I. Course Description:

Quantity food preparation, menu planning, food cost determination, recipe standardization, and efficient food service. Principles of management applied to foodservice systems including restaurants and institutions. Prerequisite: N/A.

RSTO 4204.050 will meet for 6 hours per week starting the 6th week of class through the end of the semester (10 weeks). This fulfills 60, face-to-face contact hours required for a 2 credit hour laboratory class. The remaining 30 hours are utilized outside of the class time. Lab students work 2 hours per week for the entire semester (16 weeks) creating menus and making pre-production preparations in the laboratory kitchen. Service learning activities totaling 6 hours is also included in the out-of-class time calculations.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

This course supports the mission of the College of Education “to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development”.

The College of Education values and goals are:
1. Academic excellence through critical, reflective, and creative thinking
2. Life-long learning
3. Collaboration and shared decision-making
4. Openness to new ideas, to cultural diverse people, and to innovation and change
5. Integrity, responsibility, diligence, and ethical behavior
6. Service that enriches the community

Program Learning Outcomes:

1. **PLO 1 – Resource Development**: The Students will demonstrate the use of appropriate technology and sustainability in the hospitality industry.
2. **PLO 2 – Professional Behavior**: 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 and Hospitality.
3. **PLO 3 – Key Ratios**: The student will calculate, interpret and understand key ratios, financial statements and budgets, related to the hospitality industry.
4. **PLO 4 – Service Attitude**: The student will demonstrate a positive service attitude.

Student Learning Outcomes:

The course objectives provide an opportunity for the student to:

- Develop and cost recipes.
- Identify basic principles of menu planning for commercial and/or institutional settings.
- Develop menus appropriate for commercial and/or institutional settings incorporating principles of menu development including nutritional, aesthetic, cultural, regional, and international preferences and financial considerations.
- Identify basic considerations in purchasing for commercial and/or institutional operations.
- Demonstrate an understanding of the terminology related to quantity food production and service.
- Develop methods and apply skills for forecasting in quantity food production.
• Apply skills for portion control for institutional and commercial operations.
• Identify and operate tools/equipment used in quantity food production and service.
• To plan a full service menu and forecast food production needs to implement the menu.
• To develop an awareness of cost and production controls through development and use of standardized recipes.
• To execute through lab participation the utilization of cooking principles, appropriate equipment, and adequate kitchen management of food production.
• To develop an awareness of food product quality standards that will be acceptable to the intended market.
• To develop an understanding of safe food handling procedures and practice the principles of serving safe food to the intended market.
• To develop managerial skills in personnel development, staff supervision, event marketing and promotion, food production, financial management, service, and guest relations.
• To engage in group activities while maintaining a professional relationship with instructor, classmates, and guests.

For additional information on meaningful and measurable learning outcomes see the assessment resource page [http://www.sfasu.edu/assessment/index.asp](http://www.sfasu.edu/assessment/index.asp).

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

**COOKING EXPERIENCE** – Each Lab section will research 9 cuisine styles and create 9 3-course meals related to the cuisine. The cuisine styles are Creole, Latin, Country Cooking, Cajun, Asian, African, Fusion, European, and Texas BBQ. The cuisine styles are very broad to allow for culinary freedom to explore more specific cuisines/cultures. Each week, the GM will organize his/her staff, appoint duties, delegate responsibilities, and follow-up on the execution. You will be graded each week based on group organization, group member peer review, customer feedback, Chef's review of the food, and your weekly report. Your weekly report will contain the menu, timeline and prep assignments, food cost analysis, grocery lists, and a group evaluation of the week. The Chef from each week will evaluate his/her staff and award up to 20 points per student based on performance, effort, timeliness, attitude, and professionalism. Each “employee” from that week will evaluate your Chef and award up to 20 points based on organization, attitude, effectiveness, tact, and ability to lead.

The breakdown for each week's grade is as follows:

- Organization, menu, recipes, timelines, food costs, and overall event evaluation – 20%
- GM/Staff peer review – 20%  Communication – 10%
- Reservations – 10%  Chef's Review of food – 20%
- Customer Feedback – 20 %

You will be expected to put in time outside of class to plan for these functions. It is imperative that we are prepared for these functions. These meals are a highlight of the department and will be visited by Administration from across campus. We also need to have the mentality that ALL of our guests are VIP’s!!

When it is not your week in the Culinary Café, you will be required to get production hours during lab time with the Lumberjack Express Mobile Food Lab or “Documented Home Meals” assignments for D2L.

**Service Learning Component- (Requirement is 6 hours) – 50 points**

In order to prepare competent professionals for a global society, the faculty of the hospitality program have implemented a service learning component across multiple courses. Students are required to sign up for APPROVED events outside of class time to fulfill this component. Hours will be documented by both the student and the approved site supervisor. See the Service Learning document in D2L.

Additional information will be given in class for specific event times and dates. 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.

