

Catering and Event Management Planning Syllabus 2009-2010
Mission Valley ROP at American High School

Chef Carey

Email: mcarey@mvrop.org

Sharing food with another human being is an intimate act that should not be indulged in lightly.

-M.F.K. Fisher

Office Hours:

By appointment only. I will make myself available as often as possible, especially before school (7:00am-7:30am) or after school (2:35pm-3:35pm). However, due to a very busy schedule, please make an appointment so I can give you the full attention that you deserve. Grades will ***never*** be discussed during class time. Do not even ask! Email is the best communication tool.

Course Objectives:

Catering and Event Management Planning is a class exploring safety, sanitation, basic cooking, basic baking and pastry, appropriate staffing, and real events situations specific to catering and events.. With the successful completion of this course you will be able to gain an entry-level position within a catering business and/or and event planner. .

Course Topics:

<input type="checkbox"/> Accident prevention	<input type="checkbox"/> Proper Food Storage
<input type="checkbox"/> Prevention of food borne illness	<input type="checkbox"/> Food Preparation Techniques
<input type="checkbox"/> Equipment ID, cares, and uses	<input type="checkbox"/> Measurements
<input type="checkbox"/> Knife Identification, Use and Care	<input type="checkbox"/> Menu Creation
<input type="checkbox"/> Quantity Food Preparation	<input type="checkbox"/> Recipe Conversions
<input type="checkbox"/> Sanitation and Cleanliness	<input type="checkbox"/> Basic Cooking Methods
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Interview Techniques
<input type="checkbox"/> Ingredient Identification and Tasting	<input type="checkbox"/> Time Management
<input type="checkbox"/> Baking and Pastry Preparation	<input type="checkbox"/> Event Planning
Technique	<input type="checkbox"/> Catering Management
<input type="checkbox"/> Business Plan Writing	<input type="checkbox"/> Real life event work
<input type="checkbox"/> Client based interviews and meetings	<input type="checkbox"/> Cost Analysis
<input type="checkbox"/> Purchasing	

Required Text:

- All textbooks, handouts, worksheets, and recipes will be provided.
- Regular viewing and research in cookbooks and magazines will be needed throughout the year, buying is optional. **Libraries are a great asset!**

Course Requirements Supplies:

Materials: **notebook**, calculator, pens, pencils, and erasers.

Notebook: *all papers and assignments are to be kept in a notebook. The notebook will be collected and evaluated periodically. The assignments will be kept in the notebook.*

Other Supplies: Chef Jackets/Black Slacks/Skirts and a white collared button down shirt/blouse are **mandatory** when working events. Classroom chef jackets are available to wear for events. However, it is ***strongly recommended*** that you purchase your own chef jacket (buying in bulk saves you money) and have your name embroidered on it, to ensure that you have your very own jacket that can be maintained in a proper way. Appropriate head wear is **mandatory** when working events; paper chef hats are available for purchase ***and they are the only acceptable form of head wear in the Culinary Arts classroom and/or events, as per Fremont Unified***

School District, American High School and Mission Valley ROP policies. Also, non-slip, grease-resistant and supportive shoes are highly recommended.

PLEASE NOTE: Due to the current state budget crisis, you will be required from time to time to provide ingredients for your labs. Chef will provide the basics so that you have a chance to be successful in the class.

Assignments:

Quizzes and/or Saveur Article Worksheet

10 points (each)

Weekly quizzes will be given on Fridays. *Expect one every Friday!* **There are absolutely no make-ups or late papers, quizzes or finals.**

Hands on Event Training (2)

50 points each

One time during each semester, students are required to participate in the facilitating and working of events. Since we have two semesters, there will be two events total. You will work along side your peers and Chef Carey during such events as, the MVROP Open House, Back to School night, American Spring Open House, etc. Space will be limited on these events as every one of them has specific needs. Some are small and some can be rather large. It is up to you to get involved in the events to be successful in this class. Also, you are subject to do any and all tasks required for the event, such as travel (within the Tri-City Area), set up, clean up and etc. You may use Service learning hours for these events, **however**, you must clear the event type with the Service Learning Hour Coordinator here at American High School. **There are absolutely no make-ups or late papers, quizzes or finals.**

Business Plan

100 points

A business plan is a plan that sets out the future strategy and financial development of a business, usually covering a period of several years. You will design a business plan for “your” catering or event management company. You will draw up a plan and a presentation for the class explaining to your peers and your chef your plan and your business as if we were the investors forking over the money for this “investment”. **There are absolutely no make-ups or late papers, quizzes or finals.**

Portfolio

100 points

As a student of Mission Valley ROP you are required to produce a portfolio with short term and goals, a completely filled out application, a resume, a photo of your best work completed in this class, three letters of recommendation and a course completion certificate. There will be a title page for each section. All items will be placed into plastic sheet protectors. All products will be housed in a 1” three ring binder. **There are absolutely no make-ups or late papers, quizzes or finals.**

Finals

100 points (each)

