



Culinary Arts Program
Division of Consumer Arts and Sciences

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

CHEF 2201: Intermediate Food Preparation | Lecture/Lab | 20817

Fall 2019 | 16 Weeks (09.03.2019-12.15.2019)

In-Person | Stafford H.S. – A Wing| M – F 11:28 a.m.- 1:25 p.m.

2 Credit Hours | 80 hours per semester

Instructor Contact Information

Instructor:	Chef Courtney Ralls	Office Phone:	832-418-1556
Office:	Café, room C-108	Office Hours:	M - F 2:30 p.m. - 3:30 p.m.
HCC Email:	courtney.ralls@hccs.edu	Office Location:	Stafford H.S. A Wing

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.

Instructor's Preferred Method of Contact

HCC Email is preferred method of contact. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

What's Exciting About This Course

Intermediate Food Preparation is a continuation of CHEF 1301 – Basic Food Preparation. You will learn various cooking techniques that expand the knowledge you gained in Basic Food Preparation. These are skills that you will use in the industry as well as in your personal lives.

My Personal Welcome

Welcome to CHEF 2201 – Intermediate Food preparation. I anticipate that this semester will be a fantastic and full of opportunities for each of you to use the skills you learned in Basic Food Prep and now Intermediate Food Prep. Come prepared, come in uniform, and come ready to learn. Please feel free to contact me with any concerns and/or questions you might have about this class and your future in culinary.

Prerequisites and/or Co-Requisites

CO-REQUISITE(S):

- CHEF 2201
- CHEF 2231

FREQUENT REQUISITES

- College Level Reading
- College Level Writing
- College Level Mathematics

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](#).

Eagle Online Canvas Learning Management System

This section of CHEF 2201 will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class activities. **Students are responsible for logging in prior to class to access, print and/or save the lecture for the week's topic(s).** If you prefer to print, do so with at least two slides per page and in black and white in draft mode. This will save paper and ink! If you are comfortable working with the PowerPoint digitally, simply save the file and feel free to sit at one of the computers in the classroom or bring your own computer or other device to take notes. These lecture notes will be the basis for quizzes and tests for this course.

In addition to lectures, many resources are available to you in Eagle Online Canvas including syllabus, weekly activities we will be doing in the lab as well as any reading or announcements that need to be communicated. It is very important that you use this tool often!

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE [FIREFOX](#) OR [CHROME](#) AS YOUR BROWSER.**

HCC Online Information and Policies

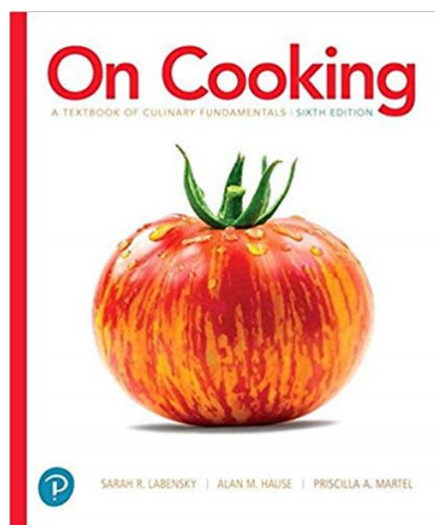
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Scoring Rubrics, Sample Assignments, etc.

Look in Eagle Online Canvas for various resources and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information



The textbook listed below is **required** for this course.
On Cooking, Labensky, 6th Ed., Pearson, ISBN 978-0134441900

Reading will be assigned from this text each week. You may either use a hard copy of the book or rent the e-book from Wiley. It is your choice if you would like to bring the textbook to class. I don't require you to bring it with you, but the reading is imperative to your success in this course. Order your book here: [HCC Bookstore](#)

Other Instructional 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](#) 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 <http://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 <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

CHEF 2201 - Intermediate Food Preparation is a continuation of CHEF 1301 – Basic Food Preparation. You will learn various cooking techniques that expand the knowledge you gained in Basic Food Preparation.

