



## CHEF 1301 – Basic Food Preparation

### Course Syllabus: Fall 2023

*"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."*

**Instructor: Chef Charles Reeves**

**Office:** Our Place Restaurant, 114 Jefferson St., Pittsburg, TX

**Phone:** (903) 434-8333

**Email:** creeves@ntcc.edu

**Class Days/Hours:** Tuesday/Thursday 8:00 a.m. -1:00 p.m.

Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	TBD	1:00pm – 2:00pm	TBD	1:00pm -2:00pm		

*This syllabus serves as the documentation for all course policies and requirements, assignments and instructor/student responsibilities.*

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

**Course Description:** 3 credit hours; 1301 Basic Food Preparation; A study of fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition and professionalism. The Culinary Arts Program underscores the fundamentals of modern, classical cooking with a focus on taste, aroma and artful presentation.

**Prerequisite(s):** N/A

**Student Learning Outcomes:** Demonstrate skills in knife, tool and equipment handling, and operate equipment safely and correctly; demonstrate proficiency in dry and moist heat cooking methods; produce a variety of food products applying principles of food handling and preparation; and implement professional standards in food production.

**Evaluation/Grading Policy:** Two (2) major 150-point examinations, evenly spaced through the semester, will be given. A daily grade totaling 200 points will be collected from a series of assignments, lab work and activities, quizzes and daily participation. Team/individual project assigned by instructor will count toward the daily grade. A comprehensive final exam will contribute 300 points to the final grade.

#### Evaluation and Grading Criteria

Participation/Attendance	30%
Assignments/Quizzes	20%
Projects	10%
Presentation/Professionalism	10%
Final Examination	<u>30%</u>
<b>TOTAL:</b>	100%

Major Exams (2)	300 Points
Participation/Attendance	200 Points
Presentation/Professionalism	100 Points
Daily Grade/Projects	200 Points
Weekly Comprehensive Quizzes	<u>100 Points</u>
<b>TOTAL POINTS:</b>	900 Points

**Grade Totals:**

- A= 900 – 800 points
- B= 799 – 600 points
- C= 599 – 400 points
- D= 399 – 200 points
- F= 199 points or below

**Required Instructional Materials:**

**Publisher/Title:** John Wiley & Sons, Inc/*Professional Cooking* (Ninth Edition)

**ISBN Number:** 13-978-1-1199-39961-2

**Optional Instructional Materials:** None.

**Minimum Technology Requirements:** None.

**Required Computer Literacy Skills:** None.

**Course Structure and Overview:**

- Please come to class with a **positive attitude** to ensure success in the classroom.
- Dress Code:
  1. Student shall abide by the dress code established by the Culinary Department.
    - A.) Proper Dress Code
      - a. Chef Coat
      - b. Chef Pant
      - c. Chef Hat or Head Cover
      - d. Kitchen Shoes
      - e. Knife Set
    - B.) Student should arrive on time and fully dressed for all classes.
      - a. Become knowledgeable of food terminology and equipment throughout the kitchen.
      - b. All students must DO reading assignment of the textbook and come prepared!!!!
      - c. Remember, this is a college course and it is crucial to be prepared for every class
      - d. Class Disruptions (cell phones, leaving during class, side conversations, etc.) Please turn all devices off during class.

**\*\*IMPORTANT NOTE:** Students who have poor attendance and little participation in classroom discussion will receive a grade of “F”.

**Rules:**

*Students will be on time and dressed in complete uniform.*

**Do not leave without notifying the instructor.**

**Come with book and approved tool kit.**

**No cell phone allowed during class or lab time.**

**Hair must be restrained by a hat or hairnet.**

**Communications:** \*Reminder: NTCC email is the official form of communication used by the college.

**College and Department Regulations with Regards to Absenteeism:** *The Culinary Arts will allow (3) unexcused absences per semester before being dropped from the class. Excused absences will be; jury duty, death in the immediate family, military duty and unforeseen circumstances. It is the responsibility of the student to make up material outside of class time.*

### **Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

### **NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

### **ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

### **Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received and participation in officially recognized activities/sports.

**Tentative Course Timeline (Instructor reserves the right to adjust this timeline at any point in the term):**

**Lectures & Discussions:**

***Chapter #1***

- Standards of Professionalism
- Math in Kitchen (Quiz)
- Lab

***Chapter #4 & #6***

- Basic Cooking Principles
- Demonstrate skills in knife
- Seasonings, Spices & Building Flavor

***Chapter #2***

- Standards of Professionalism (Safety)
- Demonstrate skills in knife
- Math in Kitchen
- Lab

***Chapter #3***

- Cooking Terms
- Demonstrate skills in knife
- Tool and equipment handling
- Math in Kitchen
- Lab

***Chapter #5***

- Total Yield
- Converting Recipes
- Serving Size

***Chapter #7***

- Preliminary Cooking and Flavoring
- Preparation for Frying and Sauté
- Lab

***Chapter #8***

- Mirepoix & Stocks
- Roux
- Glazes & Sauces
- Lab

**Accommodations for Students with Disabilities**

If a student should need special accommodations due to a physical or learning challenge, the student should meet with the Coordinator of Special Populations. Please note students are responsible for providing appropriate documentation of a disability by way of a physical, psychological or educational evaluation or referral from a rehabilitation agency (such as the Texas Rehabilitation Commission). The required documentation should state clearly the need for accommodations and that the disability meets ADA standards. This process must be completed before any accommodations can be arranged. Applications must be made prior to start of each semester to allow for sufficient time for coordination of services. Accommodation services are reviewed every semester upon the request of the student. Current or prospective students who have concerns regarding support services should contact the Coordinator of Special Populations or call 903-434-8100.