

Dining Room Service
CHEF – RSTO1204
Tuesday 9:00 a.m. – 11:50 a.m.
Culinary Arts School
Northeast Texas Community College
Course Syllabus

Professor: Chef Kat Miller-Hays

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Course Description The complete ins and outs to the professional set-up of any dining experience.

Learning Outcomes The outcome for this course is to cover all aspects of the front of the house from table settings to customers and everything in between.

Textbook Service Basics

Teaching Methods & Expectations

- Please come to class with a positive attitude to ensure success in the classroom and lab. Come prepared for class – this is a college course. Class participation is a must and is an integral part of your grade.
- **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.
 - **CLEAN** Chef Coat
 - **CLEAN** Chef Pant
 - **CLEAN** Chef Hat & Kitchen Shoes
 - Knife Kit
- **Equipment Needed** for this class:
 - Knife Kit, Notebook, Pens/Pencils, Knife-Kit
- **Lab Demonstrations**
 - Lab demonstrations will be given before and during class. All students are to be present for demonstrations when announced.

- It is your responsibility to take notes during demonstrations – pop quizzes may be given over demonstrations with no prior notice.
- No demonstrations will be made up for absent students.
- No demonstrations will be scheduled during assigned breaks.
- **Breaks**
 - Instructor will give assigned breaks during class/lab time.
 - Additional breaks will be granted at instructor's discretion.
 - Smoke Breaks will be given at instructor's discretion.
 - Smoking protocol: Remove jacket and leave INSIDE. Smoking is to be done in designated areas ONLY. Upon return from smoke break, promptly wash hands AND face to remove odor and nicotine from both.
- **Absences**

Not here, I can't teach you. Talk to me privately on serious situations.
- **Homework Assignments** are due at the beginning of class and should be turned in at the podium upon entry to class.
- **Tardy/Leaving Early**
 - Student will be counted T/LE:
 - After the door to the classroom is closed.
 - Instruction has begun.
 - Leaving class or lab early/before instructor has announced dismissal.
 - Three (3) T/LE marks will be counted as an Unexcused Absence.
 - Check above time for class; know when you are expected to be in class!
- **Class Disruptions**
 - Cell phone usage is not permitted during class. Cell phone violators will have the device confiscated for the remainder of class time. Cell phones are not permitted in the lab at any time.
 - **For Testing**: All cell phones will be placed on podium table/instructor table until test is complete.
 - Excessive talking and profanity will not be tolerated at any time in class/lab.

Classroom Cleanup:

Our classroom is a direct reflection of our school. At the end of every class:

- All chairs pushed under the table in a neat fashion
- All trash/debris in trashcans
- Student lecture board is cleaned/wiped down

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.

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.

NTCC CATALOG NOTIFICATION:

"All students attending NTCC Culinary Arts, regardless of the time and location of the class, must abide by the rules and regulations outlined in the current Catalog/Student Handbook. A copy of the Catalog/Handbook and the Timetable of Classes may be obtained from the

admissions office on the main campus or at any of our off-campus sites. You may also access the Catalog/Handbook on-line at the following web address: <http://www.ntcc.edu/catalog>” Students should attend the first day of class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class.

“Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook.”

Plagiarism, cheating and other forms of academic dishonesty are prohibited.

Grading:

The grading system is one based on points. Every item/assignment/quiz/test/project will have a point value assigned to it. Your grade at the end of the semester will be the total point value you have received for all items in the semester. Point values will be as follows:

A = 90 – 100

B = 80 – 89.9

C = 70 – 79.9

D = 60 – 69.9

F = 0 – 59.9

Class Project Expectations:

This class will have several projects some of which are not during class times. You will be graded on these projects by attendance and participation. This class does not have a portfolio.

Dining Room Service Syllabus:

I _____ received this syllabus for the class
Dining Room Services for Spring 2016.

Please sign this page and return to instructor.