



**CAREER AND TECHNICAL EDUCATION**

**The future of career success starts here.**

# *Culinary Arts & Hospitality*

## 16/17

CTE is a Division of the WSWHE BOCES

**CTE COURSE SYLLABUS**

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# Culinary Arts & Hospitality



<b>Course Description:</b>	Culinary Arts implements an industry-based program that prepares students for careers in the restaurant and food service industry. The curriculum includes kitchen basics, safety and sanitation, purchasing and inventory control, customer service, and food and cost control.
<b>Prerequisites:</b>	Prior experience in the Hospitality Industry is recommended. Current medical record with proof of required vaccinations. Commitment to the completion of the 2-year program.
<b>1 Year/2 Years:</b>	2-year program
<b>Location:</b>	F. Donald Myers & Southern Adirondack Education Centers
<b>Course Objective:</b>	To prepare students for careers in the hospitality industry/post-secondary opportunities.
<b>Course Topic Outline:</b>	Kitchen basics, nutrition, breakfast foods, salads and garnishes, fruits and vegetables, potatoes and grains, desserts and baked goods, meat, poultry, seafood, stocks, soups, sauces, service, customer relations, menu planning and development, and food and cost control.
<b>Student Course Requirements</b>	Students complete 2 years of instruction and pass national assessments during each year. Students must also complete a minimum of 10 hours of non-paid internship.
<b>Textbooks/ Materials Resources:</b>	Culinary Essentials textbook and lab book, portfolio binder, pens, pencils, student study guide, and thermometer. Students are required to wear a white button-down shirt, black pants, and black shoes for front of the house activities.
<b>Assessments/ Technical Assessments:</b>	Skills USA Culinary Arts exam and NOCTI for practical, Skills Manager student competencies. Additional program assessment through tests, quizzes, internship evaluations, culinary practical exam, and portfolio development. Servsafe™ Food Safety. Certification is offered as an additional option.
<b>Grading System:</b>	Quizzes 15%   Projects 40%   In-Class Assignments 20%   Tests 20%   Homework/Journal 5%
<b>Attendance and Class Participation:</b>	The WSWHE BOCES has an attendance policy that requires students to miss no more than 18 days across the school year. For those times when it is necessary to be absent, a written note from the parent/guardian will be expected the next class day.
<b>Activities/Labs/ Projects/Clinics:</b>	Community service and banquet events, internships, SkillsUSA individual and team competitions, post secondary career and college exploration.
<b>Student Provided Material List:</b>	A uniform including hat, jacket, apron, appropriate work shoes and long pants. Thermometer and portfolio binder.
<b>Industry Certification:</b>	ServSafe™ Food Management is optional.
<b>Articulation Agreements:</b>	Each Career and Technical Education (CTE) program is geared to ready students for the world of work and for the rigors of post-secondary coursework. To that end, each program has worked with area colleges to obtain articulation agreements that allow for advance standing or the issuance of credit to those CTE students meeting all program requirements and articulation agreement standards. We have articulation agreements with: <ul style="list-style-type: none"><li>› Alfred State College</li><li>› The Culinary Institute of America</li><li>› New England Culinary Institute</li><li>› Paul Smith's College</li></ul>

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## **Related Careers/ Training:**

Entry-level work opportunities in the Hospitality Industry: Student completing a rigorous culinary program can seek many entry level employment opportunities. They will qualify to work as: Line cooks, prep cooks, front of the house positions, such as; head waiters & waitresses, bakers, catering staff, receiving and stewards.

Many students gain experience through WBL Internships and can pre-qualify for some of these positions.

## **ELA/Math Credit Integrated Academic Overview:**

Each Career and Technical Education (CTE) program offered at the WSWHE BOCES has five (5) major curriculum elements that students will acquire over a one-year or two-year period. Two (2) of the five (5) curriculum elements include English Language Arts and Mathematics. These program elements are taught using a co-teaching model, which teams the CTE subject experts and certified English and Math instructors. Topics in English and Math are tied to specific business and industry course content, which illustrates to students how academic material and business knowledge and skill relate to one another. English and Math elements are taught at the commencement level and meet NYS Standards for students to obtain one (1) credit for each over a two-year period. Program specifics are as follows:

Commencement Level Math . . . . .	54 hours/yr
English Language Arts . . . . .	54 hours/yr
<i>1 credit = 108 hours</i>	

## **Career & Financial Management Credit Overview**

Each Career and Technical Education (CTE) program offered at the WSWHE BOCES offers a Career & Financial Management credit to all students who successfully complete a CTE program. This curriculum element is comprised of two major parts; (A) Introduction to Occupations and (B) Nature of Industry. Part A is delivered through integrated class assignments, while Part B is automatically delivered due to the nature of CTE.

## **Student Affiliated Organizations:**

SkillsUSA, SADD, NTHS, Student Council, ACF and Key Club

## **NTHS Nominations Requirements:**

1. Maintain a cumulative CTE average of 92% or higher based upon 1st & 2nd quarter grades.
2. Maintain a record of excellent attendance in CTE (9 days per year).
3. Plan to pursue a career in their field of training.
4. Maintain an outstanding record of employability skills as judged by the CTE instructor.
5. Nomination by the CTE instructor with no reservations.
6. Instructor nomination must include a yes answer to the following characteristics established by the national office: follows instructions, safety conscious, works well with others, is dependable, trustworthy, responsible, honest, takes pride in work, exhibits a good attitude, exhibits leadership, exhibits good citizenship.

## **WBL Experiences/ Requirements:**

Each Career and Technical Education (CTE) program has a Work-Based Learning experience more commonly referred to as an internship. This means that all students prior to the end of the second year are given the opportunity to be exposed to the operation of a business and specific job duties related to careers in their CTE area. This internship is designed to connect the skills and knowledge learned in the CTE classroom with the real world requirements of a business. Students must demonstrate good attendance, attitude, internship records, and work ethics, as well as respect for others and property.

The Washington-Saratoga-Warren-Hamilton-Essex BOCES does not discriminate in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law. The BOCES Compliance Officers are: Donna J. Wisenburn, Director of Human Resource Services or Timothy G. Place, Deputy District Superintendent, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828, phone (518) 581-3310 or 746-3310. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646) 428-3843, email: OCR.NewYork@ed.gov.