

Hospitality Rotation Year Two Students
Culinary Hospitality Academy
Mrs. Pratt
248-3827 or slowpratt@pnwboces.org

INTRODUCTION:

Welcome back! As second year students, this year you will apply and expand on the skills and knowledge you acquired in your previous year. Whether you are planning to enter the job market or make plans for college, this year we will focus on the practical skills necessary to prepare you for a career in the hospitality industry or in any customer service related field.

Course Goals:

By the end of this rotation, you should be able to:

- Recognize and state the importance of providing good customer service.
- Have a general knowledge of the hospitality industry and career options.
- Plan, develop and implement your senior exit project using information from classroom lectures.
- Work together as a team to set up, serve and clean-up on Restaurant Days (Educated Palate).
- Identify and practice service techniques: setting a table, serving, clearing, and serving beverages.
- Identify and explain why nutrition is important to the food service industry and be able to list and describe techniques to develop healthy and nutritious menus.
- Understand basic cost control terms and be able to list the process to control food costs.
- Explain the purchasing and inventory process as it relates to operating a foodservice establishment.
- Define marketing and list the steps in the marketing process
- Define the terms sustainability and conservation and list ways that a foodservice operation can implement strategies towards these goals.
- Identify the major global cuisines and its respective flavor profiles.

GRADING:

Your quarter grade will be based upon participation in classroom activities and discussions, completion of written assignments, professionalism and teamwork. A grade will be given based on the following:

Attendance

25%

Our goal of employability dictates that we consider student attendance in a manner similar to an employee's attendance on the job. (Refer to the student handbook for school policies)

- Attendance is taken everyday within the first 5 minutes of class (8:05 and 2:05)
- All students start the quarter with 100 participation points. Each absence will result in a deduction of 10 points.
- You will be marked **ABSENT** if you are not dressed in uniform and in your seat.
- 3 tardies equal one absence; 5 absences will result in a call to your parent
- Absence/Tardy notes should be given to the instructor on the day of your return to class
- When a student is absent, it is **THE STUDENT'S** responsibility to ask what needs to be made up and to make sure he/she understands the makeup work.

Knowledge

25%

This grade is based on application of the information given in classroom activities and lectures.

- A test will be given at the end of each chapter.
- Tests can only be made up if an absence is excused & must be taken within 2 days of the absence
- Portfolio organization

- Lab performance: Educated Palate and practical(s)
- **ProStart Exam Score:** the test will be taken in June. Your score will be averaged with quarter grades to determine your final grade.

Conduct and Participation

20%

This grade is based upon student’s behavior and active participation in classroom activities and lab work.

- Completion of in-class assignments and handouts
- Lab performance: Educated Palate set up
- Professionalism and Conduct:
 - Daily participation in productive class discussions
 - Use appropriate language (no profanity or obscene gestures)
 - Respect for instructor and class members (no threatening, intimidating, harassing, etc)
- **No cell phones, ipods or any electronic equipment** allowed during class.
 - Verbal first warning.
 - Second warning: it will be taken away and put into the phone box
 - Third warning: everyone in the class will have to put their phone into the phone box
 - Refusal to turn in your phone will result in a write up

Senior Exit Project

5%

- Completed Assignments
- Group’s evaluation of your effort, participation & teamwork
- An individual grade will be given at the end of 4th quarter and will be averaged into the final grade

Math and English assignments and participation

5%

Attitude/ Effort

20%

This grade is based upon how well the student is prepared for work and classroom activities.

- Pen and portfolio
- Positive Attitude and Effort: teamwork, cooperation, leadership & initiative
 - Your smiling face: *The world is like a mirror; reflecting what you do, And if your face is smiling then it smiles right back at you.*
- Uniform and Grooming
 - All students start the quarter with 100 participation points. Each missing infraction will result in a deduction of 5 points *for each*: Chef coat, pants, non-skid shoes
 - *Restaurant uniform*:: black pants, long sleeved white buttoned shirt
 - *Not acceptable: short pants, skirts, elevated shoes or sandals*
 - Uniforms will be subject to random spot checks. Uniforms must be cleaned & buttoned. Student must practice good hygiene (bathed & shaved) and be neatly presented

Grades will be calculated by using the following scale:

96-100% A+	86-89% B+	76-79% C+	Below 70%	D
93-95% A	83-85% B	73-75% C	65-below	F
90-92% A-	80-82% B-	70-72% C-		

By knowing what is expected we can prevent problems during the school year. I am looking forward to this quarter and I hope you are too. Let's make it the **GREATEST**.

