

# Culinary Arts Letter to Parents/Students

## MVROP at Washington High School

Hello, my name is Chef M'Lisa Kelley and I will be teaching your student Culinary Arts this year. I am here to teach students to be successful in the workplace- but also want to be their mentor in how to select the best ingredients, work as a team, cook and care for themselves and each other through the service of food.

If you need to contact me, my email address is at the end of the syllabus. Just to tell you a little about my experience:

I have been a chef for over 30 years, formally trained and graduated from Johnson and Wales University. I have been a Culinary Arts Instructor for 14 years. Formerly, I ran food services and taught Culinary Arts at Piedmont High School. I have worked in fine dining, spa and resorts, operated restaurants for Nordstrom and been a multi-unit manager. I am very excited to be teaching full time this year and really looking forward to getting to know you and your student(s).

This syllabus lays out all the expectations and procedures for how our classes will run. Please take the time to go through this with your student and sign it. **Your student then should put this signed agreement into their class folder.**

## Culinary Arts 1 and 2 Syllabus

### Mission Valley ROP at Washington High

Chef M'Lisa Kelley

The highlighted parts of the syllabus are expected to be copied into your Notebook/Cookbook, which I will gift to you once our class has been determined. The cookbook is key to functioning in this class. Notes written in the cookbook are the easiest way to pass the open book quizzes. **Notebooks are 20% of your grade,** you will show me your work **once a month.** Also in the cookbook will be where you copy recipes and take notes from demos. **NO LAPTOPS CAN BE USED TO COPY RECIPES! RECIPES WILL NOT BE POSTED.**

## Course Description and Objectives

This course is geared to introduce students to the Hospitality and Food-Service Industry. Included is **Food History Culture, Safety and Sanitation, Regional/Seasonal Cuisine, Culinary Terminology, Basic Weights and Measures, Small Ware Identification, Fundamental Cooking Techniques, Fundamental Baking Techniques, Breakfast Cookery, Soups/Stocks/Sauces, Meat & Poultry Fabrication, Food Cost Control, Product ID/Storage, Herbs & Spices, Nutrition, Plate Presentation, Employability Skills, Front of House/Customer Service, Hospitality Standards.** Integrated throughout the course are career preparation standards, which include basic academic skills, communication, interpersonal skills, problem solving, and employment literacy. **THE GOAL OF THIS COURSE IS TO PREPARE YOU FOR THE PROFESSIONAL WORKPLACE.**

## Mission Valley ROP School Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment:

### *Workplace Basic Skills and Behaviors*

1. Apply skills learned in class
2. Analyze information and make decisions
3. Communicate verbally and in writing
4. Work independently and as a team member in a diverse workplace
5. Work reliably, responsibly, and ethically

### *Career Technical Skills*

1. Demonstrate occupational competencies
2. Use appropriate technology
3. Understand and practice occupational safety standards
4. Demonstrate an awareness of how a business or industry functions

### *Job Employment Skills*

1. Develop a plan to achieve career goals
2. Use effective job search strategies
3. Demonstrate an awareness of the importance of lifelong learning

## Resource Materials

All source materials (articles, videos, etc) will be posted in weekly assigned packets. You are expected to always bring a sharpie, pen, your cookbook/notebook and folder to every class. **All recipes will be handwritten into your composition book. RECIPES WILL NOT BE POSTED ONLINE.**

## The Most Important Lesson

**IF a STUDENT HAS A PROBLEM, that will affect class participation, THE FIRST AND MOST IMPORTANT THING TO DO IS TO NOTIFY CHEF AS SOON AS POSSIBLE.** I will be as flexible as I can with students to come to me as soon as they recognize that they have issues. Students who wait until the last minute, when a project/assignment is due, create a situation that is harder to solve. **Communication is key to a successful work environment. I AM HERE TO SUPPORT YOU.**

## Attendance Policy

Attendance will be taken within the first 10 minutes of class. **Tardies will hurt your grade.** If you know you are going to miss class, please talk to me ahead of time.

## Cheating

Mission Valley ROP is committed to preparing students for the workforce. This preparation includes technical skills as well as business ethics. Mission Valley ROP does not condone cheating. Any student caught cheating on an exam or copying work from other students will be given one warning and a failing grade on that assignment. Any subsequent incident may result in the termination from his/her Mission Valley ROP program, a failing grade, and loss of credits. **ALL TESTS FIRST SEMESTER WILL BE OPEN BOOK, YOU CAN USE THE NOTES YOU WRITE DOWN. All tests are handwritten ONLY.**

## **ChatGPT/AI**

AI is an important tool in learning and in business currently. Your proficiency and use of this tool will catapult you to the front of the employment line. When you use AI, **I expect you to use personal integrity and cite your source.** If you do not, this is cheating.

However, I encourage you to use AI to MAKE YOUR WRITING AND SUBMISSIONS **BETTER**. For example- punctuation, sentence structure, research.

