



## **Kingsborough Community College Culinary Arts Program Policies (for all classes)**

### **Uniform**

ALL students are required to be dressed appropriately for class each week.

They will not be allowed to participate if they fail to comply in one or more key areas:

- Clean white chef coat with KCC logo (available in KCC bookstore).
- Chef hat.
- Long hair tied back and covered under a hairnet.
- Black, slip resistant, closed-toe work shoes.
- No high heels or sandals.
- No jewelry.
- Nails clean, unpolished, and trimmed. No fake nails or long nails.
- Clean apron and side towel, laundered on your own.
- Black work pants or checked chef pants.
- No shorts/skirts/dresses/tights/sweatpants.
- No perfumes, colognes, or strong scents.

The uniform policy applies to both lab and lecture classes. If students are not in full uniform, compliant in each area above, they may not participate in class and will be marked absent for the day.

### **Tasting, Meals and Leftovers**

The culinary program at KCC is an educational enterprise, not a buffet. To be sure, smelling, touching, and tasting are key components of learning culinary arts. Tastings are often just that: tastes.

When sufficient production meeting instructional goals allows for a meal during or after class, enjoy. But know that there is no obligation or expectation that classes include a meal. You should eat something before attending class so you're not hungry when cooking.

Leftovers wherever possible should be repurposed for use in other classes or catered events. All other leftovers should be discarded or donated. Students may not take food from the kitchen unless given specific permission by the instructor.

### **Cell Phones**

No cell phones allowed in class.

Texting or making calls in the kitchen is not only disrespectful to the instructor and your classmates, it invites contamination from the dirtiest item in the kitchen: your cell phone. Cell phones cannot be thoroughly cleaned, spend time alongside your mouth, nose, hair and worst of all in your pants pocket. On average, they carry more bacteria than a public toilet seat (which unlike phones are easily cleaned).

If you make a phone call on a break or before class, treat your phone as the food hazard it is and wash your hands thoroughly after each use. No cell phones in class means not only not USING cell phones in class but not charging them either.

### **Handwashing and Hygiene**

Wash your hands when entering the kitchen, after eating, smoking or making a phone call, after returning from the restroom, when switching from one task to another, after touching any part of your body, especially face, mouth, nose or hair, and in general more often than you are used to washing them.

Aprons and side towels should be removed before leaving the kitchen and especially before visiting the restroom.

Any egregious violations of kitchen sanitation principles (such as tasting with your finger, sitting on a tabletop, or double dipping with a tasting spoon), will result in immediate expulsion from class and will count as an absence for the day.

### **Physical Requirements**

Professional cooking is physically demanding. Students should be comfortable:

- Lifting 50 pounds above waist height.
- Possessing full range of motion to bend, kneel, squat and reach.
- Standing for at least five continuous hours.
- Performing repeated motion tasks such as slicing and whisking.

If you feel you are unable to meet one or more of these requirements please consult with your instructor **to see if an accommodation is possible.**

### **Disabilities**

Per the office of accessibility, it is the student's obligation to notify the instructor in writing of any disabilities and requested accommodations that he or she wishes to disclose.

### **Cleaning**

The kitchen should always be cleaner at the end of class than it was at the beginning. It is the obligation of the class to keep the kitchen clean. Typically, a class is divided into cleanup teams:

#### ***Wash***

Wash dishes using three-compartment sink and ware washer if available. Wash sinks and drain ware washer.

#### ***Dry***

Air-dry and put away dishes/pots. Organize equipment storage.

#### ***Requisition and Food***

Pack up leftover food for repurposing. Discard remaining leftovers. Prepare requisition/shopping list for next class. Document leftovers/returns for use by other classes for instructor. Organize fridge, freezer and dry storage. Bag and take out trash (last thing).

#### ***Counters and Floors***

Wash all counter surfaces, fridge doors and bottom shelves. Wash range and clean drip pans. Sweep and mop floor.

### **Linens**

**The culinary program does not do student laundry.**

Come to class each week with a clean chef coat, apron and side towel. It is your obligation to take these items home and wash them. If you do not have your chef coat, apron and side towel you may not participate in class.

