PROFESSIONAL CULINARY ARTS & HOSPITALITY

MASTER PLAN OF INSTRUCTION
2019 - 2020

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MISSION

The mission of Fort Myers Technical College is to provide high quality career and technical training, in order to prepare students for current and emerging industries, delivered by a professional and caring staff in a positive learning environment.

The School District of Lee County does not discriminate on the basis of gender, race, color, age, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability in the provision of educational programs, activities or employment policies as required by Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act, the Florida Educational Equity Act of 1984 and the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Equity Coordinator, Fort Myers Technical College, 3800 Michigan Ave., Fort Myers, FL 33916, (239) 334-4544.

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

Fort Myers Technical College
3800 Michigan Avenue
Fort Myers, FL 33916
(239) 334-4544

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Professional Culinary Arts & Hospitality

INTRODUCTION

The purpose of the program is to prepare students for employment in the Professional Culinary Arts & Hospitality field. The objectives of the program are to provide the basic skills and understanding, which will prepare the student for an entry-level employment in the food service industry. Graduates may secure employment in restaurants, institutions, bakeries and in other areas of the food service industry.

PROGRAM MISSION

To provide a quality education in the Professional Culinary Arts & Hospitality field and to prepare students for successful employment in the food service industry.

PROGRAM PHILOSOPHY

We believe in a training program that provides knowledge and skills for a successful career in the Professional Culinary Arts & Hospitality. The curriculum is designed to educate individuals to meet and exceed requirements of entry-level positions. Development of social responsibilities, financial planning, self-evaluation, and a ready to work attitude are also taught in the program.

PROGRAM CONTENT

- Principles of commercial cooking
- Menu planning
- Use of small equipment and hand tools
- Use of large equipment
- Storage
- Fruit and vegetable preparation
- Dairy, egg and farinaceous (starchy) preparation
- Salad, buffet food and beverage preparation
- Bakery goods and dessert
- Employability skills

ESSENTIAL TRAINING TASKS

Physical Requirements

Ability to:

- Lift 50 pounds from floor level to chest high level for putting up stock and pulling it for use.
- Stand on one's feet for at least four (4) hours at a time while working.
- Work in all different kinds of temperature settings from 90° (on the hot line) to 0° F (in the walk-in freezer) putting up and pulling stock for use.
- Use hand/eye dexterity for the use of small hand tools for slicing, peeling, chopping, mixing, measuring, and cleaning.
- Stoop
- Crouch and/or bend.
- Communicate.

Cognitive Requirements

Ability to:

- Collaborate with others
- Make decisions
- Cope with anger/hostility of others in a calm manner.
- Cope with moderate to high levels of stress.
- Cope with confrontations.
- Cope with frustration.
- Assist with problem resolutions.
- Demonstrate a high degree of patience.
- Work in areas that are close and crowded.
- Plan and organize daily activities.
- Apply common sense understanding to carry out instructions furnished in both written and oral form.
- Tolerate moderate noise level.
- Perform repetitive tasks.
- Measure accurately.
- Work without close, direct supervision.
- Work on multiple tasks and priorities.
- Perform and complete tasks of relative complexity.
- Perform basic mathematical operations.
- Resolve conflicts with patience.

Essential Employability Skills

Foundational Skills:

- Be organized.
- Arrive to work on time, or early.
- Be dependable.
- Have a positive attitude toward work.
- Exert high levels of effort and perseverance.
- Complete tasks on time and accurately.
- Seek out information to improve skills.
- Be flexible and adaptable.
- Complete all tasks, even if unpleasant.
- Understand dress code or uniform guidelines.
- Maintain personal hygiene.

Interpersonal Skills:

- Be friendly and polite.
- Respect supervisors and coworkers.
- Respond appropriately to customer requests.
- Ask for feedback.
- Take constructive criticism.
- Resolve conflicts calmly and appropriately.

Communication Skills:

- Read and understand written materials.
- Listen, understand, and ask questions.
- Follow directions.
- Express ideas clearly when speaking or writing.
- Learn required technology and use appropriately.

