



SOUTH PLAINS COLLEGE

Culinary Arts Department

CHEF 2301-273-Spring 2026

Intermediate Food Preparation

Course Description: This class will explore both academically and practically a wide variety of cooking techniques along with proper production methodologies.

Class Hour and Room: M/W 8:00am-11:00am

Exam Schedule: Both exams will happen during class time-Written-April 27th, Practical April 29th

Instructor:

Chef Sarah Reid

Email: sreid@southplainscollege.edu

Phone: (806) 716-4613

Office: 146

Office Hours: M/W: 1:00 pm-3:30 pm, Friday 8:00am-11:00 am

*****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.

Required Text: On Cooking Plus MyLab Culinary and Pearson Kitchen Manager with Pearson eText -- Access Card Package, 7/E ISBN-9780138198831

*this is the same book and access code used for CHEF 1301, YOU ONLY NEED TO PURCHASE THIS ONCE, they are used for both classes

Required Materials: One inch, 3 ring binder, Knife kit, Sharpies, Thermometer, Pens, Peeler. You may choose to use page protector so that your recipes stay clean.

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.

NOTEBOOKS/ LAB BOOKS/ RECIPES

Syllabus, 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. Your notes for class- prior to class date
2. Questions for clarification by Chef
3. Chef's notes- in class
4. Any handouts for that lesson
5. Recipes- in format
6. Special chef notes on recipes- special instruction
7. Homework, quizzes or research

All notebooks will be organized by chapter and checked at the end of the semester by Chef for a grade. Notebooks are intended to measure knowledge and participation in the learning process. 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.

Prepared Means:

- Your hat will be on and your chef coat button up before you enter through the culinary lab doors and for safety reasons, you are not permitted to wear a hoodie under your Chef coat.
- Non-slip closed toe shoes-No crocs with holes
- Knife kit including thermometer and peeler
- Proper hygiene
 - Showered, shaved, hair clean, and pulled back if necessary
 - Clean fingernails, well-trimmed, no nail polish or fake nails
 - No fake eyelashes
 - No heavy colognes or perfumes
 - No jewelry, watches- 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. It will be kept under my station in a zip lock bag on silent.
 - All students will have Lab books/notes/ recipes under table prior to class
 - Student will have at all times
 - 1 BLACK sharpie
 - 1 pen

SANITATION AND GARBAGE:

- Each table must have a clean sanitizer bucket with a clean sponge in it.
- Towels/ sanitizer used for raw proteins must be kept separate containers
- Do not dump liquids in garbage cans
- Do not throw anything/ food products in the garbage without Chefs permission
- Scrape food scraps for all items to be cleaned
- Liquids with food solids in them must be strained and discarded before pouring in the sink
- NEVER place a knife in a sink or sanitizer bucket
- Pick up / clean up any drops or spills immediately. Place wet floor sign over all spills
- Completely clean/ sanitize station BEFORE and AFTER USE.
- Keep station clean and free of debris or clutter at all times

- Remove apron before entering the bathroom
- No eating, snacking or tasting without Chefs permission
- KITCHEN TOWELS- 3 towels per student per day
 - 1 towel wet in sanitizing solution for under the cutting board
 - 2 towels folded in aprons as side towels

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 is allowed in class and all beverages should have a lid. 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. Ear buds will not be worn unless you have received permission from the Chef instructor. It is your job to remember to remove them before class. If you come in wearing them, I will not bring it up or ask you to remove it but, I will automatically deduct 25 point from your daily grade.

Grading Policy:

1. There will be no Make-up on labs or exams. Late assignments (mis en place lists and Pearson assignments) will start at 50 points off.
2. Assignments and due dates may be found on Blackboard.
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. While attendance will be not be taken, a weekly lab grade will. The Lab grade will directly correlate to in-class production.
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:

Chapter Quiz(4 ea):	10%
Mis en place lists(21 ea):	20%
Midterm Written Test(1 ea):	10%
Weekly Lab grade(15 ea):	40%
Practical Final(1 ea):	10%
Written Final(1 ea):	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:

- **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 Midterm** is over items covered in Chapters 11, 12, and lecture notes. It will only be Written.
- **The Final** is over items covered in Chapters 11, 12, 25, and 27 and will include a written and practical portion. Date of this exam is to be determined.
- **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.
- **Daily lab grade** will be based on the Lab Rubric an example of which can be found on blackboard under "Start Here."

South Plains College's Notices 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/)

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/licquer/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.

