



Instructor- Chef Mark Luepnitz & Restaurant Manager- Emily Land

Culinary Arts Service & Productions Syllabus

Academic School Year 2022-2023

Luepnitz Mark
5-1-2022



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Welcome

Welcome to the Culinary Arts Service & Production Program!

You are in this class because you are interested in considering the culinary arts as a career. This class closely models the relationships present in real life professional kitchens. Our classroom is a working professional kitchen making entrées, sandwiches and savory dishes are made for paying customers. As the instructor, I am your culinary chef. As the student, you are my cooks and sous chefs. The sacred relationship between chef and cooks or bakers is built on mutual respect, compassion, and willingness to learn and improve ourselves. We will work together with a sense of urgency, an eye for detail and quality, and always make time to treat each other with courtesy.

Chef Mark Luepnitz

Instructor – Culinary Arts Service & Productions Program

luepnitzmj@mukilteo.wednet.edu

Culinary arts Phone: 425.348.2225

Restaurant Manager – Emily Land

LandEG@mukilteo.wednet.edu

Class Sessions: AM - 7:55 - 10:25 PM - 11:10 – 1:40 PM

Office Hours: 7:25 AM – 7:55 AM & 1:45 – 2:15 PM, M – F, By appointment

Sno-Isle TECH Skills Center 9001 Airport Road, Everett WA 98204, Building 1
Classroom 160

Main Office Phone: 425.348.2220

Number of Credits (High School) 3 credits

CTE Dual Credit (science 1.0) or Electives

Course description, program pathways: 1 year, 2-year, post program

Course Objectives

Course Description Culinary Arts Service & Productions class combines culinary curriculum with on-the-job training in a commercial setting through participation in the kitchen and dining room. Students gain experience through the following resources on campus, the Training Grounds Café, Le Bistro and through onsite catering. Students will receive instruction in culinary procedures, restaurant operations, food production, banquet and catering service, and customer service.

Program Pathways The duration of this program is 1 to 2 years depending on the choices and performance of the student.

<p>Year 1 The first year of the Culinary Arts Service & Production class focuses on the fundamentals of culinary arts and technique. Students who start in Culinary Arts as a junior have the option of spending their senior year: in year 2 of Culinary Arts Service & Production in year 1 of Culinary Arts Baking & Pastry, focusing on the fundamentals of baking and pastry science and technique. start another program at Sno-Isle their senior year or return for a full load of classes at their sending school.</p>	<p>Year 2 Second year students lead 1st year students by example train 1st year students Training Grounds Café & Le Bistro Restaurant aid in teaching culinary fundamentals and sanitation complete a culminating project to share with the community Internships are possible during the third quarter of second semester. Must be on track to graduate Earned 80% or better their first year</p>	<p>Post Program Options Students that complete the program: Are prepared for entry level work in the Culinary Arts industry. Can pursue a post-secondary degree in culinary arts or business management if they desire a management or ownership role. Can study food science at a university and work towards a career in product engineering. Can pursue artistic fields such as food writing, photography, and styling.</p>
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Students learn a set of transferable skills applicable to any industry chosen later in life:

Professionalism
Organization

Communication
Safe food handling

Project management
Time management

Post program Options

This is a job prep class designed to prepare students for entry level work in the culinary industry. Students who desire a management or ownership role in the industry are encouraged to pursue a post-secondary degree in culinary arts or business management. Students who enjoy the science aspect of the class can also attend a university and study food science and work towards a career in product engineering.

Some students finish the program with improved culinary skills that they will use for years to come to nourish family and friends, however they may learn that the environment of a professional kitchen is not where they want to pursue a serious career. Participating in culinary arts improves everyone's organization and communication skills that they can transfer to any field. It also gives all students a valuable insight into the work life of a cook, caterers, and server, barista. All students complete the program with an increased compassion for industry workers.

