

GRAYSON COLLEGE

Course Syllabus

Course Information

CHEF 1301 BASIC FOOD PREPARATION

Professor Contact Information

Chef Joanna Bryant E-Mail: bryantj@Grayson.edu
Office Location: Culinary Arts Building- (Middle Office)
Office Hours: By Appointment
Phone Number: 903-821-9686

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Currently Attending CHEF 1205 OR Completion of CHEF 1205 with a grade of “B” or higher and a valid ServSafe Certification. If you DROP CHEF 1205, you will not be able to take any further advanced culinary classes until it is completed with the aforementioned grade.

Course Description

A study of the fundamental principles of food preparation and cookery to include: Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

ACF Competencies

- Preform basic math functions.
- Preform recipe yield conversions.
- Demonstrate knife skills, hand tool and equipment operation, emphasizing proper safety techniques.
- Identify the parts/components of a recipe.
- Describe and use a standardized recipe.
- Identify and use utensils, pots and pans to demonstrate safe practices using stoves, mixers, ovens etc.
- Define and describe the processes of pan-frying and deep-frying.
- Fry a variety of foods to their proper doneness.
- Evaluate the quality of fried foods.
- Define and describe the boiling and steaming process.
- Prepare boiled and steamed foods to the proper doneness.
- Evaluate the quality of boiled and steamed items.
- Define stock and describe its uses.
- Identify different types of stocks.
- List basic ingredients needed for making stocks.
- Describe the functions of the ingredients in stock preparation.
- Describe the process of making stocks.
- Prepare a variety of stocks.
- Evaluate the quality of a properly made stock.
- Define, describe, and explain the purposes of sauces.
- Identify and prepare the grand sauces.
- Prepare a variety of non-grand/ classic sauces.
- List the basic ingredients needed for making grand and non-grand sauces.
- Describe the functions of the ingredients in sauces.
- Evaluate the quality of a properly made sauce.
- Define and describe soup and identify its two basic categories.
- Prepare a variety of soups from each category.

- Describe the process of making each category of soup.
 - Evaluate the quality of a properly made soup.
 - Identify a variety of fruits, vegetables, starches, legumes, and grains.
 - Prepare a variety of fruits, vegetables, starches, legumes, and grains using the basic cooking methods.
 - Evaluate the quality of prepared fruits, vegetables, starches, legumes and grains.
 - Define salad dressing and describe its purposes.
 - Identify, define, and describe the types of salad dressings.
 - Prepare a variety of salad dressing and evaluate the quality of each.
 - Identify a variety of common salad greens.
 - Prepare and dress greens for a salad.
 - Evaluate the quality of properly prepared and dressed salad greens.
 - List and define the fundamentals of good personal hygiene.
 - Describe the various cuisines and contributions of leading culinarians.
 - Demonstrate acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.
 - Utilize standard weights and measures to demonstrate proper scaling and measurement techniques
 - Describe a variety of preparation techniques used in egg cookery.
 - Cook eggs using a variety of preparation techniques.
 - Evaluate the quality of prepared eggs.
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Student Learning Outcomes:

Demonstrate skills in knife, tool and equipment handling, and operate equipment safely and correctly.
 Demonstrate proficiency in dry and moist heat cooking methods.
 Produce a variety of food products applying principles of food handling and preparation.
 Implement professional standards in food production.

Required Textbooks (ISBN # included) and Materials:

- Professional Cooking, 9th Edition *Wayne Gisslen* ISBN: 978-1-119-39961-2 Jun 2018
- CulinarE-Companion Registered Account, Access provided with purchase of Textbook
- Tool Kit and Knife Set
- Small Pocket Notebook,
- 1 Subject Spiral Notebook or Binder with Paper
- Writing Implements

All Can be purchased at Grayson School Bookstore

** It is also advised to have a supply of potatoes, onions, celery, carrots and other vegetables to practice skills at home.

Required Uniform

A complete culinary uniform:

CLEAN Grayson College Chef Coat White pill hat CLEAN White Full Length Apron
 HOUNDSTOOTH/ BLACK & WHITE check chef pants- NO Black Pants Black Socks
 Black Closed Toe Non-Slip Kitchen Quality Shoes Thermometer Sharpie

YOU WILL NOT BE ALLOWED TO ENTER CLASS WITHOUT FULL UNIFORM

**Culinary lab classes require extended periods of time standing in place, lifting heavy weights (up to 60 lbs.), reaching, bending, and working around open flame and working with cleaning chemicals.
 Accommodations will only be given for documented and filed cases.**

Required Assignments & Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their CANVAS accounts for directions on where or how to continue their coursework.

