Course Syllabus: CUL-2030 Garde Manger & Catering

Term:

Instructor:
Office:
Office Phone:
Home Phone:
E-Mail:
Office Hours: Should these hours not be convenient to your schedule, please contact me for an appointment.

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It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

COURSE DESCRIPTION

Focuses on cold food preparation and presentation in buffet and catering applications, including appetizers, hors d’oeuvres, canapés, pates, sausages, terrines, and buffet salads, buffet design, layout and execution, and menu planning

Prerequisite: CUL 1045

COURSE OUTCOMES  Upon successful completion of Culinary 2030 Garde Manger and Catering students will:

- Describe the catering sequence from initial client contact to successful event completion
- Execute a variety of cold and hot appetizers, hors d’oeuvres and buffet salads with appropriate accompaniments
- Execute the production methods for sausages, pates, galantines, ballantines, and terrines.
- Create a production preparation list for a catered event.
- Prepare a variety of fruit and vegetable garnishes for buffet display.

**COURSE COMPETENCIES** The following are detailed competencies intended to support the course outcomes

- Compare and contrast on-premise and off premise catering
- Write a production preparation list for a catered event including, equipment, tools, utensils, decorations, food, condiments, and beverages
- Write a proposal for a catered event to include party theme, menu, and room layout
- Identify the equipment and tools utilized by the garde manger chef
- Define and execute a variety of hors d’ oeuvres
- Define and execute a variety of forcemeats including assuages, terrines and pates
- Explain the use of gelatins and mousses in the garde manger kitchen
- Execute a variety of cold composed salads
- Produce a decorative fruit carving
- Produce a variety of condiments such as mayonnaise, mustard, relish and dressings
- Execute a thematic buffet utilizing items from the catering proposal previously written

**COURSE PRE-REQUISITES**

CUL 1015 Sanitation and Safety
CUL 1045 Culinary II

**TEXTBOOKS & LAB MATERIALS**


Revised 7-14
Kitchen knives and equipment – see below
Chef’s uniform – see below

**GRADING CRITERIA**

20%  Mid-term – 100 points
20%  Final Exam – 100 points
30%  Catering Project – 200 points
30%  Production – 200 points

Lab production grade will be based on station set-up, sanitation and work habits, production effort and execution of assigned tasks, clean up assignments, teamwork, and attitude. A sample form used by the instructor for production evaluation will be provided to you with this syllabus.
Mid-term and final exams will be comprehensive in nature and will consist primarily of short answer type questions. Each exam will be scored to a total of 100 points. There are currently no quizzes or tests scheduled for this course but you should understand that the instructor reserves the right to test at intervals as is deemed necessary.

Portions of the material covered this semester will be introduced without the benefit of a textbook. It is your responsibility to take notes, ask questions, and seek assistance if needed in order to insure your understanding this material.

**GRADING SCALE**

A = 90 – 100%
B = 80 – 89
C = 70 -79
D = 60 – 69
F = Below 60

**COURSE STRUCTURE**

5 Hour Block: 1 Hour Lecture/4 Hour Lab  (Approximate format)

- 1 hour lecture and discussion
- 2 ½ hour preparation and cooking time
- ½ hour taste testing and evaluations
- 3/4 hour clean up

**ATTENDANCE POLICY**

Revised 7-14
A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

Failure to attend class will result in a final course grade of “FA” or “FN” (see explanation below) depending on the individual instructor’s course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.
FN= failure, never attended class (unofficial withdrawal)

**AMERICAN DISABILITIES ACT (ADA) POLICY**

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 353.3721.

