



**CHEF-1310-211C1**  
**Garde Manger**  
**Fall 2025**  
**Wednesday, Thursday 05:00PM - 08:50PM**

**Instructor Information:** Douglas Hoffman, [dhoffman5@com.edu](mailto:dhoffman5@com.edu), 409-933-3727

**Office hours and location:** by appointment at Mainland City Center- Culinary Arts

**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 course is structured into the following five categories to support comprehensive culinary learning and skill development:

1. **Culinary Arts Cooking Labs, Mise en Place Labs, and Class Binder**  
Labs offer hands-on experiences where students apply theoretical knowledge in practical settings. Students will also participate in Mise en Place Labs that emphasize preparation, station setup, and organization prior to cooking—critical foundations of professional kitchen performance.  
In addition, students are required to complete related mise en place worksheets for each lab to demonstrate planning and readiness.  
Students must maintain a professional, organized lab binder that includes lab worksheets, recipes, and reflections. The binder will be submitted at the end of the semester for evaluation.
2. **Exams and Cooking Lab Exams**  
Students will complete three online exams, along with practical cooking lab exams announced in class. These assessments measure both theoretical understanding and practical application.
3. **Study Guides and Discussion Assignments**  
These assignments, completed during lectures or as homework, are designed to reinforce comprehension of the course material.

#### 4. **Lab Journals**

Following each lab session, students are required to complete a journal entry reflecting on their experiences and key learnings. A list of required journal topics will be provided, and all entries are to be submitted in the student's binder by the end of the semester.

#### 5. **Other Assignments**

This includes evaluations such as uniform compliance, television critiques, grocery reports, and restaurant reviews. Specific instructions for these assignments will be outlined in the binder guidelines

### **Determination of Course Grade/Detailed Grading Formula:**

• Culinary Cooking Labs, Mise en Place Lab/Worksheets/ and Culinary Binder –	40%
• Exams and Cooking Lab Exams –	35%
• Lab Journals, Study Guides, Discussion Assignments, Uniform –	25%

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

- Exams: No makeup unless approved; 15-point deduction/day up to 2 days.
- Projects & Presentations: No makeups; missing = zero without approval.
- Assignments: Late only with approval; 10-point deduction/day up to 3 days circumstance

### **See Culinary Arts Essentials and Expectations**

#### **• Extra Credit: May be offered at the instructor's discretion.**

\*\*In case of a personal emergency, please notify the instructor as soon as possible. Efforts will be made to accommodate the situation fairly, and supporting documentation may be required.

### **Attendance Policy**

Attendance is based on physical presence in the classroom and will be taken during each class session. Students will earn attendance credit only when physically present. In an 8-week course, students are allowed to miss a maximum of two (2) class sessions. Exceeding this limit may result in withdrawal from the course at the instructor's discretion.

**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
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
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:** 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](mailto:agregory2@com.edu)

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

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## CHEF 1310 Garde Manger Fall | 2025 Tentative Schedule

Week #	Dates (Mon-Sun)	Chapter	Wed	thurs	Due
Week 1	Aug 18 – Aug 24	Ch 22 Salads Ch 23 Sandwiches	Course overview Partner selection Chapter 22 Lecture	Chapter 22/23 Lecture  Ch 30	
Week 2	Aug 25 – Aug 31	Ch 22 Salads Ch 23 Sandwiches	Salads and sandwiches mise en place	Salads and sandwiches cooking lab	Wednesday August 27 salads and sandwiches mise en place sheets due
Week 3	Sep 1 – Sep 7	Ch 26 Dairy and Beverages	5-545 ch 22-23 exam  Chapter 26 Lecture	Lab: cheese tasting and beverages	Wednesday September 3 chapters 22 and 23 study guides due
Week 4	Sep 8 – Sep 14	Ch 28 sausages and cured meats	Ch 28 Lecture  Sausages and cured meats mise en place	Sausages and cured meats cooking labs	Wednesday September 10 Ch 26 Study Guide Due And Sausages and Cured meats mise en place
Week 5	Sep 15 – Sep 21	Ch 29 Pates, Terrines, and Other cold Foods	Chapter 29 Lecture  Mise en Place Pates, Terrines, and Other Cold Foods	Pates, Terrines, and Other Cold Foods Cooking Lab	Wednesday September 17 Ch 28 study guide due And mise en place sheets for ch 29
Week 6	Sep 22 – Sep 28	Ch 24 Hors D'oeuvres	5-545 Ch 28-29 Exam	Hors Oeuvres Cooking Lab	Wednesday September 24

