



ARKANSAS TECH UNIVERSITY

HA/CUL 2913- SPRING 2014

PRINCIPLES OF FOOD PREPARATIONS

Instructor: Seung suk Lee Ph.D.

Office: Williamson Hall Room 101

Course:

Office Hours:

Lecture: M-3:30-4:20

M: 8:00 -12:00

Lab: M 4:30-7:20

T: 8:00--12:00

E-mail: slee17@atu.edu

W: 8:00-10:00

Telephone number: 479-968-0371

REQUIRED TEXTBOOK: Gisslen, W. (2009). *Professional Cooking, 6th Edition*. New Jersey: John Wiley & Sons, Inc. ISBN: 978-0-471-66374-4.

REQUIRED UNIFORMS:

- Professional uniforms {*Chef coat : White & Pants: Black & white checks*}
- Appropriate head wear {*Chef hat (white)---- No beanie or skull cap*}
- Safe shoes (black shoes) ---**No tennis shoes!**



A strict uniform policy will be observed. Improper dress can endanger the safety of others and is disrespectful to the profession. **Anyone who does not arrive in the proper uniform will lose points.**

Penalty: Chef Hat (-10 points), Chef Pants (-10 points), Chef Coat (-10 points) & Shoes (-5 points) and you may be asked to leave.

REQUIRED MATERIAL: Calculator

COURSE GOALS:

Students should be able to:

- Demonstrate skills in knife, tool, and equipment handling
- Operate equipment safely and correctly
- Demonstrate proficiency in dry and moist heat cooking methods
- Produce a variety of food products
- Apply principles of food handling and preparation
- Implement professional standards in food production

GRADING PROCEDURES:

Assignments (11 chapters x10)	110
Exam#1	100
Exam #2	100
Exam #3 (final)	100
Lab (14 @ 20)	280
Cleaning Lab (2 @ 25)	50
<u>Attendance (14@ 4)</u>	<u>56</u>
Total	796points

Grading scale (%)

A	B	C	D	F
100-90	89-80	79-70	69-60	59-0

PROGRAM MISSION

The mission of the Hospitality Administration Program is to provide quality education in hospitality administration, build a foundation for professional growth and development and encourage lifelong learning.

PROGRAM LEARNING OUTCOMES

At the conclusion of the program, students will be able to:

1. Exhibit professional hospitality administration knowledge, skills, and abilities.
2. Synthesize and evaluate core management concepts in the areas of hospitality accounting, finance, human resources, marketing, operations, and technology.
3. Describe the fundamental principles of leadership and demonstrate successful leadership skills.
4. Utilize critical thinking, problem solving, written and oral communication, and investigate skills specific to hospitality administration.
5. Apply experiential learning experiences acquired through courses, work experience, and internship to become a successful professional.
6. Demonstrate best practices to meet ever changing guest needs and expectations.

Lodging and Club Management Emphasis Learning Outcomes

At the conclusion of the program, students will be able to:

1. Understand and analyze the functions of lodging and club operations.
2. Distinguish guest needs specific to operational settings.

Tourism and Event Management Emphasis Learning Outcomes

At the conclusion of the program, students will be able to:

1. Understand and analyze the role of tourism and event management.
2. Plan, organize, coordinate, develop, and evaluate the issues related to tourism planning and event management.

Food and Beverage Management Emphasis Learning Outcomes

At the conclusion of the program, students will be able to:

1. Understand and analyze the function of food and beverage operations.
2. Manage the entire operation; coordinate and evaluate all aspects of food and beverage services.

ASSIGNMENTS

You will find questions for discussion at the end of each chapter and you have to turn it in by designated deadlines *via an Assignment Drop box in Blackboard*.

The following chapters are covered in this class:

Chapter	Due date	Memo
7	2/3 by 11PM	
4	2/3 by 11PM	
2	2/10 by 11PM	
3	2/10 by 11PM	
9	3/10 by 11PM	
22	3/10 by 11PM	
21	3/10 by 11 PM	
23	4/14 by 11 PM	
11	4/21 by 11 PM	
13	4/21 by 11 PM	
15	4/28 by 11 PM	

EXAMS

Exam will be given as scheduled and covers the chapters and class materials. Please, notify the instructor *prior to* the exam if illness or other extenuating circumstances will force you to miss the exam date.

CLEANING LAB

Each student will be assigned cleaning duties where you will be in charge of the overall cleanliness of the laboratory. See the tentative class schedule.

ATTENDANCE

Each student is required to attend the class on time. For our course to be considered a success this semester, each student must actively contribute each class period to our learning environment. Excessive unexcused absences may result in the lowering of an individual's grade.

If you miss a lab, you will receive a zero for the lab session and there is no make-up lab. If you need to leave the lab early for any reason, please let the instructor know before the class begins. You may get a partial credit for attendance.

MINIMUM STANDARDS FOR LABORATORY GROOMING AND ATTIRE

In order to maintain professional standards of appearance and provide maximum safety for the students and guests, students are expected to observe the following standards of appearance.

