

Nashville State Community College
(Business, Management and Hospitality)
(Culinary Arts)

(CULA 1330 Garde Manger)

The purpose of the syllabus is to inform you how this course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the course term, you will be notified.

Course information:

Course Title: Garde Manager

Credits: 3

Class Hours: 5 Hours 15 minutes

Course Description:

A course providing students with skills and knowledge of the organization, equipment and responsibilities of the “cold kitchen”. Students are introduced to and prepare cold hors d’oeuvres, sandwiches, salads, as well as basic charcuterie items while focusing on the total utilization of product. Reception foods and buffet arrangements are introduced. A grade of “C” or above in all Culinary Arts courses must be earned prior to graduation. Prerequisite(s): CULA 1200 and CULA 1325 with a grade of “C” or higher.

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Course Delivery Method

- **On-Campus:** Course meets at:
Tuesdays and Thursdays 5:00pm to 10:15pm
Room 1455 South East Campus

Required Textbook(s) & Other Materials:

Textbook(s): Garde Manager; The Art and Craft of the Cold Kitchen, 4th edition, Culinary Institute, Wiley
ISBN: 9781118692592

Supplies:

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore’s website](https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials) (<https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials>) using

your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721 or accesscenter@nscc.edu.

Digital Course Materials: These ensure you pay less for your course materials and have easy access through D2L throughout the term. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit www.nscc.edu/dcm.

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Course Outcomes: At the end of the semester, this is what you should know and/or be able to do:

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

- List and describe the procedure for hot and cold smoking of meats and fish.
- Define and use common terms for the Garde Manger department.
- Demonstrate planning, timing, and preparation of various buffet menus, emphasizing commitment to quality and excellence.
- Describe the components of salads and salad dressings.
- 5. Prepare a variety of hot and cold sandwiches and crudités

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

- 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 sausages, terrines and pates
- Explain the use of gelatins and mousses in the garde manger kitchen
- Execute a variety of cold composed salads
- Produce a variety of sandwiches
- Produce a variety of condiments
- Execute a thematic buffet including a proposal and production preparation list.

The following are general education competencies intended to support the course outcomes:

- Apply mathematical concepts to recipes and formulas.
- Know how to locate, evaluate, and use information sources.
- Use critical thinking skills.
- Apply scientific thought processes to a range of situations.

Topics to Be Covered:

- A course providing students with skills and knowledge of the organization, equipment and responsibilities of the "cold kitchen". Students are introduced to and prepare cold hors d'oeuvres, sandwiches, salads, as well as basic charcuterie items while focusing on the total utilization of product. Reception foods and buffet arrangements are introduced. A grade of "C"

or above in all Culinary Arts courses must be earned prior to graduation. Prerequisite(s): CULA 1200 and CULA 1325 with a grade of "C" or higher.

Course Assessments: We will use the following assessments to demonstrate your understanding, knowledge, and skills:

Laboratory Expectation- 70%

Online Quizzes- 10%

Written Final Exam- 10%

Final Buffet- 10%

Grading Policy:

A grade of "C" or above must be earned in culinary prerequisite courses to meet requirements for enrollment in subsequent courses. A grade of "C" or above in all Culinary Arts courses must be earned prior to graduation.

Grading Scale:

Letter Grade	Percentage Range
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

Late work and Make-up procedures are at the full discretion of the instructor. Generally, this material will not be accepted for credit without a verifiable written excuse, or accommodations arranged with the instructor before the due date

Attendance Policy

General Policy

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*

- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Instructor's Policy

The attendance policy for this course is: A student who arrives late for class will be marked as tardy with the third (3rd) late occurrence counted as one (1) absence. In general, at the instructor's discretion, four (4) absences in a semester will result in a grade of **FA** for the course.

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Culinary Uniform Policy

You must report to class in full uniform and remain in full uniform at all times until class has ended. Students not in full uniform will be dismissed or not admitted into class. You must have your tool kit and curriculum material with you when reporting to a laboratory class and curriculum material when reporting to non-laboratory classes. Student must follow all local and state food service handler health regulations.

Black leather shoes – must be worn at all times. They must be solid black in color, closed-toed and cleanable with a non-slip sole. Worn in all culinary classes

Black or white socks (plain – no stripes or emblems). Worn in all culinary classes.

Hounds tooth Pants – clean, pressed, hemmed, must be worn at the waist and pants length should be ankle length but not touching the ground. Worn in all culinary classes.

Chef's jacket– clean, pressed (standard NSCC-issue **only**) and buttoned completely up.

Hair Covering (for kitchens only) – White Chef's skull cap. All hair must be covered, if hair extends beyond shoulder length, both hat and a hairnet must be used, this includes bangs which must be secured off the face or under a hairnet.

T-shirt worn under chef coat (white or black, no lettering, design, or insignia).

Apron – White, clean & pressed in kitchens only.

Jewelry – no jewelry of any kind is to be worn in class except for plain wedding band.

Piercings – No piercings of any kind are permitted in class except 1 stud earring in each ear.

Nails and Nail Polish/Gel – No nail polish/Gel or nail stickers of any kind or false nails are permitted. All nails must be trimmed to finger length.

Thermometer (sanitized and calibrated)

Black Permanent Marker

Pen or pencil and notepad to take notes in the culinary laboratories.

Makeup can be worn, must be kept neutral and minimal.

Perfumes, cologne or other strong fragrances must not be worn.

Sweater or coats may not be worn in classrooms or laboratories.

Beards and goatees must be kept groomed to 1/4 inch in length; you cannot be in the process of growing a beard and/or mustache during class. Otherwise all male students must be clean-shaven daily.

Knife kits are considered part of the required uniform. The should consist of the following

Chef's knife, 8" blade minimum

Paring knife, 3-4"

Boning knife 5"-6"

Sharpening steel, 10/12" round or oval

Potato peeler, standard or fancy

Instant read thermometer

Knife case, knife pocket roll or tool box to hold equipment

Additional recommended knives: serrated bread knife.

NSCC does not provide kitchen knives for students.

Arriving in class with a partial uniform, dirty uniform; or any who fail to adhere to the above standards will be penalized according to program policy.

- 25% deduction of the daily grade.

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community.

Therefore, please avoid having images in your background that may be offensive to your classmates.

- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website](#).

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the term grade. Academic misconduct includes, but is not limited to plagiarism and or the use of any other students work product being submitted as your own. Decisions on the consequences of any given incident will be considered on a case by case basis.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses through the [RAVE app](https://www.getrave.com/login/nsc) (<https://www.getrave.com/login/nsc>). The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free tutoring](#) can assist you beyond the classroom to help you make the most of your college education.
- [These resources](#) include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and [the Nashville State website](#).

Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the [D2L/NS Online](#) course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.

