D</td>
<td>60 to 69%</td>
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<tr>
<td>F</td>
<td>0 to 59%</td>
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<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exams</td>
<td>400pts</td>
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<tr>
<td>Final Written Exam</td>
<td>(100pts.)</td>
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<tr>
<td>1 Practical Exam</td>
<td>(100pts.)</td>
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<tr>
<td>10 Quizzes(10pts. ea.)</td>
<td>(10pts. ea) (100pts.)</td>
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<tr>
<td>Homework</td>
<td>100pts</td>
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<tr>
<td>10 Assignments</td>
<td>(10pts. ea.)</td>
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<tr>
<td>Project</td>
<td>40pts</td>
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<td>Participation and Lab</td>
<td>560pts</td>
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<tr>
<td>14 class days (40 points each)</td>
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<tr>
<td>Course Content</td>
<td>1000pts</td>
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</tbody>
</table>
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.

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](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
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.

Tentative Course Schedule
# Course Name – CUL 2302 Food Production III
## Course Syllabus
### Spring 2019

## Class Schedule: SPRING 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Lesson</th>
<th>Lecture</th>
<th>Lab</th>
<th>Homework</th>
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</thead>
<tbody>
<tr>
<td>1/9/19</td>
<td>1</td>
<td>Introduction and Review of Syllabus</td>
<td></td>
<td>Study Recipes</td>
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<td></td>
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<td></td>
<td>Kitchen orientation review of all menus</td>
<td>Review:</td>
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<td>• Plate Presentation, Chapter 36</td>
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<td>• Read Chapter 37 on buffet presentation</td>
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<td>1/16/19</td>
<td>2</td>
<td>In-Class Quiz</td>
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<td>Study Recipes</td>
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<td></td>
<td></td>
<td>Review Cooking Methods for Meal</td>
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<td>Review:</td>
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<td></td>
<td></td>
<td>Service</td>
<td></td>
<td>• Dressing, Salads, p.732-ch. 25</td>
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<td>• Healthy Cooking and Special Diets, Ch. 24,</td>
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<td></td>
<td>p.705</td>
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<td></td>
<td></td>
<td></td>
<td>• Bechamel, p.220</td>
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<td>1/23/19</td>
<td>3</td>
<td>In-Class Quiz</td>
<td>Meal Service:</td>
<td>Study Recipes</td>
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<tr>
<td></td>
<td></td>
<td>Review Cooking Methods for Meal</td>
<td>• Feta, Watermelon and Pine nut Salad</td>
<td>Review:</td>
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<td></td>
<td></td>
<td>Service</td>
<td>• Vegetable Lasagna served with Salad and</td>
<td>• Duck, Poultry, p.459</td>
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<td></td>
<td></td>
<td></td>
<td>Garlic Bread</td>
<td>• Supremes, p. 777</td>
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<td></td>
<td>• Purees, p. 633</td>
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<td>• Recipe Card: Salad Dressing (Vinaigrette),</td>
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<td>p.739</td>
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<tr>
<td>1/30/19</td>
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<td>In-Class Quiz</td>
<td>Meal Service:</td>
<td>Study Recipes</td>
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<tr>
<td></td>
<td></td>
<td>Review Cooking Methods for Meal</td>
<td>• Starter: Halloumi Carrot and Orange Salad</td>
<td>Review:</td>
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<tr>
<td></td>
<td></td>
<td>Service</td>
<td>• Entrée: Seared Duck Breast with Five Spice</td>
<td>• Appetizer, Hors D’oeuvres, p. 870-898</td>
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<td></td>
<td></td>
<td></td>
<td>Jus, Roasted Brussel Sprouts and Celeriac</td>
<td>• Pork, p. 408</td>
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<td>Puree</td>
<td>• Vegetable,Puree p. 633</td>
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<td>• Recipe Card: Duck Entrée:</td>
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<td>Date</td>
<td>Week</td>
<td>Activity</td>
<td>Meal Service</td>
<td>Study Recipes</td>
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<td>2/6/19</td>
<td>5</td>
<td>In-Class Quiz</td>
<td>Starter: Baked Brie Appetizer</td>
<td>Review: Bisque, p. 283, Bechamel, p.220, Fries, p. 662, Recipe Card: Vegan entrée</td>
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<tr>
<td></td>
<td></td>
<td>Review Cooking Methods for Meal Service</td>
<td>Entrée: Pork Chops with Mustard Sauce, Sweet Potato Puree and Broccolini</td>
