



# Saucier-10162

## CHEF-2302

RT 2022 Section 010 3 Credits 08/23/2021 to 12/12/2021 Modified 08/26/2021

### Course Meetings

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#### Course Modality

**In-person Class | Safe, face-to-face courses with traditional meeting pattern.**

#### Meeting Days

Tuesdays

#### Meeting Times

8:00 am-2:50 pm

#### Meeting Location

CAB lab 128

### Welcome and Instructor Information

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#### Chef Instructor: Mr. Charles Anthony Rucker

Email: [charles.rucker@hccs.edu](mailto:charles.rucker@hccs.edu)

Office: Room # 104

Phone: 713-718-6607

#### What's Exciting About This Course

This Saucier course focuses on the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. We will be starting with a review and reinforcement of classical preparations followed by introduction and practice in many contemporary sauces and techniques popular in today's market. Within the contemporary lessons, we also touch on uses of sauces in different regions of the world and will prepare Latin American as well as sauces and condiments from various regions of Asia.

The information in this course will use the food preparation techniques learned in first semester labs to reinforce and build upon them to develop technical skill.

#### My Personal Welcome!

Welcome to Saucier – I am available to support you. The fastest way to reach me is by my HCC email.

The best way to really discuss issues is in person and I'm available during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with a better understanding of the Saucier station. So please contact me whenever you have a question.

#### Preferred Method of Contact

HCC Email is preferred method of contact.

## Office Hours

Monday, Tuesday, Wednesday, Thursday, 2:30 PM to 4:30 PM, Culinary Building Office/Room # 104

## Course Overview

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### Course Description

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.

### Requisites

Prerequisites and/or Co-Requisites

PREREQUISITE(S):

- CHEF 1301
- CHEF 2201
- CHEF 2231

PRE/CO-REQUISITE:

- CHEF 1205

If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the HCCS Student Handbook

### Department Website

<https://www.hccs.edu/programs/areas-of-study/public-safety-transportation--consumer-services/culinary-arts/>  
(<https://www.hccs.edu/programs/areas-of-study/public-safety-transportation--consumer-services/culinary-arts/>)

## Student Learning Outcomes and Objectives

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### Course Learning Objectives

CHEF 2302 satisfies three units in the Culinary Arts Second Semester Requirements for the Associate of Applied Science plan within the Culinary Arts Program.

The HCCS Culinary Arts Program has specified that the course address the following core objectives:

### Demonstrate knowledge of proper stock, glaze and consommé preparation, uses and storage

1. Define and describe stocks, glazes and consommés
2. Identify ingredients, seasonings and procedures in stock, glaze and consommé preparation
3. Demonstrate the preparation of stocks including brown, white, chicken, veal, beef, and fish stock
4. Prepare and clarify consommé

### Demonstrate understanding and skills in preparing grand sauces, emulsions, contemporary sauces, compound butters, dessert sauces, and butter and vegetable sauces

1. Prepare and demonstrate proficiency in the three methods of preparing cream soups

2. Discuss and prepare butter sauces
3. Discuss and prepare dessert sauces
4. Discuss and prepare cold soups
5. Demonstrate competency of preparing the 5 leading sauces including béchamel, espagnole, hollandaise, tomato, and veloute
6. Prepare other soups including bisque, chowder, and vegetable

## **Produce relishes, chutneys, marinades, compotes, and vinaigrette**

1. Define liaisons and their purpose in transforming sauces
2. Discuss and prepare salsas, relishes, marinades, compotes, vinaigrettes

## **Demonstrate continued development of effective and sound work practices, including knife skills, personal and kitchen organization skills while reinforcing safe food handling practices using contemporary guidelines**

1. Define and use proper methods and techniques when applying all basic fundamental standards of cooking
2. Understand the limitations of written recipes and the importance of using judgment in cooking
3. Demonstrate planning, timing, and preparation of food items with emphasis on commitment to quality and excellence
4. Adhere to industry health and safety standards in food preparation, storage and handling using contemporary guidelines (i.e. HACCP Standards)
5. Practice professional demeanor when communicating with Chef Instructor and students as part of proper kitchen production and protocol
6. Prepare students for externship by maintaining a working atmosphere and professional

## **Culinary Arts Program Student Learning Outcomes (PSLOs)**

The Program Learning Outcomes describe what our students should be able to do as a result of successful completion of the program.