### **Dismissal**

**Only the instructor dismisses the class.** While classes are designed to finish on time, the speed of the class in production and clean-up will determine dismissal time.

Students are only to be dismissed by the instructor. Leaving before dismissal counts the same as a lateness for purposes of attendance and grading.

Fall 2017  
CA 1 Thursday 9:10- 2:50

CUNY | KCC  
Culinary Arts

Chef Eric Howton  
Eric.Howton@kbcc.cuny.edu

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### **Statement on Civility**

*Kingsborough Community College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. Civility in the classroom and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything, which is said or discussed in the classroom, yet courteous behavior, and responses are expected. Therefore, in this classroom, any acts of harassment and/or discrimination based on matters of race, gender, sexual orientation, religion, and/or ability are not acceptable. Foul language, raised voices, or verbal or physical threats are not acceptable. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance, and civil in all aspects of human relations.*

Academic Integrity

**Students are held to the CUNY Policy on Academic Integrity available here  
[www.cuny.edu/about/info/policies/academic-integrity.pdf](http://www.cuny.edu/about/info/policies/academic-integrity.pdf)**

### **CA1 Introduction to Professional Food Service**

Introduction to cooking terminology, techniques, and theories. Proper knife handling, vegetable cuts and stock, soup, and sauce production. Equipment use and product identification including herbs, produce, dairy, fish, poultry, meat, cold and dry pantries. Egg cookery introduced as a prelude to cooking techniques covered in Culinary Arts II. The proper use of seasoning and frequent tasting, and the development of timing, and organization.

#### **Textbook(s)**

*Professional Cooking, 8e.* Gisslen ISBN: 978-1-118-63672-5

*The New York Times*, especially the Food section (Wednesdays)

Additional supplementary readings as assigned (articles, blogs, excerpts from books)

#### **RESOURCES & SUPPLIES**

- Calculator
- Notebook/binder
- Pocket notebook
- Writing implements

## Session 1

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**Lecture/Demo** Introduction to the professional kitchen; Basic Knife Skills (BKS)

### Course Overview (policies and procedures)

**Skills to Acquire**

Course Mechanics  
Grading System

Culinary Diary  
Attendance Policy

Flow of Food  
Basic Knife Skills  
Mise en Place

### The Flow of Food – Preparation

**Skills to Acquire**

Overview of safety and sanitation in the areas of:

Prep

Cooking

Cooling

Reheating

### Mise en Place and Basic Knife Skills

**Skills to Acquire**

Dicing: small, medium, and large  
Chopping, mincing, concasse

### Prep 1 Mirepoix

### Prep 2 Pico de Gallo

(See recipes on black board)

### Reading | Professional Cooking

Chapter 1 The Food Service Industry

Chapter 2 Sanitation and Safety

Chapter 7 Mise en Place

### Writing

Summarize Key Chapter Points in Culinary Diary

Prepare Recipe Card for Vegetable Stock

### Define in your Culinary Diary

Mise en Place	Steel	Cross contamination
Mirepoix	Truing	Flow of Food
Small dice	Sanitation	Food danger zone
Medium dice	Pathogen	HACCP System
Large dice	Sanitize	

## Session 2

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**Lecture/Demo** Advanced Knife Skills, Vegetable Cookery, Stock Basics, Sanitation, Cooking Methods (Dry Heat/Wet Heat), Seasoning vs. Flavoring, Par Cooking

### Advanced Knife Skills

#### Skills to Acquire

Julienne	Brunoise
Tourné	Battonet

### Vegetable Cookery 1

#### Skills to Acquire

Blanching	Deglazing
Par Cooking	Sautéing
Glazing	Plating

### Stock Basics 1

#### Skills to Acquire

Straining	Skimming
Simmering	Timing

**Prep 1** Maple Glazed Carrots (Teams of 4)  
Baked/Roasted Butternut Squash (Teams of 4)  
Mirepoix (Each Team 1# Onion, 1/2# Carrot, 1/2# Celery)  
Vegetable Stock (Teams of 2)

**Prep 2** Minced Garlic, Parsley and Shallots  
Clarified Butter (1# per Team, Label/Save)  
Blanching Vegetables  
Sautéing Vegetables  
(See recipes on black board)

