

INTRODUCTION TO PROFESSIONAL FOOD PREPARATION

HMGT 1470

COURSE SYLLABUS, Spring 2016

INSTRUCTOR: Jodi Lee Duryea
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REQUIRED TEXT: Professional Cooking 8th edition, by W. Gisslen, Wiley & Sons 2014.

ONLINE COMPONENT: <http://learn.unt.edu>

CLASS MEETINGS: Lecture: Monday 10:00am-11:50am PEB 216 Monday 2:00 – 3:50 pm CHEM 352 Lab: Wednesday 9:00- 11:50 am CHIL 322 Thursday 9:30am -12:20 CHIL 322 Thursday 2:00- 4:50 pm CHIL 322 Friday 9:00am-11:50 am CHIL 322	OFFICE HOURS: Monday 9:00-10:00 am Tuesday 1:00-2:00 pm or by appointment Wednesday 1:00- 2:00pm Thursday 1:00- 2:00pm Friday 8:00-8:50 am Or by appointment.
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REQUIRED SUPPLIES: Lab Uniform

1. **White** chef hat***prefer the white skull cap but if it doesn't fit get the classic chef hat.
2. **White** chef coat*** with your **first and last** name monogramed or iron-on left side over pocket
3. White & black checkered or black cook's pants***
4. Green Bibb apron with our HTM logo on it.

*** These items can purchase online at

<http://www.chefuniformsofdallas.com>

1. Click on the blue LOGIN button at the bottom of the page
2. This link takes you to the Welcome Preferred Customer Login page – type unt as your password
3. This will take you to your store
4. Shop and purchase what you need and upon checkout you will be asked to set up an account or login into an existing account

Or go directly to Leonard Sloan in Dallas call for appointment!

Or Barnes & Noble or Voertman's bookstores will also have the uniform and apron. They will not be able to put your name on it so you will have to make other arrangements. Off the Cuff in Denton will monogram for you but you must give them a week to do it.

You will also need:

1. Socks
2. Black, rubber soled, closed toe shoes **non-slip and oil resistant** (No ballet type flats)
3. # 2 pencils for exams
4. Calculator
5. Notebook or note pad

PREREQUISITE: HMGT 1420 Food Sanitation must have been taken prior to this class or may be taken along with this class.

Learning Outcomes: The student will be able to:
Identify the basic food preparation principles and techniques used in hotels, restaurants, clubs, fast-food franchises and institutional feeding establishments.
Explain the terminology associated with food preparation and service.
Analyze the basic food science principles that affect the outcome of the finished food product.
Identify some of the factors that affect preparation planning.
Identify levels of quality in food products and distinguish differences.
Implement correct sanitation procedures.
Demonstrate correct sanitary and safety procedures when handling food products, utensils and equipment.
Demonstrate correct knife skills.
Demonstrate correct procedures for using utensils and equipment and for basic food preparation techniques.
Develop a professional attitude about the workplace.
Demonstrate socially responsible behavior in the lab.

COURSE ADMINISTRATION:	
ATTENDANCE:	
PARTICIPATION	Participation will be evaluated based on attendance and participation in class discussions. Unexcused absences will result in a loss of participation grade. Students are expected to come to class prepared and will be evaluated on contributions made to class discussions.
LECTURE ATTENDANCE:	Attendance will be taken throughout the semester. This is not a correspondence course. You need to be here. Lectures will often include material beyond the scope of the text. Therefore, attending classes will be the best way to assure learning of all topics discussed. Your participation score is based on your participation in lecture.
LAB ATTENDANCE:	Attendance is required. There will be no make-up for laboratories past the week of the scheduled lab. If the student contacts me and has a valid excuse they maybe allowed a make up lab scheduled at a different time during the same week. One laboratory grade will not count against the student to cover a documented emergency or illness and the instructor must be contacted before or by the following class period. Please provide copies of documented material for excused absences. Students not missing any laboratories will earn up to 15 extra points. Please be aware that even an excused absence means a loss of points!
TARDINESS:	Tardiness often results in missed announcements and disrupts the class. Furthermore, it is essential that students arrive to lab sessions promptly to receive instructions. Each student is assigned to a lab station with another student as a team. Tardiness and absenteeism puts your lab partner at a disadvantage in this team effort. *Students will lose up to 5 points for being more than 5 minutes late to lab each time they are late.
POLICY ON ATTENDANCE:	Written documentation of excused absences must be presented to the instructor. Three (3) unexcused absences (including both lecture and lab) will have an adverse effect on your grade. It will be very difficult to pass the class if a student misses more then three labs. Read the current Student Handbook for more information.

