

COURSE # HM 1110

Culinary Basics

*2018-2019*

**Instructor**

**Instructor:**

**Phone:**

**Email:**

**Office Hours:**

**Course**

## Course Description

***This is a Concurrent Enrollment Course, offering both high school credit through \_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School and college credit through Utah Valley University. Credit from this course is transferable to all colleges and universities. Contact the receiving institution for how the credits will be applied.***

**Catalog Description**

Designed for hospitality management majors and as elective credit for other business majors. Explains the techniques and procedures of quality and quantity food production. Studies the selection and preparation of major food products. Provides an extensive set of basic and complex recipes for practice. Includes lectures, lab, visits of guest chefs, and field trips. Completers should be prepared to enter the working field as a prep cook.

**Course Prerequisites**

This class is available to all high school students in good academic standing. High school prerequisites apply.

## Course Objectives or Learning Outcomes

Upon successful completion of the course, students should prepare, understand and/or be able to perform the following:

* Understand the concept of mise en place and describe the purpose of recipes and how to use them.
* Understand sanitation and safety in the kitchen workplace, and the uses of typical foodservice equipment.
* Demonstrate different cooking methods and portion control techniques.
* Prepare stocks, sauces, and soups.
* Explain how to cook meat and poultry, and follow recipes using cooked meat and poultry.
* Categorize, handle, and cook fish.
* Practice nutritious handling and cooking of vegetables in order to meet defined quality standards.
* Prepare potatoes, rice and pasta.
* Have a working knowledge of basic bakeshop production.

**Required Text and Materials**

On Cooking: A Textbook of Culinary Fundamentals 5th Edition, Labensky, Martel & Hause, Pearson, 2010, 9780132540674 (electronic version in Canvas)

**Additional Materials**

Computer / Internet Access – This Class is on Canvas through myUVU MATERIAL(S): and Students are expected to submit assignments, review grades and retrieve class information online.

**Suggested Texts for Instructors**

* Le Repertoire De La Cuisine: The World Renowned Classic Used by the Experts, Barron's Educational Series, 9780812051087
* The Escoffier Cookbook: A Guide to The Fine Art of Cookery (1976) Random House. 9780517506622
* On Food and Cooking: The Science and Lore of the Kitchen, Harold McGee (2004) Scribner. 9780684800011
* Food Lover’s Companion (2013) Barron's Educational Series; 5 edition, 978-1438001630
* The Meat Buyers Guide (2010) North American Meat Processors; 6th Edition, 9781935593003
* The Flavor Bible, Dornenburg and Page (2008) Little, Brown and Company. 978-0-316-11840-8
* The Vegetarian Flavor Bible, Dornenburg and Page (2014) Little, Brown and Company. 978-0-316-244183
* Culinary Artistry, Dornenburg and Page (2006) Wiley. 978-0-471-28785-8

**Department Policies**

**Assessment**

|  |  |
| --- | --- |
| Quizzes (5) | 50 |
| Stage Exam 1 Stage Exam 2 Stage Exam 3 | 50 50 50 |
| Assignments (TBD) | 100 |
| FAA Written Exam | 200 |
| Final Exam | 100 |
| Total | 600 Points |

* Quizzes will be based on class lectures, course reading assignments and FAA Knowledge Exam questions pertinent to the topics covered. The purpose of each quiz is to assess how well each student is keeping up with the reading assignments and or other course requirements and will help each student gauge their own progress.
* Stage Exams will be given throughout the semester with each exam testing your knowledge of material covered to that point and will help prepare you for the FAA Written Exam. Each Stage Exam will be given in class on or around the date shown on the course schedule with each being worth 50 points. Students should be regularly studying from an FAA Test Preparation book and or using the test preparation software.
* Assignments may be given throughout the semester to help prepare each student for subsequent quizzes, exams and eventually, actual flight training. These assignments will be in addition to the already required course reading assignments associated with each lecture. It is strongly recommended that each reading assignment be completed prior to the class date indicated so that each student is prepared to discuss the given topic
* FAA Written Exam (PAR) will require an instructor’s endorsement and completion of this important exam is one of the primary goals of this course. Each student is free to take this exam at any point during the semester once the endorsement has been earned; however, results for this exam will be due no later than\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. NOTE: Any student passing the FAA Knowledge Exam with 100% will automatically earn an “A” in this course.
* Final Exam will be given in class on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The final exam will cover topics discussed throughout the semester (comprehensive) with questions derived from the FAA Private Pilot test bank, course reading assignments and lectures and will be worth 100 points.

