**Chef John Folse Culinary Institute**

Department of Culinary Arts

***Fall Semester 2019***

***CULA 230 SYLLABUS***

***Garde Manger***

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Department of Culinary Arts

P. O. Box 2099

Thibodaux, LA 70310

117 Ledet Hall

985-493-2700

**Course:**  CULA 230.Garde Manger.

* Section XM Tuesday 12:30 – 4:30 pm
* Section XW Thursday 12:30 – 4:30 pm
* Room: Ledet 129

**Bulletin Description:** CULA 230. Garde Manger. Principles of preparation of salads, cold sauces, appetizers, and garnishes and their applications. Emphasis on color, texture, and temperature in preparation and presentation. (12.0503)

**Placement in Curriculum** A sophomore level laboratory course.

**Prerequisites:**  MATH 101 or 117 and C or better in CULA 219 and 222

**Co-requisites:**   CULA 250 or with permission of the dean

**Credit Hour Allocation:**  2-1-3 credit hours (2 credit hours; 1 lecture hour and 3 laboratory hours per week)

**Faculty:**

Dr. Vivian Ray, Instructor

Office: 106 Ledet Hall Phone: (985) 493-2714 E-mail: vivian.ray@nicholls.edu

**OFFICE HOURS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DAY** | **From** | **To** | **From** | **To** |
| Monday | 9:30 am | 11:30 am |  |  |
| Tuesday | 9:30 am | 11:30 am | 4:30 pm | 5:30 pm |
| Wednesday | 9:30 am | 11:30 am | 4:30 pm | 5:30 pm |
| Thursday | 9:30 am | 11:30 am |  |  |
| Friday |  |  |  |  |

At other times by appointment

Office hours posted in the student lounge and on class Moodle page. Be certain to review these hours, as they will differ among instructors related to varying course assignments. Class meeting days, hours, classroom/lab locations will be included in the course overview/calendar.

**Course Student Learning Outcomes:**

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

1. Demonstrate preparation principles of garde manger techniques.
2. Identification of the items related to the principles of garde manger food preparation techniques.
3. Create organizational materials necessary for the management of the garde manger kitchen
4. Demonstrate appropriate food safety and sanitation techniques, and proficient knife skills.

**Core Competencies**

1. Discuss the function of the Cold Kitchen in the contemporary restaurant setting
2. Produce Cold Kitchen salads, Hors d’oeuvre, appetizers, condiments, cold soups/sauces.
3. Test and modify cold kitchen recipes to specific cuisine or theme.
4. Prepare pates, terrines, galantines, smoked & other cured items
5. Demonstrate platter presentation methods.
6. Create, execute and present kitchen management tools used for production and service of cold kitchen menus.
7. Effectively communicate in reference to managing the completion of the task
8. Prepare items based on technique rather than recipe.

**Required Textbooks:**  An Open Educational Resource is available at *Garde Manger*: <https://louis.oercommons.org/editor/documents/381> and on Moodle. No textbook purchase is required.

**Other Required Media, Tools and Uniform:**  Complete uniform as stated in policy below & school approved knife kit. It is also a requirement that you bring a writing instrument and a spiral notebook for taking notes.

**Recommended Equipment**: Plating tools are not required but come in handy.

**Prerequisite Knowledge & Skills:** The student is responsible for the retention and application of all concurrent and previously completed culinary and related courses. Student must have a basic understanding of cooking techniques and culinary theory as it applies to previous courses.

**Teaching-Learning Practices & Strategies:**

1. Lecture/discussion
2. Audiovisuals (power point, videos,)
3. Handouts (Moodle, notes, videos, and information)
4. Study guide assignments
5. Demonstration of culinary competency in campus lab and certifications (ServSafe)
6. Experiential Learning Laboratory Experiences
7. Textbook Reading and Chapter/Quiz assignments
8. Independent learning and research experiences/ mentoring

**Course Requirements:**

Students must earn a grade of “C” or better in each required culinary course. Satisfactory completion of both theory and laboratory concepts are required. Late papers/assignments will not be accepted without prior approval of the instructor.

