**SYLLABUS IS SUBJECT TO CHANGE***

I. Course Description:
   This course provides an overview of meal management with an emphasis on procuring, planning, preparing and serving. Included in the course is learning how to analyze resource allocation in relation to time, energy, economics, and human factors. This course includes a **lab fee** of $10/student and a **course fee** of $34/student. In addition, this course requires a specific uniform, which costs approximately $100 (See the “Other Relevant Information” section of this syllabus for more details on the required uniform).

To do well in the lab portion of this course, you will want to spend roughly **2-3 hours per week** completing assignments and discussions in addition to class attendance. To do well in the lecture portion of this course, you will want to spend a minimum of roughly **3-4 hours per week** beyond the time spent in class for reviewing the course content, reading the corresponding textbook chapters and articles, and completing the quizzes, discussions and assignments.

II. Intended Learning Outcomes/Goals/Objectives:
   This course supports the vision, mission, goals, and core values of the Perkins College of Education (PCOE)

<table>
<thead>
<tr>
<th>COE Mission</th>
<th>Relation to learning experiences in HMS 139</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The mission of the Perkins College of Education is to prepare competent, successful, caring and enthusiastic professionals from diverse backgrounds dedicated to responsible service, leadership, social justice and continued professional and intellectual development in an interconnected global society.</strong></td>
<td>This course will afford the student the opportunity to develop competence in understanding and applying knowledge of meal production management principles in a variety of settings.</td>
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<table>
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<tr>
<th>PCOE Core Values</th>
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<tbody>
<tr>
<td><strong>Academic excellence through critical, reflective and creative thinking</strong></td>
<td>Students will use critical, reflective and creative thinking skills in applying course content, food preparation principles and professional research to the coursework.</td>
</tr>
<tr>
<td><strong>Collaboration and shared decision making</strong></td>
<td>Students will work independently and as a team to complete assigned coursework.</td>
</tr>
<tr>
<td><strong>Openness to new ideas, culturally diverse people and innovation and change</strong></td>
<td>Recipes including those that reflect diverse cultures will be utilized in the laboratory setting and will expose the students to culturally diverse food.</td>
</tr>
<tr>
<td><strong>Integrity, responsibility, diligence and ethical behavior</strong></td>
<td>Students will become aware of the impact of values, beliefs and attitudes in relation to diverse populations through ongoing class discussions. Questioning commonly held assumptions and belief systems will be emphasized during lecture along with identifying critical thinking skills needed to exhibit ethical and social behavior.</td>
</tr>
<tr>
<td><strong>Service that enriches the community</strong></td>
<td>Students will understand the value of food systems and its effect on the local, state, national and global community.</td>
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</table>
Professional organization standards related to this course include: https://www.ahlei.org, https://www.cmaa.org, https://www.clubcorp.com

I. Program Learning Outcomes:
1. The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Human Sciences.
2. The student will exhibit the professional behavior (strong communication skills, a professional image, a good work ethic, and adequate preparation for employment in his/her specific discipline) expected in the field of Human Sciences.
3. The student will demonstrate competence in his/her specific discipline using oral and written forms.
4. The student will demonstrate a positive service attitude.

*The Accreditation Council for Education in Nutrition and Dietetics (ACEND) requires that course content include principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups and food budgeting (ACEND KRD 5.1).

II. Student Learning Outcomes:
After successful completion of this course, the student will:

- Apply an understanding of menu planning principles, menu composition, design, and merchandising.
- Identify and utilize resources to apply to human nutritional needs, nutrient functions in the body, and the major food sources of nutrients to coursework.
- Understand the psychological, emotional, and social influences on eating habits and the influence of these on nutrition and health.
- Develop an appreciation of the importance of effective communication with customers and persons with whom one works.
- Explain the styles of service for commercial operations and basic menu styles.
- Demonstrate recipe preparation skills for various numbers of individuals/customers to be served.
- Develop menus based on individual and group nutritional needs.
- Develop oral and written communication skills.
- Develop computer skills through application of course content to assignments.
- Demonstrate cooking techniques with emphasis on nutritional requirements and food science applications.
- Develop an understanding of nutritional contributions to certain medical diagnoses.
- Have a basic understanding of food budgeting and how to conduct recipe costing.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:
Brightspace enhancements will be used for this course. You can access Brightspace via http://d2l.sfasu.edu. If you need help with Brightspace, please contact the Brightspace help desk at 936-468-1919. Please refer to the “Evaluations and Assessments (Grading)” section of this syllabus for a detailed description of all graded course activities and assessments.