## **Professionalism**

A kitchen demands serious and professional behaviors to be safe. Thus, these things are non-negotiables and part of your weekly grade.

**Uniform on Cooking Days- Closed toed, non-skid shoes, clean apron (from home - have fun with it!), long hair tied up off the collar or contained in a hat. Nail polish or open wounds or cuts- means wearing gloves.**

**Best Practices: hand washing, team work, willingness to help others or take on additional side work.**

**Non-negotiables: SAFETY IS KEY. I will not tolerate anything but professional behavior in my kitchens. Hot, heavy, sharp items are dangerous in a group setting. To do so is to forfeit the right to be in my class, each day that you are not prepared for class- you will lose your privilege of participating in class that day and will get a 0.**

## **Grading Policy**

As I stated before- I am here for you to succeed. However, this is a skill building class, and I expect you to put in the work. I will give you ample time to get projects done. If you are working in a team, you will be graded as a team. Keep this in mind when sports and extracurricular activities cut into class time.

**Cookbook/Notebook - 20% of grade**

**Professionalism - 35% of grade**

**Group Projects - 40% of grade**

**Quizzes - 5% of grade**

90 – 100% **A**   80 – 89% **B**   70 – 79% **C**   60 – 69% **D**   0 – 59% **F**

**IF A STUDENT HAS A PROBLEM, ANY PROBLEM, WHICH WILL IMPEDE YOUR ABILITY TO PARTICIPATE SAFELY- THE FIRST AND MOST IMPORTANT THING TO DO IS TO NOTIFY CHEF AS SOON AS POSSIBLE.**

## **Grading Assignments**

- Work turned in by the deadline will receive 9.5 out of 10 possible points (an A)
- Work turned in 1 school day late will receive 8.5 out of 10 (a B)
- Work turned in 2 school days late will receive 7.5 out of 10 (a C)
- Work turned in 3 school days late will receive 6.5 out of 10 (a D)
- Work turned in after that will receive 5 out of 10 (F)
- Work never turned in will be a 0

If you are going to miss a deadline the **MOST IMPORTANT THING TO DO IS TO NOTIFY CHEF AS SOON AS POSSIBLE** to avoid your grade dropping, we'll find a solution.

## **Home Cooking Assignments**

Cooking happens at home, and there will be assignments to cook or complete at home and apply skills learned in the class. I will be very flexible about this - provided appropriate timing and communication from the student. **You can get extra credit for cooking at home or to make up for some missed class cooking assignments. NOTE- IF YOU COME TO CLASS UNPREPARED- YOU CANNOT MAKE UP THE ZERO YOU WILL EARN FOR THAT DAY!** You will submit two pictures that contain your face and your dish, and you in the process.

## **Other Stuff**

### **Extra Credit**

**WILL BE AVAILABLE ONLY TO STUDENTS CARRYING A "C" OR HIGHER.** It is "extra" credit, not a replacement for meeting expectations concerning assignments. Extra credit will be worth no more than 3% of a final grade, enough to lift you to the next highest grade, from a B+ to an A- for example

### **Certificate of Completion**

**Students completing this course with a grade of "C" or better will receive a Mission Valley ROP Certificate of Completion listing competencies achieved in the course.** This will be an important part of the portfolio each student will assemble by the end of the class.

**Students not maintaining a grade of C will be notified before the end of the Semester.**

### **Portfolio**

Each student is required to complete a written portfolio section. This will include a resume,

samples of written communication, copy of your CA food handlers card, high quality photo copies of finished and plated dishes and projects. Students will not receive a Certificate of Completion if they have not completed their portfolio.

### Letter of Recommendation and Reference

After the completion of the first semester, for students who demonstrate excellent “workplace skills” I’ll gladly write letters of recommendation and serve as a reference. A letter of recommendation is very important when applying for a job.

### California State Food Handler’s Card

**All students will be required to take and pass the online class for sanitation in order to pass the class.**

ROP will pay for students to take the test. The Food Handler’s Card is required statewide for any employee who handles food. This is an incredibly valuable part of one’s resume/portfolio; many students have said that showing this during an interview got them their job.

### Culinary 2

Select students showing the best performance will be allowed to take Culinary 2.

### Student of the Year -

One student from each class will be nominated for the *Student of the Year Award*.

### Contact

**I am available most days during brunch or lunch. If you miss a class on a cooking or quiz day - it will be up to the student to schedule a makeup time during this time. I am not available after school unless by appointment.**

**Email - [mkelley@mvrop.org](mailto:mkelley@mvrop.org) or [mkelley@fusdk12.net](mailto:mkelley@fusdk12.net)**

I have read this contract/ syllabus and rules for Chef M’Lisa’s class. I agree to follow these rules and abide by this class contract. I agree to be professional and safe at all times in our kitchens. I agree to keep a professional appearance and attitude when working with all of the other students and Chef M’Lisa (pronounced Melissa)..

Period: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name/print: \_\_\_\_\_

Phone: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Email: \_\_\_\_\_