Program Student Learning Outcomes (PSLOs)

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

Course Student Learning Outcomes (CSLOs) and Learning Objectives

CHEF 2201 satisfies two of the credit hour units in the First Semester Requirements for the Level 1 and Level 2 Certificates, as well as the Associate of Applied Science plans within the Culinary Arts Program.

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

Show proficiency in dry moist and combination heat cooking methods

1. Demonstrate the following cooking techniques: braising, stewing, poaching, sautéing, grilling, griddling, broiling, steaming, stir-frying, roasting, frying, and boiling.
2. Prepare and apply proper cooking techniques for various cuts of meat, poultry, fish, and seafood
3. Prepare and apply proper cooking techniques for vegetables, fruits, starches, and farinaceous products

Demonstrate competence in preparation of poultry items

1. Demonstrate and explain proper storage techniques of poultry and explain why this is critical with chicken and turkey
2. Label the structure and composition of poultry
3. Describe the difference between light and dark meat in poultry and how these differences affect cooking
4. Fabricate poultry into eight (8) pieces while practicing knife skills and utilizing proper sanitation techniques
5. Describe and demonstrate four techniques that help keep poultry moist while cooking

Identify the basic preparation and cooking techniques for meats and other game

1. Describe the composition and structure of meat and demonstrate how this relates to cooking method chosen
2. Identify the primal, sub-primal, and fabricated cuts of meat
3. Explain the use of federal inspection and grading of meat
4. Determine the correct temperatures of meat and cook products to various degrees of doneness

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. Demonstrate planning, timing, and preparation of food items with emphasis on commitment to quality and excellence
3. Adhere to industry health and safety standards in food preparation, storage and handling using contemporary guidelines (i.e. HACCP Standards)
4. Understand the limitations of written recipes and the importance of using judgment in cooking
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

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 the textbook
- Attending class in person and/or online
- Participating in class activities
- Completion of writing assignments
- Quizzes and practical application tests

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 make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as needed

As a student, it is your responsibility to:

- Attend class in person and 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](#)

Assignments, Exams, and Activities

In-Class Activities

Most class times, once attendance is recorded, will begin by collecting the homework packets on the topic of the week. Be prepared by doing your assigned reading and checking the online class information in [Eagle Online Canvas](#). Class will proceed with a review of the recipes for the day before transferring to the kitchen labs, located on the 1st floor of 3100 Main Street. There may be some changes to this format, depending on the week. But, students are always kept aware of what we do each day by logging into Eagle Online Canvas.

Your participation in class activities, quality of work, effort and professionalism grade is worth 45% of our Final Course Grade. More details about this grade is covered in course Orientation on Day 1.

Homework

Students will be given specific elements for the content specific to each week, that include but are not limited to all the following items: worksheets, essays, recipe cards, and vocabulary.

Your Homework Average is worth 5% of your Final Course Grade.

Quizzes

We will cover prescribed topics through lecture, complete assignments, practical application of the topic, review and then quiz. It is your responsibility to study outside of the classroom. If you are absent you must see me to determine if you are able to make the quiz up. Quizzes are part of what makes up 30% of your grade.

Exams

The Practical Exam will be given on Week 12 and will test your technical skills through the planning and execution of a properly composed entrée, sides and sauce. Each student will be graded individually on their work. Details about this exam will be given on Week 11.

The Practical Exam is worth 10% of your Final Course Grade.

The Written Final Exam will be given on the last class meeting and will cover all topics introduced this semester. There are 100 questions that may consist of multiple-choice and/or short answer questions. You will be given a study guide to use in preparation for the Written Final Exam.

The Written Final Exam is worth 10% of your Final Course Grade.

Instructor's Final Exam Policy for CHEF 2201

If a student has zero tardies and zero absences, you are eligible to substitute your quiz average for your final exam grade.