**INSTRUCTIONAL STRATEGIES** – This class uses didactic (lecture) format with class discussions, group assignments, facility tours, hands-on experience, and web-based research.

**TECHNOLOGY** – Desire 2 Learn (D2L) will be used to post announcements, course grades, online assignments, and support information.
IV. Evaluation and Assessments (Grading):

<table>
<thead>
<tr>
<th>Component</th>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Learning</td>
<td>50</td>
<td>A 1012-1130</td>
</tr>
<tr>
<td>Lab Participation/Dress Code</td>
<td>180</td>
<td>B 899-1011</td>
</tr>
<tr>
<td>Weekly Meals</td>
<td>900</td>
<td>C 786-898</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1130</strong></td>
<td></td>
</tr>
</tbody>
</table>

V. Tentative Course Outline/Calendar:

Aug 24  Course Overview, Review of Meals, Expectations, Review Grading
    Assign Chefs, Explain Café and LEx, Chapter 1 – Intro to the Foodservice Industry, Menu Planning

Aug 31  Chapter 2 and Chapter 3
    Food Math, Menu Planning, Test Review (Plan menus for first 3 weeks)

Sept 7  Exam #1 (Ch 1-3)
    Chapter 4&5, Menu Planning (Plan menus for middle 3 weeks)

Sept 14 Chapter 6 and Chapter 7
    Tentative Knife Lab, Test Review (Plan menus for last 3 weeks)

Sept 21 Exam #2 (Ch 4-7)
    PowerPoint Presentations

Sept 28:30 Final Preparation
    CAJUN : EUROPEAN

Oct 5:7  Review, Evaluate, Planning (Internal Guest paper DUE Sunday, Oct 3 by 11:59pm!!!!!!)
    ASIAN : LATIN

    TEXAS BBQ : FUSION

    EUROPEAN : AFRICAN

Oct 26:28 Review, Evaluate, Planning
    LATIN : CREOLE

Nov 2:4  Review, Evaluate, Planning
    AFRICAN : COUNTRY COOKING

Nov 9:11 Review, Evaluate, Planning
    FUSION : CAJUN

Nov 16:18 Review, Evaluate, Planning
    CREOLE : ASIAN

Nov 23:25 No Class!!
    Happy Thanksgiving!!!

Nov 30: Dec 2 Review, Evaluate, Planning
    COUNTRY COOKING : TEXAS BBQ

   **FINI KITCHEN CLEANING - TUESDAY, DECEMBER 7, 2020, 10:30AM**

VI. Readings (Required and recommended—including texts, websites, articles, etc.):

**Recommended Textbook**

**Supplemental Textbooks**


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:

**Attendance:** Attendance is required in the lab component of RSTO 4204. Missed lab days will result in a ZERO for that day unless you make up the missed lab time with the “At-Home Meal” assignment.

The Lab component of the class also contains an Attendance/Lab Participation Grade. **Attendance for Lab days is MANDATORY. ALL STUDENTS ARE REQUIRED TO ATTEND ON LAB DAYS TO CONTRIBUTE TO THE MEAL EXPERIENCE FOR OUR GUESTS, AND THE ULTIMATE SUCCESS OF THE EVENT!**

**Class Attendance and Excused Absence: Policy 6.7**

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, 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 attendance and 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 attendance 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 excusables 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.
**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 students. 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:

- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment;
- 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 one’s own. Examples of plagiarism include, but are not limited to:

- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source;
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

**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.

If a student has been found guilty of academic dishonesty, a grade of "WP" or "WH" may be changed to "WF" at the discretion of the faculty member. In the case of a grade change to "WF", the course will not count towards the six course drop limit since the student is incurring an academic penalty.

**Student Code of Conduct: Policy 10.4**

Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter’s ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well. Engaging in physical violence of any nature against any person. This includes fighting; assaulting; battering; using a knife, gun, or other weapon; or acting in a manner that threatens or endangers the physical health or safety of any person or causes a reasonable apprehension of such harm.

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 Early Alert Program at SFA.
SFASU values students' mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
- SFASU Counseling Services
  - www.sfasu.edu/counselingservices
  - 3rd Floor Rusk Building
  - 936-468-2401
- SFASU Human Services Counseling Clinic
  - www.sfasu.edu/humanservices/139.asp
  - Human Services Room 202
  - 936-468-1041

Crisis Resources:
- Burke 24-hour crisis line 1(800) 392-8343
- Suicide Prevention Lifeline  1(800) 273-TALK (8255)
- Crisis Text Line:  Text HELLO to 741-741

Code of Ethics for the Texas Educator:

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen.