The Culinary Arts Program has four Program Outcomes:

1. Apply methods of food and beverage preparation and service that illustrate a high level of skill and professionalism needed for advancement in the dynamic culinary industry
2. Demonstrate proper sanitation and safety procedures in areas of personal hygiene, proper attire, food handling and storage and chemical and equipment use
3. Analyze food and beverage costs and identify necessary controls to efficiently manage and ensure profitability in a food service establishment
4. Evaluate and select appropriate sustainability principles and practices necessary for responsible management of operations within a community

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**Demonstrate understanding and skills in preparing grand sauces, emulsions, contemporary sauces, compound butters, dessert sauces, and butter and vegetable sauces**

1. Prepare and demonstrate proficiency in the three methods of preparing cream soups
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1. Define liaisons and their purpose in transforming sauces
  2. Discuss and prepare salsas, relishes, marinades, compotes, vinaigrettes
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  2. Understand the limitations of written recipes and the importance of using judgment in cooking
  3. Demonstrate planning, timing, and preparation of food items with emphasis on commitment to quality and excellence
  4. Adhere to industry health and safety standards in food preparation, storage and handling using contemporary guidelines (i.e. HACCP Standards)
  5. Practice professional demeanor when communicating with Chef Instructor and students as part of proper kitchen production and protocol
  6. Prepare students for externship by maintaining a working atmosphere and professional environment

## Departmental Practices and Procedures

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### About Us

The Culinary Arts program at HCC is designed to equip graduates with the necessary theoretical knowledge and technical skills to become successful culinary professionals. Through hands-on exposure to various and specialty ingredients and tools, HCC Culinary Arts students become competent in savory cooking methods, cold-kitchen preparation, baking methods, organization and logistics, as well as healthy cooking and nutrition. Coupled with food safety and sanitation, operations and beverage management, HCC's Culinary Arts courses focus on the professional and management skills necessary to become successful in this dynamic field.

All awards can be completed in less than two years at the most-affordable price in the greater Houston area. And because the program is accredited by the Southern Association of Colleges and Schools as well as the American Culinary Federation Education Foundation, graduates can be assured that most, if not all, credits will transfer to a four-year college or university for an advanced degree.

**Awards Offered:** Associates of Applied Arts Degree (AAS), Level 2 Certificate - Cook 1, Level 1 Certificate - Prep Cook

### Third Party Accreditation

The HCC Culinary Arts AAS degree is accredited by American Culinary Federation Education Foundation Accrediting Commission. This prestigious award assures prospective culinary students that a program is meeting the highest of standards set for faculty, curriculum and student services.

By meeting this high level of professionalism, all qualified graduates of the Culinary Arts Applied Science Degree Program from Houston Community College are eligible for their ACF Certified Culinarians (CC) certification.

## Uniform Policy – All Kitchen Laboratories in the CAB

Culinary Arts Students are required to attend in-person lab class in complete chef's uniform as described within this policy. (*not applicable for lecture-only courses*)

Any student not fully compliant upon arriving to class will receive a zero for their daily grade and, if problem persists, will be denied participation in lab activities until they are in full compliance.