Curriculum

Units, Repertoire, & Competencies may include and are not limited to:

Safety & Sanitation Hand wash using a three-compartment sink and dishwasher. Cleaning and sanitizing counter/tabletop surfaces and floors. Operate laundry machines and sort linens. Use correct safety awareness and language when moving about the kitchen and bakeshop. Safely work with and around ovens and stove tops. Proper lifting technique. Compliant use of all kitchen equipment. Know when to use single use gloves. Prevent cross-contamination and food borne illness through safe food-handling, cooking, and storage. Proper hand washing and personal hygiene.

Culinary Math Use scale to measure all ingredients and learn the imperial & metric system. Calculate batch sizes, yields, and portion sizes. Understand how to

use recipe conversions to Interpret a recipe as a formula. Cost considerations when creating a menu. Accurate inventory.

Culinary Science The stages of cooking and roasting. Knowing how to discern milliard reaction tenderizers, coagulation, molecular gastronomy, sous vide cooking and flavorings. The significance of ratios. What promotes and inhibits bacteria development. The effects of different mixing methods on structure. Flavor vs Taste. Texture vs mouthfeel. Chemical vs mechanical leavening agents. fermentation, starch gelatinization, and protein coagulation.

Project Management How and when to prep food ahead. Production schedules. Ordering of supplies and ingredients. Time management. Entree plating and design techniques.

Product ID -Herbs, vegetables, tubers, grains spices, proteins, legumes, rice & flours

Sauces & Stocks- learn the classic Escoffier five mothers' sauces & basic stocks and their uses.

Garde Manager – salads, dressings, composed salads, emulsified and compound salads and pickling

Hot & Cold Sandwiches- made to order for our Training Grounds Café, Hoagies, Rubens, Club sandwiches, cheesesteaks etc.

Soups- chowders, cold soups, bisques, clear soups, chilies, and stews.

Meat Fabrication & ID -learn how to butcher & break down proteins used in the kitchen and basic Charcuterie methods and smoked meats.

Breakfast Cookery – breakfast items, egg cooking methods, waffles & pancakes etc.

Vegetable & Starch cookery – Vegetable ID and cooking methods, Starch ID, and cooking methods

Moist & Dry heat cooking methods -roasts, frying, braising, stewing ETC

Recipe & Menu Development – creating menus, styles of menus designed

Table service – Front of the house, handling customer services

Nutrition- Fats, mono-unsaturated fats, calories, how to plan and implement dietary reactions. understanding proper nutrition.

Allergy Alternatives Gluten-free, vegetarian, vegan entrees to use when a customer has an allergy to eggs, gluten, dairy, or nuts. Cross-contamination.

Sustainability & environmentally friendly practices in the kitchen.

Barista training – understanding Coffee, & Tea's preparations, lattes, Cappuccinos, Flat whites, Americana's. Coffee ID, Arabica & Robusta.

Baking & Pastry Overview – By Baking instructor

Job Search & Employability Yearlong emphasis on the development of soft skills including communication, organization, efficiency, multi-tasking, work ethic, planning etc. Job and informational interview techniques. Professional resumé. Practice cover letter. Build a portfolio of completed desserts.

Policies & Procedures

Textbook, Schoology, personal materials, Washington State Food Handler's Card, professional attire, barrier reduction fund

Course Materials

Textbook: The Culinary Professional (third edition)

<https://www.g-wonlinetextbooks.com>

Username: msd27

Password: tcp17

The Culinary Professional textbook is free to the student and available online. The online version of the textbook is designed by G-W publishing company. It has concept checks imbedded in the reading text, an option to take notes while you read, and additional study materials to help prepare for assessments. When chapter readings are assigned, students must complete the concept checks imbedded in the chapter to receive credit for the reading homework. Completing the concept checks proves that the student has interacted with the material.