**QUIZ** Knife Skills/Measurements

### Reading | Professional Cooking

Chapter 4 Menus, Recipes, and Cost Management  
Chapter 8 Stocks and Sauces

### Writing

Summarize Key Chapter Points in Culinary Diary  
Prepare Recipe Card for White Chicken Stock, Brown Meat Stock,  
Fish Fumé

### Define in your Culinary Diary

Root Vegetable	Fond	Hot Foods Hot
Sauté Pan	Cover	Vegetable Density
Seasoning	AP/EP	Color/Texture/Flavor/Nutrient Value
Flavoring	Pigment	Trimming Loss
Smoke Point	Clarification Process	

### Session 3

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**Lecture/Demo** Meat Stock Preparation, Weights and Measures, Recipe Conversion

#### Flow of Food | Cooling and Storing

**Skills to Acquire**

Cooling Process                      Freezing  
Label/Date/Pack

#### Herb Identification

**Skills to Acquire**

Dried Herbs                      Fresh Herbs  
Spices                      Purchasing/Storage/Handling

#### Stock Basics 2

**Skills to Acquire**

Straining                      Skimming  
Simmering                      Timing

**Prep 1** Basic White Stock (Using Chicken, Yield 2 Gallons)  
Basic Brown Stock (Using Chicken, Yield 2 Gallons)  
Basic Brown Meat Stock (Using Veal/Beef, Yield 2 Gallons)

**Prep 2** Cheddar & Leek Soup  
Each team convert to 2 QT and Prepare for Lunch  
  
(See recipes on blackboard)

**QUIZ** Knife Skills/Measurements/Stocks

#### Reading | Professional Cooking

Chapter 8 Stocks and Sauces  
Chapter 10 Understanding Vegetables

#### Writing

Summarize Key Chapter Points in Culinary Diary  
Prepare Recipe Cards (TBD)

#### Define in your Culinary Diary

Stock	Aromatics	Ratio
Gelatinous	Marrow Bones	Recipe
Yield	Conversion Factor	Whey
Butterfat	Maintaining Quality	Sachet



## Session 4

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**Lecture/Demo** Anglaise (Standard Breeding) Procedure, Frying Techniques\, Recipe Conversion

### Basic Knife Skills

#### Skills to Acquire

Small Dice	Brunoise
Medium Dice	Standard Breeding Procedure

### Equipment Identification

#### Skills to Acquire

Standards	Cookware/Materials
Knives	Cleaning/Maintenance/Repair
Small wares	Processing Equipment
Heavy Equipment	Buffet Equipment

**Prep 1** Pan-Fried Eggplant  
Tomato Sauce (Each Team 1½ Quarts)

**Prep 2** Ratatouille

(See recipes on board)

**QUIZ** Sanitation

### Reading | Professional Cooking

Chapter 8 Stocks and Sauces  
Chapter 11 Cooking Vegetables  
Chapter 13 Legumes, Grains, Pastas, and Other Starches

### Writing

Summarize Key Chapter Points in Culinary Diary  
Prepare Recipe Cards (TBD)

### Define in your Culinary Diary

Regional French Cooking	Concasse
Consommé	Dredge

## Session 5

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**Lecture/Demo** Classical Sauces, Thickeners, Béchamel, Volute, Cooking Meat Proteins

### Sauce Making Techniques

#### Skills to Acquire

Roux	Buerre Manié
Slurry	Liaison

**Prep 1** Béchamel (2 People / 1 Qt.) Velouté p202 (2 People / 1 Qt.)

**Prep 2** Gratin of Fennel P. 587 (1/2), Macaroni & Cheese P. 670 (4) Olive Focaccia (see Chef),  
Artichoke Fritters (see Chef)

(See recipes on blackboard)

**QUIZ** Principals of stock making, effects of heat on food, methods of heat transfer

### Reading | Professional Cooking

Chapter 8 Stocks and Sauces

Chapter 13 Legumes, Grains, Pastas, and Other Starches

### Writing

Summarize Key Chapter Points in Culinary Diary

Prepare Recipe Cards (TBD)

