Instructor Information

Instructor: Suzanne Campbell, CEC
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Mailbox: 501-812-8122
Hours: Mon 7:30 - 8:30 AM
      Tue 12 – 2 PM
      Wed 12 -2 PM
      Thu 12 – 2 PM
      Fri E-mail Instructor
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Email: scampbell@uaptc.edu

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

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

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

Course Information

Course Syllabus
CUL2305 Food Production IV
Semester: Fall 2018
Tuesday 2:30 pm – 8:20 pm
Lab Location: Le Culinaire

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


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

ACTS

• Demonstrate professionalism and sanitation practices.
• Demonstrate the proper process in cooling, storing, labeling and dating, and reheating food utilizing the proper sanitary procedures when working with all food items.
• Demonstrate how to maximize food freshness, quality, safety and sanitation when serving hot foods and cold foods.
• Define culinary terminology.
• Demonstrate mise en place, organization, sense of urgency, and timing in a professional kitchen.
• Describe and use a standardized recipe.
• Demonstrate knife skills, hand tool and equipment operation, emphasizing proper safety techniques.
• Demonstrate use of chef’s knife in preparing classical cuts to include julienne, batonnet, French fry, brunoise, small, medium and large dice, paysanne, rondele, oblique, and tourne’.
• Demonstrate zesting, and segmenting fruit.
• Demonstrate dicing and mincing an onion, garlic and shallots.
• Demonstrate the use of a mandolin using various vegetables
• Identify and use utensils, pots and pans and demonstrate safe practices using stoves, mixers, ovens, etc.
• Utilize standard weights and measures to demonstrate proper scaling and measurement techniques.
• Prepare and serve dishes with emphasis on flavor, color, texture, moisture, temperature, appearance, and nutrition.
• Identify, describe, and utilize herbs, spices, and seasonings by themselves and in a combination that exemplify national and international cooking medians.
• Prepare an example of a spice rub.
• Prepare an example of a dried and fresh spice blend.
• Utilize a spice blend or herb blend in a culinary preparation.
• Assess student’s knowledge in herb and spice identification and usage.
• Explain the factors that affect taste, how we perceive those tastes and what we can do to optimize a combination of seasonings and flavors when preparing and cooking food
• Perform basic fabrication tasks with meat, poultry, seafood and variety meats.
• Identify and use herbs, spices, oils and vinegar, condiments, marinades and rubs.
• Using the basic cooking methods, prepare meat, seafood, poultry, and variety meats to the proper doneness and evaluate them.
• Prepare and cook 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.
  d. Using all moist, dry and combination cooking methods prepare proteins using chicken, beef, lamb, veal, fish and wild game.
  e. Using all moist, dry and combination cooking methods prepare a variety of rice (pilaf method and risotto method), wild rice, jasmine, and sushi.
  f. Using all moist, dry and combination cooking methods prepare a variety of potato dishes.
  g. Using all moist, dry and combination cooking methods prepare a variety of vegetables dishes.
  h. Using all moist, dry and combination cooking methods prepare a variety of grain dishes.