**Grading Scale**

A = 100-95 B - = 83-80 D+ = 69-67

A - = 94-90 C+ = 79-77 D = 66-64

B+ = 89-87 C = 76-74 D - = 63-60

B = 86-84 C - = 73-70 F = 59-0

**Grades and Credit**

Your grade for this class will become part of your permanent college transcript and will affect your GPA. A low grade in this course can affect college acceptance and scholarship eligibility.

Grades are determined by instructors, based upon measures determined by the instructor and department and may include: evaluation of responses, written exercises and examinations, performance exercises and examinations, classroom/laboratory contributions, mastery of pertinent skills, etc. The letter grade “A” is an exceptional grade indicating superior achievement; “B” is a grade indicating commendable mastery; “C” indicates satisfactory mastery and is considered an average grade; “D” indicates substandard progress and insufficient evidence of ability to succeed in sequential courses; “E” (failing) indicates inadequate mastery of pertinent skills or repeated absences from class.

**University Policies**

**Academic Integrity**

Utah Valley University expects all students to maintain integrity and high standards of individual honesty in academic work, to obey the law, and to show respect for others. Students of this class are expected to support an environment of academic integrity, have the right to such an environment, and should avoid all aspects of academic dishonesty. Examples of academic dishonesty include plagiarizing, faking of data, sharing information during an exam, discussing an exam with another student who has not taken the exam, consulting reference material during an exam, submitting a written assignment which was authored by someone other than you, and/or cheating in any form.

In keeping with UVU policy, evidence of academic dishonesty may result in a failing grade in the course and disciplinary review by the college.  Any student caught cheating will receive, at minimum, zero points on that particular assignment for the first offense.  A second offense can result in failing the course and will entail being reported to Student Advising.  Academic dishonesty includes, in part, using materials obtained from another student, published literature, and the Internet without proper acknowledgment of the source.   Additional information on this topic is published in the student handbook and is available on the UVU website.

### **Student Code of Conduct**

All UVU students are expected to conduct themselves in an appropriate manner acceptable at an institution of higher learning. All students are expected to **obey the law**, to **perform contracted obligations**, to **maintain absolute integrity and high standards** of individual honesty in academic work, and to observe a **high standard of conduct for the academic environment**.

The Student Rights and Responsibilities Code, or Code of Conduct, outlines for students what they can expect from the University and what the University expects of them.

Students should review their Rights and Responsibilities. The Code of Conduct also outlines the process for academic appeals, and appeals related to misconduct and sanctions. It can be found at <http://www.uvu.edu/studentconduct/students/>

**Student Responsibilities**

You are expected to take an active role in the learning process by meeting course requirements as specified in written syllabi. Faculty members have the right to establish classroom standards of behavior and attendance requirements. You are expected to meet these requirements and make contact with faculty members when unable to do so.

**Withdrawal Policy**

If you do not wish to take this course or find that you are unable to continue, you should officially withdraw by the deadline stated in the current semester UVU Student Timetable.

You can officially withdraw from a course by dropping it through the online registration system or the campus One Stop desk (BA 106) by the listed date. If you officially withdraw from a course by the "Last Day to Drop and Not Show on Transcript," the course will not appear on your academic transcripts. If you officially withdraw from a course by the "Last Day to Withdraw," a "W" will appear on your transcripts. Although your GPA will not be affected — a "W" will indicate that you chose to withdraw. If you fail to complete the course and do not drop it before the "Last Day to Withdraw," a "UW" or "E" (a failing grade) will appear on your transcripts.

