



CHEF 1301.111C1
Basic Food Preparation
Fall 2024 – 1st 8-weeks
10:30am-12:20pm, Monday through Thursday

Instructor Information: Chef Brittany Shelby
Bshelby1@com.edu
409-933-8291

Student hours and location: ICB 313-9 or MCC

Monday	1:00-5:30pm
Tuesday	By Appointment Only
Wednesday	1:00-4:00pm
Thursday	By Appointment Only
Friday	By Appointment Only

Required Textbook: Professional Cooking 9th Edition by Wayne Gisslen ISBN: 978-1-119-39961-2

Study Guide to Accompany Professional Cooking 9th Edition ISBN 9781119505631

Materials: Black chef jacket, black or check chef pants, black chef hat, slip resistant shoes, 1 ½ inch Binder

Course Description: A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

Course requirements:

This coursework is divided into 4 categories:

1. **Culinary Arts Cooking Labs and Class Binder:** Labs provide hands-on opportunities for students to demonstrate what they have learned. Also, students must maintain a professional and organized lab binder that will be submitted at the end of the semester.
2. **Exams and Cooking Lab Exams.** Exams and cooking lab exams assess students' knowledge of the class materials. There are 4 written exams = 3 online 1 in person all cooking labs will be announced in class.
3. **Study Guides and Discussion Assignments:** These assignments are completed during lectures or as homework to reinforce understanding of the class materials.

4. **Lab Journals:** Students complete lab journals after labs to reflect on their experiences and learning. All lab journals are due at the end of the semester in student's binder. The instructor will assign students a list of cooking labs for journal assignments.
5. **Other Assignments:** This category includes assignments such as student uniform grade, TV, grocery, and restaurant assignments. Directions for these assignments will be on your binder guidelines along with how many to complete.

Determination of Course Grade/Detailed Grading Formula:

Culinary Cooking Labs and Culinary Binder	40%
Exams and Cooking Lab Exams	25%
Study Guide and Discussion Assignments	20%
Lab Journals, Uniform, TV, Grocery, and Restaurant Assignments	15%

Late Work, Make-Up, and Extra-Credit Policy:

Study Guide Assignments: 10% will be deducted each day assignment is late max 3 days late
 Online Exams: 15% will be deducted each day assignment is late max 2 days late
 Culinary Cooking Labs- Cannot Make Up labs

Extra Credit will be given at the instructor's discretion.

**If you have a personal or emergency, please contact me as soon as possible, and I will do my best to work with you in a fair and equitable manner. Supporting documentation may be requested.

Attendance Policy: Attendance in a classroom course is based on actual, physical classroom attendance which will be taken each class period. Students will receive credit for attending the class each week if present in the classroom.

The last date of attendance will be the last date the student attended class in the physical classroom. Attendance will be tracked in the gradebook and students must sign in on the physical classroom sign in sheets.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate skills in knife, tool and equipment handling and operate equipment safely and correctly	Personal Responsibility Critical Thinking	Ch 7 knife skills assignment

2. Demonstrate proficiency in dry and moist heat cooking methods	Personal Responsibility Critical Thinking	Ch 6 Recipes: Students will complete a culinary cooking lab using recipes that demonstrate cooking methods such as deep frying, roasting, sauteing, pan-frying, and baking.
3. Produce a variety of food products applying principles of food handling and preparation	Personal Responsibility Critical Thinking	Ch 7 Student will demonstrate a properly mise en place recipe, Properly set up breadng station and marinating a food item.
4. Explain sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal	Personal Responsibility Communication	Chapter 2: Sanitation and Safety Exam
5. Implement professional standards in food production.	Personal Responsibility Teamwork	Chapter 1 Study Guide Assignment

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook.

<https://www.com.edu/student-services/student-handbook.html> Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Plagiarism is using someone else’s words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else’s words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else’s words without quotation marks. Any assignment containing any plagiarized material may receive a grade of zero and the student will be referred to the Office of Student Conduct for appropriate disciplinary action.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Andrew Gregory Department Chair, Business and Accounting and Culinary Arts at 409-933-8339 or agregory2@com.edu.

Course outline: CHEF 1301 Basic Food Preparation Tentative Schedule FALL 2024

Week	Chapters	Assignments Due	Exams	Kitchen Labs
Week 1 August 19-25	Chapter 1: The Foodservice Industry Chapter 2: Sanitation and Safety (Introduction) Chapter 3: Tools and Equipment			Kitchen Lab Organization Partner Selection
Week 2 August 26-September 1	Chapter 6: Basic Principles of Cooking and Food Science Chapter 7: Mise en Place	Chapters 1-3 Study Guide Assignments Due August 28	Chapters 2-3 Exam September 1 Online	Chopped Cooking Challenge Thursday Aug 29
Week 3 September 2-8	Chapter 6: Basic Principles of Cooking and Food Science Chapter 7: Mise en Place			Knife Skills Cooking Methods Herbs/Spices
Week 4 September 9-15	Chapter 4: Menus, Recipes, and Cost Management	Chapters 6 and 7 Study Guide Assignments Due September 12	Chapters 6 and 7 Exam September 11 Online	Knife skills Cooking methods
Week 5 September 16-22	Chapter 4: Menus, Recipes, and Cost Management			Knife skills Cooking methods Knife skills exam
Week 6 September 23-29	Chapter 8: Stocks Chapter 9: Sauces Chapter 10: Soups	Chapter 4 Study Guide Assignment Due September 23	Chapter 4 Exam September 23 IN CLASS	Stocks Sauces Soups
Week 7 September 30-October 6	Chapter 8: Stocks Chapter 9: Sauces Chapter 10: Soups			Stocks Sauces Soups
Week 8	Final Week	Chapter 8, 9, and 10 Study Guide Assignments Due October 8	Chapter 8, 9, 10 Exam October 8 Online	Final Lab Exam October 9 Kitchen Lab Clean Up October 10

All other assignments/cooking exams dates and due dates will be announced during class.