To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:

1. Candidates must undergo a criminal history background check prior to clinical teaching and prior to employment as an educator. The public school campuses are responsible for completing the criminal background check. A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a preliminary criminal history evaluation letter regarding the person's potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

   A Preliminary Criminal History Evaluation is a non-mandatory, non-binding evaluation of an individual's self-reported criminal history. In addition, the agency obtains your name-based Texas criminal history information. The service is provided to the requestor for a non-refundable fee. The requestor will receive an evaluation letter by email from agency staff advising of potential ineligibility for educator certification. You are eligible to request a Preliminary Criminal History Evaluation if:
   
   - You enrolled or planning to enroll in an educator preparation program or
   - You are planning to take a certification exam for initial educator certification, and
   - You have reason to believe that you may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

   You are not eligible for a preliminary evaluation of your criminal history if you do not have a conviction or deferred adjudication for a felony or misdemeanor offense.
In addition, you must complete the fingerprinting process when you apply for certification. Participation in the evaluation does not preclude you from submitting to a national criminal history review at the time you apply for your educator certification. Your criminal history will be reviewed and you may be subject to an investigation based on that criminal history, including any information you failed to submit for evaluation. Additional information can be found at https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/.

2. Provide one of the following primary ID documents: passport, driver’s license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at http://www.tx.nesinc.com/PageView.aspx?f=GEN_Tests.html. YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

For further information, contact the Office of Assessment and Accountability at 936-468-1282 or edprep@sfasu.edu.

IX. Other Relevant Course Information:

UNIFORM/SUPPLIES: All students in this class MUST have a PURPLE Chef’s Jacket, BLACK Chef’s Toque, Closed-Toe Black Slip-resistant shoes, Black Cotton Pants or Chef Pants, Instant Read Thermometer 0ºF-220ºF. (Masks are recommended indoors and when social distancing cannot be maintained.)

ALL UNIFORMS MUST BE CLEAN, IRONED/PRESSED, AND PROFESSIONAL IN APPEARANCE! You will be asked to leave if not, AND RECEIVE A ZERO (0) FOR THE DAY!

Chef supplies can be purchased at Jack Backers and B&N Bookstore

GENERAL INFORMATION

Arrive to class on time (to be on time is to be early!). Yes, you are expected to stay for the entire class. If you have to leave early, notify instructor as to the reason so you are excused and not marked absent.

Read chapters BEFORE class to enhance participation and contribute to the learning environment.

CELL PHONE USAGE IS PROHIBITED!! If you are caught texting (whether it is in front of me, under the desk, or however else you have perfected the Art of Texting), you will be asked to leave class and be marked absent. If you are waiting on an important call, let me know ahead of time, and step outside when you need to take the call. There will be times when I will allow the use of Smartphones, ipads, laptops, etc. to do internet searches during group time to research recipes, ingredients, etc. BUT I WILL LET YOU KNOW WHEN THOSE TIMES EXIST!!!

If you are absent and seek it to be excused, you must furnish a written excuse to me the next class period you attend. If I do not receive a written excuse, it will be counted as an unexcused absence. This is YOUR RESPONSIBILITY to keep track of!!

On Exam days, do not come to class wearing ball caps, trench coats, gloves, unnecessary Band-Aids, or anything else that can hide cheat sheets/slips. I’m not so far removed from college that I don’t know the tricks!!

You will need a calculator for this class. We will have food math exercises in class and on exams. Cell phone calculators ARE NOT ALLOWED for exams. WHY?? Because I know it is
easy to have Cheat Sheets on your NOTES App... You must supply a standard calculator for exams – **NO EXCEPTIONS**.

**Practice Food Safety, Fire Safety, and Sharps Safety at all times.**

**Do more than your fair share of cleaning! Clean as you go! No one wants to clean up after you!**

**Wash your hands properly and frequently!**

**IF IN DOUBT, PLEASE ASK!!!!**

**PROFESSIONAL STANDARDS**

Students should prepare themselves adequately for each semester. Professors are not able to provide effective student critique when student work is unavailable for review or student effort is lacking.

Students should maintain their individual work areas by returning materials to assigned/proper locations and leaving work stations clean and orderly.

Students are expected to work in the class area for the duration of the class period unless further instructions are provided by the professor.

Students should limit food or drink to the kitchen during non-lab days. Per University policy, food and drink are not allowed in University classrooms/labs.

Smoke breaks are not allowed. Per University policy, smoking is prohibited on SFA campus.

Students should exhibit professional courtesy and conduct. Examples include a positive work attitude, sensitivity to others, attentiveness, and cooperation.

Faculty are committed to provide information and prompt response to students on the web, return student work in a timely fashion, honored posted office hours, provide feedback on student progress, and work with field supervisors.

If student dissatisfaction arises, the student’s request for a private conference/phone call with the professor serves as the first step toward resolution.

**COVID 19 Statement:** As of August 1, 2021, campus has returned to normal operations; however, SFA strongly encourages all students, faculty, and staff to get vaccinated, wear a mask in public indoor settings, and maintain physical distance when possible (CDC recommends at least 6 feet or two arm lengths away). For more information you can visit [https://www.sfasu.edu/covid19](https://www.sfasu.edu/covid19)