Grading Formula

Chef Ralls Course Grade Breakdown:

20% Attendance

30% Participation & Professionalism

5% Written Homework

15% Quizzes

30% Exams, written and practical

HCC Grading Scale can be found on this site under Academic Information:

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Fall 2019		CHEF 2201			
Day to Day Lesson Plans Lecture & Lab - Intermediate Food Preparation					
Alignment with ACF Required Knowledge & Skills Competencies					
Textbook:					
ON COOKING					
Sixth Edition Update					
Week of	Day	Lecture	Lecture Hours	Lab Hours	Lesson Plan
9/3 - 9/6	1	Syllabus/Introduction	1.5		Review Syllabus discuss expectations and competencies in depth. Students to read Chapter 1, define key terms, discuss key terms their importance, what role they play in Culinary arts, how they will be used during this semester.
	2	Quiz - Ch 1 and course expectations (Syllabus)	1.5		Quiz over Chapter 1. Grade and discuss quiz. Outline semester project. Project will encompass 5 recipes developed by the students, food cost for each of those recipes, fabricate each recipe, revise as needed, present each dish with standardized recipe, food cost, to be graded with a rubric.
	3	Safety & Sanitation Review/Equipment identification & Demonstration	0.25	1.25	Students to read Chapter 2, Review key terms, discuss key terms, their importance, what role they play in Culinary arts, how they will be used during this semester. This will be a review for all students since they have completed this course previously. Students to read Chapter 3 as homework. Students will spend the LAB portion of the class Identifying kitchen equipment, their purpose, how they are used, and safety precautions.
	4	Quiz - Ch 2 & 4	1.5		

					Students to read Chapter 4, Review key terms, discuss key terms, their importance, what role they play in Culinary arts, how they will be used during this semester. Students will work individually and create a basic menu with no more than 5 items and start working on recipes for each item on their menu. Each menu and recipe will be presented to the class where constructive feedback can be provided by their peers.
9/9-9/13	1	Menus & Recipes	1.5		
	2	Quiz - Ch 3, Knife skills & Mise En Place	0.25	1.25	Chef will demonstrate knife cuts to students, teach them proper set up to perform knife cuts. Students will start with Carrots and Onions. Read and review Sustainability in Textbook pg 10 & 31. Discuss at length. Each student must write a one-page paper on the different aspects of sustainability in the Hospitality industry.
	3			1.5	Students will continue to work on knife cuts, supreme, small dice tomatoes, parsley dust, minced garlic, medium dice on potatoes, allumette potatoes, and tournes. NOTE: Knife cuts will be an ongoing process throughout the semester and practiced any time we are doing fabrications. The students will exceed the required 72 contact hours required by ACF.
	4	Quiz - Ch 5 - Written & Practical		1.5	Students will first take a written test to identify knife cuts and then take their first knife cuts test with a standardized grading rubric.
	5	Stocks	0.5	1	Lecture on the different stocks, their preparation methods, purposes, straining techniques, cooling, holding, and uses. Complete the prep for a variety of stocks.
9/16-9/20	1	Stocks & Sauces		1.5	Students in groups of 4 will start different varieties of stock. Chef will monitor timers set by students for the different varieties of stock and will turn fire off when the student timers go off. The leader of each group will return at the end of school day to strain, cool, and store the stock.

	2	Stocks & Sauces		1.5	Leaders of groups will discuss with their groups the straining, cooling, and storing process of each stock. Class lecture will occur in the kitchen on Sauces, their purpose, grand sauces, non-grand, classical, ingredients needed, the proper texture, and finishes. Students will each make different sauces, evaluate their own and other sauces and provide feedback.
	3	Soups	0.25	1.25	Lecture on the different soups, their preparation methods, purposes, straining techniques, cooling, and holding. Students will start the prep for a variety of soups.
	4	Soups		1.5	Students will describe and prepare soups from each category.
	5	Quiz - Ch 10 & 11	0.75	0.75	
9/23-9/27	1	Flavors and Flavorings	0.75	0.75	Lecture on herbs, spices, oils and vinegars, condiments, marinades, and rubs. Students will be required to identify herbs, spices, oils, vinegar, condiments, marinades and rubs from sight, smell, and taste.
	2	Quiz - Ch 6	0.75	0.75	
	3	Principles of Cooking & Plate Presentation	0.25	1.25	Lecture Grilling, broiling, braising, stewing, noting the similarities and differences, shallow-poaching, poaching, simmering, boiling and steaming as well as plate presentation. Students will spend half of the day identifying proper cooking vessels for the cooking techniques and dishes for plating.
	4	Quiz Ch 9 & 35	1.5		
	5	Stafford MSD Holiday			
9/30-10/4	1	Principles of Meat cookery	1.5		lecture on the basic preparation methods for Meats. Provide students with worksheets for primal and sub-primal meat and game cuts. Review different cuts for beef and the cooking techniques for specific cuts.
	2	Quiz Ch 12	1.5		
	3	Beef	0.25	1.25	Lecture on the different cooking techniques for Beef. Identify for students the timeline for the cooking Beef.
	4	Beef		1.5	Grilling, broiling, braising, stewing, noting the similarities and differences, shallow-poaching, poaching, simmering, boiling and steaming.