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student Handbook 2024-2025 v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2nd 8-week session is November 26.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Course Structure and Overview:

- Please come to class with a positive attitude to ensure success in the classroom.
- Dress Code: 1. Students shall abide by the dress code established by the Culinary Department. Students should arrive on time and fully dressed for all classes.

- Chef Coat
- Chef Pant
- Chef Hat or Head Cover
- Kitchen Shoes
- Knife Set

PERSONAL APPEARANCE

As a professional program, students are expected to maintain high standards of personal hygiene and always adhere to health department regulations while in lab classes. Specific requirements include:

- Uniforms: A clean uniform must be worn daily. Students are responsible for the maintenance and upkeep of their uniform.
- Hair: Hair must be pulled back and secured as necessary to prevent loose strands from coming into contact with food or food surfaces. This applies to both male and female students.
- Hands: Hands must be washed before starting class, after using the restroom, after smoking, and as necessary to maintain sanitary conditions during food preparation. Fingernails must be neatly trimmed and clean.
- Jewelry: No visible jewelry is permitted except for a wedding band or medical ID bracelet.

CLASSROOM ETIQUETTE

To ensure a productive and respectful learning environment, students are expected to adhere to the following standards of classroom etiquette:

- Punctuality: **Arrive on time for all classes.** Tardiness can disrupt the learning environment and impact your ability to fully participate in class activities.
- Electronic Devices: Ensure cellphones are on vibrate mode and put away during class to minimize distractions. Laptops and tablets should only be used for notetaking and class-related activities.
- Participation: Contribute actively and thoughtfully to class discussions. Avoid side conversations and stay focused on the lesson at hand.
- Respect: Always address the Chef and your peers with respect. Use appropriate titles and language when communicating with the Chef and other instructors.
- Attendance: Stay for the entire class period. Leaving early can impact your understanding of the material and your performance in the class. If you miss a class, notify the Chef in advance and follow up with any assignments or notes you miss.

- Preparedness: Come to class prepared with all necessary materials, tools, and a positive attitude. This includes wearing appropriate attire, including uniforms and protective gear as required.

KITCHEN ETIQUETTE

While working in the kitchen lab, students are expected to adhere to the following standards of kitchen etiquette and safety:

- No gum chewing is allowed in the kitchen at any time.
- All drinks must be covered and placed below the work area to prevent spills and contamination.
- Use tasting spoons/forks during class time. Do not use your personal utensils or equipment for tasting.
- No personal electronic devices and/or headphones are allowed in the kitchen at any time. Cell phones must be on silent mode and put away from the work area. If you have an emergency and need to take a call, inform your Chef and step outside to take the call.
- Refrain from abusive and/or foul language always. Maintain a respectful and professional demeanor in the kitchen.
- Any injuries of any kind should be reported to your Chef immediately, no matter how small. Do not attempt to work through the pain or ignore injuries as this can lead to further harm.
- If you are unsure how to use a piece of equipment, ask the Chef or culinary assistant for instructions. Do not attempt to use equipment you are not trained on as this can lead to accidents and injuries.
- Always return equipment to the proper storage spot after cleaning and sanitizing. If you are unsure where something goes, ask the Chef or a culinary assistant.
- Cleaning is a critical part of cooking and will be considered part of your overall grade. Ensure all equipment, utensils, and work areas are cleaned and sanitized after each use.
- Never wash hands in dish sinks, only designated hand sinks. Ensure hand sinks are stocked with soap, warm water, and paper towels at all times.
- Use the dish machine for large items, Cambros, stainless bowls, sheet trays, etc. Do not put measuring spoons, utensils, or very small items in the dish machine area.
- Never put hands down garbage disposals, always use tongs to handle waste.
- Never scoop ice with anything other than plastic or metal ice scoops.
- All dishes must be cleaned and put away at the end of every class. Do not leave dirty dishes or utensils for others to clean.
- Do not throw food away unless you have checked with your Chef. Be mindful of food waste and only discard inedible or contaminated items.
- Clean as you go to prevent cross-contamination and maintain a sanitary work area. Wipe down work surfaces, sweep and mop floors, and clean equipment after each use.
- Earbuds are absolutely always forbidden in the kitchen. You must be able to always hear instructions and safety alerts.
- Use a dry potholder to remove pans from the range; never use a damp cloth or potholder to handle hot items. Keep pan handles turned inward on the range to prevent accidents.

- To avoid steam burns: when removing a pan lid, tilt the lid away from you; do not hold your face directly over the pan.
- To avoid element burns: when removing a pan from the oven, pull the rack out; don't reach into the hot oven. Use oven mitts and tongs to handle hot pans and dishes.
- Check to be sure all appliances are turned off when you are finished with them. Do not leave stove burners, ovens, or equipment unattended.
- Never use your fingers to remove food from hot liquid. Use tongs, slotted spoons, or other utensils to handle hot foods.
- Wipe up all spills at once to prevent slips and falls. Sweep up all dropped food as quickly as possible to prevent cross-contamination.
- Sprinkle salt on spilled grease; use salt on any part of the floor tiles that is very slippery. Alert the Chef and classmates of any spills or hazards in the kitchen.
- Ask for help reaching high items; never use tables or countertops as ladders. Use step stools or ask a taller peer for assistance.
- Close cabinet doors and drawers after use to prevent accidents and maintain a tidy kitchen.
- Be aware that the floor becomes slippery when wet. **WALK WITH CARE** and take small steps to prevent falls.