- A complete uniform consists of:
  - A clean, white, long-sleeved chef jacket.
    - No restaurant or school logos on the jacket, with the exception of the HCC logo, following college brand standards. Jacket may be embroidered, if desired, but only the student's name allowed, in black thread.
  - Solid black work pants/slacks
    - No denim, leggings, jeggings, spandex, exercise pants, or yoga pants allowed.
  - A 7" white paper toque (provided to student at start of class)
  - Black shoes made with safety soles to prevent slipping
    - Shoes must be durable, close-toed, and be able to hold a shine
- Socks

- preferably white, crew length
- Black or white apron is strongly suggested, but not mandatory
  - No other color apron allowed.
- In the event that a student has forgotten a portion of the uniform such as a jacket, one may be provided to the student by the instructor at his/her discretion and availability. A repeated instance of unpreparedness will be cause for denial of participation in lab activities and will affect student grade.
- Any non-religious head coverings, including but not limited to hats, caps, and jacket hoods, are not to be worn while in instructional spaces.
- Students must provide their own knife set and kitchen tools at all times; Supply list will be reviewed during student orientation and may also be obtained from the Culinary Office or by emailing their instructor or Program Coordinator
- In order to provide safe and sanitary learning environment, Personal Hygiene Code is strictly enforced:

**Hair** - Hair must be neatly maintained, clean, and properly restrained while in the lab classroom. Long hair must be contained in a manner appropriate for wearing of paper toque, and off the collar of your uniform jacket. In the instance of hair that cannot be fully restrained by hat or bun, a hair net will be required in addition to the paper toque. Male students are encouraged to be clean-shaven. Beards and mustaches are permitted, but must be clean and neatly trimmed, and properly restrained by wearing a beard guard at all times while working in the kitchen lab.

**Hands** - Fingernails must be clean, free of polish and cut short at all times; No artificial nails are allowed. Hands must always be washed at the beginning of each class and as needed during the day.

**Jewelry** – No jewelries, except a plain wedding band, are to be worn in instructional areas while in uniform . Female students may wear earrings that do not hang lower than ½” from bottom of earlobe. If wearing a watch, attach it to your coat at the top button as gone over in first class meeting.

**Behavior in Lab** - Sound hygienic practices must be demonstrated at all times. Failure to do so will result in a student being barred from lab participation. Aprons and side towels must not be worn in the following situations: when going to the restroom, discarding garbage, entering or leaving the academic building, and while eating meals. For sanitary reasons, students should only take notes on a pocket size notebook while working in the lab classroom.

## Student Conduct Policy – All Instructional Spaces in the CAB

As a student enrolled in the Culinary Arts and Pastry Arts programs, you are an ambassador for your program. As such, your conduct must reflect our high standard of professionalism, integrity, & commitment. To this end, students will be held to the following while in instructional spaces in the Culinary Arts Building:

- Student must be in full uniform, show a willingness to learn, and project a positive attitude. Detailed expectations will be discussed on first day of class as part of course orientation.
- No headphones, earbuds of any kind, nor any other device playing music or other audio to be worn nor played while in the instructional spaces.
- Sunglasses may not be worn in instructional spaces in the Culinary Arts Building.
- Cell phones and other electronic devices must be either turned off or put on silent mode while in the culinary classroom or kitchens. If a student must take a phone call, excuse yourself from the classroom to do so and be prompt with the call. Phone calls must not be made nor received while in classroom setting.
- Computers or other devices brought in for taking notes are welcomed, so long as their use is kept to tasks associated with the class lecture. Students will be asked to log off of any device they are found to be using for other tasks while class is in session.
- Students may take photos of their own work for use in their career portfolio or however they would like. A student may not take photos of others or of others' work without the expressed consent of that classmate or instructor. This is to protect the integrity and privacy of others. Most often, asking your instructor or classmate if you can take a picture will be okay, but it is always better to ask first.
- Students with known food allergies must notify their Chef Instructor of their specific food allergy
- The Culinary Arts classroom labs are a unique environment where safety and security of our students is of utmost importance and will be protected by all faculty and staff of HCC. Behavior that puts anyone in danger or compromises the learning experience of another student will not be allowed and will be handled appropriately on a case-by-case basis.

