

INTRO TO CULINARY

Course Syllabus 2023-2024

Instructor Name: Chef Karla Estrada
Website: <https://ahsraidersculinary.weebly.com>
Office Hours: By Appt Only Monday-Thursday, 7:50am-8:15am

Email: estradaks@fultonschools.org
Classroom Number: 1361 & 3211

- Description:** **Introduction to Culinary Arts** is the foundational course designed to introduce students to fundamental food preparation terms, concepts, and methods in Culinary Arts where laboratory practice will parallel class work. Fundamental techniques, skills, and terminology are covered and mastered with an emphasis on basic kitchen and dining room safety, sanitation, equipment maintenance and operation procedures. The course also provides an overview of the professionalism in the culinary industry and career opportunities leading into a career pathway to Culinary Arts. Mastery of standards through project-based learning, technical skills practice, and leadership development activities of Family, Career and Community Leaders of America, (FCCLA) will provide students with a competitive edge for either entry into the education global marketplace and/or the post-secondary institution of their choice to continue their education and training. The pre-requisite for this course is advisor approval.
- Course Format:** This course will include a variety of readings, case studies, videos, podcasts, demonstrations, activities, Web Based Platform, assignments, and discussions. We will also use different platforms, such as Flipgrid. If Under Universal Remote Learning guidelines, all instruction, assignments, and assessments are given if in the remote learning setting. Please ensure you pay attention to posted deadlines on Microsoft TEAMS. Other resources and materials may be used to supplement student learning.
- Program** A program fee of 50.00 dollars is required to participate in culinary labs. , payment can be made on OSP on AHS website. This fee pays for the required chef jackets (personalized), hat and expanded food costs. If student and parents cannot afford the program fee please reach out to chef immediately to discuss.
- Online LMS** In alignment with Fulton County Schools policy, this course will be utilizing **Canvas** and **Microsoft Teams**. All students will be added automatically, let chef know if you have not been entered immediately. Microsoft will be used for video conferences and Canvas will be used for documenting learning process.
- Class Attendance:** Students are expected to participate in ALL class activities, discussions, and assessments that are conducted in class or URL. A student who expects to be unable to participate due to another school-sponsored activity or compelling personal reason must make prior arrangements with the instructor. The option of making-up course work is at the discretion of the instructor. However, as I am required to take attendance, students will be marked absent when they are not “present”.
- Please note that students will be expected to follow a specific bell schedule that is provided by AHS Administration. Students must “report” to each class period.
- Late Work:** All work is due at the *beginning* of class on the due date! Assignments/Assessments will be accepted late with a 5% penalty assessed per day up to a maximum of 25% off, as permitted by [FCS District Policy IHA](#).
- Make-Up:** **It is the STUDENT’S RESPONSIBILITY to obtain, complete, and turn in all make-up work according to school policy. The official class calendar for this course will be placed on the instructor’s website.**
- Assignments that were due on the first day of an absence period are due *immediately* upon return.
 - Students will have the same number of days of the absence to turn in make-up work for each day absent.
 - Students will receive full credit on work missed due to absences, provided the assignment/assessment is completed by the specified deadline. Points will be deducted for late work – *see Late Work Policy above*.
 - Alternative make up assignments including, but not limited to, research papers may be assigned to replace any assignments that a student missed due to absence and is solely at the discretion of the instructor.
- Hall Passes:** Students will be permitted to leave the classroom for restroom or water breaks on an **emergency-basis only**. Keep in mind, when you are not in the classroom, you are missing material that is important and will likely be covered on an assessment. The “**Orange Rule**” applies which states that you will not be permitted to leave the class during the first or last ten (10) minutes of each class period. Students will be expected to utilize the **Documentation of Whereabouts** Microsoft Form each time they leave and enter the classroom during a class period. Failure to do so will result in revocation of hall pass privileges. This form will be accessible in the classroom for each student.
- Cell Phone Policy:** As per [FCS Code of Student Conduct](#), cell phones will NOT be permitted nor tolerated in the classroom, except with approved activities. Accordingly, students will be required to turn in cell phones to the storage bin at the front of the room and monitored by the instructor. **Infraction of this cell phone policy will result in confiscation of the device in addition**

to the tiered consequences for Behavior, as listed below. Students will receive cell phone back on first offences and student will receive the cell phone/device at the end of the school day after multiple offences.

