



Culinary Arts Department

## **CHEF 1301**

## **Basic Food Preparation**

**Course Description:** A study of the Fundamental Principles of food preparation and cookery to include the Brigade System, cooking methods, material handling, heat transfer, sanitation, safety, product identification and professionalism.

### **Instructor:**

Chef Kevin M. Booker, CCC

Email: [kbooker@southplainscollege.edu](mailto:kbooker@southplainscollege.edu)

Phone: (806) 716-4315

Office Hours: LBC146, by appointment (email to schedule)

Tuesday/Thursday: 8:00am-9:30am

Friday 9:00am-2:00pm

### **Class Hour and Room:**

Culinary Lab D

M/W

9:45am - 12:45pm

1:00pm – 4:00pm

T/TH

9:45am – 12:45pm

1:00pm – 4:00pm

**Exam Schedule:** Chapter tests are assigned on MyCulinary Lab. The Finals will be a Written Exam and a Practical Exam held in the Culinary Lab, dates and times TBD.

**Required Text:** On Cooking, Plus MyLab Culinary and Pearson Kitchen Manager with Pearson eTextbook - Access Card Package, 7th/E. ISBN # 978-0-13-831130-8

(This is the same book and access code used for PSTR 1301, YOU ONLY NEED TO PURCHASE THIS ONCE, they are used for both classes)

**Required Materials:** 3 ring binder, 1 1/2 in or 2 in

Online homework can be found under the **Course Content** Tab on the Blackboard Homepage. Chapter resources, daily syllabus and recipes are also available for students under the **Course Recourses** Tab.

**NOTE:** You can log into MYCulinary Lab through Blackboard under the **Course Recourses** tab.

## Grading Policy:

### HOMEWORK:

1. Homework Assignments will be assigned online through **Blackboard MyCulinary Lab** throughout the semester. The due dates for each assignment are posted and DUE ON THE DATE POSTED, unless changed by instructor. Assignment dates are also on the Daily Syllabus for ease of reference.

### CHEATING/ PLAGURISM

2. Individual effort must be demonstrated on all exams. Also considered inappropriate is the use of, in any fashion, a solution manual of any kind. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. **Academic Dishonesty:** "At minimum, the first instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive a zero for the assignment. The second instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive an F in the course and be expelled from the program".

### ATTENDANCE

3. Class attendance and attention will be crucial to the student's successful completion of this course. Attendance will be taken, you are **allowed ONE excused absences throughout the semester**, but are expected to complete all assignments by the due date. IF STUDENTS ARE ABSENT ON LAB DAYS, THEIR DAILY GRADE WILL BE GREATLY AFFECTED AND THERE WILL BE NO MAKE UP LAB. May be altered due to Covid-19.

4. The grading scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

5. The grading will be based on the following assignment:

Quizzes:	15%
Tests:	25%
Lab Grade:	40%
Written Final Exam:	10%
Practical Final Exam:	10%
	<u>100%</u>

6. If there is a problem or a dispute with a grade, it must be brought to your instructor's attention and resolved within 5 days of the grades return. After that, it will not be considered under any circumstances.
7. If you feel you need out of class help, please visit with your Instructor during office hours.

**Notes:**

- Online assignments and homework will open for three class days, this is roughly a week and a half. It is the student's responsibility to be aware of due date and complete all assignments within allotted timeframe.
- There might be a possibility for extra credit or a bonus sometime during the semester. These extra points CANNOT raise your grade for a particular segment of your grade beyond 100%. For example, your maximum quiz average can only be 100% or test average can only be 100%.
- The **Finals** for this course will be a Practical Exam and a Written Exam held in lab, date and time is TBD.
- If you need special accommodations, you will still have to take the test on the scheduled date of the exam. If there is a conflict, you will have to show proof valid reason for the schedule change to your instructor, prior to the exam date, in order to take an exam at a different time.

**Classroom Etiquette:** Students should arrive on time for class and be in full, required uniform. All cellphones, laptops, and bags are not allowed in the lab space. Only required materials such as textbooks, binders, knife kits, and pens are allowed to be in class. Lockers will be assigned for student use, students must bring their own lock if desired. No outside food or drink is allowed in class except for a closable water bottle. All students are responsible for cleaning up after themselves. No one will leave class until the lab is clean and approved by the instructor.

