



**ARKANSAS TECH UNIVERSITY**

**HA 4983 –FALL 2013  
ADVANCED FOOD PRODUCTION**

**Credit:** 3 Semester Hours

**Course:**

**Lecture:** Th:3:00-3:50 PM

**Lab:** Th:4:00-8:50PM

**Instructor:** Seung suk Lee Ph.D.

**E-mail:** [slee17@atu.edu](mailto:slee17@atu.edu)

**Office:** Williamson Hall Room101

**Telephone Number:** 479-968-0371

**Office Hours:** MW: 8:00-10:00 & 1:00-2:00  
T: 8:00-12:00

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**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.

This is achieved by:

- Providing knowledge, skills, and abilities through a comprehensive academic curriculum.
- Demonstrating professionalism, leadership and high ethical standards by a competent faculty and administration
- Promoting community service and outreach
- Emphasizing the importance of research and continuing education
- Encouraging life-long learning

**Textbook:** Gisslen, W. (2011). *Professional Cooking, 7<sup>th</sup> Edition*. New Jersey: John Wiley & Sons, Inc. ISBN: 978-0-470-19752-3.

**Prerequisite:** HA 2913

**Required Uniforms:** Professional uniforms (chef coat & pants), appropriate head wear (chef hat) and safe shoes will be required for the lab portion of this class. 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 and may be asked to leave.

**Penalties:**

- **Chef Hat (-10 points)**
- **Chef Pants (-10 points)**
- **Chef Coat (-10 points)**
- **Shoes (-5 points)**
- **Rings (-10 points)**
- **Nail polish (-10 points)**

**Required Material:** Calculator

**Course Description:** Upon completion of this course the student should be able to demonstrate advanced level cooking techniques and methods, recipe conversion, and professional food preparation and handling as well as managerial competencies.

**Course Objectives:**

Upon the successful completion of the course, you will be able to:

- Create and execute meals from menu conception, recipe conversion and costing through marketing, production, and personnel management.
- Plan and produce meals and special events using effective planning, implementation and management skills.
- Perform advanced level cooking principles and techniques of quantity food production.
- Demonstrate principles of sanitation & food safety.
- Evaluate customer reaction to food.
- Explain the components of a quantity food service operation by means of a poster presentation.

**Course Expectation/Participation:**

All class participants will be expected and evaluated on course participation.  
All students are required to:

- Participate in all labs and be present and prepared at the required time. Since this is a performance-based class, there will be no-make-up labs.
- Take ownership for learning and will be required to rotate through various positions in the kitchen.
- Manage one complete dinner session from concept to production.
- Turn in a kitchen manager's report on the due date.
- Be present at a mandatory pre-planning meeting with the BOH manager and instructor.

**Grading Procedures:**

Exam#1	100
Exam #2	100
Exam #3	100
Iron Chef Competition peer evaluation	50
Kitchen manager's report	100
Evaluation of kitchen manager duties	100
Lab (14 @ 20)	280
Guest chef night prep work	20
Cleaning Lab	50
<u>Attendance (13@ 4)</u>	<u>52</u>
<b>Total</b>	<b>952 points</b>

**Grading scale**

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

**EXAMS**

Exams will be given as scheduled and will cover 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.

**KITCHEN MANAGER'S REPORT**

Each student is responsible for planning and managing the preparation of a meal serving people. The format of the kitchen manager's report will be distributed. The completed written kitchen

manager's report is due on the Thursday following the meal (a week from your event: by 4:00PM).

## **EVALUATION OF KITCHEN MANAGER DUTIES**

When you have a kitchen manager position, you are in charge of your entire event including preparation, duty assignment, employee scheduling, opening and closing a restaurant, and kitchen cleaning.

### ***1) Menu due:***

Each student must turn in menus for your event by 8/29/2012. Menus will be collected at the beginning of class.

Penalty: late submission (-15 points)

### ***2) Menu description:***

Once your menus are finalized, you must prepare menu descriptions for your event before posting on the website. You are required to send the instructor an electronic copy of menu description.

Penalty: late submission (-10 points), improper menu description (-10 points), and no submission (-20 points)

***---Menu description due date (a week before your event by)***

### ***3) Employee scheduling and duty assignment:***

As a kitchen manager, you must prepare employee scheduling for your event and assign duties for your employees.

Penalty: late submission (-10 points)

## **PRODUCTION MEETING**

All students are required to participate in the production meeting. The meeting will be conducted by the kitchen manager and the instructor, the date and time will be arranged by the kitchen manager. All students are expected to be in attendance when the meeting begins. The production meeting must include: theme, menu, recipes, and work schedules.

## **LAB PREPARATION WORK**

All students are required to sign up for the lab preparation work in order to assist in preparing food. Prep duties and time will be arranged by the kitchen manager. You must participate in the prep work at least 8 times through the semester and your attendance will be checked by the manager.

