

# Culinary Arts Practicum III Syllabus

**Course Number:** CA 103

**Length of Sessions:** 8 hours

**Class Meets:** Culinary Arts Kitchen

**Credits:** 8

**Time:** 7am-2pm

**Number of Weeks:** 10

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**PRACTICUM DESCRIPTION:** In Culinary Labs classes you will learn professional work procedures including proper sanitation practices, appropriate use of equipment, customer service, business and cost management, and maintaining a cooperative work environment. You will produce varied cuisines of outstanding taste, appearance, and presentation while meeting production and profitability guidelines. Lab classes are designed to simulate conditions and requirements of food service employment. As in employment, promptness, dependability and preparedness are essential.

**CLASS DESCRIPTION/OUTCOMES:** Upon successful completion of this course, students will have a working knowledge of these three Kitchens:

**Bakery:** Explore the preparation of cakes and pastry through a hands on course with emphasis on composed pastries and cakes. Includes experimentation, cooking, and tasting unfamiliar dishes and ingredients in a hands-on environment.

[Bakery Syllabus](#)

**Quantity:** In this class we focus on the hot side of the kitchen with an emphasis on classic culinary applications, proper safety and sanitation procedures, and knife skills.

[Quantity Syllabus](#)

**Pantry:** Pantry lab focuses on the production of food that is served cold. You will learn techniques, theories, methods and vocabulary for producing a variety of dishes and components including; salads, dressings, appetizers, sandwiches, beans and grains, seafood and cheeses. You will learn about working with and preparing fresh fruits and vegetables and about variety and quality in fruit and vegetable selection by becoming more familiar with what is available locally and in season.

[Pantry Syllabus](#)

## **GRADING**

### **Daily Performance**

Students will be graded daily on the following criteria:

Professionalism -	25pts
Time Management -	15pts
Execution -	20pts
Final Product -	10pts

Depending on your kitchen, your “lab percentage” will vary, please be sure and *read your syllabus* for each kitchen so you are aware of your grade break down.

At the end of each Term your Final will consist of either a Written Final, a Practical Final or both, you will also find this information in your Kitchen Syllabus (attached above) which varies from kitchen to kitchen.

In order to receive your Final Grade and as part of your Final Grade, you will be responsible for coming in on the last day of the Term and participating in cleaning the kitchen with the rest of your peers. This date will be posted in the kitchen and is MANDATORY!

### **Continuing on to Second Year**

Only the top 16 students from the 1st year will continue on to the 2nd year. In order to continue on in the program, you are evaluated on the following:

\*\*\*Must have a “B” or above average in all 3 Practicums

\*\*\*Must have outstanding attendance

\*\*\*Must show outstanding Professionalism in the kitchen

\*\*\*Must show outstanding team and leadership skills

If we find that we have more than 16 students that meet this criteria, we will look at your overall *Culinary GPA*. For example, your grades in your Culinary electives, your Culinary math class, etc.

## **CULINARY LAB ATTENDANCE POLICY**

In order to acquire the skills needed to progress in the Culinary Arts Program at Linn-Benton Community College, each student must be present daily. Attendance is mandatory and integral for learning and thereby grading.

### **Absence**

Students who miss class must email by 6:30 AM, on or prior to the day of absence, to gain the opportunity to make up points for that day. If students choose not to email the correct person, by the correct time, they will lose the option to make up ANY points for the day.

Students who are sent home by any instructor, for any reason including attitude, safety, or failure to follow directions are not able to make up points for that day. Chefs can choose to give partial credit, or no credit for that student, with no option to make up the points.

Students may not send a message through anyone that they will be absent. This will be treated as a no call/no show, and no point make up will be allowed. The only approved channel for communication is email.

### **Make-Up**

Students who give prior notice of absence or who email by 6:30 AM on the day of said absence, may check with their Chef Instructor if they are eligible for a “Lab Make-Up Day.” Make-up points will be awarded on a sliding scale as detailed below:

90%	First Absence
60%	Second Absence
10%	Third Absence

In order to be considered for a “Lab Make-Up Day,” first check with your Chef Instructor if you are eligible. Pending approval, you must fill out a “Lab Make-Up Day Request.” Students may make-up approved absences only in the term in which the absence takes place and the day of make-up must be scheduled with your instructor ***within seven days of returning from an absence***, with no exceptions. This ensures that make-up skills and work are commensurate with activities missed on day(s) of absence, and that there is space for others to have make-up days.

Make-up days are a courtesy to students and will be done on a space/time available basis. There is no guarantee a make-up day/time will be available.

**If a student misses four days in a single term, the student will automatically receive a failing grade and will be dismissed from the program.**

**If a student misses seven days in a single school year, the student will automatically receive a failing grade and will be dismissed from the program.**

### **Exceptions**

In the case of extenuating circumstances such as serious illness (with doctor’s note), close family death, or birth of a child, students may be granted an exception and will need to petition the Department Chairs in order to continue in the program.

### **Petition Process**

Before the student will be allowed to continue in the term, the student must petition for an exception. The petition must include:

- Reason for absence - proof of circumstances/a doctor’s note may be required
- A written plan of how skills missed will be made up, including a schedule and date by which the make-up is to be completed

This agreement must be agreed to and signed by the student, Chef Instructor, and Department Chairs and successfully completed to stay in the program.

### **Tardiness**

Each student must be present, dressed in a clean complete uniform, and prepared for class at the designated start time, 7 am. 8am for the dining room servers and manager. If any of this criteria is not met, an instructor can mark a student tardy. 5pts will be deducted in professionalism for every minute you are late. If you are tardy 3 days, the fourth will be an unexcused absence, you will receive a zero for the day and will not be allowed to make the day up.

Please call your instructor or the kitchen phone at 541-917-4396 if you will be tardy and have extenuating circumstances.

**Kitchen Attire:** Students will be cooking in a professional commercial kitchen. The following is required kitchen attire:

- Chef jacket, clean, stain free
- Chef pants, clean, checked hounds tooth
- Chef cap, white
- Apron, clean, white, provided by school linens
- Closed-toed/non-slip shoes, black.
- No jewelry on the hands, fingers or wrists. To include but not limited to watches, bracelets, and rings.
- Physical Hygiene will be highly prioritized, hair must be washed and kept neat, long hair restrained & pulled back, deodorant must be worn -- *please avoid strong smelling colognes, lotions & perfumes.*

**Kitchen Equipment:** You will be exposed to commercial kitchen equipment that is used for College Food Service and the Culinary Arts program. Students will be instructed how to properly use equipment, knives, utensils, etc. If you are unsure or uncomfortable utilizing a specific piece of equipment, please consult your instructor immediately to avoid mishandling and equipment malfunction.

### **LBCC Comprehensive Statement of Nondiscrimination:**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information, see Board Policy BP-1015.