



Culinary Arts Department

CHEF 1301

Basic Food Preparation

Course Description: A study of the Fundamental Principles of food preparation and cookery to include the Brigade System, cooking methods, material handling, heat transfer, sanitation, safety, product identification and professionalism.

Instructor: Chef Roderick Hollins

Email: rhollins@southplainscollege.edu

Phone: (806) 716-4613

Office Hours: By Appointment: Tuesday/Thursday: 7:30am-9:30am, Friday 7:30am-11:30 am

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

Room and Class Hour : Culinary Lab D, M/W: 9:45am-12:45pm, 1:00 pm-4pm

T/TH: 9:45am-12:45pm, 1:00 pm-4pm

Exam Schedule: The Finals will be a Written Exam and a Practical Exam held in the Culinary Lab, dates and times TBD.

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 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

Required Text: On Cooking, Plus MyLab Culinary and Pearson Kitchen Manager with Pearson eTextbook - Access Card Package, 7th/E. ISBN # 978-0-13-831130-8

(This is the same book and access code used for PSTR 1301, YOU ONLY NEED TO PURCHASE THIS ONCE, they are used for both classes)

Required Materials: 1- inch, 3 ring binder, students may wish to use page protectors to keep their recipes clean. Black sharpies, pens, 1 Thermometer, 1 peeler, full knife kit.

Online homework can be found under the **Course Content** Tab on the Blackboard Homepage. Chapter resources, daily syllabus and recipes are also available for students under the **Course Recourses** Tab.

NOTE: You can log into MYCulinary Lab through Blackboard under the **Course Recourses** tab.

Grading Policy:

HOMEWORK:

1. Homework Assignments will be assigned online through **Blackboard Peason** throughout the semester. The due dates for each assignment are posted and DUE ON THE DATE POSTED, unless changed by instructor. Assignment dates are also on the Daily Syllabus for ease of reference.

CHEATING/ PLAGURISM

2. 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".

ATTENDANCE

3. Class attendance and attention will be crucial to the students' successful completion of this course. Attendance will be taken, you are **allowed ONE excused absence throughout the semester** but are expected to complete all assignments by the due date. IF STUDENTS ARE ABSENT ON LAB DAYS, THEIR DAILY GRADE WILL BE GREATLY AFFECTED AND THERE WILL BE NO MAKE UP LAB. May be altered due to Covid-19.

4. The grading scale is as follows:

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

5. The grading will be based on the following assignment:

Quizzes:	25%
Lab Grade:	40%
Midterm:	10%
Written Final Exam:	10%
Practical Final Exam:	15%
	<u>100%</u>

6. 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.
7. If you feel you need out of class help, please visit with your Instructor during office hours.

Notes:

- **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 points 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** for this course will be 2 parts, a Written and a Practical Exam held in lab during class time.
- **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.
- Your **daily lab grade** will be based on the Lab Rubric. Remember that not wearing your hat or having improper shoes does result in point deductions.
- **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.

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 Department approved non-slip, closed toe shoes are required. Students SHOULD NOT wear any jewelry except for a snug to the wristwatch, 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. For safety reasons, you are not permitted to wear a hoodie under your chef coat.

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.

Statement of purpose:

Each course in the culinary curriculum is based on the Foundation of Core competencies as outlined in the National Restaurant Association Educational Foundation. These principles and competencies were developed by educators and professionals to determine the Core Competencies needed for success and advancement in the Food Industry.

Student Services:

As a student of South Plains College, there are multiple services available to you at no extra charge. To access these services or find out more about them; from the SPC home page click on "Student Services" tab, then click on "Health and Wellness", then on the drop-down menu click "- Health and Wellness" again. These services include **Mental Health Resources, Counseling @ SPC, Student Health, Disability Services, Drug & Alcohol Prevention, Title IX Pregnancy, Emergency Resources** (The South Plains College Emergency Resources Listing is where you can find community food assistance, help paying bills, and other free or reduced cost programs available to students and the community.), and **Texan Food**

Pantry (The Texan Food Pantry provides non-perishable food and toiletries to any currently enrolled South Plains College student or employee who need a little extra help.)

