

Intro to Hospitality Syllabus 2023-2024  
Mission Valley ROP at James Logan High School  
Chef Thomas Sheridan

Intro to Hospitality

5 units of credit per semester

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

**Course Description and Objectives**

This competency based course is geared toward preparing students for entry level positions in the restaurant, baking and food services industry. Included in this course is a requirement for the students to obtain the *California Food Handlers* certification. Training will cover Food ingredient identification and storage, safety and sanitation, knife skills, weights and measures, Culinary terminology, recipe deconstruction and understanding, Basic cooking techniques, basic pastry skills, Basic nutrition and sustainability, Breakfast cookery and food costing. 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 and pass 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, Second Edition, Johnny Sue Reynolds

**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**

**Students must arrive on time to class.** Talking on a cell phone or having personal conversations outside the discussion of the class is unproductive and will be considered tardy. Tardiness reduces instructional time and is disruptive to the classroom. Tardies may result in a student earning a lower grade or prevent the student from receiving a course certificate for the course. Be on time. Do not enter the classroom until the first bell for the period. The most employable skill a candidate 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 any and all 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.

### **Late Work**

Assignments turned in late will be penalized 1 point.

### **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.

## **Mission Valley ROP School Learning Outcomes (SLOs)**

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment:

### *Workplace Basic Skills and Behaviors*

1. Apply skills learned in class
2. Analyze information and make decisions
3. Communicate verbally and in writing
4. Work independently and as a team member in a diverse workplace
5. Work reliably, responsibly, and ethically

### *Career Technical Skills*

1. Demonstrate occupational competencies
2. Use appropriate technology
3. Understand and practice occupational safety standards
4. Demonstrate an awareness of how a business or industry functions

### *Job Employment Skills*

1. Develop a plan to achieve career goals
2. Use effective job search strategies
3. Demonstrate an awareness of the importance of lifelong learning

### **Grading Policy**

Tests and Quizzes 30%

Presentations, Portfolio, Assignments 30%

In Class Labs and Book, Practical 25%

Employability Skills 15%

#### **Grading Scale**

A+	97-100%	C+	77-79%
A+	94-96%	C+	74-76%
A-	90-93%	C-	70-73%
B+	87-89%	D+	67-69%
B+	84-86%	D	64-66%
B-	80-83%	D-	60-63%
		F	59% or Lower

### **Employability Skills**

The three biggest complaints by employers about young employees are; tardiness, being on the phone and not staying on task. Additionally, employers have Covid related concerns regarding mask wearing. 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 and proper mask wearing. A “B” is for a student who is very rarely late, almost never on their phones and stays consistently on task and exhibits proper mask wearing. 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, rarely is reminded about mask wearing 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 will receive a “performance evaluation” of these skills once per quarter.

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 in order to pass the course. This will include a resume, sample business letters, sample of work and a California Food Handlers certificate., 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.

### **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. {ants, 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

Course Schedule

Unit 1	Weeks 1-4	Safety and Sanitation	Ch1, Ch2, CA Food Handlers
	Weeks	Knife Safety & Skills and Kitchen Basics	Ch 3, Ch 4

	5-11		
Unit 3	Weeks 12-18	Working with Std. Recipes, Measurements and Equivalents	Ch 6, Ch7, Ch20
Unit 4	Weeks 19-24	Baking and Pastry	Ch 17-19

### **Classroom Policies**

The classroom has a bathroom pass and a sign out sheet. Students, after receiving permission must sign out and back in while in possession of the bathroom pass. Students and teachers are provided a 5 minute passing period to use the restroom and prepare for the next class. No bathroom passes will be given the first and last 10 minutes of class.

No food or drink are permitted in the classroom. Food produced by the students will be eaten outside of the classroom. The classroom has a procedure for tasting, which must be adhered to.

### **Classroom Safety Policies**

#### **Environmental Safety**

##### **COVID19/ General Illness Safety**

For all Mission Valley ROP students it is recommended they wear a mask or face covering while inside any classroom or building on the MVROP campus. A mask will be provided if there is a need. All students should conduct a daily self-assessment for any signs or symptoms of illness. Students should stay home from school and school activities if they have any symptoms of an illness such as a fever, a cough, a sore throat or headache. Students should not return to school after an illness until they have been symptom free without medication for 24 hours.

##### **Bloodborne Pathogens**

This class involves the use of knives and other implements that are sharp, dangerous and can cause exposure to accidental cuts or punctures. In the event of an accident, stop work, notify the Chef, and follow the following procedure; 1) Allow the chef to assess injury and recommend treatment. 2) discard any food product from the contaminated area. 3) Clean and sanitize all tools, cutting board and workstation. 4) Discard all biohazardous waste in a separate bag. 5) Properly cover any open wound with bandages and gloves.