### Define in your Culinary Diary

Quality indicators	Bouquet	Herb/ Spice
Creamed vegetables	Béchamel	Mother Sauce
Roux	Onion piqué	Secondary sauce
Thickening Agents	Liaison	
Slurry	Buerre Manié	

## Session 6

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**Lecture/Demo** Classical Sauces, Cooking Pasta, Espagnole, Tomato Sauce, Demi-Glace

### Sauce Making Techniques

#### Skills to Acquire

Mise en Place    Prep  
Cooking            Cooling  
Storing

**Prep 1** Brown Sauce  
Tomato Sauce

**Prep 2** Fond Lie  
Demi-Glace  
Mashed Potatoes  
Pasta

(See recipes on blackboard)

**QUIZ** Sauces

### Reading | Professional Cooking

Study Knife Cuts for Mid Term Practical

### Writing

Summarize Key Chapter Points in Culinary Diary  
Prepare Recipe Cards (TBD)

### Define in your Culinary Diary

Estouffade            Fond Lie            Demi-Glace  
Emulsified Sauce

## Session 7

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**Lecture/Demo** Emulsified Sauces, Butter Enriched Sauces, Wet Heat Cooking-Poaching

### Sauce Making Techniques

#### Skills to Acquire

Mise en Place    Prep

Cooking            Cooling

Storing            Timely Preparation of Hollandaise and Buerre Blanc

#### Prep 1 Hollandaise

Buerre Blanc

Court Bouillon

#### Prep 2 Steamed Asparagus or Green Beans w/Hollandaise

Rice Pilaf

### Mid Term Exam / Mid Term Practical Exam

### Reading | Professional Cooking

Chapter 21 Salad Dressings and Salads

### Writing

Summarize Key Chapter Points in Culinary Diary

Prepare Recipe Cards TBD

### Define in your Culinary Diary

Umami            Smoke Point

Palate            Astringent

Mouth feel      Pungent

Condiment

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## Session 8

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**Lecture/Demo** Modern / Contemporary Sauce Lecture

### Sauce Making Techniques

#### Skills to Acquire

Mise en Place

Emulsified Sauce Preparations

**Prep 1** Mayonnaise, Basic Vinaigrette, Chicken Chutney Salad, Wilted Spinach with Roasted Peppers

**Prep 2** Balsamic Vinaigrette, Salad Niçoise, New Potato Salad, Pesto Sauce, Bell Pepper Coulis, Grilled Vegetables

(See recipes on blackboard)

### Reading | Professional Cooking

Chapter 9 Soups

### Writing

Summarize Key Chapter Points in Culinary Diary

Prepare Recipe Cards (TBD)

### Define in your Culinary Diary

Clarification      Clearmeat

Coagulation      Clear Soup

## Session 9

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**Lecture/Demo** Clear Soup, Classical, Vegetable, Broths and Bouillon

### Sauce Making Techniques

#### Skills to Acquire

Mise en Place

Consommé Preparation

**Prep 1** Consommé, Beef Broth, Mushroom Barley, and Hearty Vegetable Beef Soup, Pho Bo

**Prep 2** Wild Mushroom and Veal Soup (2 Quarts)

(See recipe on blackboard)

### Reading | Professional Cooking

Chapter 9 Review

### Writing

Summarize Key Chapter Points in Culinary Diary

Prepare Recipe Cards (TBD)

### Define in your Culinary Diary

Cream Soup

Puree Soup

Food Mill

Immersion Blender

## Session 10

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**Lecture/Demo** Thick Soups, Pureed Soup, Specialty (National) Soups

### Sauce Making Techniques

#### Skills to Acquire

Mise en Place  
Soup Finishing Techniques  
Use of Food Mill  
Use of Immersion Blender

**Prep 1** Cream of Broccoli, Shrimp Bisque, Potato Chowder, French Onion Soup Gratinée

**Prep 2** Roasted Poblano and Corn Soup, Mulligatawny Soup

### Quiz – Clear Soups

### Reading | Professional Cooking

Chapter 24 Breakfast Preparation

### Writing

Summarize Key Chapter Points in Culinary Diary  
Prepare Recipe Cards (TBD)

### Define in your Culinary Diary

Shirring                      Soft boiled  
Pasteurization              Albumen  
Free Range  
Soufflé

