Instructor Information

Instructor: Rob Best CEC  
Office: Rm 217 Hours as Posted  
Mailbox:  
Phone: 501-812-2739  
Email: rbest@uaptc.edu

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

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

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

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

Course Information

Monday  
7:30-1:20pm  
Rm 204

Catalog Description

This course will teach students how to cook for large groups. Students will learn organizational skills for translation of recipes to large-scale events such as wine dinners, wedding receptions and rehearsals, graduation parties and other events. Buffet style service including sanitation, presentation and proper flow of food will be covered. Plated dinners for 150 and more will be taught. Prerequisite: CUL 2302 – 2 lecture hours, 4 lab hours (3 credit hours/special course fee)

Course Materials

Bruce Mattel (Editor) The Culinary Institute of America Copyright, 2008

Serve Safe Alcohol 2nd Edition with On-line Test Access Code Sheet
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 SERVSAFE® 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

By the end of class, the students should:

• Be able to compare on and off site catering, the advantages and disadvantages of both, understand the elements of and analysis of a successful operation, and to explore good personnel management.
• Understand legal aspects of the business and ensure compliance; make decisions about the physical location of a business; research funding alternatives; and develop a catering contract that protects both the company and its customers.
• Develop and plan a catering menu for a specific operation or event
• Identify and discuss the presentation and service of alcoholic, non-alcoholic and de-alcohol zed beverages, including coffee and tea
• Identify equipment and glassware used for beverage preparation and service
• Discuss opening and closing procedures of a beverage operation
• Discuss the fundamentals and importance of responsible alcohol service and identify levels of intoxication and methods to control excessive consumption by guests. Understand all aspects of liquor laws including liability laws
• Demonstrate the general rules of table settings and service styles
• Describe the functions of dining service personnel and discuss training procedures for dining room staff
• Discuss procedures for processing guest checks, billing for large events and accounting using current technology
• Demonstrate an understanding of guest service and customer relations, including handling of difficult situations, accommodations for the disabled, ethnic and cultural needs
• Explain inter-relationships and work flow between dining room and kitchen operations
• Determine equipment needs, know how to acquire equipment, and how to properly use the equipment needed in a catering operation.- storing, packing for transport, limitations of owning verses rental
• Discover and inspect event sites; plan and design an off-site even; determine a packing list and how to load it; reload, return and review an event.
• Apply aspects of Human Resources including laws from various agencies, employment management, progressive discipline, and management technique.
• Be able to market, price, purchase, receive, and store menu items.
• Practice sanitation and safety

Be able to apply budgeting, accounting, and financial management.
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](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-PTC’s administrative drop policy for days of consecutive nonattendance. Such particulars as determined by the instructor are detailed in the paragraph below.

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.

Regular and prompt class attendance is expected of all students enrolled at UAPTC and is necessary in maintaining acceptable grades. **Students will be required to sign in at the beginning of each class period and also to sign out at the end of class as well.** Each student is expected to arrive on time.
time, attend all scheduled classes and stay for the entire class session. The student is responsible for seeing that the assignment is given to the instructor on the date due even if they are absent. If the student knows they are going to be absent on the day an assignment is due, it must be submitted before the beginning of the class period for it to be considered on time. It is the responsibility of the student to find out what assignments were given and have them prepared on the due date. The student is responsible to get notes and information missed from another student in the class or contact the instructor.

In-class assignments and labs cannot be made up.

Students have the responsibility to know attendance policies and may be dropped when not attending class consistently. A student may be dropped if absent for a total of three weeks per the Dean’s Office at the CAHMI. These absences are a total from the semester, not consecutive. If students are late to class more than 15 minutes or leave more than 15 minutes early, they will be considered tardy. Three tardies will equal one absence.

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

**UAPTC Inclement Weather Policy**

In the event that the weather is so severe that the college administration believes that life and property may be in danger, the president of the college may cancel classes until weather conditions improve. When such a decision is made, the news media will be notified. Students should listen for such announcements on Little Rock radio and television stations. If there is no announcement, students should assume the college is open.