	5	Review Semester Project	1.5		Review student's semester projects. Identify areas that require attention. Provide guidance and structure to ensure student success.
10/7-10/11	1	Stafford MSD Holiday			
	2	Beef		1.5	Grilling, broiling, braising, stewing, noting the similarities and differences, shallow-poaching, poaching, simmering, boiling and steaming.
	3	Beef		1.5	Grilling, broiling, braising, stewing, noting the similarities and differences, shallow-poaching, poaching, simmering, boiling and steaming.
	4	Veal/Lamb		1.5	Lecture on the different cooking techniques for veal & Lamb. Prepare veal & Lamb in various methods.
	5	Quiz Ch 13, 14 & 15	1.5		
10/14-10/18	1	Pork	0.75	0.75	Lecture on the different cooking techniques for Pork. Identify for students the timeline for the cooking Pork.
	2	Pork		1.5	Grilling, broiling, braising, stewing, noting the similarities and differences, shallow-poaching, poaching, simmering, boiling and steaming.
	3	Poultry	0.25	1.25	Lecture on the different cooking techniques for Poultry. Identify for students the timeline for the cooking Poultry.
	4	Poultry		1.5	Fabrication into 8 Pcs.
	5	Student Holiday - Stafford			
10/21-10/25	1	Poultry		1.5	Grilling, broiling, braising, stewing, noting the similarities and differences, shallow-poaching, poaching, simmering, boiling and steaming.
	2	Poultry		1.5	Grilling, broiling, braising, stewing, noting the similarities and differences, shallow-poaching, poaching, simmering, boiling and steaming.
	3	Poultry		1.5	Grilling, broiling, braising, stewing, noting the similarities and differences, shallow-poaching, poaching, simmering, boiling and steaming.
	4	Poultry		1.5	Grilling, broiling, braising, stewing, noting the similarities and differences, shallow-poaching, poaching, simmering, boiling and steaming.

	5	Poultry		1.5	Grilling, broiling, braising, stewing, noting the similarities and differences, shallow-poaching, poaching, simmering, boiling and steaming. Total of 4.75 hours lab time.
10/28-11/1	1	Fish & Shellfish	0.25	1.25	Lecture on the different cooking techniques for Fish and Shellfish. Identify for students the timeline for the cooking Fish and shellfish.
	2	Fish & Shellfish	0.25	1.25	Lecture on the different cooking techniques for Fish and Shellfish. Identify for students the timeline for the cooking Fish and shellfish.
	3	Quiz Ch 16, 17 & 19	1.5		
	4	Vegetables	0.2	1.25	Lecture - identify fruits, vegetables, starches, legumes and grains..... Prep for cooking
	5			1.5	Prepare a variety of fruits, vegetables, starches, legumes and grains using the basic cooking methods.
11/4-11/8	1			1.5	Prepare a variety of fruits, vegetables, starches, legumes and grains using the basic cooking methods.
	2	Salads & Dressings	0.2	1.25	Lecture - Identify, define, and describe the types of salad dressings. Complete prep for salad production the following day.
	3	Sandwiches	0.2	1.25	Identify and describe the purpose of the elements of a sandwich, prepare a variety of hot and cold sandwiches, evaluate the quality of sandwiches
	4	Eggs	0.2	1.25	Identify and prepare a variety of breakfast meats and describe a variety of preparation techniques used in egg cookery and identify a variety of breakfast batter products.
	5	Review Semester Project	1.5		Review student's semester projects. Identify areas that require attention. Provide guidance and structure to ensure student success.
11/11-11/15	1	Starches	0.2	1.25	Identify starches and discuss the different preparation techniques.
	2	Starches		1.5	Prepare starches with different preparation techniques.
	3	Quiz Ch 20, 21, 22, 24, & 26	1.5		
	4	Primal and sub-primal cuts	1.5		Review cuts and cooking techniques

