

Dining Room Services Syllabus

Fall Semester 2017 Tuesday's 9:30-11:50

Instructor Information

Instructor

Chef Kat Miller-Hays

Email

kmillerhays@ntcc.edu

Office Location & Hours

Culinary Arts School
M & R - 9 a.m. - 1:30
T, W & F by appointment only. Thanks

General Information

Description

Students will learn the complete ins and outs of the professional set-up and service of any dining experience.

Expectations and Goals

- Learn and manage the Matre'd, host/hostess positions
- Learn for set and serve tables in various settings with varying degrees of formality
- Learn wine, beer and spirits services and makings
- Bartending
- Blending Front of the house and Back of the house

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 Pants
- CLEAN Chef Hat & Kitchen Shoes (NO GARDEN CROCKS)

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.
- Additional text: The Deluxe Food Lover's Companion by Sharon Tyler Herbst and Ron Herbst (this is not required but is very helpful. It's about 10 bucks and has 6,700 food definitions)

Required Text

Textbook: Restaurant Service Basics 2nd edition by Sondra J. Dahmer & Kurt W. Kahl ISBN978-0-470-10785-0

Additional Information and Resources

Grading:

Quizzes: 20%

Class Participation: 40%

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.

Projects: Students will be required to produce 3 projects during the semester that all correlate to each other. The projects are as follows: Dream up your own place of food business:

1. Napkin fold project: the student will bring a napkin that matches their restaurant and demonstrate their napkin fold design.
2. Menu Project: students will design and create a full menu with the restaurant style of their choosing.
3. Restaurant Blue Print/layout: students will design and create a restaurant based on the menu that was previously made and present to the class why their place will be successful based on the demographics of their fictional address.

DISCLAIMER: These 3 Projects will not be accepted late or be made up. You are getting this information weeks in advance so please use it wisely! The projects will become due in the order they are listed with the first one due on or about week 3 or 4. You will have sufficient notice. -Chef K

Class Participation: Class participation is based on attendance, discussion, and participation of the events that are held throughout the semester. 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.

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.