Because UAPTC is a commuter campus, inclement weather has a greater adverse impact than on a residential campus. The effects fall unevenly on individual students as road conditions and circumstances vary. Thus, individual decisions are required when hazardous weather conditions exist but the college is officially open.

**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.

**Classroom Policies**
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:

<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>

Course Overview

Points Available 1410

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Points Available</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Agreement</td>
<td>1 @ 10</td>
<td>10 points</td>
</tr>
<tr>
<td>Participation</td>
<td>15 @ 10</td>
<td>150 points</td>
</tr>
<tr>
<td>Test/Exams</td>
<td>5 @ 100</td>
<td>500 points</td>
</tr>
<tr>
<td>Homework</td>
<td>10 @ 20</td>
<td>200 points</td>
</tr>
<tr>
<td>Labs</td>
<td>14 @ 20</td>
<td>280 points</td>
</tr>
<tr>
<td>Project</td>
<td></td>
<td>150 points</td>
</tr>
<tr>
<td>Review Exams</td>
<td></td>
<td>120 points</td>
</tr>
</tbody>
</table>

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

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
## 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></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform</td>
<td>Non-professional appearance, attire and/or grooming. Unable to attend class due to lack of UAPTC 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>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

| Professionalism | Does not exhibit professionalism; behavior is disruptive and/or unsafe. Needs constant supervision and/or reminders. | Does not exhibit professionalism. Behavior is disruptive. Needs supervision and/or multiple reminders. | Exhibits some professionalism. Needs minimal supervision and reminders. | Exhibits professionalism. Needs one reminder. | Exhibits professionalism at all times with no reminders. |
| Dependability | 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. | Late for class including after breaks. Leaves class early. Does not complete assigned job duty. Needs constant supervision to stay on task. | 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. | 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. | 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. |
| Performance and Product Evaluation | No properly utilize tools, equipment, ingredients. Does not demonstrate proper cooking techniques, skills and fundamentals. Does not use recipes. Does not interact or have enthusiasm. Does not work well with team. | Does not properly utilize tools, equipment, ingredients. Does not demonstrate proper cooking techniques, skills and fundamentals. Does not use recipes correctly. Has very little interaction, or enthusiasm. Needs improvement working with team. | Needs correction on the use of tools, equipment and ingredients. Demonstrates proper cooking techniques, skills and fundamentals with correction. Uses recipes with some mistakes. Interacts, shows enthusiasm. Needs some improvement working with a team. | Sufficient use of tools, equipment and ingredients. Defines, explains 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. | Proficient use of tools, equipment and ingredients. Defines, explains, demonstrates and evaluates proper cooking techniques, skills and fundamentals. Uses recipes with no mistake. Interacts and shows enthusiasm. Exhibits good leadership skills and works well with a team. |
| Product | Does not meet the criteria for production. Inedible product due to lack of performance, sanitation or awareness. | Does not meet the criteria for production. Inedible product due to improper technique. | Meets the criteria for production with two or more mistakes. | Meets the criteria for production with one mistake. | Meets or exceeds the criteria for production with no mistakes. |
Academic Integrity

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

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

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

Accommodation Policy

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

Special Events Participation Policy

In addition to the classroom components of course study, students will be given the opportunity to participate in functions and special events. UAPTC Culinary Arts and Hospitality Management Institute participates in numerous charitable and social events each year expressly for the purpose of giving students practical experience along with the chance to network and familiarize themselves with industry opportunities. Students are highly encouraged to participate in these events when it is not part of the regular class schedule. Students will be required to participate in events when the class participates as part of their regular class meeting. Special events where students are required to participate will be provided by the instructor and are listed in the class schedule/syllabus, including date, time, function and location. Class schedules are subject to revision.
Tentative Course Schedule  Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary

Class Schedule CUL2304 – 01  Spring 2019  Monday  7:30 am – 1:20 pm

Subject to Change with Notice  Chapters listed in home work are to be reviewed and homework will be checked in class  Labs will be determined by Special Events, availability of product with Meat and Seafood Class and Field Trips Scheduled

<table>
<thead>
<tr>
<th>Date</th>
<th>Week</th>
<th>Lecture</th>
<th>Lab</th>
<th>Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/14</td>
<td></td>
<td>Overview of Class Syllabi Covered Discuss Project Due 3/28/2017</td>
<td></td>
<td>Chapter 1</td>
</tr>
<tr>
<td>1/28</td>
<td></td>
<td>Chapter 1, Introduction to Catering</td>
<td>Chicken 3 ways</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>2/4</td>
<td></td>
<td>Chapter 2, Starting Your Catering Business</td>
<td>TBD</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>2/11</td>
<td></td>
<td>Chapter 3, Pricing for Profit</td>
<td>TBD</td>
<td>Study for Exam 1-3 Chapter 4</td>
</tr>
<tr>
<td>2/18</td>
<td></td>
<td><strong>Exam Chapters1-3</strong> Chapter 4, Setting Up the Kitchen</td>
<td>TBD</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>2/25</td>
<td></td>
<td>Chapter 5, Staffing</td>
<td>TBD</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>3-4</td>
<td></td>
<td><strong>Review Project</strong> Chapter 6, Marketing</td>
<td>TBD</td>
<td>Study for Exam 4-6</td>
</tr>
<tr>
<td>3/11</td>
<td></td>
<td><strong>Exam Chapters 4-6</strong></td>
<td>TBD</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>3/25</td>
<td></td>
<td>Chapter 7, Event Planning</td>
<td>TBD</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>4/1</td>
<td></td>
<td>Project Due Chapter 8, How Can We Serve You</td>
<td>TBD</td>
<td>Review Quiz Ch. 8 Study for Exam 7-8</td>
</tr>
<tr>
<td>4/8</td>
<td></td>
<td><strong>Exam Chapters 7-8</strong></td>
<td>TBD</td>
<td>Chapter 9 &amp; 10</td>
</tr>
<tr>
<td>4/15</td>
<td></td>
<td>Serve Safe Alcohol</td>
<td></td>
<td></td>
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<tr>
<td>4/22</td>
<td></td>
<td>Chapter 9, Food Preparation and Service</td>
<td>TBD</td>
<td>Study for Exam 9,10 Review Quiz SS Alc.</td>
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<tr>
<td></td>
<td></td>
<td>Chapter 10, Dining Room and Beverage Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/29</td>
<td></td>
<td><strong>Exam Chapters 9-10</strong></td>
<td>Clean</td>
<td>Study for Final</td>
</tr>
<tr>
<td>5/6</td>
<td></td>
<td><strong>Final Written Exam</strong></td>
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<td></td>
</tr>
</tbody>
</table>
Banquets and Catering

CUL 2304  Sec
Instructor: Rob Best CEC

Catering Business Proposal

Due:
Grading
150 points available
Reductions- 1 week late 10%, 2 weeks late 20%, 3 weeks late 30%
Late more than 3 weeks will receive no points

<table>
<thead>
<tr>
<th>Catering Concept Evaluation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of company</td>
<td>2 pts</td>
</tr>
<tr>
<td>Location including city and state</td>
<td>2 pts</td>
</tr>
<tr>
<td>Hours of operation</td>
<td>2 pts</td>
</tr>
<tr>
<td>Population</td>
<td>2 pts</td>
</tr>
<tr>
<td>Average income</td>
<td>2 pts</td>
</tr>
<tr>
<td>Description of the target market</td>
<td>5 pts</td>
</tr>
<tr>
<td>Brief description of your operation, menu, services and uniforms</td>
<td>5 pts</td>
</tr>
<tr>
<td>Layout of Facility</td>
<td>30 pts</td>
</tr>
<tr>
<td>Annual Projection</td>
<td>30 pts</td>
</tr>
<tr>
<td>Personal Qualifications</td>
<td>10 pts</td>
</tr>
<tr>
<td>Amount of Request</td>
<td>30 pts</td>
</tr>
<tr>
<td>Repayment Arrangements</td>
<td>30 pts</td>
</tr>
<tr>
<td><strong>TOTAL AVAILABLE</strong></td>
<td><strong>150 pts</strong></td>
</tr>
</tbody>
</table>