NOTEBOOKS/ LAB BOOKS/ RECIPES

All notes, every single recipe, sketches, diagrams and information pertaining to the production of assigned recipe items must be recorded and saved.

LAB BOOKS- 3 RING BINDER

1. Course Syllabus
2. Recipes and Mise en Place Lists- in format
3. Any handouts for that lesson
4. Your notes for class
5. Course Resource
6. Questions for clarification by Chef
7. Chef's notes and any special notes on recipes (special instruction)

Notebooks are intended to organize lab materials, notes and recipes. It will also be used as a study guide for the Practical and Written Finals

PREPARED FOR CLASS:

All students are expected to arrive ON TIME in full and proper uniform and ready to begin the class.

ON TIME IS DEFINED AS; in the classroom, prepared to begin at the EXACT start time of the class.

TARDY / LATE: any time after the exact start of class. 3 TARDY/ LATES will result in a deduction of points from your lab grade.

Prepared Means:

- Proper/clean uniform and hat
 - no hoodies, sweaters or jacket may be worn under your chef coat, only a standard t-shirt or standard long-sleeved shirt may be worn under you chef coat.
- Non-slip closed toe shoes
- No earbuds/head phones are permitted
- Proper hygiene
 - Showered, shaved, hair clean, pulled back and tied up if necessary (this means no hair is to be hanging or showing in front of your ears or shoulders)
 - Clean fingernails, well-trimmed, no nail polish, fake nails or false eyelashes
 - Meaning fingernails shall not extend beyond the fingertip
 - No heavy colognes or perfumes
 - No jewelry, (watches and a tight fitting wedding band is acceptable)
- No outside food in the lab or classrooms
- Drinks are permitted ONLY in a closed top container, stored beneath the work surface
- No cell phones in classrooms. Must kept in lockers
 - If there is a sound reason to keep your cellphone, please get permission prior to class. Cellphones with permission will be placed on Chef's table.
- All students will have Lab books/notes/ recipes on table prior to class
- Student will have at all times
 - 1 BLACK sharpie
 - 1 pen with cap
 - 1 Pocket Thermometer
 - Clean and sanitized knife kit.
 - Knives are to be sharpened, honed prior to class

STUDENT ABSENCES

- If you are sick you will notify the Chef by email as soon as possible and not later than 1 hour prior to class.
- **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.

For Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, click here:
[Syllabus Statements \(southplainscollege.edu\)](https://southplainscollege.edu/SyllabusStatements)

Course Outline-Lab
CHEF 1301- Basic Food Prep

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.

