

**Randolph Technical Career Center
17 Forest Street
Randolph Vermont 05060**

Culinary Arts Program Syllabus & Program of Study

Instructors: Jerry Sullivan and Sandy Russell
Recommended additional credit Math

Embedded Credit: **Science**

Prior to enrolling students should be at or above grade level in

English: Reading comprehension and writing ability are critically important skills needed to succeed in RTCC'S Culinary Arts Program and the culinary field.

Science: A sound foundation in basic science

Mathematics: A basic understanding of mathematics including, Addition, Subtraction, Multiplication, Division, Decimals, Fractions and Percentages.

It is recommended that the following subjects be completed before entering RTCC History, Art, Physical Education and Drivers' Education. Having completed these courses prior to enrollment in the program will allow students maximum time to focus on the Culinary Arts curriculum and activities.

Articulation Agreements and Dual enrollment courses available

Currently the program offers a dual enrollment agreement with The New England Culinary Institute in Montpelier, Vermont. Students have the opportunity to take a 3 credit culinary online course for 12 weeks and then participate in a one-week residency at the Institute. Upon completion students will receive a \$12,000 scholarship to attend the Institute.

We are currently instituting a new Dual Enrollment agreement with the Community College System of New Hampshire called Project Running Start. Students could earn up to 12 college credits at a reduced rate of tuition. These credits would be used upon entering the college or could be transferred to another Culinary Institute.

RTCC offers college credit courses through The Community College of Vermont at Vermont Technical College in Randolph. Students completing the "Introduction to College Studies" can earn a voucher for an additional 3 college credits to the community college of Vermont.

Industry Recognized Certifications

Students have the opportunity to become certified via the following programs:

Serve Safe Program

The International Food Safety Council is a strategic initiative of the National Restaurant Association Educational Foundation created to heighten awareness of the importance of food safety education throughout the restaurant and foodservice industry.

Vermont Department of Education State approved assessment

All Culinary Arts students will be assessed at the end of course of study and will be awarded a certificate of competency.

Occupations and Colleges

Most occupations in these fields prefer that students obtain a two to four year degrees. Many however can be entered upon graduation at an entry level. There are many jobs and occupations available in the food service industry.

These are just a sample of available jobs

Executive chef, Sous chef, Line cooks, Baker, Pastry chef, Prep cook, Garde Manger, Research chef, Culinary scientist, Culinary Photographer, Culinary writer, Foodservice director, Catering director, Kitchen manager, Dining room manager, Food nutritionist, Restaurant manager, Private chef or baker. Food purchaser, Sales representative, Catering chef, Entrepreneur, Franchise owner, and the list goes on and on.

Post secondary schools our students have attended

The Culinary Institute of America

Hyde Park New York

Johnson and Wales University

Providence, Rhode Island

Miami, Florida

Denver, Colorado

Charlotte, North Carolina

Lincoln College formerly Connecticut Culinary Institute

Hartford Connecticut

Suffield Connecticut

Paul Smith College

Saranac Lake New York

San Francisco Culinary Institute
San Francisco California

The New England Culinary Institute
Montpelier Vermont

University of Vermont
Burlington Vermont

The Arts Institute

Job Corp

The United States Armed Forces

There are many more throughout the United States and around the world.

Program Description

The Culinary Arts Program at RTCC is a one or two-year course of study, training our students in the basic skills of cooking and baking. This training provides students with the skills necessary to either enter the food service industry or to continue their education in a post secondary institution. Within our class we use a variety of books, magazines, and computer generated material as resources to help in the instruction of each student. The texts we will be using at RTCC this year are: **Culinary Essentials** put out by Johnson and Wales University: **Culinary Math**: The Culinary Institute of America and **Serv Safe** from the National Restaurant Association. We feel these programs offer a wide and well-balanced approach to the instruction of culinary arts. We also have an up to date library as well as many periodicals. Internet web sites are very important in our studies.

Our school recognizes the need for nationally certified programs. In this effort we have chosen The **Serv Safe** program, which is a nationally accredited program. Students who successfully complete these programs will receive a certificate from the National Restaurant Association that is recognized in the industry as representing core knowledge of food service sanitation.

Each student must take a State Approved Culinary Arts examination at the end of each school year.

We have associated ourselves with many fine post secondary institutions within the area. We have been so fortunate to be in close proximity to so many excellent schools. Last year we had two students participate in a dual enrollment program. These two students attended classes at The New England Culinary Institute in Montpelier Vermont. They received their first semester of credit at the Institute at no cost to them and received a \$12,000 scholarship if they pursue a degree from New England Culinary Institute.

Our kitchen has been newly renovated with many new pieces of equipment. We have a fully air conditioned classroom and a new laundry center. Our storeroom has been enlarged which creates a better environment. Fortunately, we have one of the best commercial kitchens in the area.

