

SYLLABUS

Program Title: Entry-Level Culinary Arts Program

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Program Description: The Entry-Level Culinary Arts program is designed to stimulate learning, growth and transformation and instruct students who are committed to a career in culinary arts and to help them achieve their potential through small class sizes and individualized instruction from a professional faculty and staff. Students will acquire the foundational knowledge and skills of cooking and/or baking, sensory awareness and teamwork needed to work with competence and professionalism in a commercial kitchen or in a related culinary field.

Program Objectives/Student Learning Outcomes:

The Entry-Level Culinary Arts program educates students who are committed to a career in culinary arts industry and to help them achieve their potential through small class sizes and individualized instruction from a professional faculty and staff. Our combination of lectures, hands-on lab instruction, and creates a comprehensive curriculum that allows students to receive an intensive entry-level culinary education in a short period of time. Our commercial-grade kitchen offers a classroom laboratory, creating an efficient and enjoyable atmosphere in which to work and learn. We employ a talented instructor and culinary team that provide individual attention and instruction in a small group setting. Real life opportunities are offered that allow students to reinforce the skills being taught in the classroom, while gaining experience in other areas ranging from catering to producing and serving food in large quantities for food-related events around the city, just to name a few.

Objectives: Our sixteen (16) week certificate program prepares students for entry-level positions in the culinary field with the basic knowledge of the food service industry. The certificate program provides students the opportunity to:

- Understand the principles of food identification and nutrition.
- Learn and practice the professional skills used in food preparation and service.
- Gain experience in the proper use and maintenance of professional knives, hand tools, and commercial kitchen equipment.
- Become familiar with the layout and workflow of professional kitchens and restaurants.
- Gain appreciation for the history, culture, and international diversity of the culinary arts.
- Build skills as a member of a team.
- Learn to communicate accurately and effectively.
- Develop a personal sense of professionalism necessary for working successfully in the food service and hospitality industry.
- Build upon academic and practice skills.

Entry-Level Culinary Arts program (VOC) Objectives:

By the end of the Entry-Level Culinary Arts program, students must be able to demonstrate the following performance objectives:

1. Describe the principles of food identification and nutrition.
2. Demonstrate efficiency in applying professional skills used in food preparation and service.
3. Demonstrate the proper use and maintenance of professional knives, hand tools, and commercial kitchen equipment.
4. Navigate the layout and workflow of professional kitchens and restaurants.
5. Express an appreciation for the history, culture, and international diversity of the culinary arts.
6. Work as a member of a team and communicate accurately and effectively.
7. Obtain food handler safety certification.

Program Requirements (include all extracurricular events with times/dates): To successfully complete the certificate program, all coursework and lab work must be completed in 420 clock hours. 300 clock hours consist of hands-on laboratory hours, and 120 hours consist of classroom lecture.

Evaluation Standards/Course Grading Policy:

The Entry-Level Culinary Arts Certificate program is 420 classroom clock hours.

Student Academic Progress (SAP) standards apply to all students enrolled in the program. SAP is reviewed at designated times per program session, regardless of a student's receipt of financial aid. Reviews occur after the completion of the 4th, 8th and 12th weeks. The reviews will minimally include the Student, the Director, the Instructor and the Post-Secondary Specialist.

The Director, or his/her designee will document the review on the "Satisfactory Academic Progress" form which will be signed by all in attendance. The form will be maintained in the student's central record and a copy will be provided to the Post-Secondary Specialist for inclusion in the person's Arc Works' file.

The following benchmarks are required:

- ✓ The student is required to make **quantitative progress toward program completion**. To be making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours (no more than 5 absent days) during the entire course.
- ✓ The student's academic average is reviewed to determine **qualitative progress**. Students must maintain an average of 75% on weekly written/practical quizzes as well as a minimum average grade of 75% on the Final exam. Students will be given two attempts to achieve a passing score on the Final exam.

Incomplete grades are not given and students may repeat any weekly quiz in which they earn less than a 75%. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Final grades will be based on the student's performance in the following activities:

| ACTIVITY | WEIGHT |
|---|-------------|
| Weekly Quizzes (average) | 40% |
| Final Exam | 50% |
| Attendance (attended at least 85% of classes = 100%. Attended less than 85% of classes = 0%) | 10% |
| TOTAL | 100% |

Students who do not receive a passing score on the Food Handler exam may retake the failed exam up one additional time.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Probation/Dismissal

Students who fail to meet the cumulative 90% attendance and/or 75% average weekly quiz grade during an evaluation period will be placed on warning for the next evaluation period. Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. Students will receive attendance or academic counseling, from the School Director, as appropriate, when they are placed on warning.

Students placed on warning who fail to meet the cumulative 90% attendance and/or 75% average weekly quiz grade during a subsequent review period will be placed on probation and the steps necessary to be removed from probation status. Students will receive attendance or academic counseling, from the Director, as appropriate, when they are placed on probation.

Students placed on probation who fail to meet the cumulative 90% attendance and/or 75% average weekly quiz grade during a subsequent review period will be dismissed from the current program session and asked to begin the program again. Upon dismissal for failing to maintain SAP, the Director will provide written notification to the student as to the recommended reentrance date.