## Session 11

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**Lecture/Demo** Egg Cookery

### Sauce Making Techniques

#### Skills to Acquire

Mise en Place

Poaching

Baking

Hollandaise

Separating Eggs

Frying

Omelet

Presentation Skills

**Prep 1** French Omelets, Eggs Benedict, Hollandaise Sauce, and Shirred Eggs

**Prep 2** Rosti Potatoes, Buttermilk Pancakes, Breakfast Meats, Bacon, Sausage, Chorizo

### Quiz – Thick Soups

### Reading | Professional Cooking

Chapter 24 Breakfast Preparation

### Writing

Summarize Key Chapter Points in Culinary Diary

Prepare Recipe Cards for Final Practical Exam / Eggs Benedict (2 Covers) w/ 1 Pint Hollandaise

### Define in your Culinary Diary

Hollandaise

Omelet

Poaching

Emulsified sauce

Emulsion

Brunch

“Broken”

Leavening

Coagulation

Stiff Peak

Soft Peak

Fines Herbs

**NOTE: THE ABOVE CLASS OUTLINE IS SUBJECT TO CHANGE AT THE INSTRUCTOR'S DISCRETION**



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**Session 12**

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### **Final Practical Exam**

**Final Exam** Comprehensive Written Exam (See College Calendar for Test date and classroom assignment)

**MENU PROJECT:** For the final project, students must submit the following written documents:

- Develop a **dinner menu** for a foodservice operation of your choice that includes 3 appetizers, 2 salads, 1 soup, 5 entrees, and 2 desserts. Menu items should be creative and accurately reflect the concept of your foodservice operation. Menu items should also include a brief description of the completed dish (accompaniments, sauces, dressings, sides, etc.)
- Develop an original, standardized recipe for **ONE** of the entree items. You **MUST** include ALL recipes and sub-recipes (ie starch, veg, protein, sauce, etc.). you **MUST** submit the written recipes. You **MAY NOT** directly copy a menu of any restaurant. This is your chance to be creative and be a restaurateur
- Scale the recipe(s) for 10 pp. and also 50 pp.
- Provide costing card for recipe, based on 50 pp. (use supermarket OR the KBCC purchasing binder OR Fresh Direct).

**You will give a 5-7 minute in-class presentation on week 11. You must create a Power Point or a poster presentation for your presentation. This presentation will include an overview of your concept, your lunch menus and one menu item recipe. For a passing grade you must address all of the following questions.**

- How is your menu and recipe good for your customers, staff, and managers? How did you take into account what they need to get the job done on budget delivering High Quality (HQ) customer service to both internal and external customers?
- What audience did you create this menu and recipe for (specify what kind of food business you chose)?
- How does your menu and recipe meet the nutritional or health standards for your food business? Be specific.
- What other factors did you take into consideration when creating your menu and recipe?
- What are the systems you would use to make/serve this recipe for 50 pp. in a way that maintains HQ customer service?

