

Dining Room Services Syllabus

Fall Semester 2018 Tuesday's 9:00-11:50

Instructor Information

Instructor
Chef Kaely Rasha Thomas

Email
Kthomas@ntcc.edu

Office Location & Hours
Culinary Arts School
Tuesday @ 9am or Wed @ 1:00 pm
Thursday @ 1:00pm or 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 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 checkered black and white Pants
- CLEAN Chef Hat & Non-slip 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.

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%

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.

Projects: Students will be assigned special projects as the semester progresses. You will have sufficient notice to work on these.

Daily Grade/Attendance: Grade is based on daily attendance, discussion, and being prepared for the lesson and participation of the events that are held throughout the semester. There will be no makeup days for daily grade or attendance. 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 in 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.