STUDENT COURSE RESPONSIBILITIES AND PROCEDURES:	
TEXTBOOK AND LAB Recipes:	Textbook, power points and lab recipes should be brought to each lecture. There will be references and assignments from the book in lecture and lab.
RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Students will be responsible for all material presented in lecture, lab, and what is specified in the textbook and on black board. 2. All exams must be taken when scheduled. 3. All assignments must be turned in on time to receive credit. Late, unexcused assignments will not receive credit. Student will lose 15% for every day late. 4. It is the student's responsibility to seek help when problems with the course arise. Please come by and see the instructor as soon as you experience a problem.
LAB REQUIREMENTS:	<ol style="list-style-type: none"> 1. All students MUST wear the required uniform in the food laboratory (see supplies). Please come to lab dressed in uniform, there are lockers to store your items in during the lab. Please limit jewelry to a watch and smooth rings. Necklaces, if worn, must remain inside chef's coat. Hair must be Completely restrained and bangs must be kept under hat. Part of your lab grade is coming in proper uniform. Please bring a lock with you for the lab.
Hand Washing:	<ol style="list-style-type: none"> 2. Always wash hands with soap and water before working with food, after each time the restroom is visited and after any cough or sneeze. (Please leave the food prep area if you must cough or sneeze or if you are ill.)
LAB CLEAN UP DUTY:	<p>Each student is required to clean and return all articles used in the lab to storage. Make sure your station is clean and in order. For every lab each station will be assigned a specific clean-up duty in addition to cleaning their station. A clean-up schedule will be posted. NO ONE WILL LEAVE THE LAB UNTIL THE CLEAN UP OF THE INDIVIDUAL STATION AND SPECIFIC DUTY HAS BEEN COMPLETED. NO ONE IS TO LEAVE THE LAB UNTIL DISMISSED BY THE INSTRUCTOR.</p> <p>Do Not change until you have been dismissed.</p>
Decorum in Classroom and Lab:	Cell phones should be turned off, unless special exceptions are made with the Instructor. Language and dress are expected to be clean and appropriate. Help each other to finish on time and during cleanup.
Beverages	You may bring non-alcoholic beverages to lab and lecture. They must be in closed, non-breakable re-usable containers. No disposable drink containers will be allowed in the kitchen.

GRADING CRITERIA		
Assignment/activity	Total grade	Your score
Participation in lecture	30	
Three (3) Major Exams @ 100 pts. each	100	
	100	
	100	
Final exam	150	
Assignments (variable points)		
Conversion Assignment	15	
Costing Assignment	20	
Spring Break Assignment	20	
Quiz grades	125	
Lab Grades	180	
Extra Credit	-----	
TOTAL		

EXPLANATION OF GRADING CRITERIA	
Chapter Exams	Chapter material from the book along with any other material covered in class from lecture, guest speakers, video, etc. is testable.
Final Exam	It is comprehensive covering material over the entire course.
Assignments	Written or worksheet assignments will be given periodically throughout the semester. Points for each assignment will vary.
Quizzes	Every chapter will have a short quiz. The quizzes must be taken the week they are lectured on. Each quiz will be available the week that we go over the material in class and must be taken by that Sunday at midnight on Blackboard. The quizzes will be worth 5 points each and the lowest three will be dropped. There will be approximately 28 quizzes worth 5 points each.
Laboratory Grade	This grade is based upon knowledge of your recipe, timeliness, participation and attitude in lab, and completion of cleaning duties. You must arrive on time and be dressed for lab. Each lab (11-12 total) is worth 15 points.

	<p>*** You must have your complete uniform on at the beginning of lab. If you do not have your hat, a hairnet will be provided. Only a chef's hat or hairnet will be worn in lab!!!! 5 points will be deducted from your lab score if proper uniform is not worn during lab. 1 point for each item not worn including not having your hat.</p>
	<p>Part of everyone's grade is recycling, using older but still good items before the new, cleaning, and generally showing a responsible attitude towards the day's production.</p>
Production Schedule	<p>You will complete a production schedule based on the recipes assigned to you for each lab period. Read recipes carefully and then coordinate your time in lab with the steps in the different recipes.</p> <p>Be sure to reference the page number in the text book with the techniques that will be used and a similar recipe or the technique if there isn't an exact recipe in the book.</p> <p>Reading the techniques discussed in the book will make applying them in lab much more effective. Watching YouTube videos on Blackboard will help your day go more smoothly.</p> <p>The production sheet must be completed <u>before</u> you come to lab. The instructor will check the production sheet. 5 Points will be deducted for not having this ready from your lab grade.</p>
Extra Credit	<p>There is a possibility of extra points for the following:</p> <ul style="list-style-type: none"> • Attending one lunch at the Club at the Gateway center. Bring receipt for credit. Reservation must be made by going to the CMHT website and clicking on the Club at the Gateway center. Cash only or tickets – No credit cards accepted. • Career Expo March 10th, 2016 12:30-4:00pm