• Identify and prepare a variety of fruits, vegetables, starches, legumes and grains using the basic cooking methods; evaluate those products.
• Prepare various foods to the proper doneness using the following techniques: sauté, pan-fry, deep-fry, roast, bake, grill, braise, stew, shallow poach, deep poach, simmer, boil, and steam; evaluate those prepared products.
• 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.
• Discuss healthy well-balanced entrees including vegetarian and vegan meals and define the function of each component.
• Define and describe the barbecue process.
• Select and prepare meats and seasonings and barbecue them to the appropriate doneness and evaluate them.
• Roast meats, poultry, and fish to the correct doneness to develop the best flavor and texture in the finished dish and evaluate those products.
• Prepare a variety of stocks; evaluate the quality of a properly made stock.
• Identify and prepare the grand sauces, and a variety of small sauces; evaluate the quality of those sauces.
• Demonstrate how to prepare and cook classical stocks, soups, and mother and compound sauces.
  a. Prepare a classical white and dark chicken, beef/veal stock.
  b. Prepare a classical fish or shellfish stock.
  c. Prepare a vegetable and or game stock.
  d. Prepare a clear soup to include a classical consommé.
  e. Prepare a cream soup using a roux.
  f. Prepare a puree soup.
  g. Prepare a specialty soup.
  h. Prepare each of the five mother sauces to include veloute, espagnole, béchamel, tomato, and butter sauce (to include Hollandaise and beurre blanc).
  i. One compound sauce from each mother sauce.
• Prepare a variety of soups from each category; evaluate the quality of those soups.
• Evaluate and analyze the preparation of classical stocks, soups, and mother and compound sauces.
• Prepare a variety of salad dressings and evaluate the quality of each.
• Identify, prepare, and dress a variety of common salad greens for a salad; evaluate the dressed salad.
• Identify, describe, and prepare a variety of composed salads; evaluate the quality of those composed salads.
• Prepare a variety of hors d’oeuvre, appetizers, canapés and basic garnishes; evaluate the quality of those hors d’oeuvre, appetizers and canapés.
• Demonstrate food presentation techniques using a variety of plates, platters and trays; evaluate the quality of those plates, platters and trays.
• Use a variety of cheeses as an ingredient in recipes.
• Describe a variety of preparation techniques used in egg cookery; cook eggs using a variety of those techniques.
• Evaluate the quality of prepared eggs.
• Demonstrate proper selection of equipment and utensils for specific applications related to baking.
• Prepare a variety of yeast-leavened breads, quick-breads, pies and tarts, cookies, cakes, laminated dough, pate choux, creams, custards, puddings and related sauces, dessert sauces, fillings and toppings for pastries and baked goods; evaluate the quality of those prepared products.
• Demonstrate the presentations of baked goods and desserts; evaluate the quality of the presentations.

Culinary Math Objectives:

• Perform recipe yield conversions.
• Apply the cost-per-unit formula
• Solve for the total cost
• Apply the definition of cost as used by the food-service industry
• Define edible portion cost and as-purchased cost
• Calculate the edible portion cost when the as-purchased cost is given for an ingredient
• Explain why edible portion cost will always be equal to or greater than as-purchased cost

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

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.

Attendance Artifact Policy

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

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

Course Policies

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

Please consult the following website for more information:

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

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

Additional Materials and Dress Code

For Lab Classes, each student is required to bring to class each day the following:
PTC ACS standard Knife Kit (knives must be sharpened before each class)

PTC ACS standard Baking Kit

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

Each student should come to class with a black permanent marker used for labeling, paper, and a writing instrument to take notes, tests, etc... Taking notes on lectures is essential as the information that will be given may not be available in the text. It is suggested that you bring a calculator. In addition, each student is required to bring 3 towels daily for handling hot pans.

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

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

Tongue piercing and other facial jewelry are not allowed.

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

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

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

Bracelets and watches are not allowed on the wrist. If you wish to have a watch, place it securely in your pocket or fasten it by a button on your chef coat and tuck it in.

Rings are not allowed with the exception of your wedding band. It is strongly suggested that you wear your wedding band around your neck on a chain or place it otherwise while preparing food.

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

Business Casual is defined as:

Slacks or dress pants, matching and pressed.

Denim is not allowed.

Button-down collared shirt (polo shirts are acceptable). Shirts must be tucked in and pressed, and a belt must be worn.

Sweaters are acceptable – no sweatshirts, please. All shirts must have sleeves and may not be see-through.
Ladies may wear skirts, with hosiery. Skirts may not be more than 2 inches from the top of the knee.

Open-toed shoes are not acceptable and socks or hosiery must be worn.

Please remember that kitchen areas are slick and non-skid shoes are suggested (off-site tours).

Heels may not exceed 2 inches.

