



COURSE SYLLABUS
BUS 999 Course Name
Instructor Chef Steve Topple

CATALOG COURSE DESCRIPTION

Business Division Professional Technical Level

This is a non-accredited, Professional-Technical course offering practical job skills for which you will receive a Certificate of Completion, but not transcribed credit.

INSTRUCTOR

Name: Steve Topple
Office: 106 E. Park Ste. 227, Academic Center
Office Hours: By Appointment in Academic Center
Cell (208) 315-4247
Phone: McCall College Desk is (208) 634-3456
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Office Hours: My office hours are Mondays through Tuesday 9:00am to 2:00pm. Please call ahead for an appointment. If I don't pick up, be sure to leave a name and phone number, I will try to return calls within 24 business hours.

COURSE PREREQUISITES

1. GED or High School Equivalent .
2. Read, write, stand for long periods of time, and lift up 50 pounds

REQUIRED TEXT BOOKS

List required text books.

1. Practical Cookery /14th Edition/2019//David Foskett/Patricia Paskins/Neil Rippington/Steve Thrope/Amazon \$34.71 Paperback/2019/978-1-5104-6180-2
2. Other required books / lab manuals / Case Studies / etc.

RECOMMENDED TEXT RESOURCES

1. If you are struggling with the material, I recommend you come talk to me.

Learning Objectives / Skills / Benchmarks

For the CITPT 113

The successful student will:

1. OF 1.1 Have a understanding of kitchen operations
2. OF 1.2 Understand of basic knife skills
3. OF 1.3 Perform to a high standard as a line cook
4. OF 1.4 Being able to plan menus
5. OF 1.5 Food safety, Passing serv safe test, understanding allergens in the kitchen
6. OF 1.6 Understand and produce recipes given

INTERNET RESOURCES

1. www.google.com www.foodnetwork.com

CLASS SESSION SCHEDULE

Session 1 Sept 11, 2023	Syllabus, Chapter 1 & 4 Kitchen Safety
Session 2 Sept 18, 2023	Chapter 2 Basic Sanitization and Serve Safe pages 29-53
Session 3 Sept 25, 2023	Chapter 2 Basic Sanitization and Serve Safe pages 29-53
Session 4 Oct 2, 2023	Chapter 2 Basic Sanitization and Serve Safe pages 29-53
Session 5 Oct 9, 2023	TEST for Serve Safe
Session 7 Oct 16, 2023	Nutrition and Allergens Chapter 1 page 8
Session 8 Oct 23 2023	Basic Vegetables Chapter 12 page 387
Session 9 Oct 30, 2023	Breakfast Chapter 6 page 134
Session 10 Nov 6, 2023	Prepare Basic Soups Chapter 5 page 78
Session 9 Nov 13, 2023	Sustainability Chapter 4 page 78

November 20th Thanksgiving

Session 10 Nov 27, 2023	EXAM of knowledge covered in first ½ of the classes
Session 11 Dec 4, 2023	Practical hands on vegetables
Session 12 Dec 11, 2023	Practical hands on soup

December 12-Jan 7th Christmas Break

Session 13 Jan 8, 2024	Intermediate Soups and Sauce Chapter 5 page 78
Session 14 Jan 15, 2024	Practical hand on soups and sauces
Session 15 Jan 22, 2024	Starch, Grains, and Pasta Chapter 7 & 8 page 150
Session 16 Jan 29, 2024	Practical hands on Starch, Grains, and Pasta
Session 17 Feb 5, 2024	Basic Costing Chapter 4 page 63
Session 18 Feb 12, 2024	Meat and Offal CHater 10 page 255

February 19th Presidents Day

Session 19 Feb 26, 2024	Practical Meat and Offal
Session 20 March 4, 2024	Fish and Shellfish Chapter 9 page 192
Session 21 March 11, 2024	Practical hands on fish and shellfish

March 28-24 Spring Break

Session 22 March 25, 2024	Poultry and Game Chapter 11 Page 340
Session 23 April 1, 2024	Practical on poultry and Game
Session 24 April 8, 2024	Basic Yeast and Quickbreads Chapter 13 page 472
Session 25 April 15, 2024	Practical Hands on yeast and quickbreads
Session 26 April 22, 2024	Introduction to Pastry Chapter 14 page 498
Session 27 April 29, 2024	Practical Hands on pastry
Session 28 May 6, 2024	Menu Planning for Wine Dinner
Session 29 May 13, 2024	Testing dishes for Wine Dinner
Session 30 May 20, 2024	Wine dinner and profits go towards college
Session 31 May 27, 2024	Test of second session
Session 32 June 3, 2024	Wrap up session/retakes on test
Session 33 June 10, 2024	Graduation!!