## Chemical Safety & First Aid Policies for Lab-Based Courses

In an effort to keep all students safe, informed, and prepared for accidents and/or injuries, the Culinary Arts and Pastry Arts have the following policy in place for all lab classes:

### First Aid

Due to the nature of our work, and the use of heavy equipment and tools that could cause injury, it may be necessary for students to have access to first aid materials. First Aid Kits, containing ample first aid materials, are mounted in each lab classroom and are checked daily for stock. If a student is hurt in any way while in a lab class, they must immediately inform their instructor.

### Chemical Safety

While working in our labs, it may be necessary to use chemicals for cleaning and sanitation purposes. For this reason, each classroom is equipped with Material Safety Data Sheets (MSDS) adjacent to the dishwashing area for quick retrieval. The MSDS lists the hazardous ingredients of a product, its physical and chemical characteristics (e.g. flammability, explosive properties), its effect on human health, the chemicals with which it can adversely react, handling precautions, the types of measures that can be used to control exposure, emergency and first aid procedures, and methods to contain a spill. The exact location and contents of the MSDS binders are reviewed with all students as part of class orientation each semester.

Full institutional policies on safety and first aid can be found on the district website at <https://www.hccs.edu/departments/environmental-safety/resources/>

## Instructional Materials and Resources

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### Instructional Materials

The [HCC Online Bookstore \(https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

#### Add Instructional Materials Here

The textbook listed below is suggested for this course. You may still have it from 1<sup>st</sup> Semester Block Labs.

"On Food & Cooking", McGee, REV 4<sup>th</sup> Ed., S+S, ISBN 978-0684800011

Reading may be assigned from this text. You may either use a hard copy of the book or rent the e-book from Wiley. I don't require you to bring the text with you to class, but the reading is helpful to your success in this course.

Order your book here: [HCC Bookstore](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks)

### Other Instructional Resources

#### Courseware

Content here...

## Course Requirements

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# Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Attendance	20%		<p>Attendance Policy – 1 Day/Week Culinary Lab Courses</p> <p>Attendance Grade with up to 2 Equated Absences: (12.5% of class meetings)</p> <p>- For each late, 3% will be deducted from your attendance grade - For each absence, 9% is deducted from your attendance grade up to 3 equated absences.</p> <p>- 2 equated absences will result in an attendance grade of 82%</p> <p>Attendance Grades with more than 2, but less than 3 Equated Absences:</p> <p>- For each late, 11% will be deducted from your attendance grade</p> <p>Attendance Grades with 3 Equated Absences or more: - 3 equated absences will result in an attendance grade of 50%. - More than 3 equated absences will result in an attendance grade of 0%</p> <p>Here’s a Breakdown... 0 Lates or Absences = 100 Attendance Grade</p> <p>AND opportunity to use quiz average as final exam grade (exempt from taking final exam) 1 Equated Absence – Attendance Grade-91</p> <p>1EA +1Tardy – Attendance Grade-88</p> <p>1EA +2 Tardy – Attendance Grade-85 2 Equated Absences – Attendance Grade-82</p> <p>2EA +1Tardy – Attendance Grade-71</p> <p>2EA +2 Tardy – Attendance Grade-60 3 Equated Absences – Attendance Grade-50 &gt;3 Equated Absences – Attendance Grade 0</p>
Quizzes	10%	Test/Exams, Written and Practical will be given according to different topics in this course	Quizzes will be given according to the Topics covered. Some topics take 2 weeks and the quiz for that topic will be given after the 2nd week.
Daily Grade, Participation, Quality of work and effort	45%		Daily lab participation.
Practical Exam	10%		<p>The <b>Practical Exam</b> will be given on Weeks 15, and will test your technical skills through the planning and execution of various mother sauces paired with food items requiring a variety of cooking methods. Each student will be graded individually on their work. Details about this exam will be given on Week 12.</p> <p>The Practical Exam is worth 10% of your Final Course Grade.</p>
Written Exam	10%		<p>The <b>Written Final Exam</b> will be given on the last class meeting and will cover all topics covered. The final exam questions may consist of multiple-choice, true/false, and/or short answer questions. You will be given a study guide to use in preparation for the Written Final Exam after all quizzes have been given/taken.</p> <p>The Written Final Exam is worth 10% of your Final Course Grade.</p>