**WEEKLY TOPICAL CLASS MEETING OUTLINE**

MEETING	DESCRIPTION OF CONTENT	HOME ASSIGNMENT DUE FOLLOWING WEEK
<p><b>Week 1</b></p>	<p><b>Introduction:</b></p> <ul style="list-style-type: none"> <li>• Syllabus</li> <li>• Uniform requirements (none)</li> <li>• Kitchen site visits</li> <li>• Equipment ID: scales, measuring cups etc.</li> <li>• Introduction to kitchen measurements</li> </ul> <p><b>Topics: THE FOOD SERVICE INDUSTRY &amp; BUSINESS</b></p>	<p><b>Read:</b> <i>FSM Fundamentals PT1 Ch. 1,2</i></p> <p>Handouts: Weights and Measures</p>
<p><b>Week 2</b></p>	<p><b>Quiz #1:</b> Introduction to kitchen measurements</p> <p><b>Topics: MENU PLANNING &amp; STANDARD RECIPES</b></p> <ul style="list-style-type: none"> <li>• Menu planning and development</li> <li>• Art of menu planning</li> <li>• Various menu styles &amp; implementation</li> <li>• Standardized Recipes</li> <li>• Recipe Costing</li> <li>• Recipe Analysis</li> </ul>	<p><b>Read:</b> <i>FSM Fundamentals PT2 Ch. 3,4</i></p> <p>Handouts</p>
<p><b>Week 3</b></p>	<p><b>Quiz #2:</b> Menu</p> <p><b>DUE TODAY: Article Project &amp; Biography Subject</b></p> <p><b>Topics: MENU PRICING &amp; INTRO TO CULINARY CONCEPTS</b></p> <ul style="list-style-type: none"> <li>• Seasoning and flavoring</li> <li>• Mise en place</li> <li>• Cooking methods overview</li> <li>• Menu Pricing Strategies</li> <li>• Menu Psychology</li> </ul>	<p><b>Read:</b> <i>FSM Fundamentals PT1 Ch. 5</i></p> <p>Handouts</p>
<p><b>Week 4</b></p>	<p><b>Quiz #3:</b> Recipe Conversion &amp; Menu Pricing</p> <p><b>TOPIC: FACILITIES, EQUIPMENT &amp; FOOD SAFETY/SANITATION</b></p> <ul style="list-style-type: none"> <li>• Facilities Design, Layout, &amp; Planning</li> <li>• Food Safety and sanitation</li> <li>• Facilities Planning and development</li> <li>• Hi Volume Food Production, Banquets, Buffets</li> <li>• Equipment ID – Kitchen visit</li> </ul>	<p><b>Read:</b> <i>FSM Fundamentals PT3 Ch. 6, 7</i></p> <p>Handouts</p>
<p><b>Week 5</b></p>	<p><b>DUE TODAY: Biography Project &amp; Presentation</b> <b>Restaurant Choice for Review</b></p> <p><b>Topic: SUPPLY CHAIN &amp; FOOD MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Purchasing</li> <li>• Methods of Buying</li> <li>• Receiving</li> <li>• Storage</li> <li>• Inventory Management</li> </ul>	<p><b>Read:</b> <i>FSM Fundamentals PT3 Ch. 8, 9</i></p> <p>Handouts</p> <p><b>Study:</b> Midterm</p>

Week 6	<b>MIDTERM: ALL MATERIAL COVERED TO THIS POINT</b>  <b>Topics: FLOW OF FOOD MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Applying yield percent to ordering</li> <li>• Yield percent: when to ignore it and</li> <li>• Advanced conversion between weight &amp; volume</li> <li>• Yield percent</li> <li>• AP and EP</li> <li>• Product Quality</li> </ul>	<b>Read:</b> <i>FSM Fundamentals PT1 Ch. 8,9</i> Handouts
Week 7	<b>Quiz #4: Purchasing</b>  <b>DUE TODAY: Film Response Project</b> <b>Topics: CUSTOMER SERVICE &amp; HR MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Customer Service</li> <li>• Service Styles</li> <li>• Quality &amp; Standards</li> <li>• Service Failures &amp; Recovery</li> <li>• HR Management</li> <li>• Staffing &amp; Scheduling</li> </ul>	<b>Read:</b> <i>FSM Fundamentals PT1 Ch. 11, 13</i> Handouts
Week 8	<b>Topic: LEADERSHIP</b> <ul style="list-style-type: none"> <li>• Leadership vs. Management</li> <li>• Supervision</li> <li>• Ethics</li> <li>• "People Skills"</li> </ul>	<b>Read:</b> <i>FSM Fundamentals PT1 Ch. 14</i>
Week 9	<b>Quiz #5: Service, Production and Kitchen design</b>	<b>Read:</b> <i>FSM Fundamentals PT1 Ch. 18</i> Handouts
Week 10	<b>Topics: KBCC Urban Farm</b>  <b>Topics: THE FUTURE OF THE FOOD SERVICE INDUSTRY</b> <ul style="list-style-type: none"> <li>• Food systems,</li> <li>• Fair trade,</li> <li>• Sustainability</li> <li>• Food justice</li> <li>• NYC Food Markets</li> <li>• Sourcing ingredients</li> </ul>	<b>Read:</b> Study for FINAL & Work on Final Project
Week 11	<b>DUE TODAY: FINAL PROJECT PRESENTATIONS</b>	
Week 12	<b>Review for final exam</b>	
TBA	<b>Final Written Exam</b>  Time and place: TBA	

