

Course Syllabus

2019-2020

Culinary Arts 1

Instructor: Chef Jo Ann Roberts

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This course is a semester in length. We will focus on learning the basic skills & principles of cooking and baking. Skills that will be useful in life and the work place.



The student will be able to:

- Demonstrate proper handwashing process.
- Identify & use hand tools, utensils, and measuring equipment used in cooking and baking.
- Demonstrate & explain safety and sanitation procedures.
- Demonstrate skill in using and maintaining equipment and tools.
- Demonstrate the ability to read a recipe, follow directions, and produce a quality product.
- Demonstrate basic knife skills and different knife cuts.
- Reinforce basic skills, including math, reading, and science.

Supplies:

- 1 inch 3 Ring Binder for cook book.
- Binder Paper for notes
- Pencil, Pen, Black Sharpie
- 1 set binder dividers

College Credit

Students may earn college credit from Diablo Valley College by passing this course with a C- or better AND pass the Diablo Valley Course exam with 80% or higher.

Students may earn college credit from Mission College if they pass this class with a B or better AND attend Mission College after graduation.

Class activities will include, lecture, demonstration, guest speakers, film, discussion, group work, hands on food labs. Group cooperative outcome & presentations.

Students are expected to keep a cookbook which will be checked periodically and turned in at the end of the semester. Notebook should contain: class notes, recipes, handouts, assignments, returned quizzes and tests.

******Notebook must be a 3 ring binder.***

Course Expectations:

Course Outline:

- Food safety & sanitation & personal hygiene
- Kitchen & equipment safety
- Tools & equipment Identification
- Knife Skills
- Basic Cooking Techniques
- Basic Baking Techniques
- Purchasing, Cost Control & Menu Design
- Nutrition
- Successful work place skills (resume, applications, interview skills)

Required Text:

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



Every day my expectation is you leave the classroom as clean or cleaner than you found it.

On lab days, the kitchens will be spotless. That means equipment, dishes, counters, floors, everything. If your kitchen is not clean the whole group loses points. No Excuses!



Evaluation Process:

- ✓ Students will be evaluated on class & food lab participation.
- ✓ Evaluated on safety & sanitation procedures in labs
- ✓ Appropriate dress and hair restrained on lab days
- ✓ Demonstrate personal hygiene
- ✓ Quizzes & examinations
- ✓ Cookbook



Grading Policy:

- ❖ Attendance, Punctuality and work ethic 40%
- ❖ Class & lab participation 30%
- ❖ Quizzes/exams 30%

90%-100% = A

80%-89% = B

70%-79% = C

60%-69% = D

59% & below = F

If the student is failing, parents/guardians will be notified in advanced of grade posting.

Keys to success:

- Be on time & ready to work.
- Be engaged
- Students will have respect for the instructor, fellow classmates, self, equipment, and kitchen/classroom.
- Students will maintain a clean & sanitary work environment
- Respect your teacher, your classmates, guests, the equipment, and the kitchen.
- **This classroom is a NO cell phone and personal electronic device zone!**

Required Dress on lab days:

- Students will wear closed toed, slip resistant shoes on lab days.
- Students will wear apron or chef coat which ever we have.
- If hair is collar length or longer it must be restrained. This is a workplace rule.
- Students will wear skirts or pants that are knee length or longer to protect from spills.
- No dangling jewelry, preferably no jewelry on lab days.
- Preferably no painted finger nails, if painted or acrylic, gloves must be worn.

*If students are not in compliance with the above rules on lab days they will not be cooking. They will have an alternative worksheet or reading assignment. They will also lose points for the day, for not dressing appropriately.



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: **Plagiarism**) will be given **ONE** warning and a failing grade for that assignment. Any subsequent incident will result in termination from the ROP program, a failing grade, and loss of credit.



Cell Phone Policy

Cell phones/headphones/electronic devices are strictly prohibited and need to be put away (**Daily**) inside your pouches. **Exception:** When Chef allows it for use related to the activity/project. **Note:** If a student does not store their phone appropriately, Chef, will call to the office and the cell phone will be picked up and stored in the office and may be picked up after class is over. Your grade will be affected.

Life Skills:

This course is going to teach you skills that you'll use throughout your life such as:

- **Following directions, this is something we do from the beginning of life to the end.**
- **Being clean, neat, and organized.**
- **Learning to be a leader.**
- **Being a team player.**
- **Being respectful.**
- **Using good manners (please, thank you, etc.)**

Dear Parents:

Thank you for the privilege of getting to work with your student this 2018-2019 school year. I want to keep an open communication between you and myself. Please don't hesitate to contact me if you have any questions. I'm excited and looking forward to a great school year.

Chef Roberts

Please sign and return form to Chef Roberts. I'm aware that some students may have food allergies. Please let Chef Roberts know if there are any foods that cannot be ingested or touched. To the best of my ability I will make substitutions.

Student Name: _____

Food Allergies:

- 1.
- 2.
- 3.
- 4.

Parent & Student Syllabus Acknowledgment Form

Please sign and return this form to Chef Roberts on or before _____ . Parent/Guardian must sign and return this notice. Your student will receive 50 points if this form is returned on time.

I have read and understand the information in the syllabus. I understand that failure to comply with the rules set forth in this syllabus and all additional paperwork provided by my instructor shall be subject to action under Student Discipline Policy & Student Code of Conduct.

Student Name (Printed): _____

Student Signature & Date: _____

Parent Name (Printed): _____

Parent Signature & Date: _____

Parent/Guardian Contact Information:

Cell Phone: _____ Email: _____