Course of Study

English

Twice a week students will attend English class with Mr. Poindexter. Many of the assignments will correlate with what we are studying in class. You will be given homework to complete for the following week. At beginning of the spring semester students will begin to work on their end of the year Technical Project. Most of their assignments will ensure each student is prepared when it comes time to present their project.

For highly motivated students we will be offering a course called Modern World Literature I: Poetry and short fiction. This class will be held two times per week. See Mr. Poindexter if you are interested.

Culinary Arts

We will be studying from **Culinary Essentials**, which has been developed by Johnson and Wales University. This curriculum is designed for High School students who plan on continuing their education at a post secondary school. It introduces the students to the basics of food and in the art of baking. Student's will be writing many research papers as well as working in the field through our Co-op Program.

At our center we have many catering events, which lend the opportunity to students to learn many different types of culinary practices. We have a weekly Friday Night dinner, which has been very successful over the past ten years.

This year we will begin a new adventure with some classes and production being held at The White River Craft Center. Since this is the first year we will be doing many different things to get a feel for this new program.

Culinary Labs

All students will spend a good portion of their time in the kitchen preparing many different types of food products. We have competitions, catering jobs, dinners, luncheons and our famous Friday night dinners.

Culinary Math

Math is an essential component of the culinary world. Once a week we will spend time reviewing and practicing basic math procedures.

Serv Safe

Serv safe is a comprehensive curriculum, which covers safe sanitation practices, which keep our customers safe. After completion of this course you will be tested and if successful you will receive a National Certificate. Many food establishments require employees to take this course.

Reading, Writing and Presenting

We want to encourage our students to become proficient readers and writers. Good reading and writing is the key to a quality education. We will be actively involved with our English teacher Mr. Poindexter, reading books, stories, trade material, newspapers, and whatever else you would like to read. All students will be involved in writing papers and research papers. Our culinary class visits the Kimball library regularly so students can find books they enjoy reading.

We spend a good portion of time presenting our research to our classmates so that we become comfortable in doing this.

Course Expectation, Grading Protocol and projects

Expectations

Within our Culinary Arts Class, students will be involved in many projects, activities and functions. Our goal at the RTCC is to give as much industry related experience as possible and to prepare our students for a successful career after leaving the center. It is my expectation that students will learn to work together, use their time efficiently, and become upstanding citizens within our community. These are qualities that I look for within each of my students:

- ◆ Honesty
- ◆ Responsibility
- ◆ Maturity
- ◆ Punctuality
- ◆ Ownership
- ◆ Accountability
- ◆ Good Personal Hygiene
- ◆ Organizational Skills
- ◆ Team Player
- ◆ Cleans up after oneself daily
- ◆ Socially upbeat
- ◆ Polite
- ◆ Forgiving
- ◆ Sensitive to others' needs

Behavior

Every day is not always our best. If you are having a bad day and need to take a break, let us know. There are many things happening in your lives and sometimes it's not easy to stay in control. Part of your education is dealing with stress.

If your behavior becomes disruptive there will be consequences.

Consequences of disruptive behavior

- 1st event: verbal warning from Chef Sullivan
- 2nd event: written warning from Chef Sullivan
- 3rd event: meeting with parents after school to try a remedy issues at hand
- 4th event: student will meet with myself and Mr. Sugarman, RTCC Director to discuss the implications of misbehavior relative to the students' future within the Culinary Program at RTCC
- Additionally, expectations for student conduct and related disciplinary actions are outlined in the RTCC Student Handbook.

Homework, tests, absentees, late homework or projects, tardiness

- All homework will be turned in first thing in the morning. Homework will not be accepted if it is completed during the day it is due.
- You will receive a schedule as to when your homework is due.
- If your work is not on time you will receive one day to bring your work in.

Grading procedures

- Work on time 100%
- One day Late 80% maximum grade
- After two days you will receive a grade of 0 unless there are extenuating circumstances
- If you are out because of sickness and cannot get your work into me on time, please see me to discuss alternatives (timelines for make-up work are outlined in the Student Handbook).
- There will be no makeup examinations on quizzes or tests (except for excused absences), so be prepared the first time.
- You will have five minutes each morning to get organized from the opening bell. If you are not in your seat, organized with all your daily materials you will be marked tardy.

Student Binders

Your binders will be the place you are to keep all of the notes, handouts and recipes you receive in class. They are to be kept neat, organized. Every Friday your binders will be collected and graded. All materials that I hand out are expected to be within these binders.

Grading

When you receive your report cards, you will be receiving a grade for English, Science and another for Culinary Arts. Within the Culinary Arts portion you will be graded in a number of areas. Each area carries a different weight.

Performance and behavior comprise 50% of your grade

- Having a good attitude
- Working as a team player
- Cleaning thoroughly and without having to be told

- Applying skills
- Maintaining a clean uniform and personal hygiene
- Motivation
- Being upbeat, cheerful, and friendly

At the end of the semester your performance and behavior score will be averaged and will be 50% of your grade.