A physical version of the textbook is also available and can be checked out to the students by the school upon request. Students **MUST NOT** highlight or write-in the textbook. If these texts are defaced – the student will be required to purchase a

replacement text. The textbook must be returned at the end of the year, or the student will be fined for the cost of the book.

Schoology All assignments and important forms, handouts, power points, and information are posted on the class Schoology page. Students are required to log on regularly to stay on track of deadlines and monitor their grade. Parents are granted access to Schoology as well to keep up with the progress of their student. The instructor can be messaged via Schoology.

Personal Materials The following is a list of items students need to have with them daily:

a black Sharpie pen for labeling food prepared in class.

a pen or pencil for notes and test taking

a small notebook for notes

a class binder to organize class notetaking guides, worksheets, study guides, recipes, projects, quizzes, and tests.

Washington State Food Handlers Card \$10.00 good for 2 years (Will Be Offered in class during the first two weeks of class)

The students in the bakeshop produce and serve food to the public via our Training Grounds Café and Le Bistro restaurant and catering. Every student is required by the Snohomish Health District to obtain a Washington State Food Handler's Card to make food for our paying customers. This can be done online at www.foodworkercard.wa.gov The website covers the required material and issues a test before receiving the card for \$10.00. Additionally, a representative of the Snohomish Health District may be able to visit the class the first week of school to give a presentation on safety & sanitation followed by the test.

If a student has already acquired a Food Handlers Card for a previous culinary class or job, they need to bring a copy for the program to keep on file. The Food Handler's Card needs to be valid for the entire school year.



Certification. The students have the option to study and take the Servsafe managers exam to get a five-year industry recognized certification. *It's not required but can be an advantage to getting a job in the culinary field. It will be an additional cost of \$76.44 for the book and exam.

Required Professional Attire:



Students are required to wear professional chef's attire every day. Chef's attire consists of:

PROFESSIONAL ATTIRE PAID FOR BY STUDENT	PRE-ORDERED BY SNO-ISLE	BOUGHT SEPERATELY BY STUDENT
Chef's Coat	X \$26 cost estimate	
Chef's Hat	X \$6 cost estimate	
Chef's Apron	X \$18 cost estimate	
Black Pants, loose fitting full length		X
Black Shoes that are nonskid, closed toe with a rubber slip resistant sole, heel not to exceed 1"		X
Sharpie		X

Pen or pencil		X
Small Notebook		X
Class Binder		X

Sno-Isle will take pre-orders for the coat, hat, and apron for the student before the end of the previous school year. Students will pay for their clothing upon receipt in September of the enrolled school year.

Students are required to locate and purchase their own black pants and shoes that conform to the guidelines outlined above. Popular suppliers include:

www.shoesforcrew.com

www.zappos.com

Target

www.chefwear.com

www.chefworks.com

Fred Meyer

Doc Martins, Slip

Amazon

Vans

Resistant and Industrial

Walmart

Students need to come to class daily with a small notebook to take notes during theory and write down instructions during production. A sharpie is essential for labeling food and a pen or pencil for notes. A class binder is necessary for organizing assignments.

Examples of what does not comply include:

tight fitting pants such as
leggings
jeans of any kind

black tennis shoes
without slip resistant
soles
Converse

shoes without slip
resistant sole
aprons not provided by
Sno-Isle

Students are required to have a minimum of 2 sets of clothing and apron and 1 pair of shoes. Students are expected to launder their attire regularly and wear a clean chef's attire every day. Students who are unable to wear a clean chef's attire will not be permitted to work in the kitchen and will be given an alternative assignment for the day.

Sno-Isle is committed to having this class (and all their classes) be fully accessible and barrier free to attend. This means that if you are unable to purchase the above items for ANY REASON the school will cover these costs for you. Complete the following on-line form provided: <https://forms.gle/LybMGQ98aaDJwxRx5>

Contact your instructor or Lisa Walseth-Vetter in the Sno-Isle main office for more information, if needed.

