Instructor Information

Instructor: Jay McAfee, CEC
Office: 220
Mailbox: CAHMI
Hours: Monday by appointment
       Tuesday 7:30am - 8:30am
       Wednesday 7:30am – 11:20am
       Thursday 7:30am – 8:30am
       Friday by appointment
Phone: 501-812-2742
Email: jbmcafee@uaptc.edu

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

Director: Renee Smith 501-812-2879 renee.smith@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

Monday evenings 2:30pm – 8:30pm, CAHMI 111/Butchery Lab and CAHMI 112

Catalog Description

This course is an introduction to meat and meat fabrication for food service operations. In this course, students learn the fundamentals of purchasing specifications, receiving, handling and storing meat, as well as techniques for fabricating cuts for professional kitchens. This course also covers an introduction of the principles of receiving, identifying, fabricating and storing seafood. Identification involves round fish, flat fish, crustaceans and shellfish. Topics include knife skills, yield results, quality checking, product tasting, storage of various types of fish, techniques for fabrication for professional kitchens, special storage equipment and commonly used and underutilized species of fish. Prerequisite: CUL 1302 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

PREREQUISITE: Students enrolled in CUL 1302 must meet the following requirements:

- Any required developmental education courses must be successfully completed before taking this course.
Course Materials

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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.

Concentration: Culinary Arts

• Identify principles of menu and food service facility layout and design.
• Understand where food comes from, differences in growing practices and how to prepare a seasonal menu.
• Demonstrate and discuss the differences in cuisines and ingredients used around the world.
• Prepare regional, international, and classical cuisine dishes and demonstrate an understanding of how they are utilized in the contemporary food service industry.
• Develop skills integral to success in the food industry including speed, stamina, dexterity, and timing.

Student Learning / Course Outcomes

The student will:

• Demonstrate professionalism and sanitation practices.
• Define culinary terminology.
• Demonstrate mise en place, organization, sense of urgency and timing in a professional kitchen.
• Be able to identify, purchase, receive, store, and fabricate various types of beef, lamb, veal, poultry, pork, variety meats, round fish, flat fish, crustaceans, and shellfish.
• Evaluate the quality of various types of beef, lamb, veal, poultry, pork, variety meats, round fish, flat fish, crustaceans, and shellfish.
• Discuss the proper cooking methods that apply to various types of beef, lamb, veal, poultry, pork, variety meats, round fish, flat fish, crustaceans, and shellfish.
• Define and discuss the structure and composition of meats, poultry, fish and shellfish.
• Identify the primal, subprimal and fabricated cuts of beef, veal, lamb, pork.
• Outline yield and quality grades and National Association of Meat Purveyors (NAMP) specifications for meats.
• Identify various kinds and classes of poultry.
• Discuss and outline poultry inspection and grading practices.
• Discuss and outline game inspection practices.
• Define the various classifications of fish and shellfish.
• Discuss and outline fish and shellfish inspection and grading practices.
• Describe the variety of sustainable practices available to the foodservice operator, listing how they would apply to each area of the foodservice operation.
Culinary Math Objectives:

- Calculate yield, waste, and cost of various types of meat and seafood.
- Calculate the yield percent of a nonfabricated fruit or vegetable, applying the steps of a yield test.
- Apply the terms as-purchased quantity (APQ), edible portion quantity (EPQ), and trim correctly.
- Calculate the yield percent when given the weights of the as-purchased quantity and edible portion quantity of a fruit or vegetable.
- Identify the factors that might affect yield percent.
- Calculate the as-purchased quantity when the edible portion quantity is given.
- Calculate the edible portion quantity when the as-purchased quantity is given.

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

Education at UA-P TC 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 weeks 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.

Course Policies

The UA-P TC 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.
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: 41% of final grade.
- 2 tests 100 points each = 200 points
- Final Written Exam = 100 points
- Final Practical Exam = 100 points
- 400 points Total

Participation & Homework: 10% of final grade.
Daily participation points are assessed based on participation in lecture and production.
Participation points cannot be made up.
- 2 papers (25 points and 100 points) = 125 points

Lab: 49% of final grade.
- 12 weeks of Lab at 40 points = 480 points.
Lab work is assessed based on criteria for production. Lab work cannot be made up due to scheduling conflicts.
- Students who arrive late to class or leave early will automatically be penalized points.

Total Points: 1000 points possible. Grades will be calculated by taking points earned divided by points possible and multiplied by 100.

Participation and Lab cannot be made up for any reason.
Students who arrive late to class or leave early will automatically be penalized 10 points.

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
- 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
Professionals:
   - 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
### Participation and Lab Performance Rubric

<table>
<thead>
<tr>
<th>Competency Area</th>
<th>Unacceptable</th>
<th>Needs Improvement</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Safety and Sanitation</td>
<td>1 point</td>
<td>2 point</td>
<td>3 points</td>
<td>4 points</td>
<td>5 points</td>
</tr>
<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.</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>2) Knowledge and Organization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge</td>
<td>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.</td>
<td>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.</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>
</tr>
<tr>
<td>Organization</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>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 for class. Follows little direction.</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>
</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></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>
</tr>
</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>
</tr>
</tbody>
</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 catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog 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

Lesson 1 1-14
PTC/Class Policies, preface to subject material, syllabus overview, grading, testing.

Lesson 2 & 3 1-28
Chap 17. Poultry classification & fabrication
Chap 19. Whole Duck and Game birds.
Lesson 4 2-4
Chap 16. Bone in whole hog.

Lesson 5 2-11
Chapter 13. Beef, eye of round and Ribeye

Lesson 6 2-18
Fabricate tenderloin & boneless strip loin.

Lesson 7 2-25
Half a steer

Lesson 8 3-4
Test 1 Chapters 12, 16, 17 & 18

Lesson 9 3-11
Chap 19. Understanding the structure of flatfish.

Lesson 10 3-25

**4-1 Work on your Sustainability Paper NO Class**

Lesson 11 4-8

Lesson 12 4-15
Working with lamb. Identify cuts of lamb, perform basic butchery procedures.
Working with veal. Preparing veal scallops & chops, & tying meats. Offals. Outlines for practical
Test 2 Chapters 14, 15 & 19

Lesson 13 4-22
Practice Practical Final and go over Final Written Exam

**Final Practical Exam: Lesson 15 4-29**
Practical final exam
2 Airline chicken breast, Cut a chicken into 8pieces, filet a fish, and cut beef into proper portions

**Final Written Exam: Lesson 16 5-6**
Written Final Exam

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

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 (skid-proof 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.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Chef Jay McAfee’s Meat and Seafood class 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