INSTRUCTIONAL PACKAGE

CUL 104

Introduction to Culinary Arts
Effective Term
Fall 2023/Spring 2024

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: <u>Fall 2023/Spring 2024</u>

COURSE PREFIX: CUL-104   COURSE TITLE: Introduction to Culinary Arts

CONTACT HOURS: 5   CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

This course is designed to support the techniques practiced each week in CUL 105 and CUL 112 with in-depth theory.

COURSE DESCRIPTION:

This survey course introduces students to the world of culinary arts. Students will be exposed to culinary history, culinary organizations and branches of the culinary field that offer different opportunities in the profession. The fundamental concepts, skills and techniques involved in basic cookery are covered in this course.

PREREQUISITES/CO-REQUISITES:

((ACCUPLACER Reading Comp 056 or New ACCUPLACER Reading Comp 235 or COMPANION Reading 056 or Multiple Measures English 1 or SAT Critical Reading 380 or ACT Reading 14 or Credit level ENG 100 Minimum Grade of C* or Credit level ENG 101 Minimum Grade of C or Credit level ENG 101 Minimum Grade of TC or Credit level ENG 155 Minimum Grade of C or Credit level ENG 155 Minimum Grade of TC)) and (ACT Math 13 or New SAT Mathematics 350 or SAT Mathematics 350 or New ACCUPLACER Arithmetic 220 or New ACCUPLACER Adv Algebra 200 or ACCUPLACER Arithmetic 24 or Credit level MAT 155 Minimum Grade of C or Credit level MAT 155 Minimum Grade of TC or Credit level MAT 101 Minimum Grade of C or Credit level MAT 101 Minimum Grade of TC)

Students are required to have successfully passed the ServSafe exam prior to enrollment in all other CAT or BKP classes. Students must successfully pass the ServSafe exam with a 75% and/or the ServSafe Certification Exam by the end of the first semester in order to proceed into kitchen lab.

REQUIRED MATERIALS:

<u>**On Cooking**</u>, A Textbook of Culinary Fundamentals
Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

Student Kitchen Uniforms

Students must report to class in full uniform and remain in full uniform at all times until they leave the premises (culinary department). Students not in full uniform will be dismissed or not admitted to class until they are in full uniform.

Chef uniform *except hat and apron for lecture classes,* knife kit, kitchen shoes, writing instrument, and paper or notebook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
Access to myHGTC portal for student self-services.
College email access – this is the college's primary official form of communication.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

Cultivation of desirable work habits is as important as developing solid cooking skills. Students should train themselves to be present and on time for all classes (15 MINUTES EARLY). Development of this important habit while in school makes it considerably easier to satisfy the employer who demands regular and punctual attendance when students become employed.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.

Upon successful completion of this course, the student should be able to:

- Define common kitchen terminology and vocabulary

- Define proper methods and techniques when applying all basic fundamental standards of cooking
- Communicate with Chef / Instructor and students in a professional manner
- Identify basic kitchen utensils and equipment associated with the culinary profession, as well as measuring devices
- Identify food safety and hygiene responsibilities in the foodservice industry and in preparation
- List and describe the method of preparation for all major stocks
- List and describe the method of preparation for the Grand Sauces and various derivatives of each
- List and describe the method of preparation for clear soups, puree and cream soups, and specialty soups
- Demonstrate adult and professional manner during all classes, both laboratory and lecture
- List and explain the methods of preparation for basic vegetables and starches
- List and explain all basics in regard to heat application as to:
  - Roasting
  - Sautéing
  - Pan Frying
  - Braising
  - Simmering
  - Deep Frying
  - Submerge Poaching
  - Shallow Poaching

Course Objectives:
While Course Learning Outcomes are specific areas of importance, objectives define a broader set of goals. At the completion of this course the student should be able to:

- Students will practice improving their time management skills through scheduling of their weekly educational, professional, and personal obligations
- Students will become familiar with issues and course content through assignments and reading material
- Instructor will provide additional information in a lecture/discussion format
- Instructor will introduce particular topics, clarify reading, identify major issues of significance and indicate the focus of class discussion
- Student will apply the course information through the use of assignments, class discussions, web site materials, hands-on assignments, and exams

Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.
No late assignments will be graded period. You will receive a Zero for reports, written assignments or tests and quizzes. This is your responsibility to keep up with! D2L will have due dates and drop boxes for assignments.

All course objectives outlined will be covered; however, the exact sequence and timing may be adjusted by the chef/instructor to facilitate group size and the group's ability as well as availability of food product

Employability Skills:
One of the instructional goals of the International Culinary Institute of Myrtle Beach is to assist the student in developing employability skills by coaching and teaching these skills. This is accomplished by setting high expectations, and establishing accountability for these expectations by giving timely, positive and consistent feedback. Both the instructor and the students will participate in a learning community that models excellent employability skills: Teamwork, Time Management, Communication, Problem Solving, and Professionalism.

GENERAL EDUCATION OUTCOMES:

This course fulfills the following General Education Outcomes through:

- Use sensory evaluations for testing the various properties of foods.
- Identify inorganic compounds most often used in food production and how they affect organic compounds.
- Demonstrate standards for sanitary product use and storage of items produced in the lab class.

Upon completion of this course, students will be able to:
☒Communicate effectively;
☒Think critically;
☒Self and professional development.

EFFECTIVE PROFESSIONAL AND INTERPERSONAL COMMUNICATION (EPIC):

This course fulfills HGTC's Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:
(Check all that apply.)
☒Utilize appropriate communication formats when conveying professional and interpersonal thoughts and ideas.
☒Apply appropriate language when speaking and writing for their chosen field of study or Industry.
☒Demonstrate appropriate communication techniques when engaging audiences.

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Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

FinalGrades:

Area	% Of Total
Attendance	20%
Quizzes 8 Each	15%
Papers 3 Each	15%
Vocabulary	10%
Math Final	5%
Recipe Cost Card	5%
Mock Kitchen Inspection	10%
Mid-term Examination	10%
Final Examination	10%
	100%

Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.

GRADING SYSTEM:

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is

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obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the Student Success & Tutoring Center website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the Online Resource Center to access on-demand resources.

STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC**: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the Online Resource Center (ORC) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

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Visit the Tech Central website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.

HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the Library website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:
- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the Online Testing section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's Accessibility and Disability Service webpage. The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual

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harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator or designee.

> *Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs
Title IX, Section 504, and Title II Coordinator
Building 1100, Room 107A, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5228
Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources
Affirmative Action/Equal Opportunity Officer and Title IX Coordinator
Building 200, Room 205B, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5212
Jacquelyne.Snyder@hgtc.edu