**Grading Policy**

Letter grades will be based on the following scale:

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

**Course Content**  1195 pts.

**Exams**  100 pts.

**Final Portfolio**

**Final Practical Exam**  (100 pts.)

**Homework**  575 pts.

- 13 In-Class Quizzes (10pts. ea.)  (130 pts.)
- 13 Menu/Recipe Sets (15 pts. ea.)  (195)pts

**Final portfolio worked on each class week(250)pts**

**Participation and Lab**  520 pts.

- 13 class days (40 points each)

**Participation and Lab cannot be made up for any reason**
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**
   The student should demonstrate the following attributes of a culinary professional:
   - Follow uniform policies and dress appropriately for their position;
   - Refrain from abusive and foul language;
   - Treat all equipment and property with respect;
   - Speak and act without prejudice to age, disability, gender, race, religion, ethnic origin, sexual orientation or veteran status;
   - Demonstrate and adhere to ethical business practices, with due respect for internal and external customers and colleagues;
   - Demonstrate interpersonal and communication skills;
   - Demonstrate listening skills;
Extend a polite and courteous manner to all visitors and colleagues;
Stay open minded to the opinions of others, work with a positive attitude and dedicate themselves to learning;
Promote understanding and respect for those beverages used in the hospitality industry and refrain from the abuse of drugs and alcohol;
Are reliable and dependable;
Work as a team;
Prepare themselves mentally and physically;
Promote a positive environment and demonstrate good judgment;
Act with honesty and integrity in their interactions with all people.

4. Performance and Product Evaluation
Performance will be evaluated on the following criteria:
Proper utilization of all tools and equipment
Proper utilization of all ingredients
Proper cooking techniques, skills and fundamentals
Creativity and craftsmanship
Use of recipes and following directions
Participation
Interaction
Enthusiasm
Teamwork
Taste and presentation skills will be measured using standard criteria for the following:
Color
Texture/Viscosity
Flavor/Taste
Temperature
Doneness
Presentation and Garnishing
Ingredient Compatibility (when creating your own dish)
Portion Size and Nutritional balance

Sanitation and Cleanliness

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

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

Hand-washing
Hair tightly secured with hat or hair net on
Proper uniform as discussed in the “Dress Code” and non-skid shoes
Proper Time and Temperature practices
Proper cooling and re-heating of foods
Proper wrapping, labeling and storing foods
Use of sanitation buckets
3 Compartment Sink and Dish Machine Usage
Paper Towel Holders and Sanitizers/Soaps filled
Hand Sinks Clean

Over-All Cleanliness in the following areas:
   Equipment room, Dry Storage, Reach-Ins, Walk-Ins
   Hallway Area; tables, floors, walls
   Back Dock
   Driveway from Back Dock to Dumpster
   Dish-washing Area
   Kitchen Prep Area
   All equipment including ovens, flattop, hood vents, prep tables, tilt skillet, etc…

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

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


We must work together to make this successful.

**Kitchen Safety Rules**

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

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

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

4. **Storage** – Always locate heavier, bulkier items on lower shelves. Use a ladder or step stool to reach upper shelves; never climb on racks or stock.
5. **Kitchen Machinery** – Use all safety guards provided, never leave equipment running while unattended. Pull power cord before cleaning or adjusting any machine. Make sure switch is off before plugging cord into outlet.

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

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

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

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

10. **China & Glass** – Use a broom and dustpan to pick up broken glass or china; never use your hands. Place broken glass in a safe place, not in trash bags.

11. **Knives** – You are responsible for washing, rinsing, sanitizing and putting your own knives up immediately after usage. Return kitchen knives to their rack or storage drawer when not in use. Always wash knives separately and never leave them in water where they cannot be seen. Do not run knives through dishwasher.

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

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

14. **Blood** – Do not touch blood, vomit or any other body fluids unless you have been trained and are wearing disposable protective rubber gloves. Do not re-use disposable gloves.