**NOTE: THE ABOVE CLASS OUTLINE IS SUBJECT TO CHANGE AT THE INSTRUCTOR'S DISCRETION**

## Kingsborough Community College Culinary Arts Program Policies

This is college and a professional environment. Treat everything you do in this class and on this campus as your job. You are here to learn not only academic material, but to also learn professionalism and to prepare yourselves to be successfully employed once you graduate. I run my classes accordingly. I am not only here to teach you, but I am also here to be a professional resource, take advantage of that!

### Attendance

Attendance in hands-on cooking classes is critical to your success. There is no way to "make up" a class as you could by doing some extra reading or copying someone's notes in a lecture course. Per the KCC attendance policy, you are allowed 2 absences (excused or unexcused). Because your weekly grade is determined by your work in the kitchen, absences will still negatively impact your grade.

What is Excessive Absence?

A student in any course who has been absent 15% of the total number of instructional hours that a class meets during a semester or session is deemed excessively absent. Where the course includes classroom lectures plus another component such as a lab/field placement, etc., the 15% excessive absence policy applies to either component. Excessive absences may result in the instructor assigning either a lower grade or a "WU" for that course [Culinary Arts program faculty assign a WU]. Consistent with the college-wide policy on appealing final grades, the student may appeal such a grade.

Instructional hours per semester/Excessive absences for semester:

- 24 hours [CA 21] = 4 hours of absences
- 36 hours [CA 50, 60; TAH 43, 71, 73, 8174] = 6 hours of absences
- 60 hours [CA 1, 2, 3, 11, 12, 8210; TAH 72, 74] = 9 hours of absences

Your instructor will give you guidelines for letting her or him know when you anticipate being late or absent. Because culinary arts is a professional program preparing you for industry, you *must* let your instructor know when you will be late or absent. No call/no show is as unacceptable in this program as it is in industry.

### Assignment Policy

As a rule, I do not accept late work under any circumstances. It is your responsibility to be aware of the policies put forth in this syllabus, and abide by them. Treat this course as if it was your job. Communicate with me, and I will communicate with you. Absences happen, so be aware of the course and college policies on absences. It is your responsibility to make up all work in the event of an absence, if I deem this work to be permitted. In the event of an absence, I recommend you contact me prior to, or on the day of the absence to inquire about what you can do to receive the material that was covered in class. **This policy applies to homework, quizzes, projects, and exams.**

### Quizzes

Quizzes may be announced or unannounced. If you are absent or late to class and miss a quiz, your resulting grade on that quiz will be a ZERO. I DO NOT give make-up quizzes.

### Cell Phones

**ABSOLUTELY NO CELL PHONES IN CLASS!**

There is no texting or making calls or charging phones or tablets in the kitchen/classroom \*(other than college approved charging stations).

When using a tablet in class please be mindful that there is significant bacterial contamination present on your tablet as well as your cell phone. Treat this situation as you would any other source of contamination. Wash your hands before and after use, clean and sanitize your devices according to manufacturers recommendations. Disinfectant wipes are available from the chef.

Note: If you make a phone call on a break, treat your phone as the food hazard it is and wash your hands thoroughly after each use.

This is a professional environment and I run my classes accordingly. Situations in life happen and I am aware and sympathetic to that. IF you have a situation which you feel having a cell phone is a necessity, you must come to me and speak with me BEFORE the beginning of class and WE will come up with an appropriate solution.

#### **Dismissal**

Only the instructor dismisses the class. While classes are designed to finish on time, the speed of the class in production and clean up will determine dismissal time.

Students are dismissed by the instructor. Leaving before dismissal counts the same as a lateness for purposes of attendance and grading.

