

Revised 8/18/19

Intro to Hospitality Management Syllabus 2019-2020
Mission Valley ROP at James Logan High School
Chef Thomas Sheridan

5 units of credit per semester

Room #62

Office hours; by appointment only
Contact; tsheridan@nhusd.ca.k12.us

Course Description and Objectives

This Course will introduce students to a variety of careers in the hospitality industry. Students will be able to explore and gain knowledge of hospitality careers through guest speakers, hands on lab assignments and lecture. Students will gain a basic knowledge of the hospitality and tourism industry with emphasis on positions, customer service and current trends in industry. Included in this course is a requirement for the students to obtain the *California Food Handlers* certification. Training will cover; Safety and Sanitation, Basic Knife Skills, Weights and Measures, Recipe Deconstruction and Understanding, Basic Cooking Techniques, Equipment Identification, Herbs and Spices, Nutrition and Sustainability. Integrated throughout the course are career preparation standards which include basic academic skills, communication, interpersonal skills, problem solving, ability to listen and follow directions and employment literacy. THE TRUE GOAL OF THIS COURSE IS TO PREPARE YOU FOR THE PROFESSIONAL WORKPLACE.

All students will be required to take the California Food Handlers Exam. Students will be taking a Career Readiness Credential Test at the end of the year.

Required Text

Hospitality Services, Food and Lodging, Johnny Sue Reynolds

Introduction to Culinary Arts, 2nd Edition, Culinary Arts Institute of America

Students will be provided a notebook to be used for recipes throughout the course. This notebook will be turned in periodically for grading. If lost, the student must replace the notebook and all recipes/notes/tables inside.

The Most Important Lesson to save yourself from Problems

IF A STUDENT HAS A PROBLEM, ANY PROBLEM, THE FIRST AND MOST IMPORTANT THING TO DO IS TO NOTIFY THE CHEF AS SOON AS POSSIBLE.

Attendance Policy

The most employable skill a teenager takes to an interview is proof of good attendance. MVROP's mission is to prepare students for employment. Just as in the business industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time for classes every day. Make up assignments will be given for excused

absences only, which include medical, legal or bereavement circumstances. Students are to make arrangements on their first day back. It is the student's responsibility to complete make up work. Failure to complete make up assignments will adversely affect your grade. Excellent attendance certificates will only be issued to students who have a 97% attendance/punctuality score. This is a very valuable piece of paper to have with your resume when presenting yourself to employers.

Cheating

Mission Valley ROP is committed to preparing students for the workforce. This preparation includes technical skills as well as business ethics. Mission Valley ROP does not condone cheating. Any student caught cheating on an exam or copying work from other students will be given one warning and a failing grade on that assignment. Any subsequent incident may result in termination from his/her Mission Valley ROP program, a failing grade and loss of credits.

Grading Policy

Tests and Quizzes	30%
Presentations, Portfolio, Assignments	30%
In Class Labs and Book Assignments	30%
Employability Skills	10%

Employability Skills

The three biggest complaints by employers about young employees are; tardiness, being on the phone and not staying on task. For the Employability Skills grade, students will meet with the Chef before the end of the grading period to discuss their ability to meet these expectations. An "A" is awarded for meeting the expectation of showing up on time every day, staying off phones and devices, and remaining focused on work. A "B" is for a student who is very rarely late, almost never on their phones and stays consistently on task. A "C" is for a student who is late only a few times, once and a while has to be reminded to put their phone away and is mostly on task, meeting the minimum acceptable behavior in the workplace. Anything below these expectations will require developing a plan to help the student to meet the course's minimum expectations: this will involve counselors, parents, coaches and AP's.

Students completing this course with a grade of "C" or better and receiving a C or better on the Career Readiness Credential Test will receive a Mission Valley ROP Certificate of Completion listing competencies completed in each course. This will be an important part of the portfolio each student will assemble by the end of class. Students not maintaining a grade of C will be notified before the end of the semester.

Portfolio

Each student will be required to create a portfolio. This will include a resume', sample business letters, etc., Students will not receive a certificate of completion if they have not completed their portfolio.

Letter of Recommendation and Reference

After completion of the first semester Students may request a written letter of reference. I will write letters of recommendation for students who demonstrate excellent workplace skills, and serve as a reference to potential employers.

Home Cooking Assignments

A few times a year students will be asked to cook at home based on in class instruction. If a student has a problem with home cooking, the student is expected to bring this to the chefs attention ASAP and accommodations will be made.

California State Food Handlers Card

All students will be required to take and pass the online course for sanitation. Students are not required to pay the \$10 for printing the certificate, they just have to prove that they passed the test. This will be covered in class. The food Handlers card is required statewide for any employee who handles food. This is a very valuable part of the student resume/portfolio.

Community Service

Students are not required to perform community service, however the Chef may consider some community service as extra credit. These arrangements are to be made by the student, with the Chef, individually before the service is performed.

Clothing/Shoes

For safety reasons, students are to wear clothing that protects them. Pants, full length skirts and dresses that go down to the ankle are acceptable. Shoes must completely cover toes and heels. Many students have kept a pair of sweats and old sneakers in their locker so they are prepared but can wear other clothes during the day. Proper clothing/shoes are expected on cooking days and other days that will be announced.

Supplies Students will need for this Class

Daily: Paper, Pencil/pen

ChromeBook

½ inch binder for portfolio (2nd Semester)

Other Supplies TBD

Additional Policies and Procedures of the Classroom Kitchen

Health Department policies and procedures are to be followed at all times.

Students not in compliance with health department standards will not be allowed to participate in class activities.

Respect must be shown at all times to Instructor, Classmates and Workspace.

Safety and Sanitation rules are to always be upheld

Act with a professional demeanor at all times.

At no time are you to touch the instructor's desk, computer or belongings.

Dear Student and Parent

My name is Chef Tom Sheridan and I am here to teach the basics of Hospitality Services. but even more than that I am here to teach students to be successful in the workplace and maybe even successful in life. The Hospitality industry is a great place to make a career or to earn good money while pursuing other goals such as college. I want every student to understand the life skills that will make them healthy eaters throughout their lives and the skills and behaviors that can make them a successful food service or hospitality employee.

I can be contacted at tsheridan@nhusd.ca.k12.us

Or by phone 510-471-2520 ext. 60245

This form should be signed by both parents(guardian) and student as acknowledgement and agreement to the terms of this contract. This contract will be held in the class binder for that student.

I have read the contract and rules for Chef Tom Sheridan's class. I agree to follow these rules and abide by the rules set forth in this contract.

Period _____ Date _____

Student Name (Printed) _____

Student Signature _____

Parent Name (Printed) _____

Parent Signature _____

Parent Email _____

Parent Phone _____