	5	Primal and sub-primal cuts	1.5	Test
11/18-11/22	1-5	Thanks Giving Holiday Stafford All Week HCC 22nd & 23rd		
11/25-11/29	1	Beef, veg, starch, salad	1.5	Students will be broken up into groups of 4 to prep, cook and plate a salad and entrée including all elements. Recipes to be provided in the kitchen. Day 1 will be prep
	2	Beef, veg, starch, salad	1.5	Students will be broken up into groups of 4 to prep, cook and plate a salad and entrée including all elements. Recipes to be provided in the kitchen. Day 2 cooking
	3	Beef, veg, starch, salad	1.5	Students will be broken up into groups of 4 to prep, cook and plate a salad and entrée including all elements. Recipes to be provided in the kitchen. Day 3 cooking, plating, and presentation
	4	Poultry, veg, starch, salad	1.5	Students will be broken up into groups of 4 to prep, cook and plate a soup and entrée including all elements. Recipes to be provided in the kitchen. Day 1 will be prep
	5	Poultry, veg, starch, salad	1.5	Students will be broken up into groups of 4 to prep, cook and plate a soup and entrée including all elements. Recipes to be provided in the kitchen. Day 2 cooking, plating, and presentation
12/2-12/6	1	Pork, veg, starch, salad	1.5	Students will be broken up into groups of 4 to prep, cook and plate a salad and entrée including all elements. Recipes to be provided in the kitchen. Day 1 will be prep
	2	Pork, veg, starch, salad	1.5	Students will be broken up into groups of 4 to prep, cook and plate a salad and entrée including all elements. Recipes to be provided in the kitchen. Day 2 cooking
	3	Pork, veg, starch, salad	1.5	Students will be broken up into groups of 4 to prep, cook and plate a salad and entrée including all elements. Recipes to be provided in the kitchen. Day 3 cooking, plating, and presentation
	4	Fish & Shellfish, veg, starch, salad	1.5	Students will be broken up into groups of 4 to prep, cook and plate a soup and entrée including all elements. Recipes to be provided in the kitchen. Day 1 will be prep

	5	Fish & Shellfish, veg, starch, salad		1.5	Students will be broken up into groups of 4 to prep, cook and plate a soup and entrée including all elements. Recipes to be provided in the kitchen. Day 2 cooking, plating, and presentation
12/9-12/13	1	Practical Final		1.5	Students Prep their recipes
	2	Practical Final		1.5	Half of the Students cook and present their recipes
	3	Practical Final		1.5	2nd Half of the Students cook and present their recipes
	4	Review	1.5		
	5	Written Final	2		

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.

Instructor's Practices and Procedures

Missed Assignments

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

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

Attendance Procedures

At the start of class, 7:30 a.m., I will take attendance. I will record a student present if 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. (11:28 a.m. – 11:43 a.m.); Three tardies equal one absence. More than 15 minutes late (after 7:45 a.m.) will be recorded as an absence. Leaving before class is formally dismissed by the instructor will be recorded as an absence.

Culinary Arts Department Attendance and Participation Policy:

0 Absence or Tardy.....	100 Attendance Grade
1 Equated Absence.....	95 Attendance Grade
2 Equated Absences.....	90 Attendance Grade
3 Equated Absences.....	50 Attendance Grade
Over 3 Equated Absences.....	0 Attendance Grade

Your attendance grade makes up 20% of your final grade.