### Participation and Lab Performance Rubric

<table>
<thead>
<tr>
<th>Competency Area</th>
<th>Unacceptable (0 to 1 point)</th>
<th>Needs Improvement (2 points)</th>
<th>Average (3 points)</th>
<th>Above Average (4 points)</th>
<th>Excellent (5 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1) Safety and Sanitation</strong></td>
<td><strong>Uniform</strong></td>
<td>Non-professional appearance, attire and/or grooming. Unable to attend class due to lack of PTC required uniform.</td>
<td>Non-professional appearance, attire and/or grooming. Needs reminders of uniform policy</td>
<td>Neat appearance, attire and grooming, but lacks polish. Needs minimal reminders of uniform policy.</td>
<td>Professional appearance, attire and grooming, well polished.</td>
</tr>
<tr>
<td>Safety and Sanitation Practices</td>
<td>Able to attend class.</td>
<td>Requires few safety/sanitation reminders.</td>
<td>Requires one safety/sanitation reminder.</td>
<td>Follows all safety and sanitation practices.</td>
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<thead>
<tr>
<th>2) Knowledge and Organization</th>
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<tbody>
<tr>
<td>Knowledge</td>
</tr>
<tr>
<td>Shows very little awareness. Exhibits minimal Knowledge of terminology, ingredients or equipment needed for the task assigned. Does not define principles or concept.</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>Organization</td>
</tr>
<tr>
<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>
</tr>
<tr>
<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>
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<tr>
<td>3) Professionalism and Dependability</td>
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<tr>
<td><strong>Professionalism</strong></td>
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<tr>
<td><strong>Dependability</strong></td>
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<tr>
<th>4) Performance and Product Evaluation</th>
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</thead>
<tbody>
<tr>
<td><strong>Performance</strong></td>
<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 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.</td>
<td>Needs correction on the use of tools, equipment and ingredients. Defines, explains and demonstrates proper cooking techniques, skills and fundamentals with correction. Uses recipes with some mistakes. Interacts,</td>
</tr>
<tr>
<td>Product</td>
<td>Needs improvement working with team.</td>
<td>shows enthusiasm. Needs some improvement working with a team.</td>
<td>Needs very little improvement working with a team.</td>
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<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>
</tr>
<tr>
<td>Product</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 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**
<table>
<thead>
<tr>
<th>Date</th>
<th>Lesson</th>
<th>Lecture</th>
<th>Lab</th>
<th>Homework</th>
</tr>
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<tbody>
<tr>
<td>JAN 15</td>
<td>1</td>
<td>Introduction and Review of Syllabus</td>
<td>Kitchen orientation review of all menus</td>
<td>Study Recipes Review:</td>
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<tr>
<td></td>
<td></td>
<td>Define SUCCESS</td>
<td></td>
<td>• Blanching, 158</td>
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<td>“Teambuilding” Experience</td>
<td></td>
<td>• Braising/Stewing Chicken, 423-424</td>
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<td>• Plate Presentation, Chapter 35</td>
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<td>Hors d’Oeuvre Recipe</td>
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<td>• 2 Warm, 2 Cold</td>
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<td>• 1 Sweet</td>
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<tr>
<td>JAN 22</td>
<td>2</td>
<td>In-Class Quiz</td>
<td>Meal Service: Amuse bouche TBD</td>
<td>Study Recipes Review:</td>
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<tr>
<td></td>
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<td>Review Cooking Methods for 1st Meal Service</td>
<td>• Starter, Cream of Asparagus soup with curried sweet potato noodles</td>
<td>• Scallops, 473, 520</td>
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<td></td>
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<td>• Entrée, Chicken &amp; butternut squash Pitivier with braised veg, &amp; spinach puree</td>
<td>• Marinades, 155</td>
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<td>• Dessert: TBD</td>
<td>• Grilling Poultry, 405-407</td>
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<td>• Rissoto, 641, 643</td>
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<td>2-Course Menu/Recipes</td>
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<td>JAN 29</td>
<td>3</td>
<td>In-Class Quiz</td>
<td>Meal Service: Amuse Bouche TBD</td>
<td>Study Recipes Review:</td>
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<tr>
<td></td>
<td></td>
<td>Review Cooking Methods for Meal Service</td>
<td>• Starter, Kale &amp; coconut soup</td>
<td>• Cooking Pasta, 652-653</td>
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<td>• Entrée, Deconstructed Cassoulet, Vichy Carrots Dessert TBD.</td>
<td>• Beef Butchery, 307-309</td>
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<td>3-Course Menu/Recipes</td>
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<td>FEB 5TH</td>
<td>4</td>
<td>In-Class Quiz</td>
<td>Meal Service:</td>
<td>Study Recipes Review:</td>
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<td></td>
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<td>Review Cooking Methods for Meal Service</td>
<td>• Amuse Bouche, Red quinoa Tabouleh with pine nuts &amp; pomegranate</td>
<td>• Quinoa, 640, 670</td>
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<td>• Fish, 488, 503-504</td>
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<td>Date</td>
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<td>Event</td>
<td>Meal Service</td>
<td>Study Recipes Review</td>
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| FEB 12th   | 5   | In-Class Quiz                              | Entraînée, Lambs chops with porcini mushrooms sauce, carrot puree, & fingerling potatoes  | Study Recipes Review:  
Scallops, 473, 520  
Grilling Poultry, 405-407  
3-Course Menu/Recipes |
|            |     | Review Cooking Methods for Meal Service    |                                                                              |                                                                                      |
| FEB 19TH   | 6   | In-Class Quiz                              | Meal Service:  
Amuse Bouche, TBD  
Starter, Baked oysters with bacon, cabbage, & Guinness sabayon  
Entrées: Ribeye steak with foraged mushrooms & pommes Anna, and Bordelaise sauce  
Dessert, TBD  | Study Recipes Review:  
Tying Meats, 277, 335  
3-Course Menu/Recipes  |
| FEB 26TH   | 7   | Check Portfolios                           | Meal Service:  
Amuse Bouche  
Tuna & Avocado trio  
Entrées: Filet mignon poivre vert, mixed greens and barley risotto  
Dessert TBD  | Study Recipes Review:  
Vegetarian & Vegan, 694-701  
4-Course Menu/Recipes  |
<p>|            |     | In-Class Quiz                              |                                                                              |                                                                                      |
|            |     | Review Cooking Methods for Meal Service    |                                                                              |                                                                                      |</p>
<table>
<thead>
<tr>
<th>Date</th>
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<th>Time</th>
<th>Meal Service:</th>
<th>Study Recipes Review:</th>
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<tbody>
<tr>
<td>Mar 5</td>
<td>8</td>
<td>2:30 - 8:30</td>
<td>Amuse Bouche.TBD</td>
<td>Review Cooking Methods for Meal Service</td>
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<tr>
<td>Mar 12th</td>
<td>9</td>
<td>2:30 - 8:30</td>
<td>Amuse Bouche, TBD Starter, Seared scallop with buttermilk panna cotta Entrée,Pork ribs with rootbeer syrup, kimichi&amp;charred corn relish,&amp;Onion and bacon gratin Dessert TBD</td>
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<tr>
<td>Mar 26th</td>
<td>10</td>
<td>2:30 - 8:30</td>
<td>Amuse Bouche TBD Housemade pate and pickles board. Entrée,Poached Halibut with peas&amp;preserved lemons Dessert TBD</td>
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<td>Apr 2nd</td>
<td>11</td>
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<td>Amuse Bouche TBD Starter, Tempeh nori rolls with miso raspberry dipping sauce. Entrée,Bouillaise, provencal fish stew. DESSERT TBD</td>
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<tr>
<td>Apr 16</td>
<td>12</td>
<td></td>
<td>Amuse Bouche TBD</td>
<td>Review Cooking Methods for Meal Service</td>
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</table>
### Course Syllabus