If you do not intend to use the above barrier reduction support, please plan on paying for your Food Handler's Card, chef's coat, hat, and apron on the first week of school.

Grading

Students and parents have the ability and are encouraged to review grades on-line, through the MSD Information Management System- Schoology or Skyward Qmlativ. Access will be provided in the beginning of the school year. Contact the instructor to request a progress report at any time.

Grades are sent to the sending schools at the end of 1st quarter, 1st semester, 3rd quarter and 2nd semester.

Grades are weighted and comprised of the following four categories:

1) Classwork 50% During a typical week, class time is divided into three types of learning: theory, prep, and production.

Theory Classwork Expectations One to two days a week is spent on "theory" where the class reviews new methods in the bakeshop through discussion, demonstration, practice, and assessments. On "theory" days students are expected to pay attention and stay engaged, take notes, and contribute to discussion.

Production Classwork Expectations One day is spent on food preparation for our café, restaurant, and other events. Two days are spent continuing to produce products and bake off and finish pastries for sale. On production days, students are expected to work hard and produce a significant volume of high-quality pastries. This kind of work requires a lot of focus, attention to detail, group collaboration, and integrity.

Employability Skills Card Students document their daily classwork on their Employability Skills Card. For each day that they are present, they will record the tasks they completed in class and reflect on what they learned that day. Cards will be graded on ability to meet the above expectations. If a student is present and does not fill out their card, they will receive a 0 for that day. Students will earn points for

Professionalism: Coming to class in a complete and clean coat, pants, shoes, with pen, sharpie, notebook, and professional attitude.

Time Management: Moving with a sense of urgency and purpose is a core industry value taught in this class. Students will learn and improve their time management skills throughout the year.

Participation: Active engagement (not passive).

Sanitation: Clean and sanitize between tasks and at the end of class.

The classwork category is equal to half of the total grade because of the amount of physical work and mental focus involved in meeting the expectations. This is an experiential learning class. Being present and engaged is closely linked to learning. Additionally, engaging in class improves a student's performance in the three remaining categories: assessments, homework, and projects.

***Disorderly conduct will not be tolerated. Students who create a dangerous environment by fooling around, engaging in horseplay, conducting themselves inappropriately, and having a disrespectful and unprofessional attitude will not be trusted with production tasks in the kitchen, marked down on the Employability Skills Card, and have parents notified, and possibly addressed by Sno-Isle Administration.

IF ABSENT: To receive credit for classwork when students need to be absent, Students must notify the Instructor PRIOR to each absence. The student is required to call-in or email/message the instructor letting them know they will not be in class for the day. Daily lesson planning and production is based on full class attendance. The instructor requires notice of absence in advance to modify plans as needed.

Students can contact the instructor BEFORE EACH absence by:

- 1) Calling the direct line for the culinary arts at (425) 348-2225 and leaving a voicemail.
- 2) Emailing the instructor at luepnitzmj@mukilteo.wednet.edu
- 3) Messaging the instructor on Schoology.

Criteria for receiving an Employability Skills Card Grade when absent:

By contacting the instructor PRIOR to being absent, the student will receive full credit for their daily Classwork grade.

If the student notifies the instructor of an absence after class has started and on the day of the absence, they can receive 75% on their daily grade.

Inability to contact the instructor before or on the day of their absence will result in a 0 for classwork and negatively impact their overall grade.

When a student needs to be absent, follow these contact guidelines:

If Student is absent:	Contact Sending School	Contact Sno-Isle 425-348-2222	Contact Chef Mark Luepnitz Instructor
Parent or Guardian	X	X	
Student			X Email luepnitzmj@mukilteo.wednet.edu Schoolology Message Voice mail 425-348-2225

2) Homework 10% Assignments will be given on a weekly basis and include and are not limited to:

Chapter readings from The Culinary Professional textbook. Completion of the concept checks in the online version of the textbook is required to receive credit for the chapter readings.