Academic grades comprise 50% of your grade

When I enter your score into your grade book, they will have a weight of 1, 2, 3 or 5 grades.

Homework	1 Grade
Chapter tests	2 grades
Special projects	3 Grades
Final exam	5 Grades
Final practical	5 grades

At the end of the semester these grades will be averaged and will be averaged with your performance and behavior score and be calculated as your final grade for the interim or the semester.

You will receive a weekly grade. If you have areas, which need improvement, they will be recorded on this grade sheet. Please use this information to focus on areas for improvement.

Personal Hygiene

The prevention of Food Bourne illness is one of the most important aspects of working in the kitchen environment. Therefore, you are to come to class each day in a clean uniform and having showered or bathed. Each time you enter the kitchen area you will wash your hands and have a clean uniform. Every time you use the bathroom you must wash your hands before returning to the Culinary Arts kitchen or classroom.

If you are not dressed properly or are in a dirty uniform you will be on dish duty for the day.

Uniforms

You will be required to purchase your own uniforms and hats. Within the first week or so of school we will be making an order.

No open-toed shoes are allowed in the kitchen. Sneakers are not allowed in the kitchen. Students should wear leather shoes for safety issues.

No shorts are allowed in the kitchen. You may wear shorts in the dining area but will be expected to change before entering the kitchen.

Chef hats, caps, or hairnets will be worn at all times in the kitchen area.

You must wear pants that are clean and attractive. If you wish, you can purchase chef pants.

It is your responsibility to come to class with a clean uniform. If you come to class with a dirty uniform or no uniform, you will be asked to leave the kitchen area and will work in pot area for someone who is scheduled to work in that position.

We have a washer and dryer with soap to launder your uniforms if that is more convenient than doing them at home. No excuses for dirty uniforms.

Your personal appearance is so important for your future. Learn to look good and in a professional manner.

Special Functions

All students are required to help out on special functions. You will be paid \$8.10 per hour for all after-school functions unless it a school function where you are required to attend.

Student Handbook

Each student will receive a student handbook with all rules applying to all students. We will spend time going over these rules at the beginning of the year. If you choose not to follow these rules there will be consequences.

Safety

Safety is a very important aspect of the kitchen. There are many ways of getting seriously hurt in a kitchen. One of our very first classes will be on safety. Each student will have to be proficient on all equipment and in the use of all hand tools before he or she will be allowed to work independently. Students need to be aware of their workspace each and every day and to report to the chef any problems or safety hazards.

Lockers, Backpacks, and Books

Each student will have a locker to store his or her books and personal belongings. There will be two different sets of coat hooks, one for your chef uniforms and the other for coats and sweaters. When you arrive at school you will be responsible for putting your belongings in your lockers and coming to the classroom with whatever materials you will be using for the day. You are responsible for bringing your own pens and pencils to class. When it is time to work in the kitchen you will have time to get your equipment. There will be no coats, books, backpacks or other belongings strewn around the classroom or on the floors.

Telephones

The phone in my office and Mrs. Russell's phone are available to you only with my permission of that of Mrs. Russell. RTCC phones are not to be used for personal calls unless it's an emergency or an exception.

Cell Phones

Cell phones are not to be used in the classroom. Students can use cell phones before school starts and during your lunch break. We will collect cell phones at 9:05 and will return them at lunch and at the end of the day.

Lunchtime

Students will eat their lunches in the school cafeteria. The classroom will be locked and you are expected to return to class as soon a lunch is over. There will be opportunities to eat some of the food we produce. Since this will not happen every day, each student should be prepared to purchase or bring in food from home. No food will be given to students outside of our class unless authorized by me or Mrs. Russell.

Sales

We often have food or bake sales. Under no circumstances will any food be given out without payment unless Mrs. Russell or I approve. Giving away food or stealing proceeds from our sales will result in disciplinary action. All eating of foods by Culinary Arts students will take place within the dining area, not in the kitchen or in the hallways.

Sanitation

Each student is expected to do his or her share of cleaning in our kitchen. Every day before we leave, the kitchen will be in order. Each student will be responsible for washing pots and pans. We will rotate students through a scheduled cycle of cleaning tasks.

DECA

All Culinary Arts Students will be involved in the organization DECA. DECA is a leadership program, which involves students in community projects, locally, at the State and National Level. Our students get to work in association with other students from around our State and our Nation. Students who participate in DECA come to realize the importance of community service and it also opens the door to many scholarship award opportunities.

Community Service

All students will participate in community service activities. Each student must accumulate 30 hours of community service throughout the school year. We will have many opportunities to do this. All service must be approved and recorded.

Goals

Our goal for you is to be well trained not only in Cooking and Baking but also in navigating the” road of life.” Your last year or two of school will not be easy. There will be much required of you as well as many decisions that will have to be made. Your future doesn’t just happen; we urge you to set goals and be in charge. This year you will learn many new and exciting things. You only pass this way once, make the most of it. You and you alone are in charge of your future.

Chef Sullivan