## Grading Formula

Grade	Range	Notes
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Grade	Range	Notes
A	90-100	
B	80-89	
C	70-79	
D	60-69	
F	59-Below	

## \* Instructor's Practices and Procedures

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### Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

### Missed Assignments/Make-Up Policy

#### Missed Assignments

- Students are responsible for meeting with the instructor to make up any missed work or
- Students will have one week from the day of absence to complete missed
- Failure to arrange this will result in a zero for the missed work or

There are no "excused absences" in this class and, therefore, no "make ups" for missed class time

### Academic Integrity

When Houston Community College awards a credential, it is avowing that the work is of quality and integrity. A credential is meaningless if it is not honestly earned; therefore, HCC expects all students to conduct themselves with honor and integrity. Proceedings may be initiated by instructors, department chairs, and/or instructional deans against a student accused of a violation of academic integrity. "Scholastic Dishonesty" includes, but is not limited to cheating, plagiarism, and collusion.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

Scholastic Dishonesty will result in a referral to the Dean of Student Services.

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

### Attendance Procedures

At the start of class, 8:00am, I will take attendance. I will record a student present as long as they are in the classroom, ready for the day's activities. I am a believer in the importance of being on time. Punctuality displays a person's respect for people and time. I am understanding, though, that there are times when extenuating circumstances may cause a student to be late. I simply



ask that you make your best attempt to

be on time to ensure you are receiving all the course information. This will not only increase the likelihood of success in the course, but also develop a habit for timeliness when you are working in the field.

Tardy is defined as up to 15 minutes late. (8:01am - 8:15am); Three tardies equal one absence. More than 15 minutes late (after 8:15am) will be recorded as an absence.

Leaving before class is formally dismissed by the instructor will be recorded as an absence.

## Attendance Procedures

### Attendance Policy for Regular 1-Day/Week SCH Classes

HCC Attendance Policy calls for dropping students after missing 12.5% of contact hours.

Rather than dropping every student that misses more than 12.5% of their classes, it is the policy of the Culinary Arts Program to work with you to complete missed work, but excessive absences will greatly effect your Attendance Grade (*worth 30% of Final Grade*) See details below.

If you have any questions, do not hesitate to email me.

### Attendance Policy – 1 Day/Week Culinary Lab Courses

#### Attendance Grade with up to 2 Equated Absences: (12.5% of class meetings)

- For each late, 3% will be deducted from your attendance grade
- For each absence, 9% is deducted from your attendance grade up to 3 equated absences.
- 2 equated absences will result in an attendance grade of 82%

#### Attendance Grades with more than 2, but less than 3 Equated Absences:

- For each late, 11% will be deducted from your attendance grade

#### Attendance Grades with 3 Equated Absences or more:

- 3 equated absences will result in an attendance grade of 50%.
- More than 3 equated absences will result in an attendance grade of 0%

### Here's a Breakdown...

0 Lates or Absences = 100 Attendance Grade

*AND opportunity to use quiz average as final exam grade (exempt from taking final exam)*

1 Equated Absence – Attendance Grade-91

1EA +1Tardy – Attendance Grade-88

1EA +2 Tardy – Attendance Grade-85

2 Equated Absences – Attendance Grade-82

2EA +1Tardy – Attendance Grade-71

2EA +2 Tardy – Attendance Grade-60

3 Equated Absences – Attendance Grade-50

>3 Equated Absences – Attendance Grade 0

## Student Conduct

### Student Conduct Policy – All Instructional Spaces in the CAB

*Effective Fall 2020*

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- Student must be in full uniform, show a willingness to learn, and project a positive attitude. Detailed expectations will be discussed on first day of class as part of course

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- No headphones, earbuds of any kind, nor any other device playing music or other audio to be worn nor played while in the instructional
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## Instructor's Course-Specific Information

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*Effective Fall 2020*

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**Hair** - Hair must be neatly maintained, clean, and properly restrained while in the lab classroom. Long hair must be contained in a manner appropriate for wearing of paper toque, and off the collar of your uniform jacket. In the instance of hair that cannot be fully restrained by hat or bun, a hair net will be required in addition to the paper toque.