Conferences: Conferences will be scheduled upon request. Every effort will be made to accommodate parent schedules. Please email me (estradaks@fultonschools.org) to arrange a conference. All conferences will be held via Microsoft Teams.

Extra Help: The instructor is available for assistance by appointment only or on designated R.I.S.E. days for CTAE (electives). R.I.S.E. sessions will be offered at **7:50AM – 8:15AM on Mondays** and must be scheduled in advance.

Contact: This course will utilize Microsoft Teams for all class announcements. Parents and students should feel free to email me at estradaks@fultonschools.org. All students should use their FCS school email address for all communication.

Plagiarism: Dishonesty is NOT tolerated. This is especially true in submitted work. Any thought that is not your own used in assessments *must be noted*. Assume all work assignments are to be your own work unless told otherwise. Collaborating on assignments, if not *expressly allowed*, is considered a violation of honor code. Any student who cheats or plagiarizes will face the full penalty that the school provides through the honor code policy. NOTE: I use various plagiarism programs when evaluating student work.

Internet: No paper assignments will be submitted unless specific instruction has been given to do so. All work is required to be submitted in Microsoft Teams and in the Culinary Lab.

Expectations: In addition to the student responsibilities outlined by AHS, I want to reiterate the importance of our additional classroom norms:

- Racism (and other isms) will not be tolerated; treat others with **RESPECT**.
- Always act as if somebody is always watching, showing **INTEGRITY**.
- Honesty is always expected. It is important to demonstrate good **CITIZENSHIP**.
- Complete all assignments timely and to the best of your ability, showing **HARD WORK**.
- Be on time to all sessions. Find solutions, not excuses.

Classroom Management: Students must still comply with **all classroom rules** as described in the course syllabus. Students found to be out of compliance with these established norms and expectations will receive consequences, at the instructor's discretion. Attendance will be monitored and excessive tardies and/or absences will be reported to administration. Cell phones are not allowed in culinary arts unless instructor gives permission. Cell phones used during lecture will be confiscated until the end of class and if multiple occurrences the end of school day.

Virtual Class & Social Media Expectations: This program will continue to utilize social media outlets (i.e. Instagram, website posting, etc.). Our class and program will use various technologies and internet tools to facilitate learning. When using these resources, all students are expected to act professionally and appropriately. To reiterate the importance, **ANYTHING** that a student does in one of these environments that is inappropriate will be treated the same as if it happened in class and will result in school discipline. Students must be vigilant in protecting their passwords – claiming someone else did something will not be a valid excuse for reducing responsibility. The responsibility will fall on the account holder. Please refer to the county policies regarding technology use for additional regulations. Additionally, students must **ALWAYS** use their own name and ID when participating in digital classroom activities.

Recovery and Test

Correction **IF YOU EARNED BELOW A 75%**, you have up to **one (1)** opportunity to earn up to a **75%** on the retake/test corrections.

- a. The process of recovery must be completed within two (2) weeks: completion of the recovery form, R.I.S.E. session, and test corrections.

This course will utilize Test Corrections as the means of recovery, a research-based method that provides students an opportunity to earn credit by learning from their mistakes made on major assessments. Students will earn reduced points back to show enhanced mastery of content. Once students receive their score from the original assessment, students have five (5) days to initiate recovery, as outlined in the steps below:

1. Complete the Webber Recovery Form. You will receive a copy of your submitted responses.
2. Once you receive the email from Microsoft Forms with a copy of your responses, please forward that to the instructor. You will receive an email back advising of your assigned R.I.S.E. session.
3. Attend the assigned RISE session.
4. After R.I.S.E. has been completed, you will be emailed regarding completing test corrections.
 - a. You will only complete corrections for questions missed on the original assessment.
 - b. For each missed question, you will need to provide:
 - i. The question number,
 - ii. The question missed (written out completely),
 - iii. The correct answer (written out completely),
 - iv. The specific and exact location of the notes that answers the question, and
 - v. Why you missed the question (whether it was 50/50, guess, or you misread the question).
5. Submit the test corrections and email the instructor that your corrections have been completed.