**Schedule is subject to change with notice at instructors discretion.*

Course Schedule

Class	Date	Topics, Readings, Assignments, Deadlines
1	1/11 (M)	<u>Lecture (LEC):</u> Discuss syllabus; Daily Expectations; Sign Paperwork; Tour Professionalism in the Kitchen and Kitchen Equipment <u>Lab(LAB):</u> Equipment Scavenger Hunt
2	1/13(W)	LEC: Sanitation, Mise en Place- Knife Cuts, Culinary Math LAB: Knife Skills-ALL of Them, Measuring Cups/Spoons
3	1/18 (M)	No class MLK JR DAY
4	1/20 (W)	LEC: Menus Recipes & Cost Management; Stocks LAB: Blanching & Shocking, Clarifying Butter, White Stock
5	1/25 (M)	LEC: Principles of Cooking; Stocks LAB: Brown Stock, 1 Portion Glazed Carrots(p321), Clarifying Butter
6	1/27 (W)	LEC: Béchamel & Veloute; Molecular Gastronomy LAB: 16oz. Portion Béchamel(p187), 16oz Portion Veloute(p188), 1 Each Roasted Bell Pepper (p289)
7	2/1 (M)	LEC: Hollandaise & Mayonnaise LAB:12 oz. Portion Hollandaise(p200), 16 oz. Portion Mayonnaise(p675), 1 Portions Sautéed Asparagus (p328) Tarragon
8	2/3 (W)	LEC: Espagnole & Tomato **Course Review #1- 25 Questions/Terms/Culinary Math & Knife Skills Midterm LAB: 1 Pint Espagnole(p191), 1 Pint Tomato Sauce II(p194), 1 each Tomato Concasse(p290)
9	2/8 (M)	LEC: Soups LAB: 1 Portion French Onion (p261) & 1 Portion Cream of: assigned vegetable (p247/248), Hollandaise & Veloute

10	2/10 (W)	LEC: Salads & Dressings LAB: 1 Cup Each: Basic Vinaigrette(p670), Caesar(p676), Ranch(p675) Croutons, Bechamel & Mayo
11	2/15 (M)	LEC: Rice & Rice Cookery **Course Review #2- 25 Questions/Terms/Culinary Math LAB: 1 Portion Rice Pilaf (p390) & 1 Portion Risotto (p392), Hollandaise & Veloute
12	2/17 (W)	LEC: Potatoes & Potato Cookery LAB: 2 Portions Scalloped(p363), 2 Portions Duchesse Potato(p359-60), Bechamel & Mayo
13	2/22 (M)	LEC: Eggs & Egg Cookery **Course Review #3-25 Questions/Terms/Culinary Math LAB: 1 recipe Eggs Benedict(p779), 2 Egg Scramble(p782), 2 Egg Over *chef choice*(p780), Hollandaise & Veloute
14	2/24 (W)	FINAL EXAM DAY 1: 25 Min Knife Skills & 30 Min Mother Sauces (2) ASM: Review for Written Exam
15	3/1 (M)	FINAL EXAM DAY 2: Written Final Exam and Equipment ID
16	3/3 (W)	Deep Cleaning of Kitchens Mandatory. Failure to attend will result in a Failing Grade of Final Exam

Methods of Evaluation

A letter grade will be assigned as follows: 89.5-100 **A**, 79.5-89 **B**, 69.5-79 **C**, 59.5-69.4 **D**, below 59.4 **F**.
The final grade will be calculated as follows:

EVALUATION

Method of Evaluation	Criteria	Percentage
Daily Performance	<i>Knowledge; Skills; Professionalism</i>	45
Course Review #1	<i>Knowledge-25 Questions</i> Sauces, Stocks, Basic Mise en Place	5
Course Review #2	<i>Knowledge-25 Questions</i> Soups, Salads	5
Course Review #3	<i>Knowledge-25 Questions</i> Rice, Potatoes	5
Knife Skills Midterm	<i>Skills</i> Completed Within 30 Minutes SUPPLIES GIVEN: 2 russet potatoes, 1 yellow potato, 2 carrots, ½ onion, spinach Small Dice- ½ onion Chiffonade-1 tbsp. spinach Brunoise- 10 Large dice- 3 Medium dice- 3 Julienne- 3 Fine Julienne- 3 Batonette- 3 Paysanne -3 Oblique (roll) - 3 carrots Tourne-1	10
Skills Practical Final Exam	<i>Skills</i> *Knife Skill Test: Complete within 25 Minutes SUPPLIES GIVEN: 2 russet potatoes, 1 yellow potato, 2 carrots, ½ onion, spinach Small Dice- ½ onion Chiffonade-1 tbsp. spinach Brunoise- 10 Large dice- 3 Medium dice- 3 Julienne- 3 Fine Julienne- 3 Batonette- 3 Paysanne-3 Oblique (roll) - 3 carrots Tourne- 1 * Mother Sauce: Complete within 30 minutes <ul style="list-style-type: none">Choose and Complete two (2) SaucesBéchamel/Mayonnaise & Veloute/Hollandaise	15
Written Final Exam	<i>Knowledge</i> Assigned Reading, Sanitation, Ingredients, Equipment, Principles and Concepts, Terminology, Principles of Preparation	15
TOTAL		100%

Daily Performance Sheet Grading: Worth 50% of your total grade

****See Daily Grading Rubric attachment.**

Tardiness/Leaving Early:

Students are expected to be on time and ready for each day at the TOP OF THE HOUR. Students not present when roll is done will be considered tardy. Tardiness will result in a 20% loss of grade.

