

# Culinary Arts 1 Syllabus 2019-20

Mission Valley ROP @ Washington High School

Chef Vivien Buhain

5 Units of Credit per semester

Room: #28

Office Hours: By appointment only.

Contact Information: [vbuhain@mvrop.org](mailto:vbuhain@mvrop.org) (preferred mode of contact)

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## Course Description and Objectives

This competency-based course is geared to introduce students to the Hospitality and Foodservice Industry. Integrated throughout the course are career preparation standards, which include basic academic skills, communication, interpersonal skills, problem solving, workplace safety, technology and employment literacy.

**THE TRUE GOAL OF THIS COURSE IS TO PREPARE YOU FOR THE PROFESSIONAL WORKPLACE.**

Included in the course are sections on *Food History and Culture, Safety and Sanitation, Knife Skills, Culinary Terminology, Weights and Measurements, Equipment Identification, Basic Cooking Techniques, Basic Pastry Skills and Baking Science, Breakfast Cookery, Soups, Stocks, and Sauces, Meat and Poultry, Purchasing, Product Identification and Storage, Herbs and Spices, Nutrition, Cost Control, Menu Design, Plate Presentation, Employability (communication, interpersonal skills, resume writing, interview skills), and "Green Practices"*.

## Required Text

All textbooks, handouts, worksheets, cookbooks, magazines and recipes will be provided. Students will need to provide themselves a separate binder to be used for notes and recipes throughout the course. This binder will be turned in periodically for grading. If lost, the student must replace the notebook and all recipes/notes/tables inside.

Please save yourself any issues by remembering this: IF A STUDENT HAS A PROBLEM, ANY PROBLEM, THE FIRST AND MOST IMPORTANT THING TO DO IS TO NOTIFY 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 business and 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. Tardies may prevent the student from receiving a course certificate or continuing in the class. This is in addition to WHS's detention policy for tardies.

Make up assignments will be given for excused absences only, which include medical, legal or bereavement circumstances. It is the student's responsibility to inform Chef of the absence and obtain the missed work. Failure to complete make up assignments will adversely affect your grade.

### 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 the termination from his/her Mission Valley ROP program, a failing grade, and loss of credits.

### Grading Policy

- Homework/Projects 30%
- On-time assignments 15%
- Workplace skills (punctuality and being on-task) 25%
- Tests and Quizzes 30%

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

**Homework/Projects-** Assignments will be first announced, then posted on School Loop and Google Classroom. Students are responsible for due dates when announced. Remember, notify me BEFORE THE DUE DATE if you have an issue. Being absent does not excuse you from the assignment deadline. Projects will only be accepted online due to excused absences or emergencies. Not having access to a printer is NOT considered to be an excusable offense. 15% of your overall grade is strictly about turning assignments in ON TIME. If you turn in on time you get 100% of the points. If you don't, you get zero.

**Workplace Skill-** Young people mostly lose jobs for three reasons: tardiness, being on their phone and not being on-task (i.e. doing their job- if you're standing around chatting, you're not working).

Students completing this course with a grade of "C" or better will receive a Mission Valley ROP Certificate of Completion listing competencies achieved in the course. This will be an important part of the portfolio each student will assemble by the end of the class.

Students who are not maintaining a grade of C will be notified before the end of the Semester.

**Portfolio-** Each student is required to complete 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.

**California State Food Handler's Card-** All students will be required to take and pass the online class 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 Handler's Card is required statewide for any employee who handles food. This is an incredibly valuable part of one's resume/portfolio; many students have said that showing this during an interview got them their job.

## Clothing/Shoes

For safety reasons, students are to wear clothing that protects them. Long pants and Jeans are acceptable. Shorts, skirts, and dresses will not be permitted during cooking days.

Shoes must completely cover toes and heels. Flip-flops or slides with socks on are not acceptable foot wear for the kitchen.

Jewelry such as rings and watches should be removed before cooking. Long hair will need to be tied up or tucked into a hat.

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. Exceptions must be approved ahead of time. Those not in proper attire will lose cooking privileges and participation points. Please always be prepared.

## Cooking/Lab Days

Cooking/Lab Days will vary and depend on the lesson at the time. Generally, cooking days will be **Wednesday, Thursdays and sometimes Fridays.** There will be exceptions made during the year for "prep days", special events, and/or catering.

Cooking/Lab Days help to enhance the learning experience. Due to time constraints and limited cooking days, being absent on a lab/cooking day will result in loss of participation points. In order to "make-up" the lost points will depend on a case by case scenario.

Chef will reserve the right to eliminate cooking/lab days if rules are not followed or respect is not given.

## CELL PHONE POLICY

Cell phones are not to be used during class at ANY time. NO EXCEPTIONS!! Failure to comply may result in having cooking privileges taken away and loss of participation points.

## Supplies Students Will Need for This Class

- 1" 3-Ring Binder for all work, tests, notes, etc.
- 1/2" New 3-Ring Binder for Portfolio second semester

## Additional Policies and procedures of the classroom

- Respect will be shown to all. Carry yourself with a professional demeanor at all times.
- At no time touch the Chef's desk or computer.
- Safety and Sanitation are of utmost importance. You must meet standards and expectations set by the Chef. Failure to do so can result in removal from the program
- No pretending to play basketball with the garbage cans.
- Extra credit will be just that "extra". It does not replace classwork. Opportunities will be announced during the year. To be eligible for extra credit, a student must already have above a 75% in the class. Extra credit will not exceed 3% of grade. It is meant to be enough for a student to push up half a grade, not a means to pass the class.

### College Articulation:

- Students who pass this class with a C- or better and pass a Diablo Valley College course final exam with an 80% or higher can earn college credits for this class.
- Students who pass this class with a B- or better and plan to attend Mission College can earn college credits for this class.

Dear Student and Parent,

My name is Chef Vivien Buhain and I am here to teach the basics of the Culinary Arts. But, even more than that, I am here to teach how to be successful in the workplace and, maybe, even be successful in life. The Hospitality Industry is a great place to make a career or to earn a good wage while pursuing other goals such as college. I want every student to understand that they can learn both the skills and behaviors that will enable them to succeed.

I can always be contacted at vbuhain@mvrop.org.

Please, both of you sign this document and return with the syllabus. I will collect this page and the syllabus is to be kept in the student's binder.

I have read the contract and rules for Chef Vivien's class, I agree to follow these rules and abide by this class contract.

Period: \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_

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

Parent/Guardian  
Name \_\_\_\_\_

Parent/Guardian  
Signature \_\_\_\_\_

Parent/Guardian's  
Email \_\_\_\_\_ Phone \_\_\_\_\_