##### **Handwashing**

Proper handwashing techniques are essential to control the spread of not only cross contamination in the food services but also to reduce risk from other hazardous environmental

exposures such as COVID19, Influenza, etc. Students are expected to wash their hands, using the accepted procedure, before going to their stations and at any time during the class it is necessary to prevent cross contamination.

## **Sanitizing**

A District approved sanitizer will be used to sanitize hard, non-porous surfaces such as workstations.

## **Student Safety Policies and Procedures**

### **Bullying and Harassment**

Bullying is repeated behavior, which involves an imbalance of power by the perpetrator(s) that causes harm to the target(s). It may harass, intimidate, threaten, terrorize, harm, or exclude. Such behavior is often executed using electronic, written, verbal, visual, physical act or gesture, or conduct toward another person or persons.

Mission Valley ROP is committed to providing a safe educational environment for students and staff in which all members of the school community are treated with dignity and respect in an environment free from harassment, intimidation or bullying. Mission Valley ROP prohibits harassment, bullying, hazing, or any other form of victimization.

This policy is in effect while students are on property within the jurisdiction of the school; going to or coming from the school, on school-owned and/or school-operated vehicles, attending or engaged in school sponsored activities; on/or away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

All incidents of bullying and harassment should be reported to the chef and the administration immediately for resolution.

## **Fire**

In the event of a classroom fire; notify the chef immediately and follow the protocols to extinguish the flame if possible. If necessary the chef will activate the fire alarm and evacuate the building. At which point students are to follow Emergency Drill Procedures listed below in an orderly fashion.

### **Emergency Drills and Procedures**

Whenever an emergency alarm sounds, students are to follow the instructions given by school staff. If students are told to evacuate buildings, they are to walk quickly and in an orderly manner to the area designated by their teachers. Maps are posted in each classroom showing the evacuation routes/area and re-assembly location. **This class meets in the North Corner of the East End Zone of the Football Field.** Students are to remain with their teachers during all emergency drills or events as well as during classroom re-entry procedures. Teachers will take roll at each evacuation location.

## **Campus Lock-down**

In the event of a campus lockdown, students are to gather on the kitchen side of the classroom away from classroom windows. Students are not to open any doors or attempt to exit the classroom for any reason during the lockdown. Students are to stay in a safe area and await directions from school officials. A campus lockdown is in effect while the alarm is sounding and until school officials have announced an all clear, at which point your chef will dismiss you.

### **Earthquake**

In the event of an earthquake students should; 1) step away from their stations, leaving any tools or implements. 2) proceed to a safe area, away from falling items. 3) initiate drop procedure to drop and find cover from falling objects. 4) Remain until the shaking stops and the Chef initiates the evacuation procedure.

### **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 the Instructor, Classmates and

Workspace. ● Safety and Sanitation rules are to always be upheld

- Students will wash hands every day upon entering the classroom.
- Cell Phones are dirty. They should not be out in a food service establishment or in my class. Furthermore, JLHS has a strict no cellphone policy which is also enforced in this classroom. OFF AND AWAY.
- When using a knife, students will not point the knife at any other person or move about the kitchen with the tip of the knife pointing forward. Proper instructions for carrying a knife from place to place will be given during the first day of class.
- When cleaning a knife, the blade will be held away from the hand and will be wiped from the dull side of the blade only. Knives are not to be placed in a sink with other dirty dishes. A dirty knife should be placed on the side of the sink.
- When using a cutting board, the board should be secured to the countertop with a moist towel underneath it.
- All stove burners should be turned on only when there is a pot on

the burner.

- All gas-stove flames should be extinguished before reaching over them to the back of the stove unless covered by another pot.
- Oven mitts or potholders should be used when reaching into a hot oven to remove an item. Using a damp/wet towel will result in a burn.
- When removing food from the oven, the shelf of the oven should be pulled out about 8 inches to avoid reaching far into the oven.
- When cooking in oil, the remaining hot oil should be poured into a glass or metal container until it is cool.
- If a spill occurs in a kitchen, the floor must be cleaned up immediately. Water should be wiped up with paper towels, while other foods should be mopped.
- There should be no horseplay or other inappropriate behavior in the kitchen. This includes throwing food, pushing or shoving a group mate, or any other behavior that could jeopardize the safety of the class.

**Kitchen equipment and utensils will be used only for their proper purposes. The right tool for the job should be used at all times.**

**Follow all other rules as directed by the chef.**

Dear Parents and Students,

My name is Chef Tom Sheridan and I am here to teach the basics of Culinary Arts. 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](mailto: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.

Class Period \_\_\_\_\_ Date \_\_\_\_\_

Student Name (Printed) \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Name (Printed) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Parent Email \_\_\_\_\_

Parent Phone \_\_\_\_\_