IV. Evaluation and Assessments (Grading):
1. Exams -- 2 @ 150 points each— and 1 quiz (15 pts) = 315 total points
Exams are part of the lecture grade for this course. There will be 3 exams consisting of 50-100 multiple choice, true-false, and/or matching questions. Part of the exams will be given online and part of the exams will be taken face to face during class for mathematical problems. The exams will be timed. The online questions will open one at a time and you will not be allowed to revisit. The face to face portion of the exams will be taken during scheduled lecture time which is listed on the course timeline. The online portion of the exams will be taken on the university or students computers and should be done individually. Copying from someone else’s screen while taking the exam, visiting other sites while your browser is opened to the exam, using your notes or the textbook, giving or receiving an advance copy of the examination, getting an old copy of the examination, or hiring a surrogate test-taker will all
be considered cheating and are flagrant violations of University policy. There will be no make-up unit exams for unexcused absences. In the event that you miss a unit exam, contact the instructor immediately to arrange for alternate test taking. If the exam cannot be rescheduled, the final exam will count twice, only for SPECIAL CIRCUMSTANCES, WITH PRIOR APPROVAL AND WITH PROPER DOCUMENTATION.

It is recommended to take exams on a computer that is not reliant on WiFi Internet service to ensure a consistent connection. If you experience problems while taking a quiz, you may want to contact D2L support at 9336-468-1919. You may be able to resume the quiz and complete it within the time restriction. Make sure to contact your instructor as soon as possible to report any test taking problems.

2. Attendance (28 lecture classes = 50 points for lecture attendance; 15 labs/attendance days @ 5 points each = 75 points for attendance)

Regular attendance in lecture is required to understand and participate in lecture activities, quizzes and exams. Lecture teams meet at various times during the semester and require that every team member attend to ensure projects are being completed in a timely manner. Lab attendance is mandatory to ensure that all information and activities are completed among the kitchen teams. Points for lecture attendance are part of the lecture grade; lab attendance and participation are part of the lab grade for this course. There will be no make-ups! You are expected to be on time to all classes, with the proper attire as stated below (section IX). If you are late to class/lab or if you are missing all or part of your lab uniform, when required, you will lose attendance points. You are responsible for obtaining material and assignments from classmates if you miss a class period.

A missed class period will be excused only for special circumstances and with proper documentation. In this case, your total grade points available will decrease by every excused class day that you have missed. For example, if you have one excused absence for lab, your final lab grade will be based on 5 points less than the total lab points for every excused lab that is missed. Missing greater than 4 days of class due to a special circumstance may require you to withdraw from the course with a WH. This will be determined on an individual basis and should be discussed with your instructor.

3. Assignments (4 assignments and 1 group project in Lecture = 235 lecture points; 3 assignments and 4 culinary lab assignments = 300 lab points)

Various assignments are part of the lecture and lab grades for this course. Assignments are either due via Dropbox, are presentations or culinary labs. The powerpoint presentations, in class discussions and lab experiences will be required to complete the assignments. Some assignments will be completed in class as a team and others will done individually and uploaded into Dropbox.

4. Volunteer Service learning (25 points as part of the lecture grade). In order to prepare competent professionals for a global society, the Human Sciences faculty has implemented a service learning component across multiple courses. Students are required to locate food and/or nutrition events and obtain instructor approval that will be completed within the semester to fulfill this component. Hours will be documented by both the student and the approved site supervisor. Each student must complete 6 hours of volunteer service during the semester and the hours will count for 25 points. NOTE: this is an ‘all or nothing’ grade. If less than 3 hours are worked, the result will be a zero (0) grade. This service learning opportunity will expose students to the important cross-cutting themes within the Body of Knowledge of Human Sciences. These themes include: communication skills, critical thinking, diversity, global perspectives, professionalism, independence and community development.
**Please note:** lecture and lab grades are two separate grades.
Your lecture grade is based on your lecture discussion, quiz and assignment grades; your lab grade is based on your lab discussion, group work and assignment grades. Please refer to the course gradebook to determine which activities are for lecture and lab grades. In addition, lecture and lab grades will be entered independently when grades are due. Lecture is worth 2 credit hours and lab is worth 1 credit hour.

