

PROPOSAL FOR COURSE CHANGE

To: Curriculum Committee

From: Parks, Recreation and Hospitality Administration (PRHA)

Date submitted: August 18, 2008

Request for: Course addition

Submitted by: Theresa Herrick

Approved by: Department Head: Theresa Herrick

Dean of School: Willy Hoeller

Reviewed by: Registrar: Jammy Schuder

Vice President: _____

- I. **Catalog description:** Prerequisite: HA 2913. 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. This course is one hour lecture and a minimum five hour lab depending on the event requirements. Advanced preparation may be required the day before or the day of an event. \$100 lab fee required which helps to cover your meal costs.

Number: HA 4983

Title for Catalog: Advanced Food Production

Title for Inventory: Advanced Food Production

Effective date or term: Fall 2009

II. Justification and feasibility of course:

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

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

1. The student will create and execute a meal(s) from menu conception, recipe conversion and costing through marketing, production, personnel management and evaluation
2. The student will plan and produce meals and/or special events using effective planning, implementation and management skills

This course was formerly HA 4074 Quantity Food Production and is being renamed, reduced in credit hours and refocused and expanded into a capstone food and beverage course for the food and beverage emphasis to aid students in the application of knowledge and skills acquired in lower level coursework. 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 capstone requirement for the food and beverage emphasis. The text used for this course is also used in the lower level HA 2913 Principles of Food Preparations with this course implementing more advanced methods and incorporating knowledge and skills acquired in other related coursework to make this a capstone course.

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 name change and a change in the credit hours for this course.

D. How often will the course be offered.

The 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
- Relevant operational and/or management experience in some facet of the hospitality industry

Assessment methods will include special project, special events, meals and/or event preparation, menu, and costing spreadsheet.



**Arkansas Tech University
Department of Parks, Recreation and Hospitality Administration
HA 4983 Advanced Food Production
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 2913. 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. This course is one hour lecture and a minimum five hour lab depending on the event requirements. Advanced preparation may be required the day before or the day of an event. \$100 lab fee required which helps to cover your meal costs.

HA Course Number	HA Course Title	ACPHA Standard(s)	Learning Outcome(s)	Artifact (s)
HA 4983	Advanced Food Production	The operation relative to the provision of hospitality goods and/or services, including foodservice management and/or lodging management and related services;	The student will <i>create</i> and <i>execute</i> a meal(s) from menu conception, recipe conversion and costing, through marketing, production, personnel management	Special project, special events, meals and/or event preparation, menu, costing spreadsheet

			and evaluation	
		Relevant operational and/or management experience in some facet of the hospitality industry;	The student will <i>plan</i> and <i>produce</i> meals and/or special events using effective planning, implementation and management skills	Special project, special events, meals and/or event preparation, menu, costing spreadsheet

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

Office Hours: By Appointment

Class Times: Section 01

Lecture Tuesday 4:00-5:00

Lab Thursday 3:30 – 8:50

See attached schedule

Managers' pre-event meetings Monday 3:30

Alternate Labs/Extra Credit Labs TBA

Location of Class: Williamson Dining Room and kitchen

Required Text: *Professional Cooking*, Sixth Edition, John Wiley & Sons, Inc., Wayne Gisslen, ISBN 0-471-66374-3

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 will 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.

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.**

Course Requirements: The following are course requirements for Quantity Food Production

- 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.
- Each student is expected to take ownership for learning. This is required for true learning to take place in this performance based experience.
- Rotate through various positions in the kitchen.
- Each student will have the opportunity to manage one complete event from conception to production. A written write up format will be provided.
- 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 or points for that event.

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

Lab Reports: Members 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.

Lab Reflections or Critiques: 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. Industry tells us managers need more practice with this thought process.

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. Failure to respect these requests may result in loss of lab points or denial to participate. Furthermore, it is disrespectful of the profession, your guests, colleagues, and an embarrassment to the department.

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:

Exam points to vary

Course notebook

Labs 50 points, rubric

Bonus for events other than Thursday labs

Total Points = Cumulative during semester Students will be provided a running tally of points throughout the semester.

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. It is sometimes necessary to accept dining reservations on dates other than Thursday nights. It is my sincere hope you will be receptive to this need and be flexible. 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*