

**Catering-2307**  
**Chef Bren Young**  
**Northeast Texas Community College**  
**NTCC Culinary Arts, Pittsburg, Texas**  
**Office phone: (903) 434-8333**

**TYPE OF COURSE: LAB/ THEORY CREDIT HOURS: 3**

**Professor:** Chef Bren Young phone (903) 434-8392

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Instructor's Office Hours: Immediately after class: other times by appointment

**Required text and uniform/materials:** Professional Cooking Gisslen  
ISBN 0470197528

**UNIFORM:** Dept. approved clean BUTTONED chef jackets, chef checkered pants, chef hat, knife kit, slip resistant shoes, instant read thermometer, clean shaven faces only and all hair should be restrained under hat. No nail polish, fake nails or perfume is allowed! No facial jewelry and only stud ear-rings may be worn. Books are required without your book you will be considered absent.

**Course Description:** Principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

**End-of-Course Outcomes:** Discuss the roles of the off-premise versus on-premise: explain the difference between pricing based on a multiplier, on projected cost analysis, and on competition; and organize, manage, and execute an off-premise catering project.

**Course Objectives:**

Upon successful completion of the course, the student will be able to:

**Knowledge Based:**

1. Identify the duties of a caterer and understand how to work with clients and meet their needs.
2. Explain the difference between on site and off site catering.
3. Participate in an event walk-through and identify the components that are needed for that event.
4. Identify the different styles of service for catered events and create a catering event contract and other forms used in a catered event.

**Skill Based:**

1. Plan and execute a catered event that meets the needs of the client.

2. Apply industry resources and their functions for a catered event including rentals, venue management, floral design and event production.
3. Plan the production of a catered event including assembly, sanitation, holding, serving, transportation, storage, and clean up.

**TARDINESS:**

Class will start on time and tardiness will not be tolerated. Tardiness of (3) times equals one day absence of class.

**Institutional/Course Policy:**

**TARDINESS:**

Class will start on time and tardiness will not be tolerated. Tardiness of (3) times equals one day absence of class, it will also count off on your daily grade.

**ATTENDANCE-** This is a hybrid course which means we only meet 16 times per semester. You are only allowed 3 unexcused absences- more than 3 and you automatically fail the course! Attendance is necessary in this class. You must make every effort to be present and on time to every class. An absence will be excused if you can document illness, major catastrophe, and a death in your family, or for an excused NTCC activity. You must inform the instructor BEFORE the scheduled class period if you believe an absence should be excused. The student is responsible for obtaining any classroom assignments, turning in homework or notes given during his/her absence.

**ACADEMIC DISHONESTY** (Cheating): Students in this course are expected to adhere to a strict personal code of conduct beyond reproach. Students are encouraged to read the section on academic dishonesty in the college catalog.

**INSTRUCTIONAL METHODS:**

This course is divided between lecture and lab with 50% of the grade being derived from the lecture and 50% of the grade derived from the lab.

**WITHDRAWAL POLICY:**

Students who stop attending class regularly are responsible for officially withdrawing themselves from the class. The instructor will not initiate student withdrawal procedures for students who stop attending class.

**Breakdown of Grades:**

**LECTURE:**

Daily Grade/Attendance/Attitude	10%
Weekly Assignments	10%
Kitchen Manager	10%

Quizzes and Final Exam 20%

**LECTURE=\_\_\_\_\_50%**

**LAB:**

Catering Project (on-site) 25%

Catering Project (on campus) 25%

**LAB=\_\_\_\_\_100%**

**Daily Grade/Attendance Grade/Attitude:**

5.75-6.25 = Excellent

4.75-5.50 = Very Good

3.75-4.50 = Needs Improvement

Under 3.50 = Failing

**Mandatory Semester Clean-up:**

SEMESTER CLEAN-UP (1 day per semester) 100 Points will be subtracted if you do not attend Clean-up day! If you leave early for any Clean up Day or any other event you will not credit for being there ei: 100 point deduction. Students are not permitted to leave without permission of the instructor.

**Quiz Make-up:** -Quizzes worth 10 points or less will not be made up.

**Homework:**

Homework is to be turned in the day after you missed class and within the first 5 minutes of class. It is not my job to remind you that you had homework due, nor is it an excuse that you were sick, text someone in the class to find out the assignment.

**Course Grade: Total Points Grade**

**90-100 points A** (signifies excellent prep and work ethic)

**80-89 points B** (signifies above average prep and work ethic)

**70-79 points C** (signifies average prep and work ethic)

**60-69 points D** (signifies below average prep and work ethic)

**0-59 points F** (signifies no course credit)

### **Mid-Term Exam: 15% of your grade**

The Mid-term Exam is comprehensive and covers all chapters in the course. No review will be given out; all test questions will be taken off the notes given in lecture and also from your book. Students may compute their grade at any time during the course by computing their percentage grade from the total points they have earned and the total possible points they could have earned at that point.

**The PRACTICAL:** The Practical will be the assigned "Caterings" and you will be graded on all aspects of your table settings, menu planning, final execution, planning, costing, staffing, clean-up and portfolios if assigned.

### **Portfolio:**

A portfolio will not be required for the Catering/Buffer class to turn in at the end of the Semester. You must attend all catering assignments and buffets, you will be given the dates and times as soon as they are booked; they are mandatory for this class and every class at NTCC Culinary Arts School. Jobs are not an excuse to miss a catering event!!

### **Kitchen Etiquette:**

The only thing you will bring into the kitchen is your formula. All knife kits, cell phones, books, etc. will be left in the classroom. Cell phones will be turned off at all times in the lecture room and are not allowed at any time in the kitchen. Cell phones are turned in during all quizzes/tests and retrieved after tests taken.

### **NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

### **ADA Statement:**

It is the policy of NTCC 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 request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

### **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.

I, \_\_\_\_\_ have read and understand the rules and regulations of this Catering-2307 syllabus.

signature \_\_\_\_\_ date \_\_\_\_\_