Notetaking Guides When new material is introduced in class, students are given notetaking guides to fill out while the instructor reviews the new concepts, class discusses the material, and when the instructor demonstrates a new method of cooking preparation. If the student was absent or unable to finish the guide in class, they have the rest of the week to complete the notetaking guide using the textbook at home or search for additional information online. Notetaking guides are due at the end of the week before taking the weekly Friday quiz on the new material.

Reflections Students answer reflection questions based on what they have tasted in class or how production went in class. These are due when we make something new together as a class and when students complete projects.

3) Assessments 20% Formative and summative assessments include and are not limited to:

Quizzes There is a short formative quiz most Fridays that covers material from the week. Students' complete notetaking guides based on the new material that they can use to prepare for the quiz. Quizzes are usually short answer, fill in the blank, and matching.

Unit Tests Every few weeks there are summative tests that encompass related material from quizzes over the previous few weeks. Tests are usually multiple choice, true false.

Culinary Practical's -Students will individually demonstrate their mastery of fundamentals by following a recipe. They will be evaluated on their ability to complete the recipe independently from start to finish while following safety and sanitation protocols. There will be two culinary practical's during the year. One at mid-term and the Final Practical at the end of each year.

4) Projects 20% Students complete multiple projects that demonstrate their growing repertoire and project management skills as the year progresses.

Group and individual projects & after school events- Students practice designing, planning, and producing their own menus. A minimum of 4 afterschool events are completed each year. Student who come to 5 or more after school events will receive a drop of their lowest test grade. (Mid-Term & Final Practical not negotiable) These take place typically from 2:30-7:30 pm at Sno-Isle kitchen or off premises event. Students have transportation to and from Sno-Isle Tech using ride from parent or legal guardian or drive themselves with acquired parking pass issued by Sno-Isle Tech. With each successive event, the students take on more of the planning and creativity aspects of the process. Additionally, seniors work together at the end of the year to put on a Senior Showcase event where they get to create something new and share it with the community with the support of junior students.

Restaurant Project (second years only) -Each project includes various planning assignments to be done at home. These assignments are designed to keep students on track towards completing the project and document their contributions to group work. Students are given a multi-week timeline of when each assignment is due at

the onset of the project. At the conclusion of a project, students turn in a packet of revised paperwork, responses to reflection questions about the experience, and a self-evaluation.

E-Portfolio -Throughout the year students compile a portfolio showing the things they have learned and created. They take pictures of their work and turn them into portfolio pages including descriptions of the plated dishes, sauces and project displays that they have made in class. The E-portfolio also includes a resumé, practice cover letter, and a cover page that shares information on their future goals.

Grading Scale:

A	94-100%	C+	78-79%	F	0-59%
A-	90-93%	C	73-77%		
B+	88-89%	C-	70-72%		
B	83-87%	D+	68-69%		
B-	80-82%	D	60-67%		

Dress Code

Hair must be pulled back (for safety and sanitation) and secured in a ponytail or other styling accessory. Hair must be pulled away from face and shoulders. If students have a hair style that is hard to contain with hair ties or does not fit under their chef's hat, they will be required to wear a hair net.

Piercings Low profile stud earrings only. Other piercings (eyebrow, lip, septum etc.): clear posts only, for safety and professionalism during class.

Accessories Necklaces, scarves, dangling or hooped earrings, bracelets, fake fingernails, or acrylics are not allowed at any time for safety and hygienic reasons. Nails need to be kept short to prevent buildup of contaminants under fingernails. It is preferred that students not have nail polish. If they chose to wear nail polish, they must wear single use gloves at all times throughout working in the kitchen and change gloves between each task.

