

PROPOSAL FOR COURSE CHANGE

To: Curriculum Committee

From: Parks, Recreation and Hospitality Administration (PRHA)

Date submitted: August 18, 2008

Request for: Catalog description change

Submitted by: Theresa Herrick

Approved by: Department Head: Theresa Herrick

Dean of School: Wally Hoeller

Reviewed by: Registrar: Gammy Woods

Vice President: _____

- I. **Catalog description:** Prerequisite: HA 1923. Corequisite(s) HA 2813 and CHEM 1114. Upon completion of this course the student will be able to demonstrate skills in basic cooking techniques and methods, recipe conversion, and professional food preparation and handling. Additionally, the student will be able to recognize and safely operate common foodservice equipment used in commercial kitchens and demonstrate proficient culinary knife skills. This course is two hour lecture and a minimum three hour lab depending upon special event requirement(s). \$100 lab fee required. Additional costs: professional uniforms and knives are required and are to be considered additional out-of-pocket expenses to the student.

Number: HA 2913

Title for Catalog: Principles of Food Preparations

Title for Inventory: Food Preparation

Effective date or term: Fall 2009

app cc 9/19/08
app FS 10/8/08

II. Justification and feasibility of course:

A. **What is the need for this course? Who will take it?**

1. The student will demonstrate fundamental cooking techniques and methods and proficient knife skills. The student will adapt an understanding of diversity and teamwork within the hospitality work environment
2. The student will adapt to varied food production settings and build on areas of personal interests

After initiating HA 1923, Intro to Food and Beverage there was a need to change the focus of this class to reflect new learning outcomes within the course. The addition of knife skills as a learning outcome was seen as a missing element in the learning outcomes for this course. Hospitality students will be the primary consumers.

B. **How does it relate to other work being offered by your department? Is there an overlap with other courses in the department?**

This course is a requirement for the food and beverage emphasis. The text that will be used for this course will also be used in HA 4983 Advanced Food Production. This course will be the second of three courses in the food and beverage emphasis area which focuses on food and beverage preparation and production.

C. **Is this course part of any general plan of development within your department? Explain.**

The Hospitality Administration Program was recently accredited. During the accreditation visit, the visiting team felt there were too many required core courses and not enough options for the students to select areas of specialization within the hospitality curriculum. The HA program is preparing to divide the curriculum into 3 emphases; food and beverage management; lodging and club management; and tourism and event management. The HA faculty and the HA Advisory

board felt the need for a catalog change to reflect the new learning outcome associated with this course.

D. How often will the course be offered.

This course will be offered once each semester.

E. How will the course be staffed?

Current full time or adjunct faculty will teach the course.

F. When applicable, state with which departments you have specifically coordinated this change?

None. This course affects only the hospitality students.

G. How does this course integrate with the assessment process of the department?

This course will help students in their knowledge and understanding of the ACPHA accreditation standards listed below which are part of the Hospitality Administration Assessment Plan:

- The operation relative to the provision of hospitality goods and/or services, including foodservice management and/or lodging management and related services
- Provision of sufficient areas of specialization to allow students to develop individual interests and talents

Assessment methods will include special projects, special events, meals and/or event preparation, lab reports/reflections and exams.



Arkansas Tech University
Department of Parks, Recreation and Hospitality Administration
CUL/HA 2913 Principles of Food Preparations
Fall 2009

Hospitality Administration Mission Statement:

The mission of the Hospitality Administration Program is to provide quality education in Hospitality Administration and provide a foundation for professional growth and development. 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

Catalog Description: Prerequisite: HA 1923. Corequisite(s) HA 2813 and CHEM 1114. Upon completion of this course the student will be able to demonstrate skills in basic cooking techniques and methods, recipe conversion, and professional food preparation and handling. Additionally, the student will be able to recognize and safely operate common foodservice equipment used in commercial kitchens and demonstrate proficient culinary knife skills. This course is two hour lecture and a minimum three hour lab depending upon special event requirement(s). \$100 lab fee required. Additional Costs: professional uniforms and knives are required and are to be considered additional out-of-pocket expenses to the student.

