

**Mission Valley ROP
Catering and Event Planning
2021-2022**

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Room Number: American High School, Rooms 601 and 602

“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

- Continue to 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.
- Participate in training for Culinary 2 students (e.g.: barista training)
- Front of the House practices

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

Homework/Projects

Assignments will be posted in the Google Classroom each week. Students are responsible for due dates when announced. Should any problems arise (unable to complete work on time, need access to materials, etc.), **please notify me as soon as possible.**

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

Regional Cooking Project

Home Cooking Project

Hot Topics

Teacher Breakfast Program

Weekly Internship Reports / Time cards

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 and cover letter, 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.

Internships

To be eligible for an internship you must maintain a grade of 80% (B) 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.



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 completed during class time. **Attendance is vital to your success.** If you are absent, it is your responsibility to make up your missed assignments. Students with excused absences will be allotted the same number of days as the absence to complete their 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.

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. Mission Valley ROP is committed to preparing students for the workforce. This preparation includes technical skills as well as work and business ethics. Most young people lose jobs for three reasons: tardiness, being on their phones, and not being on-task.

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, a failing grade, and/or loss of credit.

Dress Code

Proper attire is expected of Mission Valley ROP students. Pajamas, slippers, clothing that is too revealing or poses a safety concern (i.e. pants that must be held up with one hand because they are too baggy, large earrings) should not be worn. Appropriate undergarments must be worn at all times. Clothing must be clean, neat, in good repair, and must convey professionalism. Clothing/accessories that identify affiliation with street gangs may not be worn. Clothing which covers the head and eyes **for fashion purposes** will not be allowed (i.e.: hats, caps, hoodies, do-rags, skull caps, bandannas, sunglasses, etc.). Applying makeup must be done outside of class. At the discretion of instructor and/or administrator, students may be placed on contract for violating dress code and/or removed from class.

Smoking/Alcohol/Illegal Substances

The use of tobacco, alcohol and drugs by minors is against the law. Students found in violation will be disciplined and possibly dropped from the program. This policy extends to all Mission Valley ROP-related training and activities including internship and job shadowing opportunities, field trips and events.

COVID/Health Requirements

- All Mission Valley ROP students are required to wear a mask or face covering while inside any classroom or building. 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.



Our Recipe for Success

- Be on time and ready to work.
- Participate fully in all activities.
- Listen to instructions when they are given and ask for clarification when needed.
- Respect your teacher and your classmates.
- **No cell phone use is allowed during class** (unless directed to do so by the instructor).
- Always dress appropriately.