



Culinary Arts Department

CHEF 1313

Food Service Operations/Systems In-Person

Course Description: An overview of the information needs of food and lodging properties. Emphasis on front, back, and material management utilizing computer systems.

Class Hour and Room: M/W 8am-9:30am-271

Instructor:

Chef Sarah Reid

Email: sreid@southplainscollege.edu

Phone: (806) 716-4613

Office Hours: By Appointment, Office 125B- M/W: 9:30AM-11:00AM, Friday 8:00am-1:00pm

*****To make certain that I am in my office, please email me before hand in order to secure an appointment time. This allows me to give you my undivided attention.**

Communications

The best way to contact me is via email. I will respond to emails as quickly as possible during regular hours (M-F 8am-5pm). In the evening and on weekends, please allow up to 48 hours for a response. As I make every effort to be current and prompt with my emails, I ask that you do the same. **You should check your official SPC email at least once per day.** I will send all pertinent messages through SPC email.

Exam Schedule: The Final date and time is TBD.

Required Text: ManageFirst: Principles of Food and Beverage Management w/ Online Exam Voucher, 2nd Edition ISBN-13: 978-0-13-274205-4

Required Materials: One inch, 3 ring binder, a basic function calculator, pencils.

ADA STATEMENT: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at the Lubbock Center, the Levelland Student Health & Wellness Center 806-716-2577, Reese Center Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

Grading Policy:

1. Assignments will be assigned in class and must be completed before leaving class. You will have ample time to complete all assignments
2. Individual effort must be demonstrated on all exams. Also considered inappropriate is the use of, in any fashion, a solution manual of any kind. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. **Academic Dishonesty:** "At minimum, the first instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive a zero for the assignment. The second instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive an F in the course and be expelled from the program".
3. Class participation and attention will be crucial to the student's successful completion of this course. Should you be absent, you are still expected to complete all assignments in a timely manner (within one of their due date). Assignments turned in later than one week after their due date will not be accepted unless special accommodation is needed and these will be determined on an individual basis.
4. Grades will be evaluated as follows: A(90-100), B(80-89), C(70-79), D(60-69), F(59 and below).
5. The grading will be based on the following assignment:

Case Study:	10%
Application Exercise	10%
Review for Learning:	20%
Quizzes:	30%
Final:	20%
Field Project:	10%
	100%
6. If there is a problem or a dispute with a grade, it must be brought to your instructor's attention and resolved within 5 days of the grades return. After that, it will not be considered under any circumstances.
7. If you feel you need out of class help, please visit with your professor during office hours.

Notes:

- **Extra Credit Opportunities**- You may choose to assist with the community classes being offered during this semester. These opportunities will be on select Fridays and Saturdays from 9am-1pm. You will receive an extra 25 point towards your lowest grade for each day that you attend. Should you arrive late, you will not be given the full 25 points. These extra points CANNOT raise your grade for a particular segment of your grade beyond 100%. For example, your maximum quiz average can only be 100% or test average can only be 100%.

- **In Class Discussion**-this class relies heavily on in class discussion. You need to have read the chapter prior to attending class so you can be knowledgeable enough to answer questions and give opinions.
- **The Final** is over all Chapters and is a ManageFirst Certification Test. Date of this exam is to be determined.
- If you need **special accommodations**, you will still have to take the test on the scheduled date of the exam. If there is a conflict, you will have to prove it to your instructor in order to take an exam at a different time.

Classroom Etiquette: Students should arrive on time for class and be in full, required uniform. All cellphones, laptops, and bags are not allowed in the lab space. Only required materials such as textbooks, binders, knife kits, and pens are allowed to be in class. Lockers will be assigned for student use, students must bring their own lock if desired. No outside food or drink is allowed in class except for a closable water bottle. All students are responsible for cleaning up after themselves. No one will leave class until the lab is clean and approved by the instructor.