1. **Written Exam(1):** One written exam will be administered per the course schedule below. Exams are based on reading material, demos, lectures, homework, and laboratory production. Questions will include multiple choice, matching, completion, math and essay. Exams cannot be made up. Should extenuating circumstances occur at the time of any scheduled examination (such as military obligation, death in family, serious illness, it is the student’s responsibility to contact the instructor prior to the examination or within 24 hours following the exam. Failure to do so may result in a full letter grade reduction).
2. **Final Exam:** Written Final Exam will be comprehensive, covering all material in the class.
3. **Lab Participation:** Students must be in the lab in full uniform at the start of class. A daily grade is based on punctuality, cleanliness, uniform, teamwork, organization, production, daily lab cleanup and end of the semester deep cleaning.
4. **Quizzes:** We will have several quizzes during the semester based on reading material, demos, lectures, homework, and laboratory production
5. **Laboratory Practicals:** (2) Practical examinations will be administered over the course of the semester. See course schedule for dates. These exams will require the timed demonstration of a fabrication skill learned within the laboratory, and graded according to a specific rubric. The exam topics shall include chicken deboning, fish filleting, and beef or pork fabrication.
6. **Project:** Work in an assigned group to independently research and present a specific organ protein to the class.

**Methods of Evaluation:** Your grade is based on the following:

|  |  |
| --- | --- |
| Quizzes | 10pts |
| Lab Participation | 30pts |
| Written Exam | 10pts |
| Laboratory Practicals | 20pts |
| Final Exam | 15 pts |
| Project | 15pts |
|  |  |

**Grading Scale:**

|  |  |
| --- | --- |
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 60 – 69 | D |
| <60 | F |

**Rounding:** Final Grades will be calculated to 1 decimal point and will not be rounded up.

**Extra Credit Statement:**  For every four hours of extra credit work, you will receive one point toward final grade with a maximum of five extra credit points. Extra credit work must be related to learning objectives for the course earned.

**Grade Responsibility:** It is the student’s responsibility to know their grade status at all times. Grades earned in the theory and laboratory portion of the course will be posted in a timely manner in the Moodle Grade Center. Students will receive timely personalized feedback from their assigned lab and classroom assignments.

**Notification of Withdrawal Date:** The final date to withdraw from this course with an assigned grade of ***“W”*** is Friday, October 25, 2019.

**University Policies:**

***Disability Policy***:  Students with a documented disability are entitled to classroom accommodations under the American with Disabilities Act. If you have a documented disability that requires assistance, you will need to register with the Student Access Center for coordination of your academic accommodations. The Student Access Center is located in Shaver Gym, Room 158. The phone number is (985) 448-4430 (TDD 449-7002). Additional information can be found at <https://www.nicholls.edu/disability/>

***Louisiana Center for Dyslexia and Related Learning Disorders:*** Students who have been identified as having the characteristics of dyslexia and/or a related learning disorder are entitled to accommodations. Eligible students should contact the Louisiana Center for Dyslexia and Related Learning Disorders at 985-448-7194 or 163 Peltier Hall. Additional information for the center can be found at <https://www.nicholls.edu/dyslexia/>

***Academic Grievances:*** The proper procedure for filing an academic grievance or grade appeal is listed in Section 5 of the *Code of Student Conduct* at the following link: <https://www.nicholls.edu/sja/student-conduct-handbook/>

***Guidelines for Continued Learning Following an Extreme Emergency:*** The following guidelines are meant to help the business of education continue at Nicholls State University in the aftermath of an extreme emergency situation.  The guidelines are meant to help faculty and students understand their roles in completing education requirements for courses in progress when the emergency began.  The following guidelines are meant to encourage the faculty to be imaginative and resourceful in finding ways to continue the education of students and the work of the University.

**Faculty responsibilities include:**

* Faculty members are responsible for their development in the use of the Moodle software (or the Learning Management System LMS in place at the time).
* Faculty members are responsible for having a plan for continuing their courses using only Moodle and email.
* Faculty members should be allowed to continue their course in whatever way suits the completion of the course best and are encouraged to be creative in the continuation of these courses.
* Any adjustments or compensations, made to a student’s progress in special programs with labs, clinical sequences (i.e., Culinary, Nursing, etc.), or the like, should be made only in the immediate semester following the emergency.
* Faculty members are responsible for including these guidelines in all syllabi.

**Students’ responsibilities include:**

* Students are responsible for reading regular emergency notifications on the NSU website.
* Students are responsible for knowing how to use and access Moodle.
* Students are responsible for being familiar with emergency guidelines.
* Students are responsible for evacuating textbooks and other course materials.
* Students are responsible for knowing their Moodle student login and password.
* Students are responsible for contacting faculty regarding their intentions for completing the course.

**NOTE:** *Faculty and students should be open, flexible and show compassion in determining the precise course of action.*

     Additionally, faculty will communicate to students the timelines for Phase IV of the Office of Academic Affairs Hurricane Emergency Plan – that is, if the campus opens within one week of storm passing, classes will begin on the day the campus opens.  If the campus is closed for more than five working days, classes will resume online through the LMS on the sixth day with accommodations for students as needed.