There are two scheduled American High School finals; one to end the fall/winter semester and one to end the spring. The spring final will be conducted on two days, one for the seniors the week prior to the American High School scheduled final and for all underclassmen, it will occur during the week of American High School scheduled final. The Fall/Winter final will be the presentation of a catered event, i.e. a small graduation party. The Spring final will be the presentation of an entire event, i.e. a wedding. Both finals are to be professionally attired and presented as if you were going to present to a client. Every detail must be outlined in the presentation, from linens, to food and even to the florist. **There are absolutely no make-ups or late papers, quizzes or finals.**

Participation, Attendance/Punctuality, Work Ethic, and Lab Work **5 points daily/10 points lab**

Students are required to participate in class everyday, i.e. conversations, bookwork, viewing of videos and etc.. Students are required to be in class everyday and on time. During labs, you should never be sitting around “hanging out”. *If you have time to lean, you have time to clean.* Tardiness, talking, laziness and/or incomplete assignments will result in loss of daily accrued points, i.e. tardiness on a regular class day is -1 point and -2 points on a lab day.

Grading:

Participation, Attendance/Punctuality, Work Ethic and	
Lab Work.....	50% (of semester total)
Quizzes and Finals.....	25% (of semester total)
Restaurant Reviews & Menu Project.....	25% (of semester total)

<u>Grade</u>	<u>Semester Total</u>
A	100%-90%
B	89%-80%
C	79%-70%
D	69%-60%
F	59%-below

Students who are not maintaining a “C+” or better grade will be notified before the end of the grading period.

There are absolutely no make-ups or late papers, quizzes or finals. If you cannot be in class to turn in your work or take a quiz/final you will receive zero points for that assignment. **However,** chances for extra credit points are given regularly and will be given to those with excused absences. *I am here to help you succeed, not to fail you. With that said, in order to be fair to the other 30-team members that are present during these days, this policy is made for them.*

Absences

If you miss class due to an **excused absence** you have the same amount of time as the length of the absence to get caught up. An excused absence is defined as an absence that requires a note from either a doctor or a parent/guardian (an email and/or phone call from the parent/guardian is required as well).

An **unexcused absence** is an absence that is not followed by any official notice of any kind. The instructor reserves the right to not issue work nor allow a student to make up any assignments and/or lab work for unexcused absences.

Classroom Procedures:

- ✓ Turn in your homework by placing it into the inbox; **There are absolutely no make-ups or late papers, quizzes or finals.** *After the first five minutes of class, it is considered late.*
- ✓ Do your bell work in your notebook.
- ✓ Prepare for lecture or lab; *if we are in lab, please make sure that your uniform is clean. Follow all instructions carefully; your safety and grade depend on it.*
- ✓ Clean up your area; *equipment, tools, and work area should be cleaned by class end. Students will not be excused to their next class if cleaning is still needed. Failure to clean will result in either a visit to the Student Resource Center (SRC), and/or a communication with parents/guardians and/or the elimination of the next scheduled lab.*

Classroom Rules:

- Respect is to be shown to all.
- Taste everything that is offered to you.
- Conduct yourself in a professional manner at all times
- Always strive for excellence.
- *All American High School, Mission Valley ROP and Fremont Unified School District rules apply to this classroom.*

Rule Repercussions:

Since I am training you to enter into the job market, I will discipline in the same way your employer would.

1st Step: Verbal Warning. *Even though this is a document that will be signed by both the instructor and student(s) at the time. It is a documentation that we have talked about an issue. It is a warning.*

2nd Step: Written Warning. *This provides documentation that we have discussed this issue before. A phone call to your parent/guardian will be made.*

3rd Step: Final Warning. *You will be excused from class and sent to the office until a parent and instructor conference can be made. Admittance back to the class will not be allowed until the issue is resolved.*

The following situations and/or circumstances will fall under a zero tolerance policy, and will immediately proceed to the final warning stage; sexual harassment, threats (to the instructor or fellow team members), severe lack of cleanliness/sanitation and/or physical altercations. Under no circumstances will any of these issues be tolerated, no matter if they are meant in jest or they are

just.

Thank you and I look forward to having a great year with you all.

- Chef Carey

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Culinary Arts Class

Please, have your parent sign this class policy, Thank you.

Please print your name and sign below.

Please include an email address; this is the best way to maintain an open line of communication between the parents, students and instructor. Email is the best communication tool.

Return this form as soon as possible. You may not participate in class until this has been turned in.

A copy of this signed agreement is filed in the students file in the Culinary Arts classroom.

A copy of this syllabus is located at the Mission Valley ROP, 5019 Stevenson Blvd., Fremont, CA 94538

PLEASE NOTE: Due to the current state budget crisis, you will be required from time to time to provide ingredients for the labs. The students' grade will never depend on this fact. Students will be given all the needed materials to successfully pass this course. However, the current state budget crisis is subject to sudden adjustments as well.

Donations are always welcome!

Students

I have read the contract and rules for the Culinary Arts class and agree to follow these rules and abide by this class contract.

Period: _____ **Date:** _____

Student Name: _____

Student Signature: _____

Parents

I have read the contract and rules for the Culinary Arts class and agree to follow these rules and abide by this class contract.

Parent/Guardian name: _____

Parent's Signature: _____

Parent's Email: _____