



# **INSTRUCTIONAL PACKAGE**

CUL 105

Kitchen Fundamentals

Effective Term  
Spring 2021

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Spring 2021

COURSE PREFIX: CUL 105

COURSE TITLE: Kitchen Fundamentals

CONTACT HOURS: 10

CREDIT HOURS: 3

### **RATIONALE FOR THE COURSE:**

CUL 105 is a foundation-cooking course. The course is designed to begin the process of building sound technical cooking skills through hands on application and active participation of the student. The educational process is multi-tiered with both theoretical application and hands on activity. The desired goal is to develop an engaged classroom with students completing the technical cooking skills, projects, and written test material successfully while retaining the knowledge as they acquire new information throughout the progression of the program.

### **COURSE DESCRIPTION:**

This course introduces students to the foundations of sanitation, basic measurements, equipment identification and basic costing. The fundamental concepts, skills and techniques involved in basic cookery are covered in this course.

### **PREREQUISITES/CO-REQUISITES:**

CUL 104 Introduction to Culinary Arts

\***Online/Hybrid** courses require students to complete the DLi Online Student Orientation prior to completing an online course. The DLi Online Student Orientation can be found in WaveNet, under the My Student tab.

### **REQUIRED MATERIALS:**

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

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

### **ADDITIONAL REQUIREMENTS:**

Students must report to class in full uniform, pen, paper, sharpie. Clean and ironed uniforms are expected daily. As part of their culinary education, students are responsible for the maintenance of their uniforms.

April 2020

## **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
WaveNet and D2L email access.

## **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.

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

## **Part II: Student Learning Outcomes**

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

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

- Identify and demonstrate the proper use of standard kitchen equipment
- Apply industry standard sanitation practices to cooking, product storage and kitchen cleanliness
- Select and prepare stocks, soups, and sauces
- Prepare and apply proper cooking techniques for vegetables, starches, and farinaceous products
- Calculate the basic food cost of a selected item

As the student progresses through the curriculum, the chef/instructor will also evaluate the student's ability to execute secondary learning outcomes. The following outcomes will be addressed in current course, and are considered a critical element to the student's success:

- o Mise en place
- o Weights and Measures
- o Knife Skills

- o Basic culinary fundamentals

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:

- Employ all rules as presented in the student handout regarding personal hygiene
- Participate and function in a group atmosphere
- Demonstrate adult and professional manner during all classes, both laboratory and lecture
- Select and use proper amounts of food for any given recipe or preparation
- Utilize proper techniques to clean, prepare, and cook food items to achieve maximum yield
- Apply all sanitary rules and codes in regard to cleaning of small utensils and heavy equipment. Maintain work area in a clean, sanitary, and organized condition
- Cook foods to taste and texture intended and expected from the recipe

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.

List Assessments and Learning Outcomes:

Daily Grade and Attendance:

Daily Grade 14 days X 25 points 350 40%

One of the instructional goals of the International Culinary School 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.

Daily Points Breakdown

Personal Appearance / Uniform 1-5 pts

Attendance 1-5 pts

Menu Preparation 1-5 pts

Professionalism

1-5 pts

Sanitation practices

1-5 pts

Category	0	1	2	3	4	5
Uniform	Is told to leave the lab  Does not have proper uniform as outlined by the school		Is not acceptably dressed/groomed before entering the lab.		Acceptably dressed/groomed before entering the lab. Reminded to take off jewelry/headphones etc.	Consistently models excellent dress/grooming standards – sets the bar high for others.
Sanitation	Always avoids cleaning/washing dishes and stands around or leaves before the kitchen is completely cleaned up regardless of time  Does not keep station neat, clean and organized. Leaves equipment and utensils dirty		Must often be motivated by other to wash dishes clean other sections of the kitchen voluntarily; often takes class time to put away knives and personal tools. Needs to be reminded numerous times to keep station neat, clean and organized. Needs improvement on cleaning equipment		Acceptably participates in dishwashing/cleaning and kitchen breakdown activities. Demonstrated a proactive approach to supporting the Sous Chefs in the kitchen maintenance and breakdown processes.  Keeps station somewhat neat, clean and organized. Keeps equipment clean	Proactively demonstrates leadership in cleaning and organization efforts throughout class– takes initiative to attack dishes and unpleasant or oft-neglected cleaning tasks.  Keeps station neat, clean and organized. Keeps equipment clean during and after class
Menu preparation/ preparedness / cooking techniques	Is not prepared (no Action Plan) Is not prepared for service and not set up on time. Does not show understanding of cooking skill or techniques. Does not write prep list on board		Action Plan incomplete; has not studied the ingredients and directions for preparation. Does not ask questions. Executes menu items but is not set up for service. Inconsistently shows understanding of cooking skill and techniques		Acceptable Action Plan and can maneuver fairly well with production of the recipes. Asks good questions. Executes menu items with assistance from others. Shows understanding of cooking skill and techniques. Writes prep list on board	Excellent Action Plan, and is able to explain the preparation of each dish to other students. Questions demonstrate great forethought. Executes menu items and is set up on time. Shows good cooking skill and executes cooking techniques. Writes prep list on board with great detail
Attendance	Late to class and or getting dressed after		N/A		N/A	In class, dressed in proper uniform and ready

	walking into class			for line up at Start
Professionalism	Does not use feedback from critiques and observations to improve performance. Not engaged in learning opportunities. Not a cooperative/good team player	Uses feedback from critiques and observations to improve performance. Does not demonstrate punctuality or reliability. You are a good cooperative team player sometimes	Uses feedback from critiques and observations to improve performance sometimes. Prepared and engaged in learning opportunities. Has a good demeanor. You are a cooperative team player	Uses feedback from critiques and observations to improve performance. Consistently prepared and highly engaged in learning opportunities. Shows a positive demeanor as well as being punctual and reliable. You are a cooperative/good team player