**Student Conduct and Responsibilities:**

***University Level:*** A failing grade for the course will be assigned to any student who violates NSU Code of Student Conduct and Appeal Procedures. This type of conduct will subject the student to disciplinary sanctions.

***Student Diversity:*** Every reasonable effort will be made by course coordinators and faculty to meet the unique and diverse needs of students.

***Tobacco Policy:*** NSU is a tobacco-free campus. The use of any tobacco product in any form is prohibited. Restricted tobacco products include cigarettes, cigars, e-cigarettes, pipes, water pipes, all smokeless tobacco (chew, snuff, etc.), and all non-FDA approved nicotine products. This policy applies to all University students, faculty, staff, contractors, and visitors (the general public).

***Fire Alarm Policy:***  Anytime the fire alarm sounds the students are to exit the classroom or lab using the quickest exit and congregate as a unit in the assigned area (each teacher must discuss with class- Bistro out front doors- Labs and classrooms out the back door to parking lot furthest away from fire). Once given the all clear to return to the building, students are to return to the classroom. Attendance will be taken and verified against the classroom role once the entire class has met outside of the building.

***Exam and Practical Conduct:*** On exam days, students should arrive to class on time and prepared. No technology is allowed during class and particularly during exams. Any students with visible technology during an exam will be dismissed and will receive a 0 on the exam. Students will be required to remove hats during exams. Once the first exam is turned in, no students will be allowed to take the exam. There are no opportunities for make-up examinations. No exam will be dropped for the purpose of calculating the final grade.

***Disruption Policy:***  Cell phones, SmartPhones, and other electronic devices in the classroom/lab settings are disruptive to the learning environment, and therefore should not be present. Students anticipating important calls related to personal/family issues must notify the faculty prior to class or lab, and the device must be on silent with the student seated near the closest classroom exit.

LapTop computers and Tablets are allowed in the classroom for the purpose of learning. Students possessing computers or tablets and found to be using them for non-classroom/learning purposes will lose the privilege of using computers/tablets in the classroom. Any student anticipating an emergency situation should supply their families with the following numbers: **985-493-2700** or **985-493-2712** where a message may be left with the departmental secretary and the message promptly delivered to the student. In addition, the family may call 985-448-4746 to reach Campus Security and leave a message to be delivered. All University Code of Conduct policies apply in the classroom related to disruptions. **Classroom guests must get approval of the instructor before attendance is permitted.**

Any student with an electronic device discharging during class time will be asked to leave the class to prevent future disruption with the student remaining responsible for any material covered during that period. Any student with an electronic device discharging or present, either ringing or vibrating, during an exam will receive disciplinary action. Confiscation of an exam will result in a grade of zero for that exam.

***Attendance/Punctuality:*** Students enrolled in culinary courses are expected to attend all classes, lab, and experiential learning opportunities in order to derive the maximum benefit. Absences and tardiness are neither excused nor approved, but should untoward circumstances arise, students are expected to notify the proper person.

The general class attendance policy is in accordance with the Nicholls State University Bulletin.  There are no make-ups for exams.  In the case of an unexcused absence during the time given to complete an exam, a grade of zero will be assigned.  Only a physician’s excuse, proof of death in the immediate family, or signed excuse from a university coach or professor is acceptable to qualify as an excused absence.  Routine doctor or dental visits will not be excused.

**The attendance policy is in accordance with the policy set forth by the Chef John Folse Culinary Institute for Lab Classes**:

***Attendance Policy:***

* Faculty will record attendance for each class/lab session.
* Three unexcused tardies will constitute one unexcused absence.
* Assignments, lab practical, and tests missed due to an unexcused absence or tardy cannot be made up.
* Assignments, lab practical, and tests missed due to an excused absence or tardy will be made up at the faculty member’s convenience, but may occur in a future semester. The student making up the work may be asked to purchase their own ingredients.
* Each unexcused absence will lower the student’s final course grade by 10% (or 1 letter grade)
* Students with three unexcused absences will receive a grade of “F” and/or be dropped from the course.
* Students are responsible for all class material and activities regardless if the absence is excused or not.

***A Tardy is defined by:*** Failure of a student to arrive, prepared for class, on time.

***An Excused Tardy is defined by*:** A tardy for which one of the following has occurred:

* The student provided the instructor with a doctor’s slip verifying medical reason for the tardy.
* The student has received prior instructor approval to be tardy for class.
* Approval by the instructor of the student’s tardy after the fact based on extenuating circumstances deemed significant by the instructor.

