

# Culinary Arts

College Now – Career Pathways Program  
Front Range Community College  
2016-2017



## Program Syllabus



# Career Pathways

*The Career Pathways program at Front Range Community College provides a supportive educational climate that promotes career exploration, technical skills, and readiness for college and employment.*

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## The Culinary Arts Program

**Instructor:** Sheila Beckley  
**Office/Classroom:** Room 305, Fossil Ridge High School  
**Phone (office):** (970) 488-6440  
**Email:** [sheila.beckley@frontrange.edu](mailto:sheila.beckley@frontrange.edu)

### **Program Description**

Welcome to the Culinary Arts Program! This year-long program is designed for high school students interested in exploring the creative and technical side of the culinary arts with emphasis placed on becoming a chef. Students work in a professional kitchen, use proper hygiene, sanitation, and kitchen safety, and study basic cooking and food preparation and presentation. Students are required to taste at least one bite of all foods (unless allergic).

### **Schedule and Calendar**

Students are enrolled in Career Pathways for either the morning session or afternoon session, depending on their home high school schedule.

Morning Session: 8am – 10am, Monday – Friday

Afternoon Session: 12:30pm – 2:30pm, Monday – Friday

Students will follow the FRCC academic calendar for their Career Pathways classes. As a result, there may be times when students are expected to attend their FRCC classes even when their home high school may not be in session, such as Spring Break or Parent/Teacher Conference days.

Students are not expected to attend their Career Pathways classes if FRCC, Poudre School District, or Thompson School District is closed due to inclement weather, such as snow or heat. Please see the FRCC website ([www.frontrange.edu](http://www.frontrange.edu)) for updates.

### **Transportation**

Busses are provided to FRCC from most of the high schools in Poudre and Thompson school districts. Students are expected to provide their own transportation on days the school district is not in session. In addition, students must arrange transportation to most off campus activities, such as labs, field trips, and internships. Students often carpool together to these activities.

## Program Requirements

Students in Career Pathways are expected to attend every day, participate fully, and communicate regularly with their instructors. Students are responsible for monitoring grades and becoming familiar with the information provided in this syllabus. Students are responsible for regularly checking the online class portal, Desire-to-Learn (D2L), for program announcements and to monitor grades and attendance. See below for more information about D2L.

Students in the Culinary Arts program must be willing to interact with and handle all types of foods, including:

1. “Employees shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods.” (State Board of Health Colorado Retail Food Establishment Rules and Regulations, Colorado Dept. of Public Health and Environment, 2012)  
Students are required to shower or take a bath every day and are required to wear the complete uniform every day, including on field trips and catering functions.
2. Students must be in their complete uniform on or before 8:00 am or 12:30 pm until 10:00 a.m. or 2:30 p.m. Students without the complete uniform will not be able to participate in the lab and will receive a grade of “0” for that day. The complete uniform must be clean and is composed of:
  - buttoned up chef’s coat
  - chef’s pants
  - apron
  - side towel
  - chef’s clogs or any closed non-skid shoes without heels
  - chef’s hat
  - a blue or black pen, a pencil and small notebook that can fit in chef’s coat pocket
  - a calculator
  - clean-shaven face for men
  - hair tied neatly away or under a hair net with no strands of hair falling on the sides
  - short and clean nails without polish of any kind
  - no jewelry – includes tongue or facial piercing, necklace, earrings, rings, bracelets
  - no heavy fragrances that will interfere with the aromas of the food
  - conservative make up, no false eyelashes, no glitters
  - no chewing gum or eating while cooking or dishwashing
  - new or fresh tattoos on hands and arms are not allowed since these are open wounds
  - All other food safety and sanitation guidelines required or recommended by the Colorado Department of Health, Larimer County Health Department and ServSafe®
3. For safety purposes, clothing must cover all skin and underwear except the face, hands and/or arms.
4. Clothing (including hats) may not promote alcohol, drugs, tobacco, gang affiliation, sexuality or profanity.
5. Breaks will be given at the discretion of the instructor.
6. Students are not allowed to use ingredients, tools and equipment without the permission of the instructor.