TENTATIVE SCHEDULE FOR HMG 1470.001, 002, 301, 302, 303, & 305		
(Lecture or an equivalent will follow each exam).		
DATE	CHAPTER	TOPIC
January 19	No Class	
January 20-22	1 & 2	Intro. To Class, Professionalism and history, Sanitation and Safety
January 25	3, 4 and Recipe Costing Power Point	Tools and Equipment, recipes and cost management, Conversions
January 27-29	Conversion due , Costing,6	Basic Cooking Principles, Menus,
February 1	7,8 Costing Due	Stocks, Sauces and Mise en Place
February 3-5	Mise en Place Lab Begins: Must have complete uniform	
Feb 8	21	Salads & Mayonnaise
Feb 10-12	Lab: Salads	
Feb 15	9,12 Exam #1/ lecture after exam! (Ch. 1,2,3,4,6,7,8&21)	Soups and Potatoes
Feb 17-19	Lab: Soups	
Feb 22	24,25	Dairy Products (25) Breakfast prep (24)
Feb 24-26	Lab: Eggs, Dairy	
Feb 29	10,11,13	Vegetables, and Starches
March 2-4	Lab: Vegetables and Starches	
March 7	17,18 Exam #2/ Ch. 9,10,11,12,13,24 & 25	Poultry
March 9-11	Lab: Combination methods, Poultry, root vegetable and Whole Grains	
March 14-18	No Classes- Spring Break	
March 21	14,15,16	Meat
March 23-25	Lab: Dry heat methods, Meat, green leafy vegetables and Potatoes	
March 28	19,20	Fish & Shellfish

March 30,31 April 1	Lab: Poaching and steaming Fish & Shellfish, rice pilaf & risotto and vegetables/legumes	
April 4	30,32	Intro to Bakeshop Quick Breads
April 6-8	Lab: Quick Breads	
April 11	31 Exam #3 (Ch. 14-20)	Yeast Breads
April 13-15	Lab: Yeast Breads	
April 18	35,36	Pies, Custards
April 20-22	Lab: Pies & custards	
April 25	33	Cakes, & Frostings
April 27-29	Lab: Cakes and Frostings and vegetable meatballs Friday lab will do Mandatory clean up, do not miss and expect to stay longer.	
May 2	Review for final. Bring your favorite food to class.	Monday lectures will meet in LAB!!!!
May 4-5	Mandatory Clean-up lab.	Incomplete will be given to those that do not attend unless you have earned an "F"
Monday 10 am lecture will be Saturday May 7th from 8-10 am Monday 2pm lecture will be Monday May 9 th from 1:30-3:30pm	Final Exam	

This schedule may change or be rearranged due to guest speaker opportunities, additional information or other unforeseen conflicts.

This class is a great way to learn some basic cooking skills that will be useful for the rest of your lives. I am here to encourage you and am available for help. Please contact me if I can be of assistance.

College of Merchandising, Hospitality & Tourism
Syllabus Statements
Spring 2016

Do you want to graduate on time?

A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions. Advisors help you sequence courses correctly to delay graduation. Ultimately, it is a student's responsibility to ensure they have met all prerequisites before enrolling in a class. Students who have not met prerequisites will not be allowed to remain in a course. Once classes begin, students often have few, if any, options for adding a different course, which can be an issue for financial aid.

Have you met with your advisor?

ALL students should meet with their Academic Advisor at least one time per semester (Fall & Spring). All pre-majors MUST meet with their Academic Advisor to receive an advising code to register for classes each semester. Update your degree plan regularly to stay on track for a timely graduation.

Advising Contact Information (Chilton Hall 385 – 940.565.4635)

Merchandising A-K	Shannon Selby
Merchandising L-Z	Brittany Barrett
Hospitality Management A-K	Jaymi Wenzel
Hospitality Management L-Z	Philip Aguinaga, M.Ed.
Kelly Ayers, M.Ed.	Home Furnishings & Digital Retailing

Could you be dropped?

It is imperative that students have paid for all enrolled classes. **Please check your online schedule daily through the 12th class day (Feb 1, 2016) to insure you have not been dropped for non-payment of any amount.** Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, parking fees, etc. **CMHT will not be able to reinstate students for any reason after the 12th class day regardless of situation.** It is the student's responsibility to ensure all payments have been made.

Are you receiving financial aid?