Problem Solving and Critical Thinking:

- Accept change.
- Be willing to start, stop, and switch duties.
- Work calmly in busy environments.
- Start tasks without prompting.
- Ask questions to solve problems do job better.

Teamwork:

- Be comfortable working with people of diverse backgrounds.
- Be sensitive to other peoples' needs.
- Take responsibility for own share of work.
- Contribute to team goals.

Ethics and Legal Responsibilities:

- Take responsibility for own decisions and actions.
- Understand and follow company rules and procedures.
- Be honest and trustworthy.
- Act professionally and with maturity.

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or post-secondary student's accommodations plan to meet individual needs to ensure equal access. Post-secondary students with disabilities must self-identify, present documentation, required accommodations if needed, and develop a plan with their post-secondary service provider. Accommodations received in post-secondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodations requested and services provided are maintained in a confidential file.

TUITION

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year and is due prior to the first day of each semester. Current fee information is available from Student Services. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinical.

CLASS SCHEDULE

Daytime certificated classes meet Monday through Friday from 8:00 A.M. until 2:30 P.M. This amounts to 30 hours of classroom instruction per week. Lunch breaks are 30 minutes in length.

ATTENDANCE POLICY

In an effort to develop appropriate employability skills, FMTC students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence. The student attendance policy for each post-secondary program is consistent with industry standards.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in** and **out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

All adult students are expected to be in attendance at least 90% of their scheduled hours during each semester. Adult students failing to maintain the 90% attendance standard will not be permitted to continue in their program and may be required to sit out one full semester, unless administration approves to waive the 90% standard based on special circumstances.

Illness
A student who becomes ill during school hours shall report to an instructor. Due to health concerns involved with food preparation, the instructor reserves the right to dismiss a student from class based upon evidence of illness. This would be considered an absence and absence time will be accrued. Upon request from an instructor, a student will be required to obtain a written statement from a physician for any absence due to illness or injury.

Absences
A student who is absent for 6 consecutive class sessions, without prior approval and without contact with the instructor, will be withdrawn from enrollment in his/her program. A student withdrawn for absenteeism must petition administration to return. Students exhibiting a pattern of consecutive absences of 4 days will be subject to dismissal as determined by a School Intervention Team. School Intervention Team meetings will be held as necessary to attempt to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences.

Students, who are late for class, including returning late from lunch, must clock in. Students who leave school early must notify their instructor and clock out. This time out of class is recorded as time absent and is counted against the required 90% attendance. Excessive tardies or early departures will be reported to the Student Affairs Specialist and will result in a meeting with the School Attendance Intervention Team.

Adult students who know they will be out of school for an extended period of time (4 days or longer) may apply for a Leave of Absence from their program. A Leave of Absence will be granted only once during a twelve month period. STUDENTS WHO EXERCISE A LEAVE OF ABSENCE MAY HAVE TO EXTEND THEIR TIME IN THEIR PROGRAM AND PAY ADDITIONAL FEES.

Leaving Campus During School Hours
Students must notify their instructor when leaving campus early. This is for the safety of students, to accurately track time, and to allow the instructor to best utilize instructional resources.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods
Lecture, demonstrations, discussion, group interaction, verbal and written quizzes, skill practice, individualized instruction, and web-based learning are among the teaching methods utilized. Textbooks, workbooks, projects, journals, board examples, interactive learning, and guest speakers are used for instruction.

Among the provisions made to allow for individual differences are pre-testing to determine entry level, workbooks and study guides for progress at individual rate, progress grading, individualized instruction, individual project assignments, and referral for basic skills remediation. Curriculum may be adapted to meet the individual needs and individual goals of students.

Safety
A basic outline of safety standards and practices is covered the first week of class along with a continuous implementation of safety principles.

Evaluation
Class performance, quizzes, tests, attendance, portfolio assessments, completion of project assignments, decision-making, work habits, achievement of entry-level competencies, and other methods are used for evaluation.