Student Identification Photos: Faculty should require students to add their picture to Ellucian Colleague as a part of the first week's assignments. Please note that pictures may take up to 7 days to be vetted due to larger volumes at the start of a term. Student photos are available on class rosters that are pulled in Texas Connect (aka, Ellucian Self-Service) in the Faculty tab and then navigating to each individual class. Please use the following link/QR code for students to upload their photo: <https://www.southplainscollege.edu/360uInstructionsPoster2025.pdf>

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
Intermediate Food Prep

Week	Homework Exams	Topic	Lecture/In Class Assignments	Reading
Week 1 1/12-1/15	Ch.12 open	Orientation/ Syllabus Ch. 11 Stocks	Day 1: Syllabus/Lecture Knife skills, Safety and Sanitation, Expectations/Table Set up Day 2: Lecture, Chicken and vegetable stocks	Ch.12
Week 2 1/19-1/22		Ch. 12 Soup, Stew, and Slop	Day 1: No Class- MLK Day Day 2: French Onion Soup and Tomato Soup	Ch.12
Week 3 1/26-1/29	Ch. 12 close	Ch. 12 Soup, Stew, and Slop	Day 1: Chicken, Green Chili Stew, Loaded Baked Potato Soup Day 2: Chicken, Corn, Bacon Chowder, Chili	Ch. 12
Week 4 2/2-2/5	Ch. 11 open	Classic Mother Sauces	Day 1: Veloute (Chicken Piccata) Day 2: Pizzetta Bianca(bechamel Sauce) w/spinach and Artichokes and Pizzetta Pomodoro(Sauce Tomato)	Ch. 11
Week 5 2/9-2/12		Classic Mother Sauces	Day 1: Hollandaise (Bearnaise sauce) w/ steak frites Day 2: Poutine with Espagnole sauce	Ch. 11
Week 6 2/16-2/19		Chapter 23	Day 1: Chicken pesto fettucine Day 2: Handmade Pasta with Meatballs and Marinara	Ch. 11
Week 7 2/23-2/26	Ch. 11 close	Modern Sauce	Day 1: Carolina gold BBQ Sauce and Dr. Pepper BBQ Sauce Day 2: Hummus, tzatziki, and Falafel	Ch. 11
Week 8 3/2-3/5		Dipping Sauces/ Vinaigrette	Day 1: Honey Mustard, Cocktail sauce, Remoulade Sauce Day 2: Panzanella Salad, Cous Cous Salad with Greek Vinaigrette	
Week 9 3/9-3/12	MIDTERM WEEK	Midterm	Day 1: Review for midterm Day 2: MIDTERM	
Week 10 3/16-3/19	SPRING BREAK	Spring Break	SPRING BREAK-No Classes	
Week 11 3/23-3/26	Ch. 25 open	Ch. 25 Fruit	Day 1: Apple Fritters, Roasted Pears Day 2: Watermelon, feta, mint salad, Cantaloupe wrapped with Prosciutto	Ch. 25
Week 12 3/30-4/2	Ch. 25 close	Ch. 25 Fruit	Day 1: Tostones with pineapple pico and avocado crema Day 2: Pineapple Stir Fry and Apple, Brie, Hot Honey Tartlet	Ch. 25
Week 13 4/6-4/9	Ch. 27 open	Ch. 27 Sandwiches	Day 1: Philly Cheesesteaks, Monte Cristo Day 2: Croque Madam, Cubano	Ch. 27
Week 14 4/13-4/16	Ch. 27 close	Ch. 27 Sandwiches	Day 1: Fish Tacos w/Citrus Slaw, Baha Sauce, Avocado, & Mango Day 2: Muffaletta sandwich, Turkey BLT	Ch. 27
Week 15 4/20-4/23	Lecture Only Finals	Review	Day 1: Review Day Day 2: Weather Make up Day	
Week 16 4/27-4/30	Finals	Finals	Day 1: Written Final/ Mis En Place for Practical Day 2: Practical Final	Finals
Week 17 5/4-5/7		Cleaning	Cleaning	Cleaning

Homework Assignments:

Pearson: Pearson assignments open at 8:00am and close on the due date at 11:59pm.

Chapter 12 Soup	Open 1/12	Close 1/28
Chapter 11 Stocks and Sauces	Open 2/2	Close 2/25
Chapter 25 Fruit	Open 3/23	Close 4/1
Chapter 27 Sandwiches	Open 4/6	Close 4/15

Mis en place list information and due dates: If you are mis en placing for more than one item, the recipes ingredients should be combined onto ONE sheet. Mis en place lists are due at the beginning of class. Turning them in at the end will result in a 50-point deduction.

1/21-French Onion Soup	3/23- Apple Fritters and Roasted Pears
1/26-Chicken Green Chili Stew	3/25- Watermelon, Feta, and Mint Salad
1/28-Chicken, Corn, Bacon Chowder	3/30-Tostones w/ Pineapple Pico & Avocado Crema
2/2 -Chicken Piccata (Velouté)	4/1- Pineapple Stir Fry
2/4- Pizzetta Bianca (Bechamel Sauce)	4/6- Philly Cheesesteak and Monte Cristo
2/9-Hollandaise Sauce	4/8-Croque Madam
2/11-Poutine w/ Espagnole Sauce	4/13-Fish Tacos w/ Cirtus Slaw and Baha Sauce
2/16-Pesto Sauce	4/15- Muffaletta Sandwich
2/18-Handmade Pasta, Meatballs and Marinara	
2/23-Carolina Gold BBQ Sauce and Dr. Pepper BBQ Sauce	
2/25-Hummus and Falafel	
3/2-Remoulade Sauce and Honey Mustard	
3/4- Panzanella Salad	