7. Students are not allowed to bring home tools and equipment.
8. Students need to bring their own plastic container or any container if they want to bring home leftover food. Students are not allowed to use classroom supplies to wrap food to take home.
9. Students are not allowed to use their cellphone or other electronic devices in class. Students may bring a regular camera if they want to take pictures of their food. Students are responsible for the security of their camera and other possessions.
10. All students are expected to participate fully in the cleaning each day. Each student is responsible for the proper cleanup and care of equipment in the lab and classroom.
11. Safety instruction will be given throughout the year. This will include use of equipment, knives and other sharp utensils and fire safety. A student demonstrating an unsafe work habit will be immediately removed from the classroom or lab.
12. Students are responsible for their own transportation for field trips close to town and during culinary internship or culinary independent study.
13. For communication, use email or call my office phone. It is highly recommended that you use your D2L email. Text messaging will not be accepted.

## Culinary Arts Courses

### HIGH SCHOOL CREDIT

#### Fall Semester

##### **High School Culinary Fall** (CUAZ 010)

Start Date: August 22, 2016

End Date: December 12, 2016

**Course Description:** Fall semester content covered in the Culinary Arts program includes: career exploration; food safety and sanitation; knife skills; equipment and ingredients; food presentation; cooking methods; stocks, soups, and sauces; meat; poultry; seafood. Credit awarded in CUAZ 010 is designated on the student's fall semester high school transcript only.

**Course Requirements:** **Students must pass the safety module with D or better to continue in the program.**

#### Spring Semester

##### **High School Culinary Spring** (CUAZ 011)

Start Date: January 17, 2017

End Date: May 8, 2017

**Course Description:** Spring semester content covered in the Culinary Arts program includes: career exploration; salads; sandwiches; hors d'oeuvres; canapés; charcuterie; bakery and pastry; quantity food production; internship at the discretion of the instructor. Credit awarded in CUAZ 011 is designated on the student's spring semester high school transcript only.

## COLLEGE CREDIT (OPTIONAL)

Content for optional College courses is integrated into the high school curriculum, and enrolling in the optional college courses will not add additional course work. The college classes listed below are **optional**. Students who enroll in college classes will generate an FRCC college transcript, and the grades for the classes below will become part of a student's permanent college record at FRCC.

### Signing up:

An enrollment packet containing instructions and required forms will be distributed at Orientation and/or on the first day of class. All required steps must be completed and forms must be submitted to your instructor **by Wednesday, August 31<sup>st</sup>** in order to be enrolled in the optional college credit awarded in this program.

Drop and withdraw deadlines for college courses: Most FRCC degrees and certificates require that students earn a C or higher in each required course. Failure to earn passing grades in the college classes will also negatively impact a student's ability to receive financial aid in the future. To avoid earning a "D" or an "F" on your permanent college transcript, be aware of the drop and withdraw dates for your college courses. Ask your instructor or the College Now Office for help submitting the proper forms *prior* to the deadlines listed below if you are worried about your academic progress in a course. A dropped course will never show on your FRCC transcript and a withdraw reads as a "W" on your FRCC transcript, but there is no grade attached.

### Fall Semester

The deadlines for all fall college courses are:

<b>Drop Deadline</b>	<b>Withdraw Deadline</b>
Tuesday, September 6, 2016	Saturday, November 19, 2016

### **Food Safety & Sanitation** (CUA 101) – Optional College Course

*FRCC Credits: 2*

Start Date: August 22, 2016

End Date: Students must pass coursework completed by September 9, 2016 with a C or better to continue in any other culinary arts college classes.

Course Description: Covers the basic rules of sanitation, food-borne illnesses, safe food temperatures, safe food handling techniques, the HACCP Program, pest control procedures, and local/state health rules and regulations for food service operations. At the completion of the course students take a nationally recognized test from the Education Foundation of the National Restaurant Association. If passed with a score of 75% or more, students receive a Certificate from the Education Foundation.

Course Requirements: **Must pass with C or better to qualify for college credit in all other college classes.**

### **Center of the Plate** (CUA 129) – Optional College Course

*FRCC Credits: 4*

Start Date: August 22, 2016

End Date: December 12, 2016

**Course Description:** Enables the student to plan and prepare a variety of complete meals in a commercial kitchen, focusing on center of the plate entrees including meat, poultry, seafood and vegetarian items. Meat, poultry and seafood handling and preparation, including basic forms and cuts, principles used for selecting products and appropriate cooking methods are emphasized. Vegetarian entrees are also covered, including methods for preparation and cooking of various types of potatoes, rice, legumes, pastas, casseroles and grain products with special attention given to complimentary proteins.

