



Culinary Arts Department

CHEF 1313

Food Service Operations/Systems In-Person

Course Description: An overview of the information needs of food and lodging properties. Emphasis on front, back, and material management utilizing computer systems.

Class Hour and Room: M/W 8am-9:30am-271

Instructor:

Chef Sarah Reid

Email: sreid@southplainscollege.edu

Phone: (806) 716-4613

Office Hours: By Appointment, Office 125B- M/W: 9:30AM-11:00AM, Friday 8:00am-1:00pm

*****To make certain that I am in my office, please email me before hand in order to secure an appointment time. This allows me to give you my undivided attention.**

Communications

The best way to contact me is via email. I will respond to emails as quickly as possible during regular hours (M-F 8am-5pm). In the evening and on weekends, please allow up to 48 hours for a response. As I make every effort to be current and prompt with my emails, I ask that you do the same. **You should check your official SPC email at least once per day.** I will send all pertinent messages through SPC email.

Exam Schedule: The Final date and time is TBD.

Required Text: ManageFirst: Principles of Food and Beverage Management w/ Online Exam Voucher, 2nd Edition ISBN-13: 978-0-13-274205-4

Required Materials: One inch, 3 ring binder, a basic function calculator, pencils.

Online QUIZZES: can be found under the MyPEARSONLab Tab on the Blackboard Homepage. Access codes must be purchased. Chapter notes are also available on Blackboard. Students MUST print out the chapter notes prior to class lecture.

NOTE: LOG INTO PEARSON THROUGH BLACKBOARD. DO NOT GO DIRECTLY TO THE Pearson WEBSITE.

ADA STATEMENT: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at the Lubbock Center, the Levelland Student Health & Wellness Center 806-716-2577, Reese Center Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

Grading Policy:

1. There will be **no** Make-up on Homework Assignments or Exams.
2. Assignments will be assigned in class and must be completed before leaving class. You will have the opportunity to complete the quizzes in class, however, should they not be completed in class, they will be considered out of class homework through MyPearsonLab. You must register through Blackboard using your access key so you can access quizzes. If you've already bought an access code, you may register with the access code without payment. If you do not have an access code, you will be asked to pay before you can access to the online assignments.
3. Individual effort must be demonstrated on all exams. Also considered inappropriate is the use of, in any fashion, a solution manual of any kind. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. **Academic Dishonesty:** "At minimum, the first instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive a zero for the assignment. The second instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive an F in the course and be expelled from the program".
4. Class participation and attention will be crucial to the student's successful completion of this course. Should you be absent, you are still expected to complete all assignments by the due date and turn them in via email. Again, late work will not be accepted unless special accommodation is needed and these will be determined on an individual basis.
5. Grades will be evaluated as follows: A(90-100), B(80-89), C(70-79), D(60-69), F(59 and below).
6. The grading will be based on the following assignment:

Case Study:	10%
Application Exercise	10%
Review for Learning:	20%
Online Quizzes:	30%
Final:	20%
Field Project:	10%
	100%
7. If there is a problem or a dispute with a grade, it must be brought to your instructor's attention and resolved within 5 days of the grades return. After that, it will not be considered under any circumstances.
8. If you feel you need out of class help, please visit with your professor during office hours.

Notes:

- Your first Online quiz will open on Monday, January 16th and be due on Thursday, January, 26th. ALL OTHER WEEKS THROUGHOUT THE SEMESTER, QUIZZES will be available starting on Friday's at 8am and be due by the following Thursday at 11:59pm.
- **Extra Credit Opportunities**- You may choose to assist with the community classes being offered during this semester. These opportunities will be on select Fridays and Saturdays from 9am-1pm. You will receive an extra 25 point towards your lowest grade for each day that you attend. Should you arrive late, you will not be given the full 25 points. These extra points CANNOT raise your grade for a particular segment of your grade beyond 100%. For example, your maximum quiz average can only be 100% or test average can only be 100%.
- The Final is over all Chapters and is a ManageFirst Certification Test. Date of this exam is to be determined.
- If you need special accommodations, you will still have to take the test on the scheduled date of the exam. If there is a conflict, you will have to prove it to your instructor in order to take an exam at a different time.

Classroom Etiquette: Students should arrive on time for class and be in full, required uniform. All cellphones, laptops, and bags are not allowed in the lab space. Only required materials such as textbooks, binders, knife kits, and pens are allowed to be in class. Lockers will be assigned for student use, students must bring their own lock if desired. No outside food or drink is allowed in class except for a closable water bottle. All students are responsible for cleaning up after themselves. No one will leave class until the lab is clean and approved by the instructor.

Required Uniform: Students should ALWAYS be in full uniform for ALL classes. Clean/wrinkle free chef coats, pants, caps, and non-slip shoes are required. Students SHOULD NOT wear any jewelry except for a snug to the wrist watch, and a wedding band/ring that are permitted. Student's personal hygiene is EXTREMELY important. Clean hair, hands, and fingernails are a part of the uniform as well.

