



**Buffet Theory and Production- CHEF
2332**

Instructor: Chef Ana Perry

EMAIL: aperry@ntcc.edu Email is the official form of communication used at NTCC!

Office Hours: Immediately before or after class: other times by appointment

Required text and uniform/materials: Digital Option ISBN-9780470587843 Modern Buffet Presentation

UNIFORM: Dept. Approved Clean BUTTONED chef jackets, chef checkered pants, chef hat, knife kit, slip resistant shoes, instant read thermometer, clean shaven faces only and all hair should be restrained under hat.

Course Description: *Modern Buffet Presentation* gives readers the ability to plan and execute a successful buffet, an essential skill required for professionals in the restaurant industry and in the rapidly growing field of catering and special events. This text includes guidance on everything, including menu planning and pricing, arranging food and action stations, and training staff, and communicating with clients. Brilliant photography illustrates successful buffet setups, platter arrangements, centerpieces and displays, and much more. From simple cafeteria lines to formal banquets, this text covers every type of buffet presentation imaginable and is an essential resource for anyone who plans or executes buffets.

Institutional/Course Policy:

TARDINESS:

Class will start on time and tardiness will not be tolerated. Tardiness of (3) times equals one day absence of class, it will also count off on your daily grade.

ATTENDANCE- This is a hybrid course which means we only meet 8 times per semester. You must make every effort to be present and on time to every class. An absence will be excused if you can document illness, major catastrophe, and a death in your family, or for an excused NTCC activity. You must inform the instructor BEFORE the scheduled class period if you believe an absence should be excused. The student is responsible for obtaining any classroom assignments, turning in homework or notes given during his/her absence.

ACADEMIC DISHONESTY (Cheating): Students in this course are expected to adhere to a strict personal code of conduct beyond reproach. Students are encouraged to read the section on academic dishonesty in the college catalog.

INSTRUCTIONAL METHODS:

This course is divided between lecture and lab with 50% of the grade being derived from the lecture and 50% of the grade derived from the lab.

WITHDRAWAL POLICY:

Students who stop attending class regularly are responsible for officially withdrawing themselves from the class. The instructor will not initiate student withdrawal procedures for students who stop attending class.

Mandatory Semester Clean-up:

SEMESTER CLEAN-UP (1 day per semester) 100 Points will be subtracted if you do not attend Clean-up day! If you leave early for any Clean up Day or any other event you will not credit for being there ei: 100 point deduction. Students are not permitted to leave without permission of the instructor.

Homework:

Homework is to be turned in the day after you missed class and within the first 5 minutes of class. It is not my job to remind you that you had homework due, nor is it an excuse that you were sick, text someone in the class to find out the assignment.

Course Grade: Total Points Grade

90-100 points A

80-89 points B

70-79 points C

60-69 points D

0-59 points F

The PRACTICAL: The Practical will be the assigned "Caterings" and you will be graded on all aspects of your table settings, menu planning, final execution, planning, costing, staffing, clean-up and portfolios if assigned.

Portfolio:

A portfolio will be required for the Catering/Buffer class to turn in at the end of the

Semester. You must attend all catering assignments and buffets, you will be given the dates and times as soon as they are booked; they are mandatory for this class and every class at NTCC Culinary Arts School. Jobs are not an excuse to miss a catering event!!

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.