Required Uniform: Students should ALWAYS be in full uniform for ALL classes. Clean/wrinkle free chef coats, pants, caps, and non-slip shoes are required. Students SHOULD NOT wear any jewelry except for a snug to the wrist watch, and a wedding band/ring that are permitted. Student's personal hygiene is EXTREMELY important. Clean hair, hands, and fingernails are a part of the uniform as well. Ear buds will not be worn unless you have received permission from the Chef instructor. It is your job to remember to remove them before class. If you come in wearing them, I will not bring it up or ask you to remove it but, I will automatically deduct 25 point from your weekly quiz grade.

CELL Phones: Cell phones are to remain in your locker and should not be used as calculators. Your phone should then be returned to your locker. Should you need to take a call during class, please speak to me prior to class. Your phone may be kept in a zip lock bag, on silent, below my station.

South Plains College's Notices can be found at the following link:

For Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, click here: [Syllabus Statements \(southplainscollege.edu\)](https://southplainscollege.edu)

ATTENDANCE: (along with your Instructor's Policy)

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date (the 12th class day), as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Topics: The list of selected topics may be modified during the course of the semester. The instructor will notify the class of any changes to the topic list.

**Course Outline-CHEF 1313
Food Service Operations/Systems**

Week	Topic	Lecture/In Class Assignments	Reading Assignment
Week 1 1/13-1/16	Review Syllabus/Expectations	Day 1: Orientation/Syllabus Day 2: No Class, use this time to get book	Chapter 1
Week 2 1/20-1/23	It All Starts with the Menu	Day 1: NO Class MLK DAY Day 2: Ch.1 CS., MM, App Ex., RFL, Ch. 1 Quiz	Chapter 1
Week 3 1/27-1/30	Standardized Recipes are Critical	Day 1: Ch. 2 Case Study, MM, App. Exercise Day 2: Review for Learning, Ch. 2 Quiz	Chapter 2
Week 4 2/3-2/6	Product Purchasing	Day 1: Ch. 3 Case Study, MM, App. Exercise Day 2: Review for Learning, Ch. 3 Quiz	Chapter 3
Week 5 2/10-2/13	Product Receiving, Storing, and Issuing	Day 1: Ch. 4 Case Study, MM, App. Exercise Day 2: Review for Learning, Ch. 4 Quiz	Chapter 4
Week 6 2/17-2/20	Quality Food Production Standards	Day 1: Ch. 5 Case Study, App. Exercise Day 2: Review for Learning, Ch. 5 Quiz	Chapter 5
Week 7 2/24-2/27	Quality Beverage Management Standards	Day 1: Ch. 6 Case Study, MM, App. Exercise Day 2: Review for Learning, Ch. 6 Quiz	Chapter 6
Week 8 3/3-3/6	Facilitating Performance of Production Staff	Day 1: Ch. 7 Case Study, MM, App. Exercise Day 2: Review for Learning, Ch. 7 Quiz	Chapter 7
Week 9 3/10-3/13	Communicating with Customers	Day 1: Ch. 8 Case Study, Appl. Exercise Day 2: Review for Learning, Ch. 8 Quiz	Chapter 8
Week 10 3/17-3/20	SPRING BREAK	RELAX AND ENJOY YOUR TIME OFF!	
Week 11 3/24-3/27	Managing Buffets, Banquets, and Catered Events	Day 1: Ch. 9 Case Study, App. Exercise Day 2: Review for Learning, Ch. 9 Quiz	Chapter 9
Week 12 3/31-4/3	Food and Beverage Management: Analysis and Decision Making	Day 1: Ch. 10 Case Study, MM, App. Exercise Day 2: Review for Learning, Ch. 10 Quiz Review Field Projects	Chapter 10
Week 13 4/7-4/10	Field Projects	Day 1: Field Projects-Individual work day Day 2: Field Projects-Individual work day	Field Projects
Week 14 4/14-4/17	Review	Day 1: Field Project Due Review all Chapters Day 2: Individual Study Day	Review all Chapters
Week 15 4/21-4/24	FINAL TIME TO BE DETERMINED	Day 1: TBD Final will happen this week Day 2: TBD Final will happen this week	Finals
Week 16 4/28-5/1	NO FOOD SERVICE OPS	NO FOOD SERVICE OPS	
Week 17 5/5-5/8	Clean Up	Clean Up	