			Ch 24 lecture Mse en place		Ch 29 Study Guide  Hrs d'œuvres Mse en place sheets
Week 7	Sep 29 – Oct 5	Ch 25 Breakfast preparation	Ch 25 lecture Ch 25 mise en place	Breakfast cooking lab	Wednesday oct 1 ch 24 study guide due breakfast mise en place due
Week 8	Oct 6 – Oct 10	Final week	Cooking challenge	Chapters 24 and 25 exam	Wed October 8 chapter 25 study guide due

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## 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/student-handbook.html>. *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 accommodation 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 October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2<sup>nd</sup> 8-week session is November 25.

**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.

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## There: Every Cut Has a Purpose. Own the Reason. Technique is Your Tool. Purpose is Your Fire.

This program is built on intention, precision, and passion. These standards are designed to prepare you for real-world kitchens, cultivate professionalism, and ignite purpose in every task.

### Required Materials

All students are expected to come fully prepared with the following items by the first week of class, unless otherwise directed. Your tools reflect your commitment to the craft.

### Uniform Requirements

- Chef coat (black COM-issued; no name embroidery)
- Chef pants (black or black & white check pattern)
- Chef hat
- Slip-resistant black shoes (Required by: September 3 – Fall, February 2 – Spring)
- Acceptable alternate head coverings: Chef beanie, Plain black/white baseball cap, Hair net (mandatory for long hair)
- Uniforms must be clean, wrinkle-free, and worn properly at all times.

### Supplies & Tools

- 2-inch binder (course materials & handouts)
- 1-inch binder (recipe packets & mise en place)
- Dividers (to organize by week or topic)
- Small notepad or pocket notebook (for kitchen notes)
- Black Sharpie (for labeling)
- Blue or black pens (for writing)
- Pencils (for edits, drawings, and plating sketches)
- Phone/device (only when permitted for documenting work)
- Basic calculator (for costing and conversions)
- Reusable labeled water bottle (stay hydrated, stay sharp)

## **Mandatory Expectations**

- Full uniform is required to enter the lab. No chef coat = no entry.
- Hair must be tied back and properly secured.
- Slip-resistant shoes are mandatory by posted deadlines.
- No mise en place sheet = 50% prep day grade.
- Labs start promptly. We do not wait.
- If you miss mise en place day, you must prep before lab, if time allows.
- Always bring assigned tools, binders, and materials.
- Sign in daily—if you don't sign in, you're marked absent.
- Tardiness affects team performance and will reduce your participation grade.
- Exams: No makeup unless approved; 15-point deduction/day up to 2 days.
- Projects & Presentations: No makeups; missing = zero without approval.
- Assignments: Late only with approval; 10-point deduction/day up to 3 days.

## **Kitchen Conduct & Safety**

- No headphones, earbuds, or AirPods—this is a safety hazard.
- No personal phone use unless instructed.
- No eating during lab unless part of a tasting activity.
- Cleaning the kitchen is a shared responsibility.
- Unsafe behavior = immediate removal from lab for the day.

## **Classroom Etiquette**

- Arrive on time and remain for the full class.
- Phones silenced and stored.
- Laptops/tablets for class use only.
- Participate actively and respectfully.
- Address instructors and peers with professionalism.
- Come prepared with all materials.

## **Kitchen Etiquette & Safety Protocols**

- No gum. Drinks must be covered and stored beneath workstations.



- Always use tasting spoons—not personal utensils.
- Report all injuries immediately.
- Ask questions before using unfamiliar tools.
- Sanitize tools and surfaces after use.
- Use designated handwashing sinks only.
- Use dry potholders and turn pan handles inward.
- Clean spills immediately and notify others.
- Use step stools—never climb on furniture.
- Close drawers/cabinets after use.
- Keep your station clean and organized.
- Do not waste food without chef's approval.
- Never use your fingers in hot food or liquid.

### **Student Acknowledgment**

I have read and understand the Culinary Arts Program Essentials & Expectations. I agree to follow all policies and guidelines outlined in this document.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_