**UNIFORM STANDARDS**

- Student uniform will consist of a white, double breasted chef’s coat and industry-standard Hounds tooth checked pants.
- Student must wear a floppy, white hat or a white skull cap. A clean white apron must be worn as well, either folded over and tied at the waist or worn full, extending down to the knees.
- Uniforms are to be clean and wrinkle-free at the start of production lab.
- Colored chef wear clothing is not allowed in production labs.
- It is recommended that a plain white T-shirt be worn underneath the chef coat. A long sleeved white T-shirt may be worn underneath the chef’s coat but should not show under the sleeve of the chef’s coat.
- Acceptable footwear includes a sturdy work shoe, preferably black, either low or high top. Black or commercial kitchen clogs are allowed. Sneakers, basketball shoes, cowboy boots, moccasins, sandals, loafers, hiking boots and similar footwear are not acceptable. Socks are to be worn as well.
- Shoes are to be clean and polished at the start of production lab.
- Students who arrive in class in either a partial uniform, dirty uniform or who fail to adhere to the above standards will be dismissed from that class and marked absent for the period.

**REQUIRED KNIVES/TOOLS**

Chef’s knife, 8” blade minimum
Paring knife, 4”

Revised 7-14
Boning knife, 6”
Sharpening steel, 10/12” round or oval
Potato peeler, standard or fancy
Knife case, knife pocket roll or tool box to hold equipment
Note: your Chef-Instructor or Program Coordinator is available for advice on the tools required for production labs.

**HYGIENE**

- Student’s hair must be neat, trimmed and clean. All of the student’s hair is to be tucked under the student’s hat.
- Mustaches, beards, and sideburns must be clean, short and neatly trimmed. Male students are required to shave prior to a kitchen production session.
- Personal hygiene must be maintained, including but not limited to daily bathing, clean hands and fingernails.
- Chewing gum is not permitted in class.
- Upon entering the lab, students are required to wash their hands in the hand sink, using the technique learned in sanitation class, or as demonstrated by the instructor. This includes after returning from any break or after touching the face or hair.
- Acceptable jewelry includes a watch and/or wedding ring (plain gold band).
- Excessive makeup, long and/or painted fingernails are not permitted.

**GENERAL STANDARDS**

- No food, equipment, or supplies are to be taken out of the kitchen lab for personal use without approval by the chef-instructor.
- Profanity is not permitted in the kitchen lab or in any classroom environment.
- No personal calls are to be either received or made during lab session. Any official call made by a student must be logged with the instructor’s permission.
- **Please turn off cell phones and beepers.**
- Students are expected to cooperate with all faculty, administrators, and classmates.
- Eating or drinking is not allowed in the lab/production area unless given specific permission by the instructor as part of the educational experience.
- Kitchen knives are working tools that are required of a professional chef. They also represent a considerable investment. Knife kits are required in the kitchen during the student’s scheduled lab. **When not in lab, students are not permitted to carry their knife kits around campus. After lab, students must either take their knife kit directly to their vehicle or secure it in their locker on campus. Knife kits are not permitted in the classroom.**
(non-kitchen) environment. Lockers are available, but it is the student’s responsibility to provide a lock for the locker.

- Breaks during lab session are at the discretion of the Chef-Instructor.
- The lab session has a scheduled completion time. However, the class is dismissed by the Chef-Instructor and will not be dismissed until the entire kitchen is clean. Student teams who finish their clean-up assignment before other teams will assist those teams. The group will be dismissed as a whole when the Chef-Instructor determines the kitchen is in the required state of cleanliness.
- The Chef-Instructor will designate specific clean-up procedures in the class.

**CLASS MISCONDUCT AND PROCEDURES:**

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

**ACADEMIC DISHONESTY**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. “Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in
a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature. In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. (Student Handbook)

If a student believes that he/she has been erroneously accused of academic dishonesty and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate college grade appeal procedures. (Student Handbook)

**INCLEMENT WEATHER POLICY** In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

**NOTE:** This syllabus is meant simply as a guide and overview of the course. Some items are subject to change or may be revised at the instructor’s discretion. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.
The equipment in the teaching kitchen represents a considerable investment to Nashville State Community College, and as such, theft of any equipment will be taken seriously. Incidents of theft, no matter how small, will result in immediate failure of the course and a recommendation of suspension from the college. The chef is responsible for preventing such incidents and will take appropriate action to insure they do not occur!