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<td></td>
<td>Review Cooking Methods for Meal Service</td>
<td>Entrée: Steak Frites with Salad</td>
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<td></td>
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<td>In-Class Quiz</td>
<td>Entrée: Tenderloin with Scalloped Potatoes, Mushrooms, Demi-Glace and Sauteed Spinach</td>
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<td>Review Cooking Methods for Meal Service</td>
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<td>2/27/19</td>
<td>8</td>
<td>Review Cooking Methods for Meal</td>
<td><strong>Meal Service:</strong></td>
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<td></td>
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<td>Service</td>
<td>• Starter: Tortilla Soup</td>
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<td>• Entrée: Chorizo and Fontina Stuffed Chicken with Black Bean and Corn Salsa with Chimichurri</td>
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<td>3/6/19</td>
<td>9</td>
<td>In-Class Quiz</td>
<td><strong>Meal Service:</strong></td>
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<td></td>
<td>• Sushi</td>
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<td>• Teriyaki Glazed Salmon, Sticky Rice with Snow Peas and Bok Choy</td>
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<td>3/13/19</td>
<td>10</td>
<td>In-Class Quiz</td>
<td><strong>Meal Service:</strong></td>
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<td>• Starter: Grilled Peach, Ricotta, Honey and Mint Bruschetta</td>
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<td>• Entrée: Crab stuffed Halibut with Beurre Blanc, Haricot Verts and Orzo</td>
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<td>3/20/19</td>
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<td>SPRING BREAK</td>
<td><strong>Meal Service:</strong></td>
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<td>3/27/19</td>
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<td>In-Class Quiz</td>
<td><strong>Meal Service:</strong></td>
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<td></td>
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<td>• Starter: Prosciutto, Melon and Fig appetizer</td>
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<td>• Entrée: Scallops with Sweet Pea Risotto</td>
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<td>Date</td>
<td>Week</td>
<td>In-Class Quiz</td>
<td>Meal Service</td>
<td>Study Recipes</td>
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<td>4/3/19</td>
<td>12</td>
<td>In-Class Quiz</td>
<td>Review Cooking Methods for Meal Service</td>
<td>Study Recipes</td>
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<td></td>
<td>Meal Service:</td>
<td>Review:</td>
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<td></td>
<td>• Starter: Oysters Rockefeller</td>
<td>• Make sure you are</td>
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<td>• Entrée: Blackened Shrimp and Grits</td>
<td>caught up on all</td>
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<td>assignments.</td>
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<tr>
<td>4/10/19</td>
<td>13</td>
<td>In-Class Quiz</td>
<td>Review Cooking Methods for Meal Service</td>
<td>Study Recipes</td>
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<td></td>
<td>Meal Service:</td>
<td>Review:</td>
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<td></td>
<td></td>
<td>• No Service, Chefs Ball</td>
<td>• Carpaccio, p. 348</td>
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<td></td>
<td>• Cous Cous, p. 668</td>
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<td></td>
<td>• Lamb, roasting, p. 382</td>
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<td></td>
<td></td>
<td>• Romesco Sauce, p.252</td>
</tr>
<tr>
<td>4/17/19</td>
<td>14</td>
<td>In-Class Quiz</td>
<td>Review Cooking Methods for Meal Service</td>
<td>Study Recipes</td>
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<td>Meal Service:</td>
<td>Review:</td>
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<td></td>
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<td></td>
<td>• Starter: Carpaccio</td>
<td>• Stuffed mushrooms</td>
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<td></td>
<td>• Entrée: Pistachio Crusted Lamb with Pomegranate</td>
<td>• Veal, Grilled, p. 360-1</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Cous Cous and Romesco Sauce</td>
<td>• Roasted Potatoes, p.656</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• Bearnaise Sauce, p. 230-31</td>
</tr>
<tr>
<td>4/24/19</td>
<td>15</td>
<td>Final Exam Review</td>
<td>Review Cooking Methods for Meal Service</td>
<td>Study Recipes</td>
</tr>
<tr>
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<td>Meal Service:</td>
<td>Review:</td>
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<td>• Stuffed Mushrooms</td>
<td>• Project DUE !</td>
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<td>• Veal Oscar and Roasted Potatoes</td>
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<tr>
<td>5/1/19</td>
<td>16</td>
<td>Mystery Basket</td>
<td>Practical Exam</td>
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<td>5/8/19</td>
<td>17</td>
<td></td>
<td>Written Exam</td>
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</tr>
</tbody>
</table>
Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

