



INSTRUCTIONAL PACKAGE

CUL 299

Special Topics in Culinary Studies

Effective Term
Spring/2020

Instructional Package

Effective Term: Spring 2020

COURSE PREFIX: CUL 299

COURSE TITLE: Special Projects –
American Banquet Service

CREDIT HOURS: 3

Rationale for the Course:

In this course, students will discuss new trends in regional and national cooking and will practice and implement menus. Plate presentation, mise en place, organization and utilization of fundamental techniques of cooking will be reinforced at all time in relation to American Banquet style service.

Course Description:

This course will focus on a special topic in culinary or baking pastry arts such as regional world cuisines, food history, or current trends.

The primary focus of this section of the Special Topics course is designed to provide laboratory experience in quantity food production. With emphasis on modern American regional cuisine, banquet service, principles of safe food handling, work simplification, and standardized production. With a focus on quality standards and controls, recipe conversions, and environmental issues during the hands-on production aspect of the class, students have the opportunity to be exposed to specialty produce and products.

Prerequisites:

BKP 119 and CUL 215 or discretion of the Chair

REQUIRED MATERIALS:

Complete uniform (HAT, APRON, CHEF COAT WITH NAME EMBROIDERED ON RIGHT SIDE OF JACKET, HOUNDSTOOTH PANTS, BLACK OR WHITE SOCKS, AND ALL BLACK NON-SLIP SHOES), standard knife kit, pencil, paper, notebook, pocket sized spiral notebook, and black sharpie marker.

OPTIONAL MATERIALS:

Reference Book: Waste Not, how to get the most from your food, James Beard Foundation, Rizzoli ISBN 978-0-8478-6278-8

<https://www.hoopladigital.com/> for digital cookbooks

https://www.hgtc.edu/about_hgtc/library/

ADDITIONAL MATERIALS:

Additional resources will be presented in class as found appropriate according to the menus discussed in class for the purposes of creating menus for service.

TECHNICAL REQUIREMENTS:

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

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. 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*:

At the conclusion of this course students should be able to:

- Identify the leading causes of food waste and ways to combat it in the foodservice industry
- Prepare a variety of American regional dishes, which employ basic culinary principles, concepts and high-quality standards
- Describe current trends and new techniques in the culinary arts
- Identify the "Big 8" food allergies as it relates to a menu and describe how items can be substituted to meet guest needs
- Have a working knowledge of portion sizes as it relates to banquet service and be able to forecast ordering needs based on reservations.
- Discuss the past, present, and future of American cuisines, as it relates through new chefs, products, techniques, and public demand.

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

SECONDARY COURSE LEARNING OUTCOMES:

- Demonstrate planning, timing, and preparation of a complete meal, including a soup,

- appetizer, entrée, and dessert while emphasizing their commitment to quality and excellence
- Demonstrate plating design, portion size, portion control, and nutritional balance
- Define and use common kitchen terminology and vocabulary
- Define and use proper methods and techniques when applying all basic fundamental standards of cooking
- Define and apply safe standards of food preparation, sanitation while working in a food production environment
- Define the fundamentals of Cuisines of Americas
- Communicate with Chef / Instructor and students in a professional manner

Successful completion of this course will be determined by:

- Daily lab behavior as it relates to proper sanitation, quality work, professionalism, timeliness, and preparedness
- Material covered on D2L and student response
- Weekly Journals
- Final Project

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 Participation	14x25pts	350 pts	48%
Journals	7x25pts	175 pts	24%
Full-Use Kitchen Modules	5x20pts	100 pts	14%
Full-Use Final Paper		100 pts	14%
		725 pts	100%

****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.

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 ([ACADEMIC CALENDAR](#)). 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. 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, 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 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:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more 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 RPNOW, 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 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