



INSTRUCTIONAL PACKAGE

CUL 220

INTRODUCTION TO GARDE
MANGER

Effective Term
FALL 2020

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2020

COURSE PREFIX: CUL-220

COURSE TITLE: Introduction to Garde Manger

CONTACT HOURS: 10

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

To provide students with the fundamental methods and theories related to cold food preparation. Hors d'oeuvres, display platters, charcuterie, salad preparations, cold sauces, quick-serve food items and an introduction to ice-carving are addressed. Students develop Garde Manger skills and learn cold food display as they rotate through work assignments and prepare products. Production methods and safe food-handling techniques are emphasized

COURSE DESCRIPTION:

This production course provides students with skills and knowledge of the organization, equipment and responsibilities of the "cold kitchen." Students are introduced to classical garde manger techniques, salad and salad dressings, sandwiches, cured and smoked meats, sausage, terrines and pates, canapés, hors d'oeuvres, cold soups, vegetable and fruit displays, basic cheese knowledge and buffet presentation.

PREREQUISITES/CO-REQUISITES:

CUL 112 Minimum Grade of C and Culinary ServSafe Certification

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.

Textbook:

On Cooking, A Textbook of Culinary Fundamentals

Professional Garde Manger 1st Edition Sackett, Pestka and Gisslen.-

Wiley: 2011. ISBN: 9780470179963

ADDITIONAL REQUIREMENTS:

Student Practical Exam

Students must successfully pass a written exam and practical cooking examination covering a variety of cooking techniques.

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.

Approved shoes, cleaned and polished – Color is black only, no shoe may have a heel higher than 2 inches, must be a closed toe shoe, Oil-Resistant – Slip-Resistant soles – neoprene oil resistant sole and heel preferred and water-repellent material uppers. Oil-tanned water-repellent leather preferred.

Black or White socks (plain no ankle socks, stripes or emblems)

Clean, pressed, hemmed check **pants** (standard College issue only)

T-shirt (white, no lettering, design, or insignia)

Neckerchief White for Culinary, Blue for Baking and Pastry (worn close to the neckline)

Clean, pressed White **chef's jacket** (standard College issue only). No logo uniform from another culinary school or any business will be permitted. College ICI logo on the left chest and Name embroidered on the right.

Chef's Black Beanie (College issue only), all hair should be contained beneath the hat, including bangs. A student's hair must be up in a bun, braided or secured in a manner where it will not fall down in your face or hang all down your back. If this is not possible, they must first cover their hair with a hair net before wearing the hat. .

Clean Apron White (standard issue)

Hair Restraint. To prevent the contamination of food or food-contact surfaces an effective hair restraint is required to be worn while in a culinary production kitchen class. The use of effective hair restraints shall also apply to any exposed scalp or facial hair, where there is the potential for contamination of food or food-contact surfaces. An effective hair restraint shall also be used in the partial or complete absence of scalp hair to preclude touching of the scalp and returning to food handling without hand washing. Facial hair restrains will not be required when facial hair is well groomed and trimmed evenly no longer than 1/8th inch long. It is the policy of HGTC Culinary that men may not add facial hair such as beards, mustaches or long sideburns after a semester has started (it must be grown over a break); all male students must be **clean-shaven daily**. In case of skin conditions, the student must provide proper medical documentation.

No jewelry except for wedding band. All hand and facial jewelry is to be removed by any student wearing his or her uniform before entering the culinary area. Wedding rings shall be excluded from this requirement.

Fingernails must be kept short and immaculately clean at all times. Nail polish and/or fake nails are not allowed.

Students may not use **perfume or cologne**.

While in full chef's uniform or dining room uniform, no hat other than a chef's beanie, is to be worn inside any academic or laboratory building. Baseball caps are not part of the culinary uniform, and therefore, should not be worn.

Clean and ironed uniforms are expected daily. As part of their culinary education, students are responsible for the maintenance of their uniforms.

ADDITIONAL REQUIREMENTS:

1. Knife Kit and digital scale
2. Materials: pen, pencil, sharpie, notebook

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.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Course Competencies:

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

- List, describe and demonstrate basic preparation of smoked items, brining, and sausage making
- Construct terrines, pates, galantines, and roulades

- Prepare various appetizers, canapés and hors d'oeuvres which employ basic culinary principles, concepts and quality standards
- Prepare various sandwiches, salads, salad dressing, and marinates which employ basic culinary principles, concepts and quality standards
- List, describe and discuss basic concepts of buffet menus, costs, and design
- Construct, describe and demonstrate traditional and modern plate, table, and buffet presentations with relation to the Garde Manger department

As the student progresses through the curriculum, the chef/instructor will also evaluate the student's ability to execute secondary competencies. The following competencies were addressed in previous courses, and mastery is considered a critical element to the student's success:

- Mise en place
- Weights and Measures
- Knife Skills
- Basic culinary fundamentals

Course Objectives:

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

- Select and use basic kitchen equipment under different production scenarios
- List and define terminology specifically related to the production of garde manger
- Measure ingredients accurately
- Prepare soups, salads, sandwiches for a commercial kitchen
- Organize and produce contemporary buffet layouts
- Produce cured, pickled items along with forcemeats
- Identify and explain the following terms as they apply to the garde manger process:
 - Wet/dry curing
 - Emulsions
 - Confits/ Rillettes
 - Brining
 - Pickling
 - Oil/Vinegars
 - Greens identification
 - garnishing
 - Salads
 - Sandwiches
 - Grinding
 - Platter layout
 - Canapes
 - Hors d'oeuvres
 - Fruit selection
 - Forcemeats
 - seasoning

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

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

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.

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.

EVALUATION*

Daily Grade	14 days X 20 points	350	40%
Quizzes	5 Each X 20 points	100	15%
Journal	6 Journals X 25 points	150	25%
Vocabulary handouts	5 Each X 20 points	100	10%
BEO Project	100 points	100	10%
Final Practical	Pass/Fail	Pass/Fail	Pass/Fail
Total		800	100%

Student Evaluation/Grading Policies:

- Class time will be spent in a productive manner.
- Grading will be done on a point system.

Points for individual activities will be announced. 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 Journal:

6 X 25 points 150 25%

The daily journal & weekly summary will be due in D2L dropbox.

Guideline for Creating Your Journal

Please refer to the example on D2L under "Rubrics"

Your journal can be maintained and added to for many years, creating a personal record of your work in the food service industry.

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_WK1 (example: Quintana_David_WK1)

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

5 points= The name and date of the class saved with correct file name

Eric Wagner

CUL 220 garde manger

January 12, 2016

GM_ Week 1_Day1_Pate

Cumulative Grade: 97.6

5 points= Recipes for a specific dish(es) you prepared. *Recipes are available via D2L and the course pack that was given to you*

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 sentences 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*

25 points total each journal

Journals will be graded the following week

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

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

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- All work must be received by the set deadlines.

On-time projects may be redone with instructor.

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. D's, F's, W's, WF's and I's 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 (<http://www.hgtc.edu/academics/academiccalendars.html>). 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.

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.

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

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 a 7 week course (fall and spring) the allowed number of absences for a MW or TR class is as follows: 2 absences are allowed regardless of reason. After the allowed number of misses, the student will be dropped from the course with a W or a WF.

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 ssc@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).

STUDENT TESTING:

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 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

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