GRADING PROCEDURE

Teacher Grading Procedure
The students' performance will be evaluated through the following methods:

Test (given bi-weekly)	25%
Attendance	10%
Class participation rubric	65%

The grading policy for the program is as follows:

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

Fort Myers Technical College is a post-secondary institute designed to provide trained individuals to industry. The approved post-secondary program grading requirements must be met if the student is to receive a certificate.

Program Progress
Students are required to complete the program of training within the hours allotted by the state of Florida for completion. Progress must be at a rate that will allow completion of the program with the number of membership hours stated in the Curriculum Frameworks.

Failure to progress at this rate will require the student to meet with the program instructor, career specialist, and an administrator in order to identify an appropriate completion point or to assist the student in selecting a more appropriate training program.

Work Habits
Effective work habits are the cornerstone to successful employment. Students are expected to demonstrate productive work habits during all phases of enrollment. Instructors will work with students who need assistance in this area to improve the overall possibility for successful employment.

Attendance: Attends class, arrives/leaves on time; begins and ends work as expected.
Character: Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility; displays a high level of effort and commitment to performing and completing work.
Teamwork: Respects the right of others; respects confidentiality; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior; encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit.
Appearance: Displays appropriate dress, grooming, hygiene, and etiquette; wears full regulation uniform.
Attitude: Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest.
Productivity: Is prepared for class by reading assignments and completing homework; contributes to class discussions; and involvement in lab activities (in other words, no sleeping or daydreaming). Follows safety practices; conserves and maintains equipment and supplies; keeps work area neat and clean; follows

directions and procedures; makes up assignments and tests punctually; notifies proper authorities of situations presenting potential safety hazards; does not use or knowingly permits others to use tools and equipment improperly; stays on task and utilizes time constructively.
Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in adapting to changes.
Communication: Communicates accurate information to others in a professional and courteous manner; displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills; asks pertinent questions; listens attentively to others, notifies instructor in advance of absences or tardies.

SATISFACTORY ACADEMIC PROGRESS

In order to receive and continue to receive financial assistance of any type, a student must maintain satisfactory academic progress. The Financial Aid Advisor will require a progress report to be completed by the student's instructor and submitted to the Financial Aid Office prior to each disbursement.

Students are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours, achieve a specific cumulative grade evaluation or grade point average (GPA), and do not exceed the maximum time limits to complete their course of study. Each Student Academic Progress will be checked at 450 clock hours and prior to subsequent disbursements for students enrolled in programs one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year. No SAP is required prior to the first disbursement.

REQUIREMENTS FOR A CERTIFICATE

All competencies specified in the State of Florida Curriculum Frameworks for the program must be successfully completed. Successful completion is at least a 75% average in the areas of skills, knowledge, and work habits.

Proficiency in the competency standards listed in the Master Plan of Instruction must be demonstrated.

Students must meet minimum Wonderlic skill requirements (or qualify for an exemption) prior to graduation.

In addition to the requirements above, the recommendation of the instructor for certification includes: consideration of personal appearance, employability skills, a willingness to learn and to work, punctuality, cooperative attitude, and appropriate work habits.

Students, who exit the program early and have successfully completed each course or the competencies of an Occupational Completion Point (OCP), will be issued a partial certificate. This certificate does not require a student to master the state-mandated basic skills level.

PROFESSIONAL CULINARY ARTS & HOSPITALITY STUDENT DRESS CODE

Students who attend FMTC shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing must be neither distracting nor offensive and be clean, neat, modest, in good repair, and appropriately sized.

Administration has the final authority for determining whether or not a student's apparel conforms to the dress code. When it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Program Uniform: Full chef's uniform (chef's coat, chef's pants, shoes and hat) ***NO "all black" pants. Chef's coat must be purchased through Chef's Warehouse. The first chef's hat provided by the instructor on first day of class.