**Using technology in online testing**
If you choose to take an exam at a computer that is not supported by the University you will do so at your own risk. Inability to access the exam, finish the exam or submit an exam during the designated exam time due to unreliable internet connections or other technical problems at an off-campus computer will not be accepted as a valid excuse. Your exam will be graded “as is.” Using a campus computer does not guarantee that connections may be lost, however, they do guarantee a reliable way to verify interruptions of service. This alone could save your grade. It is best to take the exam during the 8am-5pm work day in the event you have technical problems. If you need technical assistance during an exam, please call the Brightspace help desk at 936-468-1919.

V. Tentative Course Outline/Calendar.

**LECTURE: (The instructor has the right to change or amend this syllabus at any time throughout the semester).**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Jan 22</td>
<td>Course Overview, Review expectations, syllabus, exams, and assignments; class introductions. Hand out measurement conversions sheet. <strong>Bonus syllabus quiz open until Jan 24th at noon.</strong></td>
</tr>
<tr>
<td>Jan 24</td>
<td>Overview of FS Menu Concept final project and definition of segments. Review past projects. <strong>HOMEWORK: Read: What is a team article.</strong></td>
</tr>
<tr>
<td>Jan 29</td>
<td>Discussion: How to be a successful team member? Assign lecture groups. Group introductions and group contract prep. Create team name; start working on concept idea. Hand in progress report at end of class.</td>
</tr>
<tr>
<td>Jan 31</td>
<td><strong>Nutrition Presentation – Part 1</strong></td>
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<tr>
<td>Feb 5</td>
<td><strong>Nutrition Presentation – Part 2: USDA Dietary Guidelines Presentation.</strong></td>
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**Grading Scale**

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>90% - 100%</td>
<td>80% - 89%</td>
<td>70% - 79%</td>
<td>60% - 69%</td>
<td>Less than 60%</td>
</tr>
</tbody>
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*Note: there are two bonus opportunities worth 15 points.*
Explain Kids Meal Menu assignment: **DUE DATE: Feb 12 by NOON via dropbox**

Feb 7  **Measurements Conversion Quiz in class—BRING CALCULATOR.**

**Basic Menu Planning Presentation.**

Feb 12  **Kids Meal Evaluations Due at Noon Today.** Review kids meal findings.

Review menu planning key concepts. Start Jail Menu Evaluation Small Group project in class. Jail Menu Evaluations: **DUE in dropbox by Feb 14 at noon.**

Feb 14  **Jail Menu Evaluations Due at NOON today.** Discussion of key learnings of Jail Menu assignment.

**Yield Testing Presentation.** **HOMEWORK:** complete yield testing problems – bring Feb 21 for exam review

Feb 19  **Recipe Costing Presentation.** **HOMEWORK:** complete recipe costing worksheet. Bring completed form to class on Feb 21 for exam review.

Feb 21  Exam 1 review. Discuss completed yield and recipe costing worksheets in class.

**Feb 26**  **Exam 1** — Covers team article readings, recipe costing, yield testing, measurement conversions, menu planning, nutrition, and standardized recipes presentations, articles and assignments.

Feb 28  FS Menu Concept in-class work—Finalize FS menu concept. Start working on menus (5) that support your concept. Hand in progress report at end of class.

Mar 5  **Food Budgeting Presentation**

Mar 7  **Market Survey Presentation.** Jot down ideas about market survey to discuss with FS concept group.

Mar 12  **Trends Presentation; HOMEWORK:** Explain Trends assignment. **DUE: Mar 26 at NOON via dropbox**

Mar 14  FS Menu Concept in class work: Begin working on Market Survey information that supports your concept; hand in progress report at end of class.

**Mar 19 & Mar 21:**  **Happy Spring Break**

Mar 26  **Trends assignment DUE today at NOON in dropbox.** FS Menu Concept In class work: incorporate Trends into FS Menu Project. Hand in progress report at end of class.