***An Absence is defined by:*** A student’s failure to be present during the assigned class time or announced special class activity in the assigned location. (A student who leaves class without permission prior to the end of class will be treated as absent for that class period.)

***Excused Absence* *is defined by:*** An absence for which one of the following has occurred:

* The student has provided the instructor with a doctor’s slip verifying a medical reason for the absence.
* The student received prior instructor approval for the absence from class for an approved activity.
* Approval by the instructor of the student’s absence after the fact based on extenuating circumstances deemed significant by the instructor.

***Extended Student Illness:*** For extended illness beyond the attendance policy, the student may be required to submit a physician's written permission to return and participate in learning activities essential to meeting course outcomes/objectives.

***Student Conferences:*** The instructor has posted office hours for student conferences. A student may schedule a conference with the instructor if desired.  If the posted office hour times are not convenient, the student may request another time slot with the instructor.

***Emotional or Adjustment Issues:*** Students experiencing emotional upset or issues of adjustment to college life may contact the Nicholls State University Counseling Services Center, located at 224 Elkins Hall, by calling (985) 448-4080. More information is available at <https://www.nicholls.edu/counseling/>

***Student Responsibility to Inform Regarding a Limitation or Condition:***  In the event a student is experiencing any limitation or condition (for example, pregnancy, high blood pressure, epilepsy, diabetes) or is on prescription medication that may impede performance whereby safety is jeopardized, it is the responsibility of the student to disclose this information and/or list of medications to their instructor.

***Academic Dishonesty Policy:*** As members of the Nicholls State University community, culinary students are expected to uphold the highest standards of academic and personal conduct. Academic dishonesty violates these standards as well as the trust and commitment among students and faculty to instill and to maintain the principles of integrity, responsibility, and respect for others.

Cheating, which includes plagiarism,is the actual or even the attempted use of deception or fraud to improve one's grade or academic standing or to aid another student in doing so. Examples of cheating and plagiarism include, but are not limited to:

* Use of unauthorized materials during an exam
* Giving aid to or receiving aid from another student during any exams or individual assignments
* Standing in for another student during an exam
* Stealing, distributing, or having any unauthorized access to a copy of an exam or revising one's answer on a graded exam for the purpose of claiming a grading error
* Use of falsified data and/or references
* Divulging any item or items, all or in part, on an exam, to any person or entity for any reason
* Possessing, reproducing, taking a picture of the exam/quiz, or disclosing any exam materials, including the nature and content of exam items, to include notes/notes from students in higher courses/program graduates, test study guides, etc. that specifically indicate test items or answers
* Use of unauthorized materials in preparation of an assignment or representation of the work and ideas of others as one's own
* Copying someone else’s phrase(s) or sentence(s) without placing quotation marks around the copied phrase(s) or sentence(s)
* Not supplying proper documentation or bibliographical information for the ideas, arguments, findings, or interpretations of data made by others paraphrased or quoted in an assignment
* Submitting another person’s work as one’s own (including, but not limited to submitting a paper or report purchased or retrieved from a term paper service or one composed by a tutor, hired writer, student, friend, or relative)

<https://www.nicholls.edu/sja/student-conduct-handbook/>

***Civility Statement:*** Civility is defined as polite and courteous behavior in all interactions, both verbal and nonverbal (Merriam-Webster Online Dictionary, 2013). Incivility is defined as speech or action that is discourteous, rude, or impolite (Merriam-Webster Online Dictionary, 2008). Faculty in the Department of Culinary Arts are committed to maintaining a classroom and online environment where all members have the freedom to teach and learn. A culture of respect that honors the rights, safety, dignity, and worth of every individual is essential to preserve such freedom.

Acts of civility include, but are not limited to: **listening quietly during lectures and/or other class presentations, respecting the opinions of others,** **using appropriate language when addressing the class or faculty, expressing anger or other emotions constructively** and **turning in assignments completed and in the required timeframe.**

**Student behaviors most often reported as uncivil by both students and faculty are: cheating, use cell phones, distracting conversations, making sarcastic remarks, sleeping, using computers for purposes not related to the class, demanding make-up examination extensions, or other favors, making disapproving groans, dominating class discussion, and refusing to answer a direct question** (Clark & Springer, 2007).

**Students exhibiting acts of incivility will be subject to a range of sanctions including immediate removal from the learning environment, referral to the appropriate administrative body, or administrative withdrawal from the course. Students who harass, verbally or physically, other students/faculty/staff will be subject to immediate removal from the learning environment, referral to the appropriate administrative body, or administrative withdrawal from the course.**

***Requirements for Learning Management System***

Moodle is the Learning Management System (LMS) used in all culinary courses. Students enrolled in culinary courses may require hardware and software requirements. Contact course instructor for specific requirements.