The instructor has the discretion to assign other methods of assessment recovery, including but not limited to, a retake test, projects/reports, exams, observations, quizzes, assignments inside and outside of class, presentations, culinary lab, personal communication, or other approved assignments.

Classroom Management:

Students must remain in compliance with established norms and expectations. Those not in compliance with these norms will receive consequences, at the instructor's discretion. Attendance is monitored and excessive tardies and/or absences will be reported to administration. Remember, you elected to participate in this course, so it is up to you to make the best of it!

Professional Development:

As a major objective of career and technical education, preparation for the professional world is critical and crucial. Most professions require ongoing job skill development and membership in professional organizations, also known as employability skills. To initiate such preparation, this course requires students to earn points demonstrating professional development skills and will be graded weekly. Each infraction will deduct five (5) points from your weekly Professional Development skills grade.

There are a few ways to achieve the needed points:

- 1) Demonstrate proficiency in skills such as (but not limited to): coming to class on time, being attentive, completing all assignments ON TIME, making up assignments, being prepared for class (materials), etc. .
- 2) The reading of case studies and completion of an article summary can earn a student up to ten points per article grade. The article read must be a minimum of four pages in length and must be from an approved source, available from the instructor. Students may submit five articles per grading period. Books may also be approved.
- 3) Points may also be approved for student participation in other activities, approval from the instructor is required **prior** to submission.

Students are **COMPLETELY** responsible for maintaining track of their points records and supporting documentation. If a dispute arises, it is the student's responsibility to provide proof in favor of their dispute. Failing to complete this will result in a zero grade at the end of the semester in the summative assessment category. You *may* fail the course for failing to complete this requirement.

By the end of each semester, each student must earn 100 PD points. Students may earn extra-credit points by having more than 100 points but not to exceed 10 additional points.

Program Ideals:

This program strives to prepare students for careers in all areas of **Hospitality Industry**. Critical in all areas of study are various qualities we want to develop in our students. The three key program ideals were formulated from these various qualities. Our program ideals are Respect, Attitude, Professionalism

Respect – Each member of Raiders Culinary

Attitude – Positive attitudes daily

Professionalism - Dedicating time and energy to make Raiders Culinary and our community better.

Media:

The program instructor, guest speakers and field trip sites use various videos, DVDs, audio tapes, programs, and similar media that may contain profanity as a part of the class. While all efforts are made to minimize such material, it is sometimes unavoidable while addressing some course content. Never is such material used in a gratuitous manner. Some media may have been rated "R – Restricted" by the MPAA or "TV-MA" under FCC guidelines. Please complete the Media Release Form and return it to the instructor.

Expectations:

In addition to the student responsibilities outlined by AHS, the following procedures will be followed in this class:

- Racism (and other isms) will not be tolerated; treat others with respect
- Honesty is EXPECTED
- Be on time
- Find solutions, not excuses. Ask 3, before me.

Required Materials

Please ensure you arrive to class each day, ready to work, with the materials you need to be successful. These include, but are not limited to, a stable internet connection, a working camera and microphone on your device, and ensure you have read and completed all assigned material.

Evaluation & Grading Methods*:

Major, 55 Percent: grades will be entered into this category for assessments demonstrating mastery of the unit standards. Examples include, but are not limited to tests, projects, demonstration-based assignments, Employability etc.

Minor, 35 Percent: grades will be entered into this category for formal and informal assignments conducted during the learning process to allow for the teacher to modify teaching and learning activities to improve student attainment. Examples include, but are not limited to quizzes, entry and exit tickets, discussions, journals, diagnostic tests, etc.

Practice, 10 Percent: these grades are based on classwork completed within the period unless student has accommodations.

Grading Weights: All categories have a weight of 1 unless specified differently.

Assessment Scale: Student performance is assessed by demonstrated proficiency of the standards.

- > 90 **Advanced Proficiency**
- 80 – 89 **Proficiency**
- 70 – 79 **Partial Proficiency**
- < 70 **Developing Proficiency**
- 0 **Not Assessable (not submitted)**

Phone Policy: Cell phones or headphones will NOT be permitted, nor tolerated, during any lecture sessions or in culinary lab. Infraction of this policy will result in the loss of Employability points, detention, and/or parent phone call, as outlined by the “Consequences for Behavior” section below. This course has exciting and engaging content. Make the best of it!