**Required Uniform:** Students should ALWAYS be in full uniform for ALL classes. Clean/wrinkle free chef coats, pants, caps, and Department approved non-slip, closed toe shoes are required. Students SHOULD NOT wear any jewelry except for a snug to the wrist watch, and a wedding band/ring that are permitted. Student's personal hygiene is EXTREMELY important. Clean hair, hands, and fingernails are a part of the uniform as well.

**Topics:** The list of selected topics may be modified during the course of the semester. The instructor will notify the class of any changes to the topic list.

Statement of purpose:

Each course in the culinary curriculum is based on the Foundation of Core competencies as outlined in the National Restaurant Association Educational Foundation. These principles and competencies were developed by educators and professionals to determine the Core Competencies needed for success and advancement in the Food Industry.

**Student Services:**

As a student of South Plains College, there are multiple services available to you at no extra charge. To access these services or find out more about them; from the SPC home page click on "Student Services" tab, then click on "Health and Wellness", then on the drop-down menu click "- Health and Wellness" again. These services include **Mental Health Resources, Counseling @ SPC, Student Health, Disability Services, Drug & Alcohol Prevention, Title IX Pregnancy, Emergency Resources** (The South Plains College Emergency Resources Listing is where you can find community food assistance, help paying bills, and other free or reduced cost programs available to students and the community.), and **Texan Food Pantry** (The Texan Food Pantry provides non-perishable food and toiletries to any currently enrolled South Plains College student or employee who need a little extra help.).

**These outline the Technical and Personal qualities and standards to be exhibited by a qualified professional.**

COMPETENCE REQUIRES:

BASIC SKILLS: reading, writing, arithmetic, mathematics, speaking and listening

THINKING SKILLS-

- Thinking creatively
- Making decisions
- Solving problems
- Seeing things in the mind's eye
- Knowing how to learn
- Reasoning

PERSONAL QUALITIES

- Individual responsibility
- Self-esteem
- Sociability
- Self-management
- Integrity

NOTEBOOKS/ LAB BOOKS/ RECIPES

All notes, every single recipe, sketches, diagrams and information pertaining to the production of assigned recipe items must be recorded and saved.

LAB BOOKS- 3 RING BINDER

1. Course Syllabus
2. Recipes and Mise en Place Lists- in format
3. Any handouts for that lesson
4. Your notes for class
5. Course Resource
6. Questions for clarification by Chef
7. Chef's notes and any special notes on recipes (special instruction)

Notebooks are intended to organize lab materials, notes and recipes. It will also be used as a study guide for the Practical and Written Finals

PREPARED FOR CLASS:

All students are expected to arrive ON TIME in full and proper uniform and ready to begin the class.

ON TIME IS DEFINED AS; in the classroom, prepared to begin at the EXACT start time of the class.

TARDY / LATE: any time after the exact start of class. 3 TARDY/ LATES will result in a deduction of points from your lab grade.

EXCESSIVE TARDINESS is defined as more than 4 in a semester. Excessive tardiness will result in an unexcused absence.

#### Prepared Means:

- Proper/clean uniform and hat
  - no hoodies, sweaters or jacket may be worn under your chef coat, only a standard t-shirt or standard long-sleeved shirt may be worn under you chef coat.
- Non-slip closed toe shoes
- Proper hygiene
  - Showered, shaved, hair clean, pulled back and tied up if necessary (this means no hair is to be hanging or showing in front of your ears or shoulders)
  - Clean fingernails, well-trimmed, no nail polish, fake nails or false eyelashes
    - Meaning fingernails shall not extend beyond the fingertip
  - No heavy colognes or perfumes
  - No jewelry, (watches and a tight fitting wedding band is acceptable)
- No outside food in the lab or classrooms
- Drinks are permitted ONLY in a closed top container, stored beneath the work surface
- No cell phones in classrooms. Must kept in lockers
  - If there is a sound reason to keep your cellphone, please get permission prior to class. Cellphones with permission will be placed on Chef's table.
- All students will have Lab books/notes/ recipes on table prior to class
- Student will have at all times
  - 1 BLACK sharpie
  - 1 pen with cap
  - 1 Pocket Thermometer
  - Clean and sanitized knife kit.
    - Knives are to be sharpened, honed prior to class

#### STUDENT ABSENCES

- No more than 3 absences, excused or non-excused are allowed.
- More than 3 absences will result in an automatic withdrawal for the class
- If you are sick you will notify the Chef by email as soon as possible and not later than 1 hour prior to class.