Required Professional Attire and Personal Materials Students are required to wear professional chef's attire every day. Chef's attire consists of:



chef's coat

chef's hat

chalk stripe chef's apron

loose fitting full length black pants

black shoes that are nonskid, closed toe with
a rubber slip resistant sole, heel not to exceed 1"

black socks



Sharpie and pen/pencil in sleeve pocket of chef's coat

Small notebook in pants pocket or at workstation

Course Calendar at a Glance

After the initial safety & sanitation unit, class production follows the ebb and flow of the food industry with our busiest times happening around holidays and school celebrations. ALL FOOD IN CAFÉ AND RESTAURANT IS PREPARED BY STUDENTS. Field trips will take place when approved and possible.

<p>September</p> <p>Safety & Sanitation</p> <p>Students must earn 100% on the safety test to get cleared to work in the kitchen.</p> <p>Knife safety exam</p> <p>Equipment ID</p> <p>In Food worker card Exam</p> <p>Equipment Safety orientation</p>	<p>October</p> <p>Train for the opening of Training Grounds Café</p> <p>Barista Training</p> <p>Second Years -start on restaurant project, Menus Thema, type of cuisine</p> <p>Training Grounds projected to open to staff and students by late October.</p>	<p>November</p> <p>Train for the opening of Le Bistro Restaurant</p> <p>Front of the House training</p> <p>Thanksgiving meal in Le Bistro.</p> <p>Second years -start costing menus & recipes</p>
<p>December</p> <p>Catering for multiple holiday events.</p> <p>Soups, sauces, stocks</p> <p>Entrées preparation</p> <p>Mid-Term practical</p>	<p>January</p> <p>Second Year students</p> <p>Costing & recipe development Due</p> <p>Breakfast & dairy</p> <p>Salads & Gard manger</p>	<p>February</p> <p>Second year marking billboards Due</p> <p>Meat fabrication & Vegetables Cookery</p> <p>Starches</p> <p>Valentine's meal and bake off in Le Bistro</p>
<p>March</p> <p>Menu changes in Training Grounds and Le Bistro</p> <p>Second Year students</p> <p>Start Dates for Restaurant project</p> <p>St' Patties Day meal</p>	<p>April</p> <p>Easter meal in Le Bistro</p> <p>Seniors start planning for their Senior Showcase in May with Junior support</p> <p>Possible Field trips</p> <p>Edmonds College Visit</p>	<p>May</p> <p>Final practical</p> <p>Senior Showcase</p> <p>All School Celebration</p> <p>Program celebration</p>
<p>June</p> <p>Catering for end of year celebrations for other schools and programs.</p>		

Policies and Procedures

Attendance will be taken EVERY school day.

Students are expected to be in class each day that their sending school is in session and transportation to Sno -Isle is provided by the sending school district. If your school is not sending a bus, but you have your own transportation, you are welcome to attend with appropriate permission to self-transport.

Parent/Guardian must Notify Sending School & Sno-Isle Notes or phone calls about all absences are required for both Sno-Isle and the sending school. Valid reasons include illness, family emergency, doctor or dentist appointments, religious observances, school activities, or other absences as deemed appropriate by a Sno-Isle Administrator. A guardian must notify both the sending school and Sno-Isle on the day of the absence or within 2 school days of your return. For Sno-Isle, call (425) 348-2222, then leave a message detailing: name of student, program, and session (AM or PM), reason for absence, date(s) of absence, name of person calling in and their phone number, expected return from the absence.

Student must notify Instructor PRIOR to absence Daily lesson planning and production is based on full class attendance. The instructor requires notice of absence in advance to modify plans as needed and to give credit on Employability Skills Card.

Students can contact the instructor BEFORE EACH absence by:

- 1) Calling the direct line for the Culinary Arts at (425) 348-2225 and leaving a voicemail.
- 2) Emailing the instructor at wrightcf@mukilteo.wednet.edu
- 3) Messaging the instructor on Schoology.

Criteria for receiving an Employability Skills Card Grade when absent:

By contacting the instructor PRIOR to being absent, the student will receive full credit.