**Course Requirements:** **Must have passed CUA 101 with a C or better.**

### Spring Semester

The deadlines for spring college courses are:

<b>Drop Deadline</b>	<b>Withdraw Deadline</b>
Wednesday, February 1, 2017	Saturday, April 15, 2017

**Intro to Baking** (CUA 145) – Optional College Course

*FRCC Credits: 4*

Start Date: January 17, 2017

End Date: May 8, 2017

**Course Description:** Provides the student with the fundamentals of baking terminology, principles of baking, and the characteristics of the functions of the main ingredients that is used in bakery production. Orients student to use commercial equipment, tools, and provides the student with the fundamentals of basic yeast-raised production and quick breads, white bread, rolls, variety grain breads, specialty breads, sweet yeast-raised products, and quick bread, fundamentals of basic cake, pie, pastry, and cookie production. Enables the student to produce a variety of cakes, pies, pastries, cookies, and assorted dessert items in a commercial kitchen.

**Course Requirements:** **Must have passed CUA 101 with a C or better.**

*\*Details about each course, such as specific topics and competencies, can be found at the course page in Desire-to-Learn (D2L). D2L is accessed through the "DESIRE2LEARN" link at the top of the [www.frontrange.edu](http://www.frontrange.edu) webpage.*

## Career Pathways Policies

### **Grades**

All students will earn high school grades that will post to the high school transcript. Students who are concurrently enrolled will also earn grades for each college class that will post to the student's FRCC college transcript.

### Career Pathways grading scale

90-100% = A

80-89.9% = B

70-79.9% = C

60-69.9% = D

0-59.9%= F

### **Attendance**

Students are expected to attend every day in the Career Pathways program. Our programs provide hands on experiences that are crucial to student success and difficult to make up.

If extenuating circumstances occur and a student must miss class, the student must contact the instructor before the missed class period. Students should be aware that they will receive a “0” for lab activities that cannot be made up or replicated. **Attendance and participation are a significant part of the high school grade.**

Students may contact the instructor through email or the instructor’s office number (970.488.6440). Only communication before class from the student or the student’s parent or guardian will be accepted. Messages coursed through the student’s classmates or friends will not be accepted. Text messaging will not be accepted either.

Attendance is worth 30% of a student’s final grade. Student can be absent 3 times per semester without penalty. Each additional absence results in a 33.33% deduction from the attendance grade. Students who contact the instructor before the missed class with a reasonable excuse will be given the opportunity to make up two lab and two lecture classes per semester. Students who need to do make up work for any laboratory, lecture, or exam missed will be given a cumulative work or exam at the end of the course. Only one written exam can be made up. A written exam day is considered a lecture day and a practical exam day is considered a lab day. Prolonged illness or other extenuating circumstances can be discussed on a case-by-case basis. Absences due to school-related activities will be excused.

Students who miss 1-10 minutes of class will be marked tardy. The missed minutes may be from the beginning, middle, or end of the class period. Anything above 10 minutes is considered an absence. Three tardies are equivalent to one absence. Absences due to the accumulation of tardies cannot be made up.

If extenuating circumstances occur and a student must miss class, the student should follow the policies listed below:

- Students are expected to contact their instructors *before* the missed class period to explain why they will be absent.
- Students who miss class due to a home high school activity (sports, senior meetings, etc.) must provide documentation from the high school prior to the absence.
- Students are responsible for checking in with instructors while absent or immediately upon their return. Check in should include submitting assignments completed prior to the absence, requesting make up work from the instructor, and setting a deadline for submitting missed assignments.
- Students should be aware that they will receive a “0” for lab activities that cannot be made up or replicated.

Students with absences can expect to discuss their attendance with faculty and/or administrative staff. In some cases, the high school counselor will be informed of attendance issues.

### **Late Work**

Only projects and assignments submitted on time will be accepted. Students may submit their work before the due date or email an electronic copy by 11:59 p.m. of the due date if they need to be absent on the day that a project or assignment needs to be submitted. All pre lab activity work, assignments and/or quizzes must be accomplished before students can participate in the lab. Students without the pre lab requirements will receive a "0" for that lab and will not be able to make it up. All online quizzes will be open and available at the beginning of the course. Deadline for all online quizzes is 11:59 p.m. a day or so before the final exam. All quizzes have hard deadlines and will be closed after the deadline.

### **Professionalism**

Attendance, participation, and professionalism will also be evaluated as part of a student's final high school grade. Students are expected to attend every day, participate fully in their programs, and maintain professionalism in the classroom and lab. Professionalism includes wearing appropriate clothing, communicating with instructors, working respectfully with other classmates, and maintaining a safe lab experience.