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
   - Knifes 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

<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>
</table>
1) Safety and Sanitation

<table>
<thead>
<tr>
<th>Uniform</th>
<th>Non-professional appearance, attire and/or grooming. Unable to attend class due to lack of PTC required uniform.</th>
<th>Non-professional appearance, attire and/or grooming. Needs reminders of uniform policy Able to attend class.</th>
<th>Neat appearance, attire and grooming, but lacks polish. Needs minimal reminders of uniform policy.</th>
<th>Neat appearance, attire and grooming, well polished.</th>
</tr>
</thead>
</table>

2) Knowledge and Organization

<p>| Knowledge | Does not show awareness. Does not exhibit proper knowledge of terminology, ingredients or equipment needed for the task assigned. Does not define principles or concept. | Shows very little awareness. Exhibits minimal Knowledge of terminology, ingredients or equipment needed for the task assigned. Does not define and explain principles or concept. | Shows some awareness. Exhibits partial knowledge of terminology, ingredients or equipment needed for the task assigned. Defines and explains principles or concept. | Shows sufficient awareness. Exhibits proper knowledge of terminology, ingredients or equipment needed for the task assigned. Defines, explains and demonstrates principles or concept. | Shows proficient awareness. Exhibits proper knowledge, selection and use of terminology, ingredients or equipment. Defines, explains, demonstrates and evaluates principles or concepts. |
| Organization | 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 | Does not work clean, systematically, or have a sense of urgency. Needs constant assistance and does not have proper Mise en Place. Shows some desire to prepare | 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 | 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 | 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 |</p>
<table>
<thead>
<tr>
<th>Performance</th>
<th>Professionalism</th>
<th>Dependability</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Does not exhibit professionalism; behavior is disruptive and/or unsafe. Needs constant supervision and/or reminders.</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>
</tr>
<tr>
<td>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.</td>
<td>Does not exhibit professionalism. Behavior is disruptive. Needs supervision and/or multiple reminders.</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>
</tr>
<tr>
<td>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</td>
<td>Exhibits some professionalism. Needs minimal supervision and reminders.</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>
</tr>
<tr>
<td>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</td>
<td>Exhibits professionalism. Needs one reminder.</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>
</tr>
<tr>
<td>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</td>
<td>Exhibits professionalism at all times with no reminders.</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>
</tr>
</tbody>
</table>

3) Professionalism and Dependability

<table>
<thead>
<tr>
<th>Professionalism</th>
<th>Dependability</th>
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<tbody>
<tr>
<td>Does not exhibit professionalism; behavior is disruptive and/or unsafe. Needs constant supervision and/or reminders.</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>
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<td>Does not exhibit professionalism. Behavior is disruptive. Needs supervision and/or multiple reminders.</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>
</tr>
<tr>
<td>Exhibits some professionalism. Needs minimal supervision and reminders.</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>
</tr>
<tr>
<td>Exhibits professionalism. Needs one reminder.</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>
</tr>
<tr>
<td>Exhibits professionalism at all times with no reminders.</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>
</tr>
</tbody>
</table>
**Course Name** – CUL 2302 Food Production III  
**Course Syllabus**  
**Spring 2019**

<table>
<thead>
<tr>
<th>Product</th>
<th>Does not meet the criteria for production. Inedible product due to lack of performance, sanitation or awareness.</th>
<th>Does not meet the criteria for production. Inedible product due to improper technique.</th>
<th>Meets the criteria for production with two or more mistakes.</th>
<th>Meets the criteria for production with one mistake.</th>
<th>Meets or exceeds the criteria for production with no mistakes.</th>
</tr>
</thead>
</table>

**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.

**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.

**Final Exam Schedule:** See above schedule
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
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 Mosley’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