By contacting the instructor of an absence AFTER class has started and on the day of the absence, they can receive 75%

By NOT contacting the instructor about absence, the student will receive a 0.

Pink Slip Upon return to school, students must obtain a pink admit slip in the office and take it to their instructor.

Planned Absences If students anticipate being absent from Sno-Isle, they must complete in advance:

School-Related Activity Form (green) Fill out by sending school and Sno-Isle instructor and turn in to the Sno-Isle office before the event.

Pre-Arranged Absence Form (blue) Fill out by the student and their parent or guardian for healthcare appointments, court date, etc and submitted to the Sno-Isle office before the event

Check in/Check out Policy Students arriving late or leaving early must sign in or out at the Office. Students will only be allowed to leave after a note or phone call is received from the guardian. Students who leave without following this procedure will be considered truant. Note: leaving class for more than one hour counts as an absence.

Sno-Isle Handbook For more information on Sno-Isle's Attendance policies – please see the Sno-Isle Handbook.:

If Student is absent:	Contact Sending School	Contact Sno-Isle 425-348-2222	Contact Chef Mark Instructor
Parent or Guardian	X	X	
Student			X Email luepnitzmj@mukilteo.wednet.edu Schoolology Message Voice mail 425-348-2225

Leaving the Classroom Students must be given permission from the instructor to leave the class for any reason. A hall pass always needs to be with the student with specific destination information, for the students to leave the classroom. These paper passes need to be filled out along with the pass info on the front door of the classroom.

Assignment schedule All assignments and assessments (quizzes, tests, and mid-terms and final exams) due dates are available on the Schoology calendar and on the assignments themselves. You must check this information frequently for possible changes. You will need to let the instructor know if you are planning to be away from class for several days, so you can get an update for any assignments/quizzes you may miss. The instructor indicates in class if the assignments need to be turned in on paper or digitally on Schoology the platform used for The Culinary Professional Textbook. If the assignment is a paper assignment, it is due during class time on the date due. If the assignment is due digitally, it needs to be submitted by 11:59 PM on the day that it is due.

Late Assignments and Assessments Late/missing will be reflected in the gradebook as a zero score and noted as “missing” until the work is turned in and graded. Any assignment turned in late will not receive full credit, but partial credit (70%) can be received when submitted - less any deductions.

No late work will be accepted a week before the end of the quarter and/or semester end for grading purposes.

If you are absent the day of a practical exam, quiz or test you must take the test the day you return or at the discretion of the instructor. Practical exams, quizzes and tests can be retaken, once, within one week of the initial testing date, for full credit – minus any extra credit.

Academic Dishonesty IS NOT TOLERATED.

Academic Honesty and Integrity violations include, but are not limited to:

Plagiarizing, copying, or submitting any part of another person’s work (written, visual, or auditory) as representing one’s own work.

Distribution/Sharing/Receiving of class assignments or test information in written, electronic, or verbal form to/from another student without teacher permission. Students in physical or electronic possession of unauthorized academic materials, whether requested/used or not, may be subject to disciplinary action.

Using “crib notes”: Any use of unauthorized notes on tests/assignments (written notes or electronic devices of any kind).

Altering or Accessing Official School Documents: A student shall not alter official school documents, either paper or electronic, or open school documents not specifically addressed to the student.

Suspected and confirmed instances of academic dishonesty will be referred to administration for documentation.

Electronic Devices Students can use electronic devices (phones/tablets) as necessary, for educational purposes ONLY, and only while in the classroom. Examples of educational purposes: research, taking pictures of the white board/study notes or pastries and desserts made by the student for their personal portfolio, videoing procedures/skills etc. If this policy is infringed upon the instructor reserves the right to adjust the policy to a NO TOLERANCE POLICY where electronic devices will be not allowed and confiscated as appropriate.