Personal grooming

- Good personal hygiene is essential and precautions should be taken to avoid body odors.
- Hair: clean, neat, and covered by hair restraint
- Hands: clean, short fingernails
 - ✓ *Nail polish is not allowed! (penalty:-10 points)*
 - ✓ Open cuts and burns must be bandaged and hand gloved
 - ✓ *Rings are not allowed! (penalty:-10 points)*
 - ✓ Facial hair: clean shaven
 - ✓ Jewelry: no necklace and bracelets / no ear, nose, eye, and tongue rings

Uniforms for men

- Chef hat worn in lab
- Clean, pressed white chef jacket in lab
- Chef pants
- Clean, polished black shoes worn with black or grey socks. No athletic or athletic-type shoes. No open toe shoes!

Uniforms for women

- Chef hat worn in lab
- Clean, pressed white chef jacket in lab
- Chef pants
- Clean, polished black shoes worn with black or grey socks. No athletic or athletic-type shoes. Low heels are required. No open toe shoes!
- Hair must be pulled up and/ or back or kept short

WORK HABITS:

- Come to lab in a clean uniform
- Keep uniform clean while working
- Avoid touching face and hair while working
- Wash your hands after blowing, wiping your nose, or using a bathroom
- Wash your hands after touching your face, hat, or hair
- Use correct spoons for proper tasting
- Keep work area neat and organized
- Return items to their proper location after they have been cleaned and sanitized
- Be respectful of others

CLASSROOM REGULATIONS

Cell phones must be turned off and must be stored in your backpack while you are in class or lab. Also, during exams, all hats must be removed and books and notes must be stored in your backpack. It is expected that students conduct themselves in a mature and professional manner in each class session.

Cell phone and Texting policy: When you enter this class, you are to put away your cell phone and turn it off. Texting in class or lab is very rude and disrespectful. If it appears to me that you are texting messages, I will take off 10 points each time. Therefore, you must be responsible to make sure that there is no texting in class!

Ringtone must be turned off in class or must be in silent mode. If you need to check for or receive a call, you must inform the instructor in advance.

COURSE GUIDELINES

- Proper lab attire must be worn and personal hygiene standards met. You will not be permitted to participate in laboratory activities unless you follow the uniform policy.
- Tardiness: being tardy to lab will result in points being deducted from your lab score for the day
 - ✓ Up to 5 minutes late to lab and class- 1 point
 - ✓ Over 5 minutes up till 10 minutes late to lab and class- 2 points
 - ✓ Over 10 minutes up till 15 minutes late to lab and class- 3 points
 - ✓ *Over 15 minutes late to lab- 10 points*
 - ✓ *Over 15 minutes late to class-4 points*

ACADEMIC DISHONESTY/PLAGIARISM/ETHICS POLICY***

Each student must agree the following statement of student behavior:

- 1) **Completing and submitting class materials such as homework in my name.**
- 2) **Understanding policy of plagiarism that directly copy from books, publication, the internet, or other student work.**
- 3) **Cheating that is made to gain undeserved intellectual credit or advantage.**

The university is strongly committed to upholding standards of academic integrity. Any incident of academic dishonesty/misconduct will be reported to the Dean of Student Office.

Any form of academic dishonesty may result in a grade of F.

Tentative Class Schedule

Date	Day	Chapter	Topic	Week	Lab
1/13	M		Introduction to course	Week 1	Kitchen tour Cleaning lab
1/20	M		MLK Jr. day	Week 2	No Class/ Lab
1/27	M	Ch 7 & 4	Mise en Place & Basic cooking principles	Week 3	Lab (knife skills, herbs, & spices)
2/3	M	Ch2&3	Sanitation and safety / Tools and equipment	Week 4	Lab (knife skills, herbs, & spices)
2/10	M	Ch 5	Menus, recipes, and cost management ***Bring a calculator***	Week 5	Lab (Valentine Cookies & Chocolate dessert)
2/17	M		Exam #1 (CH 7,4,2,3, & 5)	Week 6	Written test Knife skill test
2/24	M	Ch 8	Stocks and Sauces	Week 7	Lab (Stocks & Sauces)
3/3	M	Ch 9 & 22	Soups & Sandwiches	Week 8	Lab (soups & Sandwiches)
3/10	M	Ch 21	Salad Dressings and Salads	Week 9	Lab (Salad Dressings and Salads)
3/17	M		Exam #2 (CH 9, 22, 21, & 8)	Week 10	No Lab
3/24	M		Spring Break	Week 11	No Class
3/31	M	Ch 30	Yeast products	Week 12	Lab (yeast bread & roll techniques)
4/7	M	Ch23	Hors D'oeuvres	Week 13	Lab (Hors D'oeuvres)
4/14	M	Ch 11 & 13	Cooking meats & game/poultry & game birds	Week 14	Lab (cooking meats & poultry)
4/21	M	Ch 15	Cooking fish & shellfish	Week 15	Lab (Sushi and sushi rolls)
4/28	M		Cleaning	Week 16	Cleaning

5/5			Final exam (Ch 30,23,11,13, & 15)		3:30-5:30 PM