Daily/Weekly Journal:

6 X 25 points    300    20%

The daily journal and weekly summary will be collected for grading on the first day of class each week, for last weeks' work. Journals and summary are turned in a week from the start of that week's class. A zero (0) grade will be entered for journals turned in after 12 am (midnight) of that weeks' time. Example of due date class is on Wed and Thurs then your journal is at 12 am (midnight) the next Tues night.

- ❖ Your journal can be maintained and added to for many years, creating a personal record of your work in the food service industry. This should be a go to resource of recipes, techniques, and experiences that you can draw on for future use and as a guide for your future career.
- ❖ You **must** have an entry for **each class**, word-processed

**Guideline for Creating Your Journal**

**Please refer to the example on D2L under "Rubrics" or "journals"**

Journal format- Include the following information and submit in the proper "DROPBOX" via D2L

Save your files and submit them in the following format:

**Lastname\_firstname\_CUL105\_WK1 (example: Mark\_Zink\_CUL105\_WK1)**

You **must** have an entry for **each class**, word processed

**5 points=**

**1. The name and date of the class saved with correct file name**

**Lastname\_firstname\_CUL105\_WK1**

**(example: Mark\_Zink\_CUL105\_WK1)**

**2. Name: Mark Zink**

**3. Course name: CUL 105Kitchen Fundamentals**

**4. Date: January 12, 2015**

**5. Class Week and Station assignment: Week 1\_Day1\_2\_leader**

**6. Cumulative Grade: 97.6**

**5 points= Recipes for a specific dish(es) you prepared.** *Recipes are available via D2L and out of On Cooking 6<sup>th</sup> edition.*

**5 points= A list of small wares and utensils you used to prepare that (those) dishes**

**5 points= A summary of what you learned during this class period and chef's critiques.** *5 Solid paragraphs of what you took away from today's class. Use correct grammar, spelling and format.*

**5 points= Plate diagrams or picture-** *attach pictures of the dish(es) you were responsible for that day. 5 to 10 pictures per class that could include the following recipes, demos, and whiteboard.*

CATEGORY	5	4	2-3	0-1
<b>Journal Heading</b>	Contains all 6 elements which include name, date, station worked with the week and day. Cumulative grade. Saved in the right format and dropped in D2L	Contains 4 elements which include name, date, station worked, with week and day. Cumulative grade. Saved in the right format.	Missing 2 or more elements and not saved in the correct file name	Missing more than 2 components and not saved in the correct file name
<b>Recipes</b>	Contains all of the recipes you are responsible for with methods of production	Contains some of the recipes you are responsible for with methods of production	N/A	Does not contain any of the recipes and methods of production
<b>List of Small wares and utensils used to prepare dishes</b>	Contains all of the small wares and utensils needed methods of production.	Contains some of the small wares and utensils needed methods of production.	N/A	Does not contain any of the small wares or utensils needed for production
<b>Pictures</b>	Digital photos of at least 5 dishes or items correctly labeled and included.	Digital photos of at least 4 dishes or items correctly labeled and included.	Digital photos of at least 2-3 dish or items, but not correctly labeled.	Hand drawing of 1 or more dishes or items are included.



<b>Summary</b>	5 great paragraphs on what you took away from class using correct grammar, spelling and format.	5 complete paragraphs on what you took away from class with some grammatical error	Less than 5 paragraphs on what you took away from class with some grammatical error	Did not explain what you took away from class and/or 3 or less complete paragraphs

## 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.

<b>Daily Grade</b>	<b>14 days X 25 points</b>	<b>350</b>	<b>40%</b>
<b>Journal</b>	<b>6 X 25 points</b>	<b>150</b>	<b>20%</b>
<b>Quizzes</b>	<b>6 X 10 points</b>	<b>60</b>	<b>10%</b>
<b>Knife Practical</b>	<b>1 x100-Pass/Fail</b>	<b>100</b>	<b>10%</b>
<b>Final practical</b>	<b>1 x100-Pass/Fail</b>	<b>100</b>	<b>20%</b>
<b>Total</b>		<b>760</b>	<b>100.00</b>

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

### GRADING SYSTEM:

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 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 appointments using TutorTrac, visit the Student Services tab in WaveNet. Email [sstc@hgtc.edu](mailto: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.



## CENTRAL 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!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.
5. **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.

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).

### **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 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, 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 Coordinator*

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

[Melissa.Batten@hgtc.edu](mailto: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**

*EEO and Title IX Coordinator*

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)