



Garde Manger Syllabus

Fall Semester 2017 Wednesday 1:30-5:30pm

Instructor Information

Instructor
Chef Kaeley Rasha Thomas

Email
kthomas@ntcc.edu

Office Location & Hours
Culinary Arts School
Tuesday @ 9 am or Wed@ 1:00 pm
Thursday@ 1:00 pm or by appointment
only. Thanks !

General Information

Description

Students will study of the development of the cold kitchen and how the garde kitchen came about and is still used today.

Expectations and Goals

- Complete understanding and production of the following items in a cold kitchen:
 - Cold sauces and soups
 - Salads
 - Sandwiches
 - Cured and smoked foods
 - Sausage
 - Pates, terrines, galantines, and roulades
 - Cheese
 - Appetizers and Hors d'Oeuvres
 - Platter/Table presentations
 - Farm to table concepts

Course Materials

Required Materials

Dress Code for all Culinary Department Classes – please arrive at class in uniform. No students will be permitted in the lab/class without proper uniform. Any missing item will result in loss of uniform points

No exceptions.

Uniform is as follows:

- CLEAN Chef Coat
- CLEAN Chef checkered black and white Pants
- CLEAN Chef Hat & non-slip Shoes

Equipment Needed for this class:

- Knife Kit, Notebook, Pens/Pencils, Sheet Protectors, Spiral/Tablet, notecards, sharpie and a thermometer

Optional Materials

- Some students like to keep a bleach pen and super glue in their knife kits.

Required Text

Textbook: Garde Manger: The Art and Craft of the Cold Kitchen 4th edition ISBN: 10: 0470587806

Additional Information and Resources

Grading:

Quizzes: 20%

Homework: 20%

Daily Grade/Attendance: 20%

Exams: 20%

Projects: 20%

The grading scale below will be used to determine your final grade.

90-100	A
80-89	B
70-79	C
60-69	D
59 & below	F

Quizzes and Homework: There will be written and oral quizzes and homework throughout the semester. These will be announced and unannounced. Your lab uniform line-up is also part of this grade. We will discuss all homework due dates and times prior to turning them in. Some assignments will require more class time and therefore will be finished during the following lecture class.

Practical: Students will be required to test their skills on their own during two of these hands-on tests. THESE CAN NOT BE MADE UP. The practical goes with your written mid-term and written final for those respective grades.

Class Participation: Class participation is based on attendance, discussion, and participation. There will be no makeup days for class participation. Class attendance is required. If you have more than three unexcused absences, you should consult with me about your grade. Anyone who wishes to withdraw from class must take the responsibility to formally drop with the Registrar; otherwise a failing grade will be given.

PORTFOLIO INSTRUCTIONS:

Comprehensive notebooks are to be kept throughout the semester. Pictures of finished recipes and complete dishes are encouraged. This notebook is for you, it will contain everything you learn in this class and will be a valuable tool for you to have in the future.

- Each student will keep a extensive notebook for this class
- Notebook is to be turned in on Monday during the week of Friends and Family
 - No late notebooks will be accepted, failure to turn in notebook will result in a grade of ZERO.
- Notebook is to include:
 - Title Page (Your name & Class Name)
 - Class Notes (your notes, not someone else's!) typed or hand written
 - All recipes and pictures (CLEAN!) with notes on back, or attached
 - All recipes should have grade you received in the top right corner
 - Pictures should be with or right behind recipe
 - All Class Handouts
 - All quizzes/tests
 - All homework not related/attached to recipes
 - All sections should be separated and labeled

Lab Clean-Up

All students are expected to participate in class/lab clean up. You are responsible for your tools, dishes and area during production; once graded, you are expected to help out in the clean-up process.

- All dishes/pots and pans/bowls/utensils will be washed, dried and stored properly.
- All equipment will be cleaned and wiped down with sanitizing solution.
- All small parts will be stored with their accompanying equipment (lid/blades with the processor, etc.)
- Floors will be thoroughly swept, trash bagged and removed to the outside bins, then mopping. Mopping will be final activity before class dismissal.
- Dirty towels will be placed in washing machine
- Failure to participate actively in clean-up will result in a zero-grade for the day.
- Our profession is one based on tradition and respect. Respect your instructor, your chefmates, your kitchen and most of all, respect yourself.

Lab etiquette:

In addition to having all recipes and equipment you will need to abide by the following kitchen policies:

- No jewelry except a wedding ring (absolutely no facial piercings and only one small pair of earrings such as studs –male or female)
- Clean shaven faces only

- Students hair must be restrained (no pieces hanging out in front)
- No long or fake or painted finger nails
- Students top button must be buttoned in the kitchen
- Personal hygiene is a must! We work in small spaces.
- Proper shoes must be worn in the kitchen with socks. This is for safety and hygiene and is a must!

*****These are the most broken rules and the most watched for now. When you enter the kitchen each time you will wash your hands, line up in front of the pan and spice racks, present your recipes and be ready for inspection. Any student not in compliance with kitchen rules and or not ready for class will get one warning to go and correct the situation (if it can be correctly right then it should be) and if not corrected the student will be asked politely to leave the kitchen. Please be advised that this action will result in zeros for the day that CAN NOT be made up.

ADA Statement

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook.

Family Educational Rights And Privacy Act (Ferpa): The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Academic Honesty

All forms of academic dishonesty including cheating on tests, plagiarism, collusion, and falsification of information call for discipline.

Cheating on tests is defined to include the following:

- Copying from another student's paper;
- Using materials during a test not authorized by the person giving the test;
- Collaborating with any other person during the test without permission;
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the content of tests not yet administered;
- Bribing any other person to obtain tests or information about tests;
- Substituting for another student or permitting any other person to substitute for one.

Plagiarism is defined as the appropriation of any person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

Collusion is defined as the unauthorized collaboration with any person in preparing work offered for credit.