

**Culinary Arts 1 Syllabus 2018-19**  
**Mission Valley ROP at Newark Memorial**  
Chef Chris Skrocke

5 Units of Credit per semester

**Room: #443/445**

Office Hours: By appointment only. I will make myself available as often as possible, especially before school (7:00am – 7:30am) or after school (2:30p – 3:30p). I'm also available almost always during Brunch and Lunch.

**Contact Information:** [cskrocke@newarkunified.org](mailto:cskrocke@newarkunified.org) Phone: (510) 818-4401

### **Course Description and Objectives**

This competency-based course is geared to introduce students to the Hospitality and Food-Service Industry. Included in the course are focuses on **Food History Culture, Safety and Sanitation, Regional/Seasonal Cuisine, Culinary Terminology, Basic Weights and Measures, Small Ware Identification, Fundamental Cooking Techniques, Fundamental Baking Techniques, Breakfast Cookery, Soups/Stocks/Sauces, Meat & Poultry Fabrication, Food Cost Control, Product ID/Storage, Herbs & Spices, Nutrition, Plate Presentation, Employability Skills, Front of House/Customer Service, Hospitality Standards**. Integrated throughout the course are career preparation standards, which include basic academic skills, communication, interpersonal skills, problem solving, and employment literacy. **THE TRUE GOAL OF THIS COURSE IS TO PREPARE YOU FOR THE PROFESSIONAL WORKPLACE.**

### **Required Text**

All textbooks, handouts, worksheets, cookbooks, magazines and recipes will be provided. 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 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**. Make up assignments will be given for excused absences only, which include medical, legal or bereavement circumstances. Students are to make arrangements their first day back. 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'.

### **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.

### **Leadership/Extra Credit**

Students may put in 6 leadership hours outside class hours (3 per semester). These may include working in the garden, coming in to volunteer to help maintain the kitchen, and taking on extra cooking lesson/projects. Each hour equals 1% Extra Credit if you are maintaining a C or above.

## Grading Policy

- Homework/Projects (includes leadership hrs ) 30%
- On-time assignments 10%
- Employability skills (punctuality and being on-task) 25%
- Tests and Quizzes 30%
- Cookbook 5%

90 – 100% **A** 80 – 89% **B** 70 – 79% **C** 60 – 69% **D** 0 – 59% **F**

### Homework- The workplace skills of leadership, listening and being responsible for managing yourself

Assignments will be first announced, then posted on “Synergy”. Students are responsible for due dates when announced, **glitches w/ Synergy are no excuse for missing a deadline**. Remember, notify me **BEFORE THE DUE DATE** if you have an issue. Some projects will be turned in BOTH online in Synergy and as a printed copy for separate grades. Being absent does not excuse you from the online assignment deadline.

### On Time Assignments- The workplace skill of meeting deadlines

10 % of your overall grade is strictly about turning assignments in ON TIME. If you turn in on time you get 100% of the points for this category. If you don't, you get zero.

### Employability Skills- The most important workplace skills, being on-time, being on task

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

For the “Employability Skills” grade, students will meet regularly with Chef before every report card to review the student's ability to meet these expectations: An “**A**” is awarded for meeting the expectation of showing up on time every day, staying off phones/devices, and remaining focused on work. A “**B**” is for a student who is very rarely late, almost never on their phone/devices, and consistently is on-task. A “**C**” is for a student who is late only a few times, once in awhile has be reminded to put away their phone, and is mostly on task, meeting the minimum acceptable behavior for a workplace. Anything below these expectations will require developing a plan to help the student and 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 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 end of the Semester.**

**Portfolio** Each student is required to complete a portfolio section. 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 the completion of the first semester, I will write students who demonstrate excellent “workplace skills” letters of recommendation and serve as a reference.

**Home Cooking Assignments** - At least seven times during the year students will be expected to cook at home based on class instruction. If a student has a problem with home cooking, the student is expected to bring this to the Chef's attention ASAP and accommodations can me made.

### **Homework Grading (separate from “on-time” grade)**

Homework assignments will have both an online and printed component. Online, thru Synergy, assignments will be due by midnight on an assigned Thursday. The printed copy will be due in class Friday. Assignments turned in on time get 100%. Assignments turned in the following Monday late get 75%, the following Wednesday 50% and a zero after that. Assignments may not be made up after this. Turning in work on time is a very important work skill, grading is meant to reflect that.

### **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.

### **Bathroom Passes- There are none**

Students have passing periods, brunch and lunch to use the bathroom. This emulates breaks given at the workplace. In case of emergency, of course, a student will be allowed to go but this should be very rare.

### **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. Exceptions must be approved ahead of time (Birthdays and such). Proper clothing/shoes are expected on Block days and other days that will be announced. Failure to be properly prepared for class may negatively affect your grade.

### **Supplies Students Will Need for This Class**

Daily pencil/pen

½“ 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.

**Culinary 2** - Select students showing the best performance will be allowed to take Culinary 2.

**Student of the Year** - One student from each class will be nominated for Student of the Year Award.

**Articulation** - Students that pass this class with a B- can earn college credits if they attend Mission College after graduation.

**Diablo Valley College** - Students may earn college credits from Diablo Valley College if they pass this class with a C- or better and pass a college final exam with an 80% or higher.

Dear Student and Parent,

My name is Chef Chris Skrocke and I am here to teach the basics of the Culinary Arts. But, even more than that, I am here to teach students 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 [cskrocke@newarkunified.org](mailto:cskrocke@newarkunified.org)

(510) 818-4401

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 Skrocke's class, I agree to follow these rules and abide by this class contract.

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

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

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

Parent Name \_\_\_\_\_

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

Parent's Email \_\_\_\_\_ Phone \_\_\_\_\_

Any food Allergies? \_\_\_\_\_