The student must inform the Director of Arc Educates of any changes to that timeline in writing prior to the recommended reentrance date. If he/she is unable to start at the next program session start date, the student has ninety (90) days from the dismissal date to begin classes without being required to reapply to the program. The student will be required to complete all sessions including those previously taken and sign a new Student Enrollment Agreement upon

re-entrance to the program including new program session dates and estimated completion timeline.

Appeal Process

A student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal must be accompanied by the documentation of the mitigating circumstance that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before the appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. The result of the appeal (granted or denied) must be catalogued in the Student Transcript.

If the appeal is granted, she/she will be placed on probation at the start of the session, and will be required to attain satisfactory progress. Failure to do so will result in permanent dismissal.

Maximum Time Frame

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length, as measured in calendar time. The Entry Level Culinary Arts program, 16 weeks in length, must be completed within 24 program calendar weeks. Time spent on an approved leave of absence is not counted against the maximum time frame.

Students exceeding the maximum time frame will be administratively withdrawn.

Program Outline:

| Week | Classroom Lesson | Hours |
|------|--|--------------|
| 1 | Orientation & Occupational Experience Period | 6 |
| 2 | Knife Parts/Safety & Kitchen Equipment | 8 |
| 3 | Food Handler Part 1 | 8 |
| 4 | Food Handler Part 2 | 8 |
| 5 | Culinary Terminology Level 1 | 8 |
| 6 | Culinary Terminology Level 2 | 8 |
| 7 | Stocks & Sauces | 7 |
| 8 | Fruits & Vegetables | 7 |
| 9 | Cheese & Dairy Products | 7 |
| 10 | Herbs | 7 |
| 11 | Introduction to Dressings | 8 |
| 12 | Measurement/Basic Culinary Mathematics | 8 |
| 13 | Baking/Basic Culinary Mathematics | 8 |
| 14 | Pasta, Grains, & Beans | 7 |
| 15 | Table Service/Food Handler Review | 7 |
| 16 | Student Chef Luncheon/Practical | 8 |
| | Kitchen Lab | Hours |
| | Tour & Stations | 300 |

| | | |
|--|---|--|
| | Food Safety Practice Knife Cuts Introduction to Commercial Appliances Cooking Techniques Daily Production, Breakfast & Lunch Service Portioning & Packaging Contract Meals Catering Food Storage Participative Chef Demonstrations | |
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Other (optional):

Entry-Level Culinary Arts students who have demonstrated a commitment to learning, exceptional attendance and who have excelled in their classroom activity, kitchen instruction, and offsite event participation may earn the opportunity to be a featured Student Chef with a “Student Chef Luncheon” in their last month of classes. As such, the “Student Chef of the Day” will work side-by-side with the Executive Chef to develop a three-course, gourmet lunch prepared for their family members, community stakeholders, and employees of Arc Broward. They will learn how to order food, price the menu, lead the kitchen crew in preparing the meal, provide leadership to the wait staff serving the lunch, and will be publicly recognized with the honor of being the “Student Chef of the Day.”

Attendance Policy: Students are expected to maintain excellent attendance practices to help develop the skills, knowledge, attitude and behavior necessary to succeed in post-secondary education and employment.

Minimum standards of attendance for completion/graduation have been determined and are consistent with sound education and any applicable attendance requirements of state, federal, accreditation, and/or professional licensing agencies. Entry-Level Culinary Arts students must attend at least 90% of the scheduled class hours (no more than 5 absent days) during the entire course. No more than 3 consecutive days may be missed.

Absences due to religious observations and funerals will not be counted toward this policy. Sicknesses greater than 3 days, when accompanied by a physician’s note, will not count toward the limit. All other absences will be counted for the purposes of this policy.

Students will be given a reasonable amount of time (5 business days) to complete any work missed during an absence.

Students are expected to arrive on time for classes, and three late arrivals will be considered an absence.

Under no circumstances is any student permitted to leave the grounds without proper approval. Only the Director of Arc Educates may grant approval for early dismissals. No student will be permitted to leave unless a written request is presented and approved. Early dismissal requests must have the following information: student’s full name, parent’s signature (if legal guardian), reason for request, home/cell phone number and time of dismissal. The Director reserves the



right to revoke early dismissals not submitted at the proper time and will check on the legitimacy of any early dismissal notes when deemed necessary. Early dismissals should be limited to two (2) during the entire course.

Guardians will be notified in writing when students have demonstrated attendance problems. Attendance issues affect Satisfactory Academic Progress (SAP) and will be reviewed and documented during SAP meetings. Refer to Policy/Procedure SAA 800a – c for additional details.

Attendance policies will be communicated to students via Student Handbooks which are provided during orientation and available on the website.

A student who is in violation of the Attendance Policy may not receive credit for the courses in which he/she is enrolled, and may be denied the opportunity to continue his/her program.

Special Accommodations: Arc Educates complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability is deprived of the opportunity to participate in the program solely on the basis of that disability. Arc Educates will provide reasonable accommodations for students with disabilities. Reasonable accommodations may include priority seating, enlargement of notes, handbooks on CD, testing accommodations, and/or assisting with lifting, depending on the student's documentation and specific functional limitations.