CELL Phones: Cell phones are to remain in your locker. Once recipe production is complete, you may use your phone to take a photo of your finished product. Your phone should then be returned to your locker. Should you need to take a call during class, please speak to me prior to class. Your phone may be kept in a zip lock bag, on silent, below my station.

Topics: The list of selected topics may be modified during the course of the semester. The instructor will notify the class of any changes to the topic list.

Course Outline-CHEF 1313
Food Service Operations/Systems

Week	Quiz Open/Due Date	Topic	Lecture/In Class Assignments	Reading Assignment
Week 1 1/16-1/19	*Nothings is due this week	Culinary Student Expectations	Day 1: No Class (Holiday) Day 2: Orientation/Syllabus	Chapter 1
Week 2 1/23-1/26	1/16-1/26	It All Starts with the Menu	Day 1: Ch. 1 Notes, Case Study, App. Exercise Day 2: Review for Learning, Ch. 1 Quiz	Chapter 1
Week 3 1/30-2/2	2/27-2/2	Standardized Recipes are Critical	Day 1: Ch. 2 Notes, Case Study, App. Exercise Day 2: Review for Learning, Ch. 2 Quiz	Chapter 2
Week 4 2/6-2/9	2/3-2/9	Product Purchasing	Day 1: Ch. 3 Notes, Case Study, App. Exercise Day 2: Review for Learning, Ch. 3 Quiz	Chapter 3
Week 5 2/13-2/16	2/10-2/16	Product Receiving, Storing, and Issuing	Day 1: Ch. 4 Notes, Case Study, App. Exercise Day 2: Review for Learning, Ch. 4 Quiz	Chapter 4
Week 6 2/20-2/23	2/17-2/23	Quality Food Production Standards	Day 1: Ch. 5 Notes, Case Study, App. Exercise Day 2: Review for Learning, Ch. 5 Quiz	Chapter 5
Week 7 2/27-3/2	2/24-3/2	Quality Beverage Management Standards	Day 1: Ch. 6 Notes, Case Study, App. Exercise Day 2: Review for Learning, Ch. 6 Quiz	Chapter 6
Week 8 3/6-3/9	3/3-3/9	Facilitating Performance of Production Staff	Day 1: Ch. 7 Notes Case Study, App. Exercise Day 2: Review for Learning, Ch. 7 Quiz	Chapter 7
Week 9 3/13-3/16	No Homework Due	Spring Break	Spring Break	Spring Break
Week 10 3/20-3/23	3/10-3/23	Communicating with Customers	Day 1: Ch. 8 Notes, Case Study, Appl. Exercise Day 2: Review for Learning, Ch. 8 Quiz	Chapter 8
Week 11 3/27-3/30	3/24-3/30	Managing Buffets, Banquets, and Catered Events	Day 1: Ch. 9 Notes, Case Study, App. Exercise Day 2: Review for Learning, Ch. 9 Quiz	Chapter 9
Week 12 4/3-4/6	3/31-4/6	Food and Beverage Management: Analysis and Decision Making	Day 1: Ch. 10 Notes, Case Study, App. Exercise Day 2: Review for Learning, Ch. 10 Quiz Review Field Projects	Chapter 10
Week 13 4/10-4/13	Field Project Assignment	Field Projects	Day 1: Field Projects-Individual work day Day 2: Field Projects-Individual work day	Field Projects
Week 14 4/17-4/20	Field Project Due 4/17	Review	Day 1: Field Project Due Review all Chapters Day 2: Individual Study Day	Review all Chapters
Week 15 4/24-4/27	ONLINE FINALS WEEK	FINAL TIME TO BE DETERMINED	Day 1: TBD Final will happen this week Day 2: TBD Final will happen this week	Finals
Week 16 5/1-5/4		NO FOOD SERVICE OPS	NO FOOD SERVICE OPS	
Week 17 5/8-5/11		Clean Up	Clean Up	

South Plains College's Notices

ATTENDANCE: (along with your Instructor's Policy)

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date (the 12th class day), as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

South Plains College Culinary Arts Alcohol Use Policy: South Plains College Culinary Arts program uses various liquors, liqueurs, wines and beers as recipe ingredients within the culinary curriculum. Alcohol is secured in the culinary facility and only accessible by culinary faculty. Alcohol may only be used if a recipe requires liquor/liqueur/wine/beer as an ingredient. Consumption of alcohol by students is strictly prohibited. Alcohol is only to be handled by instructors; no exceptions. Violations will be considered a "Student Code of Conduct" violation and will result in strict disciplinary action, including referrals to the Executive Director of Lubbock Center, Dean of Students, and Campus Police.

Covid 19 Course Syllabus Statement

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

4.1.1.1. Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

4.1.1.2. Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

4.1.1.3 Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

4.1.1.4 Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

4.1.1.5 Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.