

Mission Valley ROP
Catering and Event Planning
2019 - 2020

Instructor: Chef Jacki Rosen
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Room Number: American High School, Room 601

“Cooking demands attention, patience, and above all, a respect for the gifts of the earth. It is a form of worship, a way of giving thanks.” – Judith B. Jones

Overview of the course

This course will introduce (and reinforce) the mechanics of planning and executing an event. Students will work in a lab environment preparing savory and sweet dishes for a variety of catering events. We will also focus on job skills and preparation for entering the workforce. Part of this course involves an internship at an outside location.

Course Goals

- Learn and follow all safety and sanitation procedures.
- Proper use and care of all cooking/baking equipment in the kitchen.
- Follow recipes and learn when (and how) to deviate from them.
- Perform advanced cooking operations.
- Basic understanding of the food service industry and the career opportunities offered within it.
- Learn how to plan and execute an event.
- Develop proper workplace etiquette and employability skills.

Course Topics

Sanitation and Safety
Knife Skills
Baking Science
Measurements and Weights
Baking Ingredients & Techniques
Savory Food Preparation
Equipment Identification & Use
Catering & Event Planning Logistics
Purchasing, Cost Control, Pricing, & Menu Design
Nutrition
Employability (resume, applications, interviewing skills)

Required Text

All textbooks, handouts, worksheets, cookbooks, magazines and recipes will be provided.

Supplies Needed

- 2" three ring binder for all work, recipes, etc.
- 1 set of dividers (5)
- Three ring binder paper
- Pens, pencils, and highlighter

Additional Assignments

Projects will be assigned throughout the course. They may include (but are not limited to):

Regional Cooking Project

Home Cooking Project

Hot Topics

Weekly Teacher Breakfast Program

Weekly Internship Reports

Student Portfolio

A Student Portfolio is required for the Mission Valley ROP. Students will be trained on how to properly fill out an application, complete a resume, obtain letters of recommendation, and provide at least five visual examples of their work in the class.

Grading Policy

Grading is based on your completion of all assignments, attendance, participation and citizenship, and quizzes and tests. If you are absent, it is **YOUR** responsibility to pick up (and make up) your missed work. If you have an excused absence, you will be given the number of days you were absent to make up and turn in your missing assignments.

Your final grade in the course will be based on the following:

Lab Work and Class Assignments	30%
Quizzes and Tests	20%
Attendance , Participation and Work Ethic	50%

Your letter grade is determined as follows:

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

Students completing the class (with a grade of C or better) will receive a Certificate of Completion and verification of the skills they have mastered.

If the student is failing (below a C), parents/guardians will be notified in advance of grade posting.

Attendance, Participation and Citizenship

This is an interactive class and the coursework deals with issues that significantly affect a student's success on the job. Much of the work will be done in class and is not necessarily written work. Make up assignments will be given for excused absences only, which include medical, legal or bereavement circumstances. Failure to complete make up assignments will adversely affect your grade. **Students are expected to attend class daily and to arrive on time. Excessive tardiness and/or absence may prevent the student from receiving a course certificate.**

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 another student or any other source) will be given one warning and a failing grade for that assignment. Any subsequent incident may result in termination from the ROP program and/or a failing grade.

Our Recipe for Success

1. Be on time and ready to work.
2. Include everybody when working in teams. Everyone should do their part.
3. Listen to instructions when they are given and ask for clarification when needed.
4. Respect your teacher, your classmates, the equipment, and the kitchen.
5. Always dress appropriately.
6. Adjust your voice to suit the activity.
7. **No electronic devices** (unless directed to do so by the instructor).
8. Keep our kitchen and classroom clean.

Internships

To be eligible for an internship and to be able to continue to be enrolled in the MVROP Catering and Event Planning class, you must maintain a grade of 75% or better. You must conduct yourself in a professional manner at school in all classes at all times. Students that are suspended from school will not be able to participate in the internship program and may be dropped from the class. Students who do not demonstrate responsibility, maturity and the required workplace skills will not go on internship and can be dropped from the course at the instructor's discretion. Parent permission must be given to participate in the internship program. Students are responsible for their own transportation to their internship job sites. Chef Rosen will meet with each parent to confirm permission has been granted and your parent or guardian is fully aware of the requirements for this class.

Dear Student and Parent,

My name is Chef Jacki Rosen 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, by extension, 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 jrosen@mvrop.org or at 510.796.1776. Ext 57601

Please, both of you sign this document and return with the syllabus. I will collect this page. The syllabus is to be kept by the student.

I have read the contract and rules for Chef Rosen'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 _____ Parent's phone _____