Consequences for Behaviors:

1 st Infraction: Verbal Warning	5 th Infraction: Parent Conference
2 nd Infraction: Loss of PD Points (Employability Skills)	6 th Infraction: Administrative Referral
3 rd Infraction: In-class Detention	
4 th Infraction: Parent Telephone Call	

COMMON SYLLABUS

- AHS Common Syllabus can be found [HERE](#). \

Course Outline: Assignments and notifications are communicated on students’ CANVAS account in accordance to the grading policy.

Category	Weight	First 9 Weeks	Second 9 Weeks	Semester Total
MAJOR	55%	2 Tests + 1 Project	3 Tests + 1 Project + 1 Demonstration-Based Assessment	5 Tests + 2 Projects + 1 Demonstration-Based Assessment
MINOR	35%	1 Lab + 2 Digital Assessments + 4 Quizzes	5 Labs + 2 Digital Assessments + 4 Quizzes	6 Labs + 4 Digital Assessments + 8 Quizzes
PRACTICE	10%	5 Classwork + 1 Participation + 1 Journal	5 Classwork + 1 Participation	10 Classwork + 2 Participation + 1 Journal
FINAL				

LAB POLICIES (for safety/sanitation reasons):

1. Wear closed toe shoes (tennis shoes or Chef Kitchen certified shoes ONLY)
 2. All students must have pants with no holes, on during lab, sweatpants, skirts, or leggings.
 3. Wear tailored fitted clothing - loose and hanging clothing is dangerous when working with equipment, no hoodies or jackets allowed.
 4. Pull long hair back, must have a ponytail holder and cover hair with a chef’s hat, skull cap, scarf, or hair net during entire lab.
 5. Cover clothing with an apron during entire lab.
 6. Must have a passed the Safety Sanitation test with a 70 or above to be in the kitchen participating in a lab, if not expect make up work.
 7. No jewelry. Wear only a small watch and wedding band only!
 8. Report illness, injuries, and breakage to teacher immediately.
 9. Be present on the day of a lab or expect to have makeup work.
 10. No fingernail polish/fake nails, gloves will be required.
 11. No running or horseplay of any kind will be tolerated.
 12. No knives will be placed in sink, always hand washed and returned to Chef or knife box.
- If a student is not dressed appropriately, they will not be allowed to participate in the lab for safety/sanitation reasons. Students must do an alternative written assignment in the classroom and will receive a zero 0 for the lab grade. The student will have to make the lab up at home and document themselves doing it (every step) OR do an alternative assignment on Rouxbe. A makeup cooking lab on FlipGrid is required for a makeup lab grade, this is provided by Chef Estrada on CANVAS, due 1 week from day of missed lab!
 - Lab grades are group grades based on teamwork which includes sanitation, work habits, time management, use and operation of equipment, preparation techniques, and clean-up.

INTRO TO CULINARY
SYLLABUS ACKNOWLEDGMENT

*** *THIS SHEET IS TO BE TURNED IN – WRITE NEATLY!* ***

Student Information:

Student Name: _____

Preferred Name: _____

Home Phone #: _____ **Student Cell #:** _____

Address: _____

City: _____ **Zip Code:** _____

Student Personal Email: _____

Special Information (anything about the needs or circumstances of your student I might need to know):

Student

Yes, I have read the syllabus and understand the requirements of the course. If I have any questions, I know how to contact the instructor. My signature serves as my acknowledgment.

Student Signature

Date

Parent Information: For emergencies and required notices. **PLEASE PROVIDE ALL INFORMATION!!!!**

Parent/Guardian Name: _____

Relationship (father, mother, aunt, etc.): _____

Parent Email: _____

Day Phone #: _____ **Parent Cell #:** _____

Sign here: YES, my child actually got this home to me and I read it! If I have any concerns, I know to contact the instructor. This serves as acknowledgement of all information contained in the syllabus.