Withdrawing from a course may impact your financial aid status. For more information, see: UVU Financial Aid.

**Cheating and Plagiarism Policy Procedures**

This document was taken from the Utah Valley University Policy 541, The Student Rights and Responsibilities Code

5.4.4 Each student is expected to maintain academic ethics and honesty in all its forms, including, but not limited to, cheating and plagiarism as defined hereafter:

1) Cheating is the act of using or attempting to use or providing others with unauthorized information, materials, or study aids in academic work. Cheating includes, but is not limited to, passing examination answers to or taking examinations for someone else, or preparing or copying another's academic work.

2) Plagiarism is the act of appropriating another person's or group's ideas or work (written, computerized, artistic, etc.) or portions thereof and passing them off as the product of one's own work in any academic exercise or activity.

3) Fabrication is the use of invented information or the falsification of research or other findings. Examples include but are not limited to:

a) Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.

b) Listing sources in a bibliography not used in the academic exercise.

c) Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.

d) Submitting as your own any academic exercise (written work, printing, sculpture, etc.) prepared totally or in part by another.

### **Students with Disabilities**

**Students who need accommodations because of a disability** may contact the UVU Office of Accessibility Services (OAS), located on the Orem Campus in LC 312. To schedule an appointment or to speak with a counselor, call the OAS office at 801-863-8747. Deaf/Hard of Hearing individuals, email [nicole.hemmingsen@uvu.edu](https://owa.uvu.edu/owa/redir.aspx?C=r3xUa4y2bkalWljgIj1VXM3KzYlusNIIESMqIpkF5USfG-H3cUMstYl8DNScKc_quB49PvOQ-l0.&URL=mailto%3anicole.hemmingsen%40uvu.edu) or text 385-208-2677.

**Religious Accommodations**

At the beginning of each semester, you shall promptly review the course syllabus and class schedule and notify faculty to request an accommodation for sincerely held religious beliefs and practices using the *Religious Accommodation Request Form*.

**Dangerous Behavior**

The faculty member has the right to demand and secure the immediate removal of any person from the classroom whenever the faculty member determines, to the best of his or her knowledge or belief, that the person's actions are threatening or dangerous to students or themselves. If the faculty member cannot resolve a disruptive situation, the faculty member may request that the disruptive person(s) leave the classroom. If the disruptive person(s) will not leave voluntarily, the faculty member may call University Police for assistance. The incident shall be reported to the Dean of Students and to the Director of Judicial Affairs in accordance with Policy 541 *Student Rights and Responsibilities Code*.

**Discriminatory, Exclusionary, or Disruptive Behavior**

Faculty members observing discriminatory, exclusionary, or disruptive behavior follow procedures described in UVU Policy 541 *Student Rights and Responsibilities Code.* 5.6

**Attendance**

Attendance in this class is not mandatory due to the different learning preferences with each student. However, class will be held according to the schedule on the top of this syllabus. Chapters will be covered in class as listed in the semester schedule below. Class will consist of chapter reviews, discussion and group activities.

**Policies/References**

1. Policy 541: Student Rights and Responsibilities Code <https://www.uvu.edu/catalog/current/policies-requirements/student-rights-and-responsibilities.html>
2. Policy 601: Classroom Instruction and Management. <https://policy.uvu.edu/getDisplayFile/5750ed2697e4c89872d95664>
3. Policy 635: Faculty Rights and Professional Responsibilities. <https://policy.uvu.edu/getDisplayFile/563a40bc65db23201153c27d>

**Definitions**

* 1. Syllabus: An agreement between faculty and students that communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment to students.

### **Dropping the Class**

### \_\_\_\_\_\_\_\_\_ is the last day to drop the course without it showing on your transcript.

\_\_\_\_\_\_\_\_\_ is the last day to withdraw from the class.   
If you drop the high school class, you must also withdraw from the UVU class to avoid receiving a failing grade.

Due dates and this syllabus may change at the instructor’s discretion due to the needs of the class members.