**HOMEWORK:** Video Creation Tools. To enter class on Mar 28 you must have researched a video creation tool and written a paragraph. Hand in at start of class. Include: Ease of use, Pros, Cons. Would you recommend this tool to your team?

Mar 28  **Bring video creation paragraph for video tool paragraph at start of class.**

**Video Creation Lecture: Guest Speaker – Mr. T, CTL at SFA**
Apr 2  FS Menu Concept in class work: video creation. Rough Video DUE Apr 9 by NOON

Apr 4  Meet at Appleby Community Farm for tour

Apr 9  Equipment analysis lecture. Take 10 min to discuss equipment needs in FS Menu Concept groups

Apr 11 Truth in Food/ Menus Presentation. Show examples of Good & Bad Presentations.

Apr 16 Merchandising the Menu. Take 10 min with FS Menu Concept group to discuss ideas on how to merchandise your menu and operation. Presentation Schedule Drawing. HOMEWORK: recipe costing worksheet—bring to review on Apr 23

Apr 18  HAPPY EASTER

Apr 23 Review for Exam 2. Bring completed recipe Costing worksheet today

Apr 25 Exam 2 – covers Food Budgeting, Market Survey, and Trends presentations, video creation tools, truth in food/ menus, merchandising menus, and equipment lectures, measurement conversions, recipe costing and yield calculations, and farm tour.

Apr 30 FS Menu concept in class work. Groups will begin to create presentation documents incorporating and finalizing information completed to date. REMINDER: ALL VIDEOS AND Presentations, menus and recipe costing worksheets are due at NOON on May 7. No exceptions!

May 1 FS Menu concept in class work. Groups will FINALIZE presentation documents. REMINDER: ALL VIDEOS AND Presentations, menus and recipe costing worksheets are due at NOON on May 7. No exceptions!

May 7 FS Menu concept videos, presentations, menus and recipe costing worksheets are due TODAY at noon—NO EXCEPTIONS. FS Menu concept group presentation practice in class.

May 9  No Lecture

May 16 (TH) 10:30-12:30. During university scheduled final, all groups will present their projects to the class. ABSENCES DURING THIS TIME WILL RESULT IN A ZERO FOR THE FINAL PROJECT.

LAB:


Jan 29 Discuss standardized recipes. Kitchen equipment demonstration drawing. Find standard recipe to present to class. Create demonstration outline. Review market order procedure; work on market order of ingredients needed. DUE: market order at end of class.

Feb 5 Equipment Demonstration prep and practice. Equipment Demonstration Presentations. WEAR YOUR UNIFORM TODAY

Feb 12 Yield testing LAB. WEAR YOUR UNIFORM TODAY. Determine edible and waste products from fresh ingredients. Present findings to class.
Feb 19 Explain $7.50 Nutritious Budget Family Meal LAB and LiveText recipe costing assignment. Research standardized recipe(s); get instructor approval on recipe(s) during class. **Market orders and recipe links DUE on Feb 26 by 6 PM. LiveText Recipe Costing assignment DUE Mar 5 by 6PM after Budget Meal Lab.**

Feb 26 Continue working on Nutritious Budget Meal. Review Kroger App and recipe costing worksheet. Discuss materials to hand in at end of culinary lab. **Market orders and recipe links DUE on TODAY by 6 PM. Explain LiveText Recipe Costing assignment in more detail. LiveText assignment DUE Mar 5 by 6PM (after Budget Meal Lab).**

Mar 5 **BUDGET MEAL LAB. WEAR YOUR UNIFORM and BRING ALL MATERIALS**

LIVETEXT recipe costing due from each student TODAY by 6pm. Make sure that each of you uploads your recipe costing worksheet and recipe link(s) to LiveText.