Week	Dates	Topic	Lab
1	8/24-8/27	Orientation/Syllabus Outline culture of safety and professional standards	Day 1: Introduction, syllabus, course overview, facility tour, kitchen safety, chemical/dish room training Job descriptions, positions, food service career paths, team work and the brigade system Day 2: Go get your books
2	8/31-9/3	Food Storage, cross contamination, Waste, portions, proper sanitation	Day 1: Food handling, kitchen safety, labeling, FIFO, Receiving Turkey Club Day 2: Kitchen tools/equipment, chef knives/uses, kitchen terms and vocabulary/ SPAGHETTI & MARINARA
3	9/7-9/10	Ch. 6- Knife Skills- Knife Skills and knife cuts Vegetables	Day 1: Begin practicing knife cuts- Pico de Gallo/Chips/ Fruit Smoothie Day 2: Knife cuts, raw vegetable production, portioning Spring Rolls Day 3: Community Class- 25 Points Extra Credit
4	9/14-9/17	Ch. 4 Menus and Recipes- Reading recipes/organizing stations, production/mis en place, timing and execution	Day 1: Menu types, standardized recipes, creating prep list Production schedules- Greek Salads Day 2: Organized production, kitchen terms, work station Organization- Grilled Vegetable Flat Bread Pizzas Day 3: Community Class- 25 Points Extra Credit
5	9/21-9/24	Ch. 10 Principles of Cooking- heat transfer science and effects it has on food	Day 1: Food science, heat transfer, effects of heat and how to control it Grilled Pineapple Day 2: Principles of flavoring foods: salt, fat, heat, acid and the effects they have on food, flavor, and taste Watermelon(Salt/Balsamic Vinegar)
6	9/28-10/1	Ch. 22 Vegetables-Dry heat Cooking Methods-broiling, grilling, roasting, baking, sautéing, deep frying, pan roasting	Day 1: Lecture, Broiling and Grilling: Tomatoes Provencal, Grilled Vegetable Skewers Day 2: Roasting and Deep Frying: Roasted Beets w/ Honey Balsamic Glaze, Deep Fried Onion Rings Day 3: Community Class- 25 Points Extra Credit
7	10/5-10/8	Ch. 22 Vegetables-Dry heat Cooking Methods-broiling, grilling, roasting, baking, sautéing, deep frying, pan roasting, stir frying	Day 1: Baking and Sauteing: Baked Butternut Squash w/ Yogurt and Pumpkin Seeds, Maple Glazed Carrots Day 2: Pan Roasting and Stir Fry: Pan Roasted Brussel Sprouts, Stir Fried Green Beans
8	10/12-10/15	Midterms	Day 1: Written Midterm Day 2: Practical Knife cuts
9	10/19-10/22	Ch. 22 Vegetables-Moist-heat Cooking Methods-Blanching, braising, parboiling and boiling, steaming, shocking	Day 1: Steaming and Braising: Green beans w/ Herbed Vinaigrette and Toasted Almonds, Gholpi (Afghan-style braised Cauliflower) Day 2: Combination Cooking: Steam & Saute- Warm Zucchini, Red Pepper & Chickpea Salad Blanch, Shock, Saute- Broccolini w/ Garlic and Red Chili Flakes

10	10/26-10/29	Ch. 24 Salads and Dressing	Day 1: Lecture, Caesar Salad, and Mixed Green Salad w/ Balsamic Dressing, Day 2: Curried Chicken Salad and Bacon Ranch Pasta Salad Day 3: Community Class- 25 Points Extra Credit
11	11/2-11/5	Ch. 24 Salads and Dressing/Pickling Vegetables	Day 1: Spinach and Berry Salad w/ poppy seed dressing and Candied Pecans, Panzanella Salad Day 2: Cucumber Pickles, Curried Carrot Pickles, Pickled Red Onions
12	11/9-11/12	Ch. 23 Potato and Grains	Day 1: Lecture, French Fries, Oven-Roasted Herb and Parmesan Potatoes Day 2: Mashed Potatoes, Potatoes Au Gratin Day 3: Community Class- 25 Points Extra Credit
13	11/16-11/19	Ch. 23 Potato, Grains, Dried Pasta	Day 1: Rice Pilaf, Macaroni and Cheese, Day 2: Roasted Red Pepper Polenta, Mushroom Risotto Day 3: Community Class- 25 Points Extra Credit
14	11/23-11/26	Managed First Finals/Thanksgiving	Day 1: Managed First Finals Day 2: Thanksgiving Break
15	11/30-12/3	Finals	Day 1: Finals Day 1 Day 2: Finals Day 2 Day 3: Community Class- 25 Points Extra Credit
16	12/7-12/10	Clean up	Clean up

Course Outline-
CHEF 1301-Basic Food Prep-Homework

Homework can be found on blackboard under course resources.

Open Date/Due Date	Topic	Reading Assignment
8-24/ 9-11	Knife Skills	Ch. 6
9-11/ 9-18	Menu and Recipes	Ch. 4
9-19/ 9-25	Principles of Cooking	Ch. 10
9-26/ 10-23	Vegetables	Ch. 22
10-24/ 11-6	Salads and Dressing	Ch. 24
11-7/ 11-20	Potatoes and Grains	Ch. 23