## **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 to our learning environment during each class period. Excessive unexcused absences may result in the lowering of an individual's grade.

## **GUEST CHEF NIGHT**

Each student is required to participate in Fine dining's guest chef series. Guest chef series is scheduled on .

## **CLEANING LAB**

The date of cleaning lab will be arranged later.

## **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!
  - ✓ Open cuts and burns must be bandaged and hand gloved
  - ✓ Rings are not allowed!
  - ✓ 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 p 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

## **CLASSROOM REGULATIONS**

Cell phones must be turned off while you are in a class or lab. During exams and quizzes, 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.

## **COURSE GUIDELINES**

- All assignment must be typed.
- Proper lab attire must be worn and personal hygiene standards met. You will not be permitted to participate in laboratory activities.
- Late submission will be accepted ***within 24 hours with a 20% reduction*** from the score earned for the submission. After 24 hours, your late submission **will not be accepted**.
- 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- 3 points
  - ✓ Over 10 minutes up till 15 minutes late to lab and class- 5 points
  - ✓ Over 15 minutes late to lab- 10 points

## **BONUS POINTS FOR EVENTS OTHER THAN THURSDAY LAB**

It will be provided when we have an Iron Chef Competition.

1<sup>st</sup> prize: 20 points

2<sup>nd</sup> prize: 15 points

3<sup>rd</sup> prize: 10 points

**Policy on Academic Honesty:** Academic dishonesty in any form, including plagiarism will result in failure of the course. Plagiarism defined: to steal or pilfer the written thoughts or words of another without giving them credit.

### Tentative LECTURE Schedule

<b>Date</b>	<b>Day</b>	<b>Chapter</b>	<b>Topic</b>	<b>Assignment due date</b>
<b>9/5</b>	<b>TH</b>	<b>Ch3 &amp; 4</b>	<b>Tools and equipment &amp; Basic cooking principles</b>	
<b>9/12</b>	<b>TH</b>	<b>Ch 5</b>	<b>Menus, recipes, and cost management</b>	
<b>9/19</b>	<b>TH</b>	<b>Ch 28</b>	<b>Food presentation</b>	
<b>9/26</b>	<b>TH</b>		<b>Exam #1 (Ch 3,4,5 &amp; 28)</b>	
<b>10/3</b>	<b>TH</b>	<b>Ch 29</b>	<b>Bakeshop production</b>	
<b>10/10</b>	<b>TH</b>	<b>Ch 30</b>	<b>Yeast products</b>	
<b>10/17</b>	<b>TH</b>	<b>Ch 31</b>	<b>Quick breads</b>	
<b>10/24</b>	<b>TH</b>	<b>Ch 11 &amp; 13</b>	<b>Cooking meats and game/ cooking poultry and game birds</b>	
<b>10/31</b>	<b>TH</b>		<b>Exam #2 (Ch 29, 30, 31, 11, &amp; 13)</b>	
<b>11/7</b>	<b>TH</b>	<b>Ch 23</b>	<b>Hors D' oeuvres</b>	
<b>11/14</b>	<b>TH</b>	<b>Ch 27</b>	<b>Pates, terrines, and other cold foods</b>	
<b>11/21</b>	<b>TH</b>	<b>Ch 14</b>	<b>Understanding fish and shellfish</b>	
<b>11/28</b>	<b>TH</b>	<b>Ch 15</b>	<b>Cooking fish and shellfish</b>	
<b>Final</b>			<b>Final will be arranged.</b>	

**Tentative LAB schedule**

<b>Date</b>	<b>Day</b>	<b>Topic</b>
<b>8/29</b>	<b>TH</b>	<b>Introduction to course/cleaning</b>
<b>9/5</b>	<b>TH</b>	<b>Cooking demonstration</b>
<b>9/12</b>	<b>TH</b>	<b>Cooking demonstration</b>
<b>9/19*</b>	<b>TH</b>	<b>Practice meal</b>
<b>9/26*</b>	<b>TH</b>	<b>Kiwanis Banquette</b>
<b>10/3</b>	<b>TH</b>	<b>Open to public</b>
<b>10/10</b>	<b>TH</b>	<b>Open to public</b>
<b>10/17</b>	<b>TH</b>	<b>Open to public</b>
<b>10/24</b>	<b>TH</b>	<b>Open to public</b>
<b>10/31</b>	<b>TH</b>	<b>Open to public</b>
<b>11/7</b>	<b>TH</b>	<b>Open to public</b>
<b>11/14</b>	<b>TH</b>	<b>Open to public</b>
<b>11/21</b>	<b>TH</b>	<b>Open to public</b>
<b>11/28</b>	<b>TH</b>	<b>Thanksgiving</b>
<b>12/5</b>	<b>TH</b>	<b>Open to public</b>
<b>12/9</b>	<b>TH</b>	<b>Iron Chef</b>