**Q**:     **How do I complete the coursework and communicate with my instructor?**

**A**:     The course can be access through the Internet using any Java enabled browser (Internet Explorer 5.5 or 6.0; latest version of Netscape).  Students are enrolled in the course and your login made active the first scheduled class day or sooner. The log-on screen is found at<https://moodle.nicholls.edu/login/index.php>

**Q**:     **How do I log on to my classes?**

**A**:

* 1. Locate Moodle on to the Nicholls State University home page: <https://www.nicholls.edu/>
  2. Once on Moodle site click Login
  3. Enter your username and password and click Login
  4. Once logged in, your online classes will appear on the left of the screen.  Click on the course you need to enter.
  5. Follow the teacher’s instructions listed in Announcements (Main Page)

**Q**:     **What is my username and password?**

**A**:     A requirement of students enrolled in an online course is a valid e-mail account.

**How to obtain a Username and Password:**

·USERNAME: At this site (<https://www.nicholls.edu/information-technology/username-and-password-help/>) students can enter their name to obtain their Nicholls e-mail address which contains their Username.  For example: a student’s Nicholls e-mail address would look like this Username@nicholls.edu.  NOTE: Your Username will be the letters and numbers before the ampersand symbol (@)

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| --- | --- | --- | --- | --- | --- | --- |
| **Ellender Lab (125 Ellender Library)** | | | | | | |
| includes Dell & Mac Classrooms | | | | | | |
| Monday | – | Thursday |  | 7:45 AM | – | 10:45 PM |
| Friday |  |  |  | 7:45 AM | – | 4:15 PM |
| Saturday |  |  |  | **CLOSED** | | |
| Sunday |  |  |  | 3:00 PM | – | 10:45 PM |
|  |  |  |  |  |  |  |
| ***Cenac Lab (109 Powell Hall)*** | | | | | | |
| Monday | – | Thursday |  | 7:30 AM | – | 9:00 PM |
| Friday |  |  |  | 7:30 AM | – | 2:00 PM |
| Saturday | – | Sunday |  | **CLOSED** | | |

**Q**:     How do I register?

**A:**     Before registering, you should contact the department or college for the degree you are seeking.  Even though the courses are through the Internet, you will still need to get an advisor to help you schedule classes.  You can communicate with your advisor by phone, e-mail, or face-to-face.

**The TA Office in Bistro Ruth is NOT a student computer lab and should not be used for printing except for those enrolled in Bistro.**

2019 FALL Course Schedule-CULA 230

*Subject to Change*

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** |  | **Course Sections** | **Readings:** |
| **AUGUST** |  |  |  |
| **20 and 22** | Syllabus and Kitchen Cleanup | Tuesday & Thursday |  |
| **27 and 29** | Cold Sauces, Salad and Sandwiches | Tuesday & Thursday | Chapters 1, 6 |
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| **SEPTEMBER** |  |  |  |
| **3 and 5** | Condiments, Canning | Tuesday & Thursday | Chapter 5 |
| **10 and 12** | Hors d’ Oeuvre, Caviar and Buffet Presentation | Tuesday & Thursday | Chapter 7 |
| **17 and 19** | Curing, Brining and Smoking | Tuesday & Thursday | Chapter 3 |
| Fall Break **/ 26** | Vegetable Carving/Pickles | Thursday | Supplemental Information |
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| **OCTOBER** |  |  |  |
| **1 and 3** | Charcuterie | Tuesday & Thursday | Chapter 4 |
| **8 and 10** | **Written Exam/Practical** | Tuesday & Thursday |  |
| **15 and 17** | Sausages | Tuesday & Thursday | Chapter 11 |
| **22 and 24** | Terrines, Pates, Galantines and Aspic | Tuesday & Thursday | Chapter 9 and 10 |
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| **29/Fall Break** | Vegetable Carving | Tuesday | Supplemental Information |
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| **NOVEMBER** |  |  |  |
| **5 and 7** | Buffet Presentation | Tuesday & Thursday | Chapter12 and 13 |
| **12 and 14** | Final Planning | Tuesday & Thursday |  |
| **19 and 21** | Final Event Presentation | Tuesday & Thursday |  |
| **26** | Pickles | Tuesday |  |
|  |  |  |  |
|  | THANKSGIVING |  |  |
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|  |  |  |  |
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| **DECEMBER** |  |  |  |
| **3 and 5** | Lab Cleanup | Tuesday & Thursday |  |
|  | **LAST DAY OF CLASSES** |  |  |
|  |  |  |  |
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