Student's signature: _____ Date: _____

*It is the teacher's responsibility to teach.
It is the student's responsibility to learn*

Course Syllabus (subject to change):

Chapter 2: Nutrition, pg. 76

- 2.1 The Basics of Nutrition
- 2.2 Making menu items more nutritious

Chapter 3: Cost Control, pg. 142

- 3.1 Introduction to cost control
 - 3.2 Controlling food costs
 - 3.3 Controlling labor costs
 - 3.4 Controlling quality standards
- Senior Project: setting a budget, recipe costing

Chapter 5: Purchasing and Inventory, pg. 282

- 5.1 Introduction to purchasing
 - 5.2 Making purchasing decisions
 - 5.3 Managing purchases
- Senior Project: order sheets

Chapter 7: Marketing, pg. 430

- 7.1 Introduction to marketing
 - 7.2 Market analysis, identity, and communication
 - 7.3 The menu as marketing tool
- Senior Project: menu development

Chapter 9: Sustainability in the Restaurant and Foodservice Industry, pg.570

- 9.1 Introduction and water conservation
- 9.2 Energy conservation
- 9.3 Waste management
- 9.4 Sustainable food practices

Chapter 10: Global Cuisine 1: The Americas, pg. 634

- 10.1 North America
 - 10.2 Central America
 - 10.3 South America
- Senior Project: Restaurant Theme Development Worksheet

Table service technique

- Traditional Service Staff and Service Styles
- Service Tools and Utensils
- Serving the Meal
- Senior Project: Front of the House (table layout, linens, job descriptions)

ProStart[®] National Certificate of Achievement: The proof



The National ProStart Certificate of Achievement is awarded to students who have successfully completed the ProStart program (by meeting all the requirements).

Reason's why you should get the award:

1. **Money!** You will be eligible to compete for ProStart scholarships and you'll have a paid job during high school.
2. **Open doors!** Employers will know that you are serious about the restaurant industry, which means better jobs with better pay.
3. **Credit!** This certificate could earn you college credit.

How do you get it? Follow these 4 Easy Steps!

1. **Take the classes and pass the national exams** for both Year 1 and Year 2. Here's a tip: make sure the name you put on the exam answer sheet for Year One is exactly the same as the name you put on the Year Two exam answer sheet...AND make sure that's the exact name you use on the other ProStart forms you send in!

2. **Work, intern or volunteer in a restaurant or other foodservice job, clocking 400 work experience.**

Register online and document experience hours (Track COA progress)

<http://www.nraef.org/Students/Certificate-of-Achievement>

* Keep copies of your pay stubs to document your hours or you'll have to get a letter from your employer to show the hours you worked.

3. **Have your supervisor at your job (not your teacher!)** complete the [ProStart Workplace Checklist](#). This must be signed by employer/mentor. If you work in more than one restaurant, you can submit more than one Workplace Checklist!

4. **Submit these items** (proof of your hours and the completed Workplace Checklist) along with the completed (top part only) [Workplace Validation form](#) to your teacher or directly to your state ProStart Coordinator.

Many college and university restaurant, foodservice and hospitality programs also offer benefits to ProStart graduates. These institutions know that ProStart graduates have completed an approved curriculum and meet high standards of excellence. These credits include scholarships, class credits and credit towards work experience requirements. To learn more about the benefits offered to ProStart graduates at more than 60 colleges and universities, download the [National ProStart Collegiate Passport](#) and [additional schools](#).

To Apply for National Restaurant Association scholarships:

<http://www.nraef.org/scholarships/apply/>

For more information about ProStart COA, colleges, and scholarships: <http://www.goprostart.com/college.html>

Other resources:

www.whatsnext4me.com or www.knowhow2go.org