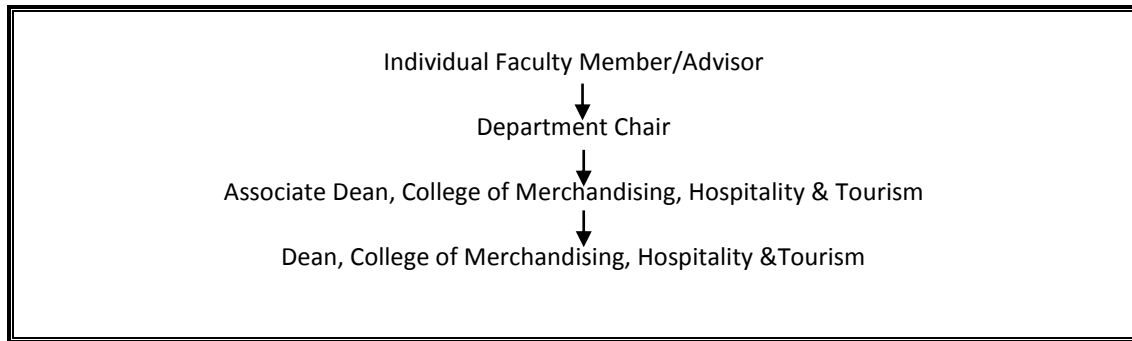
A student must maintain Satisfactory Academic Progress (SAP) to continue receiving financial aid by maintaining a minimum 2.0 cumulative GPA and successfully completing the required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility.

Do you know these important dates in Spring 2016?

Jan 19	Classes begin
Feb 1	Last day to add a class (deadline 4:30 pm)
Feb 2	Beginning this date a student who wishes to drop a course must first receive written consent of the instructor.
Feb 26	Last day to drop a course or withdraw with a grade of W for courses student is not passing. After this date a grade of WF may be recorded.
Mar 14 - 20	Spring Break
May 5	Last class day
May 6	Reading Day (no class)
May 7-13	Final Exams (<i>Exams begin on Saturday and end on Thursday</i>)
May 13-14	Commencement (5/13 – Graduate, 5/14 – Undergraduate)

Do you know who to contact for a course-related or advising issue?

Understanding the academic organizational structure is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined below:



Do you require special accommodations?

The University of North Texas and the College of Merchandising, Hospitality and Tourism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

Are you aware of safety regulations?

Students are urged to use proper safety procedures and guidelines. In lab sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

Do you know the penalties of academic dishonesty?

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without*

full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook. [If caught doing any of this, I will fail you and report you to student affairs, our Chair and Dean.](#)

Do you meet ALL expectations for being enrolled in a course?

Students are expected to be respectful of others, i.e., other students and faculty. Behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and may be referred to the Dean of Students for possible violation of the Code of Student Conduct. UNT's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students will be held accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

What is SPOT?

The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey at the end of the semester gives students the opportunity to comment on how the course is taught. Student feedback is important and is essential as we strive for excellence.

Do you know the date/time of the final exam in this course?

Final exams or other appropriate end of semester evaluation will be administered at the designated times during the final week of each long semester and during the specified day of each summer term. *Please check the calendar early in the semester to avoid any schedule conflicts.*

Are you thinking about dropping course?

A decision to drop a course may affect your current and future financial aid eligibility. Visit <http://financial.aid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. Talk to your academic advisor or Student Financial Aid if you think about dropping a course.

A student needing to drop an online course should send their instructor an email with their name, student ID#, reason for dropping a course, and date you are sending the email. This *must be done prior to the UNT deadline to drop a course.*

If approved, the instructor will contact the Director of CMHT Advising in Chilton 385 where you may obtain a signed drop form. **It is your responsibility to turn in the completed drop slip to the UNT Registrar's office before the deadline to make sure you have been dropped from the course with a "W".** If you are taking only online courses and your instructor approves the drop, please contact the CMHT Director of Advising for instructions.

Do you know what you may be missing?

Your access point for business and academic services at UNT occurs within the my.unt.edu site www.my.unt.edu. If you do not regularly check EagleConnect or link it to your favorite e-mail account, please do so to learn about job and internship opportunities, CMHT events, scholarships, and other important information. The website that explains Eagle Connect and how to forward your email: <http://eagleconnect.unt.edu/>

Are you considering transferring a course to meet UNT degree requirements?

Any CMHT equivalent course from another university must receive prior approval from the CMHT academic advisor to insure that all CMHT degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence must have prior advisor approval.

Are you an F-1 visa holder?

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component must be approved in advance by the instructor and can include activities such as taking an on-campus exam, participating in multiple on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

Do you know what to do in an emergency or UNT closure?

UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students.

Please make certain to update your phone numbers at www.my.unt.edu. Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, your instructor will communicate with you through Blackboard regarding assignments, exams, field trips, and other items that may be impacted by the closure.

In the event of a university closure your instructor will message you through Blackboard to communicate with you assignments, homework, etc.