Parent Signature

Date

ALPHARETTA HIGH SCHOOL CULINARY LAB SAFETY CONTRACT

By enrolling in this class and with your signature and that of your parent/legal guardian, you agree to be bound by the conditions of this contract.

I, _____, understand that the technology lab is a unique classroom environment, and that my actions and behavior must be different than in other areas of the school. Therefore, I agree to the following standards/terms of conduct

TERMS

1. **I UNDERSTAND THAT I am responsible for my safe conduct in the lab always.** This includes the wearing of **appropriate clothing, and footwear** always while in the lab. If I have long hair, it is my responsibility to tie it back in the lab. I am also responsible to reporting any observed safety violations to the instructor immediately. I am responsible for reading and understanding all safety material and notices that are given to me by the instructor.
2. **I UNDERSTAND THAT I will not operate any machine or equipment without a demonstration.** If I am absent during a demonstration, I am responsible for arranging a demonstration with the instructor. I will ensure all guards are in place before operation. I will ask for help if I am unsure about the operation of any equipment. I will disconnect the power before making any adjustments. I will tell my instructor of any defective equipment immediately.
3. **I UNDERSTAND THAT I will report all injuries to the instructor immediately.**
4. **I UNDERSTAND THAT cleanup will be 10 minutes before the end of the period with the possibility of a longer cleanup time on certain days.** I will not start cleanup early unless specified by the instructor. When it is time to cleanup, I will begin by putting my tools away, and cleaning my immediate work area. If I finish early, I will assist others as needed.
5. **I UNDERSTAND THAT I am in a laboratory setting and thus have the freedom to move around the lab to get tools, materials and supplies without getting the permission of the instructor.** However, with that freedom I understand that I have the following obligations:
 - a. I will not leave the lab without the express permission of the instructor and will sign out before leaving.
 - b. I will not disturb other students while they are working. This includes wandering around the lab and engaging in casual conversation with those students.
 - c. I will not go retrieve more supplies or tools without the permission of the instructor.
6. **I UNDERSTAND THAT if I am not in my seat when the bell rings, I am tardy.**
7. **I UNDERSTAND THAT equipment that is broken by my negligence will be my responsibility to replace and pay for.**
8. **I UNDERSTAND THAT thievery or vandalism on my behalf will result in immediate disciplinary action and possible suspension/expulsion.**
9. **I UNDERSTAND THAT unsafe practices in this class will result in immediate disciplinary action and will impact my grade.**
10. **I UNDERSTAND THAT I will not bring food, candy, drinks, shorts, NO HOODS, or music devices of any kind into the laboratory without explicit permission from the instructor.**
11. **I UNDERSTAND THAT all work that I turn in will be my own.** Cheating/plagiarism will result in the loss of points, up to and including earning a failing grade on the assignment at hand.
12. **I UNDERSTAND THAT I will respect the rights and property of others.**
13. **I UNDERSTAND THAT I will abide by the rules and regulations of Alpharetta High School.**

AGREEMENT

I acknowledge that I have read, understand, and agree to the terms stated in the **AHS Culinary Contract**. I acknowledge that being in this class is a privilege. If I fail to adhere to the terms of this contract, I will expect that my grade will be impacted, and I may face disciplinary actions.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Media Release Form and Permission Slip

(to be completed either by the parents/legal guardians of minor students)

Student Name: _____

I am the parent/legal guardian of the student named above. I understand that my student will view videos that are of a sensitive and graphic nature in this course, and:

(Please check the appropriate box below.)

- I DO** give permission for my child to view videos shown in class and participate in all activities as it relates to the curriculum of the class.
 - *Students who are able to view videos and able to participate in class activities are made aware of the nature of such activities and videos at least 24 hours in advance. If a student elects to opt out of the individual video or activity, the teacher will give an alternate assignment.*
 - *The **Culinary program** may become active in many community events, and our program and students may be published in local newspapers, newsletters, and publications. Students may be quoted, photographed, and interviewed for use in such media. Additionally, our program uses Instagram to document our school year by means of photographs.*

- I DO NOT** give permission for my child to view videos shown in class and participate in all activities as it relates to the curriculum of the class and understand that my student will be given an alternate assignment.

Parent Signature

Date