COURSE PROJECTS

1. Create Menu from 1st semester tion with allergene GF/Vegan/Nut Free: Due November 27, 2023
2. Costing out menu from your apprentice site, entrees only: Due February 26, 2024

3. Design a your own pastry dish and present: Due by February 29, 2024
4. Create a menu and put on a 4 course wine dinner May 20, 2024

PORTFOLIO: A 3-ring binder is recommended. Students are required to take pictures, write down recipes, methods of cooking, in a 3-ring binder. One for each session completed.

END OF ADMIN SYLLABUS, CONTINUE TO STUDENT SYLLABUS

ASSESSMENT AND EXAMINATIONS

Participation In Class will be assessed for quality of preparation and application of course content to subject discussion.

Exam will consist of **Essay and Proficiency Demonstration** questions. They will be closed notes and closed books. Makeup exams will **not** be given for reasons other than illness (confirmed in writing by a physician).

Surveys, Evaluations, and Assessments are a student requirement as part of this class.

Accreditation and Transferability This course is a non-accredited, Professional-Technical/Community Education course offering practical job skills for which you will receive a Certificate of Completion, but not transcribed credit.

Emergency Information: In case of medical emergency, natural or other disaster, McCall College faculty are required to maintain their cell phones in an 'on' status. The City of McCall maintains a '911' system for all **FIRE – POLICE – AMBULANCE** services and should be contacted in case of emergency. If outside of McCall's city limits, emergency calls may be made to Valley County Sheriff's Department (208) 382-7150. All building ingress and egress doorways shall remain unlocked during class hours.

College Outcomes You may notice that many of the various courses have similar sounding Goals: McCall College's intention is to build whole persons through the wide range of courses it offers. Therefore, you will find these courses do not stand in a vacuum of their own learning, but strongly relate to all other courses in your series of classes, and to the world in which we live. It is our intended outcome that students will grow toward high levels of maturity: demonstrating ethical behavior, loving and respecting others, offering grace and compassion as they have received it, and building up the community that we all share. Outcome rubric is available upon request.

Academic Excellence: McCall College students will demonstrate a broad understanding and appreciation of the liberal arts, and develop expertise in a chosen field of study and profession. It is the college's hope that students will develop a continual curiosity and hunger for knowledge in greater breadth and depth, achieving their greatest potential through lifelong learning.

Social Responsiveness: McCall College students will be faithful stewards of their knowledge, skills, and resources, and be agents of social justice to all their community of practice. They will show compassion for people of all races, creeds, and cultures, and identify with and advocate for those in need—locally and globally.

Cell Phones and Digital Devices: The default rule at McCall College is that all cell phones and digital devices must be turned off and put away during class. Only emergency calls that are expected are acceptable if the professor has been notified that one might be coming. Any email or IM or Facebook or similar programs must not be running during class. WiFi is to be turned off unless you are researching a class item at the prompt of the professor. Any messaging (receiving and being distracted as you glance at it or sending) will result in the student being asked to leave the class and the student being marked absent for the class session. Each class and each instructor are allowed to set their own standards regarding usage of digital media.

Missed Classes. You are allowed by departmental policy to miss a maximum of eight hours of this course. For this course there will be no penalty or makeup assignment for up to four hours missed. Students missing more than four hours will need to arrange a makeup assignment with the course instructor (**note:** this is the student's responsibility). Failure to arrange and submit the additional assignment will result in a deduction of 20 points from your total score.

Late Papers. Punctuality is a virtue McCall College intends to support. Instructors may choose not to accept late assignments at all. Instructors, at their discretion may elect to accept papers, but subject grading to a 10% or 1 grade reduction. Papers more than 10 days late will not be accepted without prior arrangements from the instructor.

