



Hospitality Management

Course Syllabus 2021-2022

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Course Description

This course prepares students to perform managerial duties, quantity production, and practice service skills used in institutional, commercial, or self-owned food establishments or other foodservice industry occupations. Emphasis is placed on quantity production, government regulations, kitchen safety and sanitation, commercial equipment, purchasing procedures, food presentation, maintaining forms and records, and career preparation. Students can continue to accrue hours to meet the 400-hour work-based learning experience requirement of the National ProStart Certificate of Achievement. All students enrolled in this course must take the National Restaurant Association Education Foundation (ServSafe) food safety and sanitation certification exam.

Goals for Student Learning

Hospitality Management is taught through reading, lecture, classroom activities, authentic laboratory experiences, and research projects focusing on the skills and knowledge necessary for employment in the foodservice industry. Students will work independently and cooperatively to practice their skills and knowledge in food and kitchen safety and the use of tools and techniques specific to commercial and institutional kitchens. Students will be assessed through class participation in structured activities, laboratory experiences, class work, homework, tests and projects.

Textbook and Materials

National Restaurant Association SERVSAFE Manager, 6th Edition will be provided for use over the duration of the course.

ProStart Foundations of Restaurant Management and Culinary Arts, (Level I and Level II) textbooks will be provided for use in the classroom.

Students should bring the following supplies to every class; once class has started students will not be able to go to their locker to collect the supplies needed for class.

- Notebook with Paper
- Writing Utensils
- Hair Restraint or Hat (for lab classes only)
- Apron or Chef Jacket
- Appropriate Shoes (closed-toe, low heel shoes are mandatory, non-slip if possible)

Course Outline

By the conclusion of this course, each student will be able to:

1. Identify procedures in safety and sanitation that promote health among employees and customers in a foodservice environment.
2. Define the role of federal, state, and local regulatory agencies designed to ensure the safe preparation and service of food.
3. Identify potentially hazardous foods and demonstrate how to reduce or eliminate the risk of foodborne illness.
4. Demonstrate appropriate personal hygiene practices that are required when in a commercial kitchen environment
5. Participate in quantity production and demonstrate how to adapt resources and convert standardized recipes.

6. Plan and prepare menus for special events, requiring knowledge of resource management, equipment utilization, and safety and sanitation procedures.
7. Exhibit and market individual creativity and originality in food presentation and production.
8. Define methods commonly used when costing ingredients and in determining selling price and demonstrate how to calculate food cost and food cost percentage.
9. Examine a workplace environment and employer/employee relationship that impacts the operation and maintenance of a foodservice establishment.
10. Explain the rationale behind maintaining accurate record-keeping for equipment maintenance, employee performance, production demands, and other food service forms that are essential to a successful business.
11. Explore alternative career options in the food service industry to accommodate changing interests, needs, roles, and responsibilities of individuals and families.

HCPS Grading Policy

PRODUCT (50%) <i>Culminating Demonstration of Knowledge</i>	PROCESS (30%) <i>Addressing Specific Short-Term Learning Outcomes</i>	PRACTICE (20%) <i>Building Attitudes, Habits, and Skills</i>
<ul style="list-style-type: none"> • Chapter quizzes • Chapter or unit tests • Labs • Projects (summative) 	<ul style="list-style-type: none"> • Classwork • Projects (formative) • Pre-lab planning 	<ul style="list-style-type: none"> • Classwork • Homework • Class participation

Extra credit will not be given for non-academic purposes

Late and Missing Assignment Policy

All assignments should be submitted on time in order to earn full credit. Any assignment, (*product, process, or practice*) will be allowed to be turned in late for one letter grade deduction from the grade a student earns on the assignment. In order to earn credit for late assignments, students must submit assignments by the end of the day on Wednesday (except for the last week of the quarter) following the designated HAC update. Students are only able to submit assignments that have an established due date within the grading window before the designated HAC update. Assignment that are turned in for late credit will be identified by a footnote in HAC to include a statement about the deduction of a letter grade due to the lateness of the assignment.

Grading Window	Designated HAC Update	Late Work Due Date
September 8- September 24	September 24	September 29
September 27- October 13	October 13	October 20
October 14- October 29	October 29	November 5 (Friday)
November 8- November 19	November 19	November 24
November 22- December 10	December 10	December 15
December 13- January 13	January 13	January 21 (Friday)
January 24- February 11	February 11	February 16
February 14- February 25	February 25	March 2
February 28- March 11	March 11	March 16
March 14- March 25	March 25	March 31 (Thursday)
April 1- April 22	April 22	April 27
April 25- May 6	May 6	May 11
May 11- May 20	May 20	May 25

Academic Integrity

Academic integrity is taking responsibility for the quality and completion of one's own work. Academic dishonesty is taking someone else's work and claiming it as one's own. Students at Bel Air High School are responsible for knowing what is considered to be Academic Dishonesty and the subsequent consequences. More information can be found in the BAHS Student Planner.

Classroom Rules and Procedures

Poor classroom behavior and work habits will not be tolerated. Students who are disrespectful to the teacher or to other students, who are destructive with the lab space, supplies, or ingredients will be removed from the class IMMEDIATELY and sent to their grade level administrator. In some cases, a parent-teacher-student-administrator conference will be held BEFORE the student will be permitted to return to class. More information about lab safety and behavior can be found on the Lab Safety & Behavior Contract.

Outside food is not allowed in the kitchen for the sanitation reasons; any outside food will be thrown away or must be taken to the student's locker.

It is imperative that students are prepared to participate in kitchen lab activities and that they follow Maryland Department of Health guidelines, in particular wearing appropriate kitchen attire when working in the professional foods lab. Students who are non-compliant with these guidelines will not be allowed to utilize the professional foods lab resulting in a zero grade for the lab.

Cell Phone Policy

Students will place their electronic devices (including, but not limited to, cell phones, listening devices, smart watches, laptops, and iPads), either on silent or off, in a teacher designated area as they enter each classroom. Teachers will review with students the specific location for each room. The devices will remain in the teacher designated areas unless teachers explicitly tell students to use them as a part of classroom instruction.

- Devices will remain in the teacher designated area during bathroom visits.
- Devices will be retrieved from the teacher designated area at the end of the class at the direction of the teacher.
- School-appropriate cellphone use is permitted during class changes and lunch. Students are not permitted to make phone calls during school hours.
- Students will NOT be permitted to carry their electronic devices in a book bag throughout the school day.

If the electronic device policy is violated, the student shall then be subject to disciplinary action up to, and including, confiscation of the device as well as an office referral.

By clicking the “yes” box on your ItsLearning page, you acknowledge that you have received and read the course syllabus.