Phone Calls/Text Messages All phone calls and text messages are to be made before or after class. With the instructor's permission local calls may be made from the classroom if deemed necessary. Students are not to receive cell phone calls or text messages during class. In a true emergency, parents are to call the Sno-Isle office and they will quickly be put in contact with the classroom and the necessary parties. Please see the electronic devices policy above for additional clarification.

Accommodations Sno-Isle TECH Skills Center can support accommodations for learning and health needs. The same as your sending school, we need updated paperwork that states what accommodations are needed. Please turn in any updates to your learning and accommodation plans to the instructor or the Study Center staff.

Culinary Arts Theft Agreement

I, _____ have been informed that I may be removed from the Culinary Arts Program and receive no credit for any of the following reasons:

- Ring up personal orders
- Using POS system without instructor present
- Not charging a customer for food items
- Voiding out a valid guest check
- Removing money from the till
- Not placing the guest's tip money in the appropriate box

Leaving the cash register unlocked or unattended
Not paying for food or beverages for personal consumption
Giving “free” food to customers or fellow students
Not charging customers for “extras”
Taking a fellow student’s money or property
Taking food (from walk-ins, prep areas, including beverages)
Wasting food or throwing out good food without instructor approval
No reselling of product for personal gain

I realize that the committing any of the above is stealing and will be treated as such.

Date Student Signature

Date Parent Signature

3 R's of Professional Expectations

RESPONSIBLE

I arrive on time
I am prepared for the day
I am on task
I manage my time efficiently
I use electronic devices appropriately as defined for my workspace/ classroom
I inform my supervisor/ instructor when I will be late or absent
I take responsibility for missed work/ assignments when late or absent
I always dress appropriately, professionally and wear all my uniform and PPE
I leave at my scheduled departure time
I do more than asked of me. The minimum is not enough.

Signature_____

RELIABLE

I learn and grow from my mistakes
I read for understanding before I begin
I seek to understand rather than guess
I request instruction when I don't understand; I research, plan, and assess
I seek to contribute to my work-team/ peers
I communicate my needs to my supervisor/ instructor
I value my safety and the safety of those around me
I clean-up each day
I keep myself and my area organized and safe
I strive to be a person of integrity in all that I do

Signature_____

RESPECTFUL

I respect myself
I treat others with respect
I conduct myself in a professional manner
I see beyond my individual needs
I respect my co-workers'/ peers' time
I respect my coworkers'/ peers' tools/ instruments and space

Signature_____

Culinary Arts Service & Productions Syllabus

Academic year 2022-2023

Student & Parent/Guardian Agreement PLEASE RETURN LAST THREE PAGES ONLY

I, _____ (printed student name) have read the Culinary Arts Service & Productions Syllabus 2022-2023. I agree with the information and procedures listed. I will act responsibly in class and engage with class materials, projects, and assignments to the best of my ability. I will act with respect and compassion towards my fellow students, myself, and my culinary chef instructor. I agree to providing my parent/guardian with information/access about my grades, attendance, and school/class updates.

_____ (Initial) I will come to class prepared wearing a clean full professional attire including:

Chef's coat

Chef's hat

Apron

Black pants, loose fitting

Black Shoes, slip resistant

Sharpie

Pen or pencil

Small notebook

_____ (Initial) I am aware that Sno-Isle is committed to having this class (and all their classes) be fully accessible and barrier free to attend. This means that if I am unable to purchase the above items for ANY REASON the school will cover these costs for me. I can complete the following on-line form provided: <https://forms.gle/LybMGQ98aaDJwxRx5> Contact my instructor or Lisa Walseth-Vetter in the Sno-Isle main office for more information, if needed.

Signature

AM or PM session

Date

I, _____ (printed parent/guardian name) have read the Culinary Arts Production & Services Syllabus 2022-2023. I agree with the information and procedures listed. I understand I can access my students' grades, assignment information, and class/school updates online via Schoology or Skyward Qmlativ.

Signature

Relationship to Student