Statement on Academic Honesty from the Student Handbook: Course submissions are assumed to be the student's own work and newly developed for this course. Plagiarism is defined as representing the words or ideas of another as one's own in any academic exercise. One who facilitates this activity is equally responsible with the

primary violator. Penalties for plagiarism will be enforced according to the guidelines found in the Student Handbook at <http://www.mccallcollege.org>. Collaboration assignments must reflect individual contribution.

Class Attendance Attendance is required for this class. If an absence is unavoidable, phone notification or voice message is preferred, e-mail is acceptable but not preferred.

Participation will be evaluated on your contribution to class discussions. We will frequently begin class with a discussion. Sometimes I will ask for volunteers and other times I will call on people randomly, you must be prepared for every class. Student participation will be expected to be of a proper business attitude. Let's be gracious to one another. Instructor reserves the right to adjust grades for improper attitudes.

Copyright Statement: McCall College, a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside of the class may violate the law.

Disability Services Information: If you have specific physical, psychiatric, or learning disabilities and require accommodations, please contact the Student Services personnel as early as possible so that your learning needs may be appropriately met. You will need to provide current documentation of your disability to the Student Services Office. For more information, go to Student Services or call (208) 634-3456.

Reading Assignments

- Assigned reading for each week is posted on the Course Schedule
- Reading should be completed *before* class so that you may participate fully in the discussion
- 1. **Required:** essential for full participation in classroom discussion and exercises. Required reading assignments are listed in the class session pages.
- 2. **Initiative:** you are encouraged to discover and share additional sources of pertinent input. Articles you may find in peer reviewed journals in the www.lili.com library databases may provide the most current thinking on many of the topics we will be discussing. These are meant to provide enrichment and may contain useful resources for your research papers. Optional articles are not listed on the Course Schedule.
- 3. **Persistence:** you are expected to find a way to work around seeming roadblocks to learning.
- 4. **Resourcefulness:** you are expected to creatively search for sources of information to support the learning and share with others. For academic honesty, remember to provide credit through full citation data.

COURSE GRADES	Attendance/Participation	20%
	Written & Cooking Exams	20%
	Practical Cooking Exams	30%
	Homework	5%
	Comprehensive practical exams	5%
	Final Practical Exam - 4 course dinner	20%

A	90% or better
B	80
C	70
D	60

FINAL GRADE: High Pass/Pass/Fail

NB Student did not attain minimum benchmark
Instructor retains the right to adjust the grading schedule.

EVALUATION AND GRADING

Following are the criteria that will be used to assign points to each of the major assignments. Each column shows the points that will be awarded based on the maximum points possible.

Grading Standard	Points
<p style="text-align: center;">Superior = 'A' Grade</p> <p style="text-align: center;"><i>Work is among the best in class, exceeds standard</i></p> <ul style="list-style-type: none"> • Projects accurately use appropriate tools and techniques, and generate results that are based on sound and complete analysis. Successfully and thoroughly address stated project goal (achieve what they said would be achieved) • Papers are comprehensive, accurate in content, well researched, and extremely well written. Effectively use and cite significant, appropriate resources (where appropriate). Writing is precise and accurate. 	90%+

	<ul style="list-style-type: none"> • Presentations actively and continuously involve the class and facilitate significant learning using innovative and creative methods. Accurately researched using solid resources. 	
Good = 'B' Grade	<p style="text-align: center;"><i>Work is done to class standard</i></p> <ul style="list-style-type: none"> • Projects are complete and for the most part (but not entirely) use appropriate tools and techniques. Come to sound results regarding project goal, but show room for improvement (do not achieve all that was planned) • Papers are well written with no significant errors and are accurately based on texts and assigned readings with some use of additional resources. • Presentations actively involve the class using standard methods and activities resulting in effective learning. 	80 – 89.9%
Acceptable = 'C' Grade	<p style="text-align: center;"><i>Work is significantly below class average</i></p> <ul style="list-style-type: none"> • Projects inaccurately use tools and techniques, or fail to accurately accomplish stated project goal. • Presentations do not actively involve the class or fail to go beyond simply restating material obtained through minimum research. • Papers are incomplete, contain errors, do not accurately apply concepts from texts, or fail to have adequate or accurate references. 	70 – 79.9%

The final class grade will be based on the total points earned. The minimum number of points required for each letter grade is as follows:

This is a tentative syllabus. Activities, expectations, and schedules are subject to change without notice.

End of Student Syllabus July 2024 McCall College CITPT 113.