**Tue 2:30 – 8:30 SPRING 2019**

Dates are tentative and may be adjusted by the instructor with prior notice to students.

Final Exam Schedule: See Above

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

| April 23 | 13 | Review Cooking Methods for Meal Service | Starter, mini crab cakes with creole beurre blanc. Entrée, Pecan crusted lamb, with lentils and coffee gelee and golden beets Dessert, TBD | • Soups, 234  
• Escoffier’s Classification, 235  
• Garnishing, 251-252  
5-Course Menu/Recipes |
| --- | --- | --- | --- | --- |
|  |  | In-Class Quiz  
Review Cooking Methods For Meal Service  
FINAL DINNER SERVICE | Meal Service: Amuse Bouche, Smoked salmon canapes  
• Starter Sorrel soup.  
• Entrée, Chorizo stuffed Cornish game hen with tomatillos epazote demi and fried pozole  
• Dessert: TBD | Study Recipes Review:  
• Duxelles, 614  
• Demi-Glace, 205-206  
5-Course Menu/Recipes |
| MAY 7 | 14 |  |  |  |
| MAY | 15 |  | Practical Exam |  |
|  |  |  | PORTFOLIO IS YOUR WRITTEN |  |
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Suzanne Campbell, CEC Food Production IV class at CAHMI, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

______________
Semester

______________
Date

______________
Print name

______________
Signature

______________
UA-UA-PTC Email address

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Telephone