JOB DESCRIPTIONS

OCP A Food Preparation (300 Hours)
Prep Cook, Salad Maker, Pantry

OCP B Cook, Restaurant (300 Hours)
Line Cook, Fry Cook, Short Order Cook

OCP C Chef/Head Cook (300 Hours)
Chef, Head Cook

OCP D Food Service Manager (300 Hours)
Supervisor

TEXTBOOKS

For the most recent book list for the Professional Culinary Arts & Hospitality program, visit FMTC's online bookstore – www.fmtcshop.com.

PROGRAM OBJECTIVES

See the attached Florida State Department of Education Curriculum Frameworks for program objectives and competencies.

Florida Department of Education
Curriculum Framework

Program Title: **Professional Culinary Arts & Hospitality**
Program Type: **Career Preparatory**
Career Cluster: **Hospitality &Tourism**

PSAV	
Program Number	N100500
CIP Number	0412050312
Grade Level	30, 31
Standard Length	1200 hours
Teacher Certification	Refer to the **Program Structure** section.
CTSO	SkillsUSA
SOC Codes (all applicable)	35-2021 – Food Preparation Workers 35-2014 – Cooks, Restaurant 35-1011 – Chefs and Head Cooks 11-9051 – Food Service Managers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.

The content includes but is not limited to preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. This coursework prepares students for employment in the food service/hospitality industry.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of four occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

The following table illustrates the post-secondary program structure:

OCP	Course Number	Course Title	Length	SOC Code
A	HMV0100	Food Preparation	300 hours	35-2021
B	HMV0170	Cook - Restaurant	300 hours	35-2014
C	HMV0171	Chef/Head Cook	300 hours	35-1011
D	HMV0126	Food Service Management	300 hours	11-9051

Regulated Programs

Information on Department of Health rules that affect culinary programs is available at https://www.flrules.org/gateway/chapterhome.asp?chapter=64E-11.

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Standards

After successfully completing this program, the student will be able to perform the following:

01.0 Identify career and employment opportunities.
02.0 Exhibit the ability to follow state mandated guidelines for food service.
03.0 Demonstrate and incorporate workplace safety procedures.
04.0 Demonstrate personal productivity
05.0 Utilize operational systems.
06.0 Use and care for commercial tools and equipment.
07.0 Describe the basic principles of food science.
08.0 Demonstration proficiency in culinary math.
09.0 Describe the basic principles of nutrition.
10.0 Identify and explain front-of-the-house and back-of-the-house duties.
11.0 Prepare and present food and beverage items to meet creativity aspects as well as quality standards.
12.0 Exhibit and utilize safe, secure, and sanitary work procedures.
13.0 Apply principles of food science in cooking and baking techniques.
14.0 Apply principles of nutrition in menu planning, cooking, and baking.
15.0 Perform front-of-the-house duties.
16.0 Perform back-of-the-house and inventory duties.
17.0 Research college and career advancement opportunities in professional cooking and baking.
18.0 Follow food identification, selection, purchasing, receiving, storing and inventory guidelines.
19.0 Practice advanced cooking and baking techniques.
20.0 Apply scientific principles in cooking and baking.
21.0 Demonstrate fruit and vegetable preparation skills.
22.0 Demonstrate Garde manager and buffet food preparation skills.
23.0 Demonstrate dairy, egg and starch by-product preparation skills.
24.0 Demonstrate stock, soup and sauce preparation skills.
25.0 Demonstrate meat, poultry, fish and seafood preparation skills.
26.0 Demonstrate bakery goods and dessert presentation skills.
27.0 Demonstrate management skills
28.0 Comply with laws and regulations specific to the food service and hospitality industry.
29.0 Develop a business plan.
30.0 Create and prepare menus for various nutritional needs.
31.0 Utilize cost-control techniques to maximize profitability.
32.0 Interpret and incorporate guidelines and policies for food service establishments.
33.0 Compare and analyze the relationship of nutrition to wellness,
34.0 Develop and prepare menus for customers on special diets.
35.0 Compare and analyze menus of food establishments.