Listening and working well as a team member is essential to success and safety in this program—a student will be given a warning if they are talking while the instructor or a classmate is speaking. If not immediately resolved, the student will be reported to the home high school, College Now Department Chair, and/or the FRCC Dean of Students.

### **Academic Progress**

Students must earn at least a D in their fall semester high school course (CUAZ 010) to be eligible to continue in the Career Pathways program in the spring. **Students who do not earn this minimum grade will return to their home high schools for all course work in the Spring Semester.** Students who do not return will be expected to return all checked out text books and materials before the start of Spring Semester.

### **Student Progress (Grades, Attendance, etc.)**

Students will have access to updated progress information through Desire-to-Learn (D2L), which provides an online grade book and attendance record for each student. D2L is accessed through the "DESIRE2LEARN" link at the top of the [www.frontrange.edu](http://www.frontrange.edu) webpage. Students will need their FRCC issued "S-number" and their password to access D2L.

Students are expected to track their progress and promptly discuss any concerns with the instructor.

Parents should be aware that the Career Pathways program does not send out routine progress reports, and that Career Pathways instructors do not typically contact parents with grade or attendance concerns. However, parents are encouraged to check on student progress through D2L. Parents are welcome to contact faculty and staff if they have concerns.



Please note that high schools will be periodically updated on student progress and attendance.

### **Accommodations**

Students who have IEPs or 504 Plans in high school are eligible to receive accommodations in their Career Pathways programs. If students enroll for high school credit only, we will follow the accommodations listed in the high school documentation as closely as possible. Students who enroll for optional college credit are only eligible for college-level accommodations that must be arranged with the College Now office. Please contact Beth Montgomery at 204-8372 to set up college accommodations.

### **Drops and Withdraws**

Students who need to drop the Career Pathways program must get approval from their high school counselors. The high school counselor will contact College Now to complete the drop process. Students are expected to return all textbooks and class materials to the instructor.

Students who enroll for college credit have the option to drop or withdraw from individual college classes, but will remain enrolled in the program and will continue earning grades for the high school transcript. Students who wish to drop or withdraw from one or more college classes must contact the College Now office (no high school or parent approval is required). Drop and withdraw deadlines are noted in the college course information section of this syllabus. Please note that withdraws may affect future financial aid eligibility.

Faculty are available to discuss student progress and the withdraw option for students with questions.

### **Career and Technical Student Organization**

Career Pathways students have the opportunity to become members of the FRCC Culinary Arts Club. Student clubs provide the opportunity for students to take the curriculum they learn in class and apply it to real-world projects and activities, including, but not limited to: service with community partners and organizations, career development opportunities, and working with industry partners to better understand the career area. Club participation can connect secondary and postsecondary students and faculty together and develop strong leadership skills in students of all ages. Career Pathways students are encouraged to participate in extracurricular meetings and activities as their high school schedules allow. Subchapters of the Culinary Arts Club will be run during the Career Pathways class time, to allow bussed students to participate in club activities.

### **Industry Experience**

Students may have the opportunity to gain valuable work experience during an internship experience in the spring semester. Please note that participation in this experience is earned over the academic year, and eligibility is determined by the instructor. Students not eligible for this industry work experience complete an alternate independent study project for high school credit.

To qualify for an industry work experience, students must have demonstrated the following in their Career Pathways program:

- C or higher in the fall HS course; C or higher in the spring HS course at time of experience

- Ability to work without supervision on culinary skills, including, but not limited to food safety, fire safety, cleanliness and sanitation, and knife and equipment safety
- Ability to proactively communicate with instructor and classmates
- Good attendance record
- Ability to follow specific directions
- Ability to work productively with others
- Minimum of 70% average on quizzes, worksheets and assignments from the fall up to the internship/independent study period
- Students who are eligible and choose to do the internship must have submitted all internship forms on time

### **Safety**

Safety is the highest priority in the Career Pathways program. Instructors will determine if a student is unfit to participate in lab activities for any reason, including but not limited to: being unprepared, acting unprofessionally, appearing disoriented or impaired, and/or violating safety policies and procedures. Students will receive a “0” for missed lab activities. If safety concerns are not immediately resolved, the student may not be permitted to continue in the program.

### **Student Conduct**

Students are expected to actively and safely participate in their programs, be respectful of all faculty, staff, and students, and show responsibility, maturity, and integrity when enrolled in a Career Pathways program. Students who do not meet these expectations may not be permitted to continue in the program. Career Pathways will notify the FRCC Public Safety Office and Dean of Students for serious issues, which may affect a student’s future enrollment at FRCC and may result in legal sanctions.

