

Culinary Arts 1 Syllabus 2023-24

Mission Valley ROP at Newark Memorial

Chef Chris Skrocke

5 Units of Credit per semester

Room: #443/445 and online

Office Hours: By appointment only. I will make myself available as often as possible, especially before school (8:00am – 8:30am) or after school (Bell – 3:30p). I'm also available almost always during Brunch and Lunch.

Contact Information: 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, Demonstration Fish 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

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 on 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'.

- Being on-time means **HAVING SANITIZED YOUR TABLE, SITTING IN YOUR SEAT, COOKBOOK OPEN, PEN IN HAND WHEN THE BELL RINGS**.
- More than 5 tardies in a semester may disqualify you from receiving a course Certificate.
- More than 7 unexcused absences or 12 total absences in a semester may disqualify you from receiving a course Certificate.
- A student may be dropped from the program for excessive absences and/or tardies.

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.

Extra Credit

Extra Credit only if you are maintaining a C or above. It is Extra. Chef will announce opportunities during the course.

Grading Policy

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|--|-----|
| • Homework/Projects (includes leadership hrs) | 30% |
| • On-time assignments | 10% |
| • Employability skills (punctuality and being on-task) | 20% |
| • Tests and Quizzes | 30% |
| • Cookbook | 10% |

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

Homework- 30%

Assignments will be first announced, then posted on “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 online assignment deadline.

Homework assignments will have both an online and printed component. Online, thru Google, assignments will be due by 11:59 pm on an assigned Thursday. The printed copy will be due by 3pm Friday. Assignments turned in on time get 100%. Assignments turned in the following Monday late get 75%, the following Wednesday 60% and a zero after that if not turned in. Any assignments later than that will only get 60%. Turning in work on time is a very important work skill, grading is meant to reflect that. Late assignments can be turned in up to a deadline announced by the Chef.

On Time Assignments- 10%

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 points.

Employability Skills- 20%

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 a while has to 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 meet the course's minimum expectations: this will involve counselors, parents, coaches and AP's.

Certificate of Completion

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. Students not maintaining a grade of C will be notified before the 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 for students who demonstrate excellent "workplace skills" a letter of recommendation and serve as a reference after the first semester.

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 be made.

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 \$15 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 **EVERY DAY**. 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). Failure to be properly prepared for class will not be allowed to cook and this may negatively affect your grade.

Supplies Students Will Need for This Class

Daily pencil/pen

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..

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

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.

Due to Covid, Masks are encouraged for all students and instructional staff while indoors

I can always be contacted at 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? _____