Timelines/Equipment List/Recipe Card:

Each Day there is an assigned lab portion. You are to have a recipe scaled to size, equipment list of items needed to complete lab, and a timeline in accordance with the Class Time given. This is to help prepare you to remain organized and gain kitchen timing skills. This is also a part of your daily points. Repeated trips to get equipment or mise en place or inefficient use of time and resources will result in point deductions.

Methods of Instruction

Face to face instruction, videos, demonstrations, and interactive group and individual labs. Testing conducted in lab and classroom.

Course & Instructor Policies

Class Attendance

In the culinary arts field, we build upon lessons that are learned in previous classes, thus attendance is absolutely necessary. **Thus, a maximum of two (2) class sessions may be missed. Any student that misses three (3) class sessions PAST THE DROP DATE will AUTOMATICALLY receive a failing grade.** If more than two class sessions have been missed BEFORE the drop date, the student will be contacted and asked to withdraw from the course and attempt it again at a later time, or the student will receive a failing grade if the course is not dropped by final posted drop date.

Academic success is closely associated with regular classroom attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as mini-mester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. In addition, students' eligibility to receive financial aid or live in a college dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

You must select a classmate to collect materials for you on any days you are late or absent.

STUDENTS WHO STOP ATTENDING CLASS AND DO NOT FORMALLY DROP ON OR BEFORE THE LAST DAY TO WITHDRAW WILL RECEIVE AN "F".

Student Conduct & Discipline

Classroom Behavior:

Students are NOT allowed the use of laptops/cell phones/electronic devices in kitchen/lab classes.

Exceptions only for documented and filed cases.

Respect the right of others to learn by listening and contributing to the topic being discussed.

Kitchen Behavior and protocol:

1. Full uniform must be worn in the Culinary Arts Building. Students will not be permitted to enter class without full uniform. In addition, the required knives and class supplies must be brought to class.
2. Uniform must be clean and pressed. Students will not be permitted to enter class otherwise. It is advisable to bring along an extra apron to class.
3. Finger nails should be clean and short. Absolutely no nail polish or fake nails. Students will be sent home and receive an absent for breaking this rule.
4. Jewelry should be limited to wedding band (no stone). No earrings or other visible piercings.
5. All male students should be clean-shaven daily. Sideburns should be clipped one inch above the earlobes.
6. Your hair should not touch your collar. Hair should be either kept very short or pulled under your chef's hat using a hair net.
7. No chewing gum, drinking or eating (other than taste testing) is permitted in the Culinary Arts Kitchen or Bakery. (Personal Beverages must have an enclosed fitted lid and kept UNDER the table.)
8. No running or horseplay.
9. No food shall leave the culinary arts facility. All food prepared during class time must be tasted by faculty or consumed during class time. No to go orders or doggie bags.
10. No personal effects in the Kitchen: **NO COATS, JACKETS, PACKPACKS, HANDBAGS, PURSES, LUGGAGE.**

Cell Phone Policy:

All cell phones and other electronic devices must be turned off before entering the classroom. Text messaging is not permitted during class or lab. If you have an emergency and need to take a call during class, you must inform the instructor before the beginning of class to not lose the credit for that day. Turn your ringer to vibrate, and when your call comes in, **REMOVE YOURSELF AND PRESS TALK OUTSIDE OF THE CLASSROOM.** You may return to class after finishing the call. There will be an automatic daily points loss if excessive calls/texts are taken during class time and professional standards are not maintained.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson

College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include minor instances where an attempt to acknowledge the source exists, but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:

- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper)
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else
- Quoting or copy/pasting phrases of three words or more from someone else without citation, • Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original
- Submitting an assignment with a majority of quoted or paraphrased material from other sources
- Copying images or media and inserting them into a presentation or video without citation,
- Using copyrighted soundtracks or video and inserting them into a presentation or video without citation
- Giving incorrect or nonexistent source information or inventing source information
- Performing a copyrighted piece of music in a public setting without permission
- Composing music based heavily on someone else's musical composition.

Plagiarism on any assignments will result in a zero for that assignment.

Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Molly M. Harris, Title IX Coordinator (903)463-8714
- Ms. Logan Maxwell, Title IX Deputy Coordinator - South Campus (903) 415-2646
- Mr. Mike McBrayer, Title IX Deputy Coordinator - Main Campus (903) 463-8753
- Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
- GC Police Department: (903) 463-8777- Main Campus) (903-415-2501 - South Campus)
- GC Counseling Center: (903) 463-8730
- For Any On-campus Emergencies: 911

**Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

**These descriptions and timelines are subject to change at the discretion of the Professor.

** Grayson College campus-wide student policies may be found at the following URL on the College website: <https://www.grayson.edu/currentstudents/Academic%20Resources/index.html>