Students are encouraged to review the FRCC Student Code of Conduct, available at <http://www.frontrange.edu/being-a-student/code-of-conduct>. In particular, students should note the policies below:

- Educational environment: any behavior that interferes with the educational environment, teaching, and/or learning is not acceptable.
- Academic honesty: students are expected to complete their coursework with integrity. Cheating and/or plagiarism are not acceptable.
- Drugs/alcohol: any suspected drug and alcohol issues will be immediately reported to the home high school and the FRCC Public Safety office.
- Cell phones and other electronics: use of cell phones and other personal electronics are not allowed except for approved purposes at the discretion of the instructor.
- Attire: students should select appropriate clothing for the hands on activities in their programs. Attire should reflect a professional environment.
- Parking: students who provide their own transportation are expected to drive safely on campus, use designated parking spaces, and go directly to their classrooms, computer lab, student center, or library upon arrival.
- Computer usage: Computers are to be used only for program-related coursework and labs.

### **Permission to Include Student in Photographs and/or Videos**

Photos and videos of our programs are a vital component to recruitment. A non-permission form is available in the College Now office if you or your parent objects to the use of your photo in recruitment materials.

### **Title IX Statement from Paul Meese, Title IX/EO Coordinator**

Our college is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate college officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a college official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator by emailing Paul.Meese@frontrange.edu or calling 303-678-3707. Reports to law enforcement can be made with the local law enforcement agency or you may contact the campus security office at:

Boulder County Campus – 303-678-3911

Larimer County Campus – 970-204-8124

Westminster Campus – 303-404-5411

If you would like a confidential resource, please contact Paul Meese, FRCC Executive Director of Human Resources. Further information may be found on the college's web site at:

<http://www.frontrange.edu/being-a-student/campus-safety>.



**STUDENT WAIVER OF LIABILITY FORM**

**State Board for Community Colleges and Occupational Education,  
for the use and benefit of Front Range Community College**

Angie Gramse, Associate Legal Counsel, 9101 E. Lowry Blvd, Denver, CO 80230. 720-858-2721

Program:     **Culinary Arts**     Term:     2016-2017    

Description:     All on-campus and off-campus activities related to Career Pathways Programs    

Front Range Community College, Poudre School District R-1 and Thompson School District R2-J are educational institutions in the State of Colorado, and, as such, are covered by the Colorado Governmental Immunity Act, CRS 24-10-101. This law provides that the state and its institutions are immune from lawsuits for injuries suffered by private persons, except in specific situations listed in the law, where immunity is waived. Voluntary participation by students in field trips and non-classroom activities conducted by a state-funded institution of higher education or other educational institutions is not one of the areas where immunity from liability is specifically waived. In other words, by law, if a student suffers an injury as a result of participation in field trips and non-classroom activities of the college, the college is immune from fiscal liability for such injury. For this reason, students are strongly encouraged to obtain medical insurance coverage, if they do not already have coverage, before participating in these activities. Students are also encouraged to read the applicable statutes cited above, which are on file in the Library and on the Internet.

In consideration of, and as a payment for, the right to participate in field trips and non-classroom activities, and the services and food arranged for me by Front Range Community College, Poudre School District R-1 and Thompson School District R2-J and their agents, I have and do hereby assume all risks and will hold them harmless from any and all liability, actions, causes of action, debts, claims and demands of every kind and nature whatsoever which I now have or which may arise from or in connection with my participation in activities arranged for me by Front Range Community College, Poudre School District or Thompson School District or its agents. The terms hereof shall serve as a release and assumption of risk for my heir's executors and administrators and all members of my family.

In signing below I hereby assert that:

1. I have read this document and understand that specific trip information will be provided;
2. I understand that Front Range Community College, Poudre School District and Thompson School District are covered by the Colorado Governmental Immunity Act;
3. I may be personally liable for injuries that I may suffer as a result of participation in this activity.

\_\_\_\_\_  
Student Name (Print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Print)

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

\_\_\_\_\_  
Date

## ACKNOWLEDGEMENT OF RECEIPT OF SYLLABUS

- I acknowledge that I have received a copy of the syllabus for the Culinary Arts Career Pathways Program.
- I acknowledge that I am responsible for understanding the content of the syllabus and for following by the policies and procedures.

Student Name (please print): \_\_\_\_\_

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

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

Date \_\_\_\_\_

- Complete this form, detach from the syllabus, and return page to instructor-