Mar 12 Explain Classic Recipe Conversion assignment and lab. Review how to convert recipes and nutrition resources. Assign recipes and health conditions. **Classic Recipe Conversion Assignment DUE Mar 26 at 9AM**

Mar 19 **HAPPY SPRING BREAK. No lab today.**

Mar 26 **CLASSIC RECIPE CONVERSION assignment due today by 9am in dropbox.** Only recipes submitted by 9 am will be considered in Bonus Chef Points selection by instructor and announced in lab today. **Market orders and recipe link(s) DUE: today by end of lab today**

Apr 2 **CLASSIC RECIPE CONVERSION LAB. WEAR YOUR UNIFORM and Bring ALL MATERIALS**

Apr 9 Bites presentation. **Explain Farm to Friends Event and recipe requirements.** Announce vegetable assignments to kitchen teams. Research recipe ideas and **bring hard copies to lab on Apr 16th**

Apr 16 Work with education student teams and continue working on Farm to Friends Event planning. Finalize menu. **Market orders due today by end of class.** (OR RUN THROUGH RECIPES BEFORE EVENT—PREP small amount for tasting and troubleshooting) Market Orders due today by end of class.

Apr 23 **FARM TO FRIENDS EVENT. WEAR YOUR UNIFORM and BRING ALL MATERIALS**

(Be prepared to work from lab time until 8 pm).

Apr 30 Chopped Team Competition: Details T0 Be Revealed/Discussed

May 7 **MANDATORY Lab Clean Up** – 50 points will be deducted for nonattendance on this day

May 15-19 **Finals week (NO LAB FINAL)**

*The instructor has the right to change or amend this syllabus at any time throughout the semester.*

**VI. Readings:**

**Required Textbook**

This course collects assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education, using the LiveText data management system. Students who do not have an existing LiveText account will receive an access code via your SFA Titan email within the first week of class. You will be required to register your LiveText account, and you will be notified how to register your account. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails. If you have questions about LiveText, call ext. 1267 or e-mail SFALiveText@sfasu.edu.
Calculator (Required)
Simple calculator is needed for basic mathematical calculations—addition, subtraction, multiplication and division only.

Additional Resource Textbooks (Not Required)

VII. Course Evaluations:
Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information: Found at https://www.sfasu.edu/policies/

Class Participation and Excused Absence: Policy 6.7 Documented participation, and, if indicated in the syllabus, submission of completed assignments are expected for all quizzes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s participation, as well as note this information in required reports (including the first 12-day attendance report) and in determining final grades. Students may be excused from participation for reasons, such as health, family emergencies, or student participation in approved university-sponsored events. However, students
are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence. In some cases, make up work will not be accepted since the modules are open for at least 7 days and allow for flexibility in work submission.

**Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6** To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**Student Academic Dishonesty: Policy 4.1** Abiding by university policy on academic integrity is a responsibility of all university faculty and staff. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp).

**Penalties for Academic Dishonesty** Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

**Student Appeals** A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

**Withheld Grades: Policy 5.5** At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Student Code of Conduct: Policy 10.4** Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early
Alert Program at SFA. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

IX. Other Relevant Course Information:

**Lab Preparation:** You MUST adhere to the following standards in order to participate in the lab portion of the class. Any student not adhering to these standards will have points deducted or be asked to leave for that class period.

1. All students will purchase the purple SFA chef’s coat, black pants, black toque, black slip-resistant shoes, and instant-read thermometer. The price for the entire uniform is about $80-$100. Don’t be alarmed with the cost; you will wear these items for at least 2 more courses. Obtain the uniform at Barnes & Noble Bookstore in the SFA Student Center (2301 North Street, (936) 462-7328) or Jack Backers College Bookstore (315 E. College, (936) 205-5708). All majors and non-majors alike are also required to conform to the dress code.

2. All students will wear the hat (toque) purchased with their chef’s coat. In addition, long hair must be restrained with a clip or rubber band.

3. **All students will wear black leather closed toe shoes that completely cover the top of the foot near the ankle. The shoes must have rubber soles or non-skid soles.**

4. Earrings, necklaces, bracelets, and certain types of facial piercings are NOT allowed.

5. Fingernails must be clean and of modest length. No fingernail polish or acrylic nails are allowed during lab.

6. Food service gloves are required when open wounds are present on the hands. Other wounds that are not covered by the chef’s coat should be bandaged properly.

7. Cell phone use during the lab is prohibited unless all other kitchen duties have been performed. If this requirement is met, cell phones can only be used in the classroom area, not in the kitchen.

8. Horseplay and sitting on the countertops are not allowed.

**Note:** The instructor will observe and evaluate the participation of each student in preparation, service, food quality, attitude and kitchen clean up as part of the grade determination for each lab period.