HA Course Number	HA Course Title	ACPHA Standard(s)	Learning Outcome(s)	Artifact(s)
HA 2913	Principles of Food Preparations	The operation relative to the provision of hospitality goods and/or services, including foodservice management and/or lodging	The student will <i>demonstrate</i> fundamental cooking techniques and methods and proficient knife skills. The student will	Lab reports/reflections, special projects, special events, exams

		management and related services	<i>adapt</i> an understanding of diversity and teamwork within the hospitality work environment	
		Provision of sufficient areas of specialization to allow students to develop individual interests and talents	The student will <i>adapt</i> to varied food production settings and <i>build</i> on areas of personal interests	Special projects, special events, meals and/or event preparation

Instructor: Donna Mitchell
 968-5422 Area Career and Technical Center
 968-0378 PRHA Office
 donna.mitchell@rsdmail.k12.ar.us

Office Hours: By Appointment

Class Times: Section 01

Lecture Monday 4:00-5:30
 Section 01 Lab Tuesday 4:00 – 7:00
 Section 02 Lab Wednesday 4:00-7:00
 Event assignments included in this document

Location of Class: Williamson Dining Room and kitchen

Required Text(s): *Professional Cooking*, Sixth Edition, John Wiley & Sons, Inc., Wayne Gisslen, ISBN 0-471-66374-3
Knife Skills for Chefs, 2007, Pearson Prentice Hall, Christopher P. Day with Brenda R. Carls, ISBN 0-13-118018-5

Required Uniforms: Professional uniforms, appropriate head wear and safe shoes will be required for the lab portion of this class (available at the ATU Bookstore). A strict uniform policy will be observed. Improper dress can endanger the safety of others and is disrespectful of the profession. Anyone who does not arrive in the proper uniform will lose points and may be asked to leave. Personal hygiene is critical. Painted and/or acrylic nails must be gloved, and loose jewelry removed. A professional knife kit will be required for this course (available at the ATU Bookstore).

Special Needs: Anyone who has special needs or considerations to assist in learning or test taking should speak with the instructor privately so that adjustments may be made. This should be done within the first two weeks of classes or as soon as the need arises.

Academic Honesty: Students are expected to be honest and truthful in and out of the classroom. Students will be required to submit their own original work. Students will be expected to:

- Present written work that is theirs alone.
- Correctly document any material from a textbook, pamphlet, journal, etc. that is used for an assignment.
- Only use authorized devices or material for an examination and no copying from other student's papers or tests.
- Document material correctly; as plagiarism is defined as stealing and presenting as one's own ideas or words those of another.

Any questions in reference to academic honesty can be found in the Arkansas Tech University Handbook. Be advised that any of your work including papers/reports identified as plagiarism will be reported. Any student found cheating would receive severe penalty, including expulsion from the University.

Classroom Procedure: Classroom procedure for this class may include all of the following formats. Lectures, discussions, group assignments, class demonstrations, student demonstrations, PowerPoint presentations, outside readings, field trips, and/or guest speakers.

Field Trips: It is Arkansas Tech University policy that students are not required to attend field trips. However, in lieu of the field trip, a research project may be required to be completed by the student not attending the field trip. Please see "Alternate Assignments" for the requirements of the paper. The instructor will determine the length of the paper and the topic of the paper.

Alternate Assignments: The instructor reserves the right to add and/or delete assignments from this syllabus. For reports/papers the following guidelines shall be adhered too: Cover page, references listed on reference page, typed in 12 point Times Roman font, with 1-inch margins and doubled-spaced.

Field Trip Etiquette: The instructor expects all students to dress in a professional manner. Proper undergarments must be worn on all field trips. No shorts or tank tops will be accepted. Shoes must be clean and polished. Please note personal hygiene guidelines on page 213 of your text for hygiene expectations. You are representing Arkansas Tech University, the Hospitality Department and yourselves; you only get one chance to make a first impression.

Attitude: Since this is a service course, each student must administer a professional attitude at all times. At the discretion of the instructor, a student may be asked to leave the kitchen and return at a later date. The instructor has the right to deduct points (up to 50 per lab) as deemed appropriate for disciplinary reasons. Attitude and appearance are both reasons for point deductions.

