



ProStart Year 1

Instructor	Jenee Cross, Central High	Course No.	HCM 100
Section #	294221/ 294222	Credit Hours	1 credit Central 2 credits SCC
E-mail	crossj@davenportschools.org	Work Phone	323-9900 (Central)
Work Period	See instructor.	Work Area	Before/After School
Class Days	Daily	Class Length	90 minutes
Room	Room 265	Prerequisites	None

Text, Course Pack, and Additional Materials:

Text: *Foundations of Restaurant Management & Culinary Arts Year 1*, National Restaurant Association Educational Foundation, 2011.

Text: *ServeSafe Essentials*, National Restaurant Association, National Restaurant Association Educational Foundation, 2008.

*** Students must dress in appropriate chef uniform on lab days and event functions. Students have the opportunity of ordering chef coats and hats through the school for \$18. Black pants and closed toed black work shoes must also be worn. Black pants can also be purchased for \$13, if needed.

Course Description:

Students will be introduced to the fast growing industry of culinary (foods)/hospitality careers. The ProStart curriculum is developed by the National Restaurant Association. Skills related to the food (culinary) industry and other service occupations will be covered in the class setting. This is a 4-term class open to juniors and seniors. The class offers both classroom learning and work experience to succeed in these careers. **Hours outside of normal school day are required occasionally.** Students will be assisted in finding a job where they will need to work 400 paid hours during the school year. Students desiring national certification must also register in Culinary/Hospitality ProStart Cooperative Work and pass National ProStart Year 1 and 2 test to qualify for articulation at a community college culinary arts programs and some 4-year programs. **These courses award college credit.**

Course Outline:

(This is a tentative schedule, may be adjusted as needed)

Week 1	Safety and Sanitation	ServSafe chapter 1-3
Week 2	Safety and Sanitation	ServSafe chapter 4-7
Week 3	Safety and Sanitation	ServSafe chapter 8-10
Week 4	Safety and Sanitation	ServSafe Chapter 9-14
Week 5	Safety and Sanitation	ServSafe Review and Test ** if you fail you must pay and reschedule if you desire a retake. The test grade is your Scott Community College HCM100 grade.
Week 6	Welcome to the Restaurant and Foodservice Industry	FRMCA Chapter 1
Week 7	Kitchen Essentials 1	FRMCA Chapter 4
Week 8	Kitchen Essentials 2	FRMCA Chapter 5
Week 9	Knife Skills	
Week 10	Stocks, Sauces and Soups	FRMCA Chapter 6
Week 11	Stocks, Sauces and Soups	FRMCA Chapter 6
Week 12	Communication	FRMCA Chapter 7
Week 13	Management Essentials	FRMCA Chapter 8
Week 14	Fruits and Vegetables	FRMCA Chapter 9
Week 15	Serving Your Guest	FRMCA Chapter 10
Week 16	Potatoes and Grains	FRMCA Chapter 11
Week 17	Building a Successful Career in the Industry	FRMCA Chapter 12
Week 18	Review and ProStart Year 1 Exam	** if you fail you must pay and reschedule if you desire a retake to earn certification

* FRMCA- Foundations of Restaurant Management and Culinary Arts

Attendance/Tardy Students:**Attendance:**

- Few, if any students, can develop sufficient Culinary/Foodservice Management skills without the benefit of a class experience. Culinary/Foodservice will be a very difficult class if you try to go it alone! You must attend class. Attendance will be taken at the beginning of each class.
- If you are absent, it is your responsibility to obtain class notes from another student and assignments from the instructor.
- Events are mandatory out of class assignments. Failure to attend an event results as a "0" as they cannot be recreated. *If student has an excused emergency the must bring documentation and make up volunteer hours at a local food pantry.*

Grading (Evaluation): See Class Schedule for Dates**(1) Components:**

Multiple measures of assessment: Daily participation, written assessment, projects, notes, quizzes, food lab assignments, events and tests.

Grade reports provided about every two weeks throughout the course.

(2) Grading Scale:

- Grade determined by Percentage of Total Points
- Grade Scale:

A	100 -- 93	A-	92-90		
B+	89 – 87%	B	86 – 83%	B-	82 – 80%
C+	79 – 77%	C	76 – 73%	C-	72 – 70%
D+	69 – 67%	D	66 – 63%	D-	62 – 60%
F	Below 60%				

Make-Up Policy: (also see “Tardy” under the Attendance section, Success In This Class):

- Excused Absences (per school policy) will be allowed to make up work. For every one day missed, two days are allowed for makeup work. Absences determined by Attendance Office.
- Student will take the test if in attendance on test day. If test day is missed (excused absence) student **must** make up the test the next returning day. A different test will be given.
- Any unexcused/truancy absence will result in a zero grade for any assignment, quiz, or test missed.
- **Late work will only be taken under special circumstances.**

Instructor Expectations:

- Respect for fellow class members (and their individuality), the instructor and yourself. Translation, I will treat you with respect, and I expect the same. Class will be conducted in a manner that **reflects professional foodservice industry**, such as: punctual attendance, prior preparation, and the procedure of turning off cell phones/pagers and other similar devices.
- Unethical Behavior: In the Culinary/Foodservice, integrity is essential. Academic dishonesty (cheating) will not be tolerated and may result in course failure (see student handbook).
- Teacher’s role: to help you be successful in this class, but **your success in this class will hinge largely on self-discipline and the quality & quantity of effort you apply.**
- Student Handbook & Student Conduct. The handbook clearly defines the district’s expectation of student behavior, consequences, and due process. Although my expectations are stated above, the district’s rules will come to bear when they are applicable and must, therefore, be considered a part of this syllabus.

Grade Status:

Students and Parents can check ongoing Davenport School grade on infinite campus and final Scott Community College grade on ebridge (see directions below).

Scott Community College:

Visit: <http://www.eicc.edu>

- Click on the Campus Cruiser link.
- Log-In using your Student ID and password.
- To access grades, class schedule, transferring of credits, registering for classes:
 - Click on E-bridge link
 - Click on Students
 - All links you will need are on the left-hand side of the screen.

Your user name is the first letter of your first name and your complete last name, lower case. Your initial password is set as the last 6 digits of you SSN or your birth date--MMDDYY. (You may be prompted to change your password during your first visit to e-bridge. Your password must be 6-9 characters and contain both letters and numbers. You are responsible for remembering your password.)

Be sure to logout after you complete your transactions. If you have questions contact 563-441-4181 (Student Services).