Male students are encouraged to be clean-shaven. Beards and mustaches are permitted, but must be clean and neatly trimmed, and properly restrained by wearing a beard guard at all times while working in the kitchen lab.

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**Jewelry** – No jewelries, except a plain wedding band, are to be worn in instructional areas while in uniform. Female students may wear earrings that do not hang lower than ½" from bottom of earlobe. If wearing a watch, attach it to your coat at the top button as gone over in first class meeting

**Behavior in Lab** - Sound hygienic practices must be demonstrated at all times. Failure to do so will result in a student being barred from lab participation. Aprons and side towels must **not** be worn in the following situations: when going to the restroom, discarding garbage, entering or leaving the academic building, and while eating meals. For sanitary reasons, students should only take notes on a pocket size notebook while working in the lab classroom.

## Devices

- Cell phones and other electronic devices must be either turned off or put on silent mode while in the culinary classroom or kitchens. If a student must take a phone call, excuse yourself from the classroom to do so and be prompt with the Phone calls must not be made nor received while in classroom setting.
- Computers or other devices brought in for taking notes are welcomed, so long as their use is kept to tasks associated with the class lecture. Students will be asked to log off of any device they are found to be using for other tasks while class is in session.

Students may take photos of their own work for use in their career portfolio or however they would like.

A student may not take photos of others or of others' work without the expressed consent of that classmate or instructor. This is to protect the integrity and privacy of others. Most often, asking your instructor or classmate if you can take a picture will be okay, but it is always better to ask first.

Please refer to student code of conduct in reference to all other HCC policies regarding cameras and other electronic devices.

## Faculty Statement about Student Success

Expect to spend at least two hours per week outside of class studying the course content. Successful completion of this course requires a combination of the following:

- Reading any assigned reading
- Attending class in person and/or online
- Participating in class activities

## Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713- 718-8271.

## HCC Policies and Information

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### HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0

Grade	Grade Interpretation	Grade Points
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

## Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/> (<https://www.hccs.edu/resources-for/current-students/student-handbook/>) In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

## Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>)

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/departments/police/campus-carry/> (<https://www.hccs.edu/departments/police/campus-carry/>)

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to [HCC Eagle ID \(https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<https://www.hccs.edu/departments/institutional-equity/> (<https://www.hccs.edu/departments/institutional-equity/>))

### Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-services/>)

### Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu) (<mailto:Institutional.Equity@hccs.edu>)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/> (<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>)

### Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

## Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

## Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap> (<https://eagleonline.hccs.edu/login/ldap>)

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/resources-for/current-students/student-handbook/) (<https://www.hccs.edu/resources-for/current-students/student-handbook/>)

## Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/) (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not

offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## Student Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services \(https://www.hccs.edu/resources-for/current-students/tutoring/\)](https://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu>).

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/resources-for/current-students/supplemental-instruction/> (<https://www.hccs.edu/resources-for/current-students/supplemental-instruction/>).

### Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>  
(<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>)

### Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

### Student Basic Needs Application:

[https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)  
([https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH))

## COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>)

## Instructional Modalities

### In-Person (P)



Safe, face-to-face course with scheduled dates and times

### Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

### Online Anytime (WW)

Traditional online course without scheduled meetings

### Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

### Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

## Course Calendar

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### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Additional Information

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### Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

#### Department Chair and Administrative Assistant Contact Information

Andrea Bonner, Division Chair, Consumer Arts & Sciences Division, [andrea.bonner2@hccs.edu](mailto:andrea.bonner2@hccs.edu) •

713-718-6158 • 3601 Fannin #212 • Houston, Texas 77004

Angela Mealy, Division Secretary, [angela.mealy@hccs.edu](mailto:angela.mealy@hccs.edu) • 713-718-6152

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