Course Requirements: The following are course requirements for Principles of Food Preparations:

- Attendance and participation in each class lecture and lab meeting. Students are required to participate in all labs and be present and prepared at the required time. Since this is a performance-based class, no make-ups will be allowed. Be prompt for lectures and labs, includes having reviewed assigned materials and being properly attired as outlined previously.
- Rotate through various positions in the kitchen.
- Completion of all assignments in a timely manner. All late work will decrease in value by 10% each day the assignment is late. Management reports are due on the next class meeting following the food service lab.
- Completion of exams and final over all materials covered in class as well as assigned readings and lab, independent and group work. Students are required to take the exams at the designated time and will only be allowed make-up exams with a written medical or judicial excuse. If such a situation should occur, the instructor must be notified before the exam.
- It may be necessary to require all students be present at a mandatory pre-planning conference with the BOH/FOH managers and faculty. This is unlikely, but not impossible.
- No smoking during class times or during breaks.
- No use of any other type of tobacco products.
- No chewing of gum or use of candy.
- Food or beverage consumption during lectures, food and beverage consumption during labs will take place at the discretion of the instructor and/or the dining room manager. NOTE: STUDENTS ENROLLED AND WORKING IN THIS CLASS ARE ENTITLED TO ONE FREE MEAL OR PRODUCT FROM EACH CLASS. ANY LEFT OVER FOOD FROM CLASSES MUST BE PURCHASED AT THE GOING PER MEAL RATE FOR EACH FOOD CARTON PURCHASED. SEE MEMO ON BULLETIN BOARD IN KITCHEN.
- **CELL PHONES WILL BE TURNED OFF DURING LECTURES OR LABS.**
- Failure to do so may result in a deduction of points for that event.
- Participate in assigned special events.

ATU Attendance Policy: 2008-2009 Undergraduate Catalog; page 72. A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the instructor with a grade of "FE." A student who is dropped from three courses in a semester for unsatisfactory class attendance may be immediately suspended. **NOTE: points will be given for class attendance.**

Exams: Test material will cover assigned text materials, lecture information, and information learned in labs. Possible points will be unique to each test.

Special Projects: Special projects will be used to allow students to demonstrate understanding. Students will be given ample time and support to complete these assignments. Written projects will be presented in a professional manner, typed, include a cover page, table of contents where applicable, and appendix of materials necessary to support written work.

Lab Reports: Students will turn in a report at the end of each lab. A formatted form will be provided. This report is part of the lab grade. No make up work for missed labs.

Lab Reflections: Written reflection after each lab provides an opportunity for you to think about the process, your learning's, and thoughts about the experience. These will be placed in a "Reflections" section in your course notebook

Inspections: There will be an inspection of staff before each lab or food service event. The inspection may be performed by the Fellowship Scholar, dining room manager(s), and/or the instructor, prior to the beginning of work or food service. A strict code of cleanliness, neatness and overall appearance will be adhered too, as will beginning and ending on time.

Meal and/or Event Preparation: Since we may have a limited time frame to prepare for a meal or event, some prep duties may need to be performed on the day prior to service. You will receive a separate pre-service responsibilities handout which will outline prep duties.

Methods of Evaluation:

Attendance will be recorded at each lecture and lab. Being tardy will be noted.

Appropriate dress, possessing necessary materials for work.

Homework assignments will have an assigned grade known to all students.

Exam points value will be indicated on each exam.

Special projects, rubric provided.

Course notebook, rubric provided.

Labs 50 points, rubric provided.

Bonus credit for work performed outside of assignments.

Assigned Event Dates:

Sign up on event sheet for one the week of September 24, 27, and one September 28 or November 12.

1. September 24, Monday, Agriculture Etiquette Dinner, need 15, 4 p.m.,
2. September 27, Thursday, Lions Club, 70 guests, need 17 students, 4 p.m.
3. September 28, Tuesday, Luncheon for 30, need 12 students, 9:30 a.m.
(See Mr. Moll) LABS this week

September 24 and 27 are your lecture and labs this week NO LABS

Complete homework assignment for this week to turn in Oct. 8

4. November 12, Monday, Norman Career Center Etiquette Dinner, need 17, 4 p.m.

Work will be weighted:

55% Assignments, labs, attendance, attitude, safety, professionalism

45% Exams and projects, test weeks on provided schedule.

Grading Scale:

A = 90% or above

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% or below

Remember: Culinary Students, Dining Service Management class and Quantity Food Production classes work together as a team. FOH and BOH together make a successful dining experience. These classes are unique and challenging. These classes may require you to attend at times not listed on the following schedule of classes. Bonus points will be given for your volunteer work on dates to be announced later. Please note that signing up for volunteer work and then not showing up will cause you to lose the same number of points that are being offered to those who do show up. This schedule is subject to change without prior written notice from the instructor.

“Every project is a self-portrait of the person who did it.”— Norman Rockwell