#### **Statement on Civility**

*Kingsborough Community College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. Civility in the classroom and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything which is said or discussed in the classroom, yet courteous behavior and responses are expected. Therefore, in this classroom, any acts of harassment and/or discrimination based on matters of race, gender, sexual orientation, religion, and/or ability are not acceptable. Foul language, raised voices, or verbal or physical threats are not acceptable. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance, and civil in all aspects of human relations.*

#### **Academic Integrity**

Students are held to the CUNY Policy on Academic Integrity available here [www.cuny.edu/about/info/policies/academic-integrity.pdf](http://www.cuny.edu/about/info/policies/academic-integrity.pdf)

**Course Outline  
Spring 2016**

**College Catalog Description:**

**TAH 1900 – THE BUSINESS OF TOURISM & HOSPITALITY (3 crs. 3 hrs.)**

Survey of critical business competencies and applied technology strategies to manage, market, create and promote tourism and hospitality products and services. Relevant reports and documents are prepared by students through simulated activities. Entrepreneurial activities are placed in a Tourism and Hospitality context.

Pre/Corequisite: TAH 100

**This course will examine the various elements of a tourism-related business and focus on the skills and competencies needed for managers and employers to succeed in that area. Beginning with a several-week discussion of a tour operations firm, students will discuss the requirements of creating and marketing tours to independent and group travelers. These include negotiating with and developing and maintaining relationships with airlines, destination management organizations, hotels, food service and attractions. The National Park System will be discussed as major attractions. Students will also become familiar with technology-based companies such as Airbnb and Uber. In addition, students will learn the elements of a business plan, including business description, marketing plan, proposed clients, and funding sources. A focus of the course will be**

**Every student will be expected to participate every day. Students are responsible for listening to and responding to each other during class discussion. There is a requirement for civility during these discussions.**

**Final Project: students will develop a package tour of an area of the United States which will include an itinerary, negotiated prices with airlines, hotels and attractions, target market, marketing strategies and materials. Students will present their tours to the class in a PowerPoint presentation.**

### **Ability Services (Students with Disabilities), Room D-205, ext. 5175**

The goal of Access-Ability Services (AAS) is to ensure that KCC students with disabilities receive equal access to all KCC programs and services. AAS makes every reasonable effort to provide appropriate accommodations and assistance to students with disabilities including disability-related accommodations, assistive technology, individual counseling, and tutoring. AAS also serves as a liaison and resource for KCC students, faculty and staff regarding disability issues. In addition, AAS counselors help students with disabilities develop the necessary skills to become effective self-advocates and productive, contributing members of the student body. Students with disabilities who require accommodations are asked to contact AAS to complete an Application for Academic Accommodations.

### **Questions:**

If you have any questions, please make an appointment to meet with Dr. Graziano:

- Office: V229L
- Office phone: 718 368-5143
- E-mail: [richard.graziano@kbcc.cuny.edu](mailto:richard.graziano@kbcc.cuny.edu)
- Office hours: By appointment

### **Departmental Mission Statement**

The Department of Tourism and Hospitality at Kingsborough Community College is dedicated to preparing students for careers and further study in the rapidly evolving tourism and hospitality industry. By encouraging active learning, we provide the opportunity for students to accumulate the knowledge and skills that are necessary for success in the industry. We also seek to empower students as life-long learners by encouraging them to develop portable skills and competencies in research, critical thinking, communication, technology and an understanding of the world. To that end, we employ a multidisciplinary, student-centered approach that combines both academic and applied components. Ultimately, we serve as a network as well as a resource for industry, offering students and alumni information and contacts to enhance their professional development.

The Department of Tourism and Hospitality is committed to develop and continuously revise learning outcomes for the program and all its courses. Learning outcomes, measurement and evaluative tools are developed, and revised based on the knowledge and experience of the faculty and as reflective of the state of and changes in the industry to which we send our students. We are committed to the process on an ongoing basis. We believe that data collected and resulting evaluation should be used to assess the program and make alterations as needed.

### **Learning Objectives for TAH 19:**

- Demonstrate a current knowledge of products and services offered by various segments of the tourism/hospitality industry.
- Demonstrate a knowledge of tour operations.
- Conduct negotiations with potential suppliers.
- Read and comprehend current articles related to the business of tourism.
- Identify and understand vocabulary used throughout the tourism industry.
- Become familiar with the elements of a business plan.
- Demonstrate an understanding of the National Park System
- Define and evaluate the importance of service in business.
- Identify issues, such as economic, political, terrorism, etc. that affect the business of Tourism.