#### COMMUNICATION:

##### With the Chef:

- Address all Chef by "chef" and the last name only.
- If any Chef gives an instruction, direction or constructive criticism the culinarian will respond, in a normal voice level.
  - "yes Chef"
  - "thank you, Chef"

## EXPECTATIONS:

- A culinarian must be able to communicate both orally and in writing with other culinarians
- A culinarian is required to have knowledge of communication through body language and non-verbal cues.
- A culinarian is polite and greets the Chef and peers properly at the beginning of each class
- **South Plains College Culinary Arts Alcohol Use Policy:** South Plains College Culinary Arts program uses various liquors, liqueurs, wines and beers as recipe ingredients within the culinary curriculum. Alcohol is secured in the culinary facility and only accessible by culinary faculty. Alcohol may only be used if a recipe requires liquor/liqueur/wine/beer as an ingredient. Consumption of alcohol by students is strictly prohibited. Alcohol is only to be handled by instructors; no exceptions. Violations will be considered a “Student Code of Conduct” violation and will result in strict disciplinary action, including referrals to the Executive Director of Lubbock Center, Dean of Students, and Campus Police.

**For Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, click here: [Syllabus Statements \(southplainscollege.edu\)](https://southplainscollege.edu/syllabus-statements)**

**BASIC FOOD  
PREPARATION-  
CHEF 1301**

<b>WEEK</b>	<b>DAYS</b>	<b>TOPICS</b>	<b>ON COOKING</b>	<b>Homework Assignments</b>
Week 1	1	Orientation/ Syllabus/ Expectations		
8/26 – 8/29	2	Introduction to Professionalism	<b>Chapter 1</b>	
Week 2	3	Food-Kitchen Safety/Sanitation	<b>Chapter 2</b>	<b>Chapter 1</b>
9/2 – 9/5	4	Kitchen Tools and Equipment	<b>Chapter 5</b>	<b>Chapter 1</b>
Week 3	5	Knife Skills	<b>Chapter 6</b>	<b>Chapter 1</b>
9/9 – 9/12	6	Stocks and Sauces	<b>Chapter 11</b>	<b>Chapter 5</b>
Week 4	7	Mise en Place/Understanding Recipes	<b>Chapters 9</b>	<b>Chapter 5</b>
9/16 – 9/19	8	Mise en Place/Understanding Recipes	<b>Chapter 4</b>	<b>Chapter 5</b>
Week 5	9	Vegetable Identification	<b>Chapter 22</b>	<b>Chapter 6</b>
9/23 – 9/26	10	Vegetable Cooking Methods		<b>Chapter 6</b>
Week 6	11	Potatoes	<b>Chapter 23</b>	<b>Chapter 6</b>
9/30 – 10/3	12	Grains		<b>Chapter 11</b>
Week 7	13	Pasta Identification and Cookery		<b>Chapter 11</b>
10/7 – 10/10	14	Pasta Fabrication		<b>Chapter 11</b>
Week 8	15	<b>Mid Term - Written</b>		
10/14 – 10/17	16	<b>Mid Term – Practical</b>		
Week 9	17	Principles of Cooking & Cooking Methods	<b>Chapter 10</b>	<b>Chapters 9</b>
10/21 – 10/24	18	Principles of Cooking & Cooking Methods cont.		<b>Chapters 9</b>
Week 10	19	Principles of Cooking & Cooking Methods cont.		<b>Chapters 9</b>
10/28 – 10/31	20	Fall Fun Day		<b>Chapter 22</b>
Week 11	21	Cooking Methods - Dry Heat		<b>Chapter 22</b>
11/4 – 11/7	22	Cooking Methods - Dry Heat		<b>Chapter 22</b>
Week 12	23	Cooking Methods - Moist Heat		<b>Chapter 23</b>
11/11 – 11/14	24	Cooking Methods - Moist Heat		<b>Chapter 23</b>
Week 13	25	Combination Cooking Method		<b>Chapter 23</b>
11/18 – 11/21	26	Combination Cooking Method		<b>Chapter 10</b>
Week 14	27	Written & Practical Exam Review		<b>Chapter 10</b>
11/25 – 11/28	28	<i>“Thanksgiving Holiday”</i>		<b>Chapter 10</b>
Week 15	29	<b>Final – Written Exam</b>		
12/2 – 12/5	30	<b>Final – Practical Exam</b>		
Week 16	31	<b>Deep Clean</b>		
12/9 – 12/12	32	<b>Deep Clean</b>		