Comment

Points Completed

Reductions

Points Earned

Catering Business Proposal
Banquets and Catering
CUL 2304
Instructor: Rob Best CEC

Revised 3/4/2019 9:11 AM
General instructions for completion of the Catering Business Proposal

1. Proposal is to be typed on 8.5X11 and is to be 3 pages in length and a cover page (Catering Business Proposal Criteria form).

2. **Page 1** is to have the following information:
   - Name of company
   - Location including city and state
   - Hours of operation
   - Population of city or surrounding area
   - Average income of the area
   - Description of target market
   - Brief **description** of your operation
     - Menu (not a listing of items)
     - Services offered
     - Uniform of staff

3. **Page 2** is the Layout of Facility.
   - Consider flow of product, menu needs, available space and storage.
   - Equipment, hood, Health Department requirements, office and restrooms
   - Restaurant plans are not what I am looking for, design a production facility for a catering business.

4. **Page 3** is to have the following information.
   1. Annual Projection of sales and how you estimated these sales, justify your estimate.
   2. Personal qualifications are education, employment experience and related information—who are you and why will you succeed.
   3. Amount of Request is how much money you are asking for.
      - Go back to your layout and make a list of equipment needs, remodel estimates, etc. and come up with an estimate. Lenders will not loan money for operating expenses ex: inventory, utilities, labor etc.
   4. Repayment Arrangements are how you are going to repay the loan to the lender. Remember they are looking for a monthly amount based on Interest and length of loan. Ex: $100,000.00 @ 7% for 5 years is $1980.00 a month.

Staple the Catering Business Proposal Criteria sheet, with your name in the proper space to the above 3 sheets of information and turn in on due date. Proposal will be returned to you by semester’ end.
Sanitation and Cleanliness

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

Serve Safe 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
  - Dishwashing 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.
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).

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.**

**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 stepstool 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.
Equipment Safety Checklist

Student Name________________________________________________________

I have been trained to use and clean the following industrial kitchen equipment properly and in a safe manner.

___Blender ____________________________________________  ___Can Opener
___Convection/Conventional Ovens ___________________________  ___Emersion Blenders
___Deep Fryer ____________________________________________  ___Ice Machine
___WOK ____________________________________________________  ___Steam Tables
___Flat Top Grill ____________________________________________  ___Salamander
___Gas Grill _______________________________________________  ___Proofers
___Dish Machine ____________________________________________  ___Water Hoses
___Smoker _________________________________________________  ___Ansol System
___Gas Range _______________________________________________  ___Vent Hoods/Grease Traps
___Mixers/All attachments ________________________________  ___Fire Extinguisher
___Food Processors __________________________________________

____________________________________________________________  ______________________
Student Signature  Date

____________________________________________________________  ______________________
Chef/Supervisor Signature  Date
UAPTC
Culinary Arts and Hospitality Management Institute

Student Name_________________________________________________________

Dress Code Acknowledgement

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.

**Failure to comply with the UAPTC_CAHMI uniform policy will result in a 5 point deduction from each Lab or Class you show up for out of uniform**

__________________________  __________________________
Signature                                                          Date

__________________________  __________________________
Witness                                                               Date

Kitchen Safety Rules Acknowledgement

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 [insert instructor’s name and course name here] John Smith’s English Composition I 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