As an added motivating factor, I have my own policy on perfect attendance:

Students who have no recorded tardies or absences for the entirety of the semester will be eligible to use their quiz average and be exempt from the Final Written Exam. A student may choose to take the Final Written Exam if they feel they can make a grade that will raise their final grade, but this will be the decision of the student.

HCC Course Withdrawal Policy

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. In 2007, the Texas Legislature passed a law limiting students to no more than six total course withdrawals throughout their academic career in obtaining a baccalaureate degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your instructor with “alert” you and HCC Student Services of the chance you might fail a class because of excessive absences and/or poor academic performance. You should visit an HCC counselor or HCC Online Student Services to learn about what, if any, HCC interventions might be offered to assist you – tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

You MUST visit with a counselor or on-line student services prior to withdrawing (dropping) the class and this must be done prior to the deadline to receive a “W” on your transcript. After the deadline, you will receive the grade you are making in the class which will more than likely be an “F”.

Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Student Conduct

- High standard of professionalism, integrity, & commitment. 45% of grade based on quality of work and effort displayed in the classroom and lab work environment. Detailed information on this grade will be presented on Week 1 and will always be available within your class information in Eagle Online Canvas.
- Full uniform, willingness to learn and positive attitude necessary. Detailed expectations will also be discussed on first day of class as part of course orientation.
- Resources and Weekly Lectures will be available in online Canvas LMS. Students are responsible for logging in regularly to print/save lecture for class.
- 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.

Culinary Arts Program-Specific Information

Uniform Policy – Culinary Laboratories

- Students are required to attend class in complete chef's uniform as described within this policy; admittance into the kitchen labs will be denied to any student not compliant
- A complete uniform consists of (1) assigned La Sparta café t-shirt for daily class and a white, long-sleeved chef jacket with La Sparta Café Logo, (2) pants with no rips for daily class and black chef pants, (3) skull cap or no toque, (4) black or white apron is strongly suggested, but not mandatory (5) black shoes made with safety soles to prevent slipping and (6) socks, preferably crew length
- In the event that a student has forgotten a portion of the uniform such as the hat or jacket, one MAY be provided to the student by the instructor at his/her discretion and availability. Repeated instances of unpreparedness, though, will be cause for denial of participation in lab activities and will affect student grade
- Ball caps, scarves, and other hats are not to be worn while in uniform
- 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 online
- Students with known food allergies must notify their Chef Instructor of their specific food allergy
- In order to provide safe and sanitary learning experience, the ServSafe Personal Hygiene Code is strictly enforced:

Hair - Hair must be neatly maintained, clean, and properly restrained while in the lab classroom. Long hair should be put into a low bun, allowing for wearing of hat (HCC logo skull cap) In the instance of hair that cannot be restrained by hat or bun, a hair net will be required in addition to the skull cap. Male students are encouraged to be clean-shaven. Beards and mustaches are permitted but must be clean and neatly trimmed and 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 - All jewelries, except a plain wedding band, are not to be worn on campus or at worksites 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 Setting - 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 in the lab classroom.

Electronic Devices

Cell phones and other electronic devices must be either turned off or put on silent mode while in the culinary classroom or kitchens. All phones must be checked into the hanger provided. Phone calls shall not be made or received while in classroom setting.

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.

HCC Policies

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

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

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) 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. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

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

Campus Carry Link

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

<http://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](#) and activate it now. You may also use Canvas Inbox to communicate.

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.

Office of Institutional Equity

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

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including 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 <http://www.hccs.edu/support-services/disability-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
<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/>

Department Chair Contact Information

Andrea Bonner, B.B.A, M.P.S.

Chair - Consumer Arts & Sciences - Center of Excellence

Houston Community College

Central Campus

3601 Fannin, #212

Houston, TX 77004

Phone: (713) 718-6150

Fax: (713) 718-6188

<http://www.hccs.edu/centers/consumer-arts--sciences/>

<https://hccfashion.omeka.net/>

Angela Mealy, Division Secretary

angela.mealy@hccs.edu • 713-718-6152