



**CHEF 1310-111C1**

**Garde Manger**

**Spring 2025**

**Time and days of course:**

01/13/2025-03/06/2025 Lecture Monday, Tuesday, Wednesday, Thursday 09:00AM - 10:50AM

01/13/2025-03/06/2025 Lab Monday, Tuesday, Wednesday, Thursday 09:00AM - 10:50AM

**Instructor Information:** Brittany Shelby, [bshelby1@com.edu](mailto:bshelby1@com.edu), 409-933-8291

**Student hours and location:** Student hours and location: ICB 313-9 or MCC Suite 4000-200C

<b>Monday</b>	<b>1:30-3:30 pm</b>
<b>Tuesday</b>	<b>12:30 – 4:00 pm</b>
<b>Wednesday</b>	<b>1:30-3:30 pm</b>
<b>Thursday</b>	<b>By Appointment Only</b>
<b>Friday</b>	<b>By Appointment Only</b>

**Required Textbook/Materials:** Professional Cooking 9<sup>th</sup> Edition by Wayne Gisslen

ISBN: 978-1-119-39961-2

Study Guide to Accompany Professional Cooking 9<sup>th</sup> Edition ISBN 9781119505631

**Materials:** Black chef jacket, black or check chef pants, black chef hat, slip resistant shoes, 2- inch Binder

**Course Description:** A study of cold foods and garnishes. Emphasis on design, techniques, and display of fine foods. Prerequisites: [CHEF 1205](#), [CHEF 1301](#), [CHEF 2301](#) and [PSTR 1301](#) with a grade of "C" or better.

**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. Students will complete mise en place lab sheets for each lab. 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 3 online exams, and 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.

**Lab Journals:** Students will complete lab journals after labs to reflect on their experiences and learning. All lab journals have submission due dates. All lab journals should be submitted through D2L Brightspace.

**Determination of Course Grade/Detailed Grading Formula:** (methods of evaluation to be employed to include a variety of means to evaluate student performance)

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

5-point deduction each day assignment is late

Extra-Credit Policy: Extra credit is announced throughout the semester

**Attendance Policy:** Students are expected to be present everyday. Students should sign in and out each day.

**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)

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Identify tools and equipment common to the Garde Manger Station	Personal Responsibility Skills	Chapter 30 Food Presentation Exam
2. Develop fundamental skills in preparation of forcemeats	Personal Responsibility Skills Critical Thinking Skills	Chapter 28 Sausages and Cured Meats Cooking Lab Chapter 29 Pates, Terrines, and other cold foods Cooking Lab
3. demonstrate basic skills in charcuterie and aspic development	Personal Responsibility Skills Critical Thinking Skills	Chapter 24 Hors d'Oeuvres Chapter 30 Food Presentation Cooking Labs
4. demonstrate cold food techniques for presentation.	Personal Responsibility Skills Critical Thinking Skills	Chapter 24 Hors d'Oeuvres Chapter 30 Food Presentation Cooking Lab Final Exam

**Academic Dishonesty:** Students are expected to complete their work honestly, ethically, and in accordance with academic standards.

**Academic Dishonesty Violations**

Academic dishonesty includes, but is not limited to:

- Plagiarism (using others' words, ideas, or work without proper attribution)
- Cheating on exams or assignments
- Copying work from other students
- Unauthorized collaboration on individual assignments

- Submitting the same work for multiple courses without permission
- Using unauthorized materials during exams
- Fabricating or falsifying data
- Helping another student cheat or plagiarize

### **Consequences**

First Violation:

The student will receive a zero (0) for the assignment in question. The instructor will document the incident and meet with the student to discuss the violation and review this policy.

### **Continued Violations:**

Subsequent incidents of academic dishonesty will result in:

1. A zero (0) for the assignment
2. Formal reporting to the Dean of Students

**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 [insert name and title of direct supervisor] at [phone number/email address].

**Course outline:** (include calendar with lecture topics, due dates)

## **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](mailto: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 1<sup>st</sup> 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto: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.

Name \_\_\_\_\_

### Garde Manger Tentative Course Schedule

Week	Chapter	Lab	Due Dates
1- Jan 13	Chapter 30 Food Presentation		<b>All Assignments are due on due date. This includes: study guide assignments, mise en sheets for previous lab, and journal submissions</b>
2- Jan 20	Sandwiches and Salads		<input type="checkbox"/> <b>Jan 23 Chapter 30 Assignments</b>
3- Jan 27		Jan 27 Sandwiches	<input type="checkbox"/> <b>Jan 29 Sandwiches Mise en Place Sheets and Journals</b>
4-Feb 3	Chapter 28 Sausages and Cured Meats	Feb 3 Hors d'Oeuvres	<input type="checkbox"/> <b>Feb 6 Chapter 24 Hors d'Oeuvres</b>
5-Feb 10	Chapter 29 Pates, Terrines, and Other Cold Foods	Feb 10 Sausages and Cured Meats	<input type="checkbox"/> <b>Feb 13 Chapter 28 Sausages and Cured Meats</b>
6-Feb 17	Chapter 26 Dairy and Beverages	Feb 17 Pates, Terrines, and Other Cold Foods	<input type="checkbox"/> <b>Feb 20 Chapter 29 Pates, Terrines, and Other Cold Foods</b>
7-Feb 24	Chapter 25 Breakfast Preparation	Feb 24 Dairy	<input type="checkbox"/> <b>Feb 27 Dairy and Beverages</b>
8-Mar 3	Final	March 3 Breakfast Preparation	<input type="checkbox"/> <b>March 5 Chapter 25 Breakfast Preparation</b>
March 6 Last Day			