

Taft 7-12 2019/2020 Course Syllabus



Course:	Hospitality & Tourism Management (HTM) 2	
Type:	Full year classes; 11-12 grades	
Instructor:	Westbrook	
Prep Period:	1st	Phone: (541) 996-2115 ext. 185
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Course Description

Course Overview:	<p>Restaurant, Food, & Beverage Services—Independent Study course is often conducted with instructors as mentors, enable students to explore topics of interest within the restaurant, food, and beverage services industry. Independent study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.</p> <p>This course is an optional class taken after both culinary arts classes. Students in this course are required to work as managers for those in the culinary program, supporting their peers in both “front-of-the-house” and “back-of-the-house” operations. This course provides hands-on opportunities for students to experience many aspects of operating and managing a food service enterprise (including billing, ordering, managing day-to-day operations in the kitchen, overseeing the Point of Sale system, and training peers).</p> <p>Students in this program must pass the ServSafe certification exam, help resolve problems with peers, problem-solve quickly, and be able to anticipate future issues that may arise. Students may be required to do public speaking, have excellent customer service skills, communicate well with the teacher and peers, behave professionally, do quick calculations, and be able to multitask on a daily basis.</p> <p>This course demands commitment and you should consider your participation in this course as a job. Good attendance and responsibility are essential for success in this course and in any job. Occasionally, students will be asked to come in during lunch to work in the kitchen for the Tiger Deli or catering event. This is a <u>requirement for all culinary arts students</u>. Students may bring in their lunch, pick up middle school lunch, or they may eat what was made that day (when possible).</p>
Text:	<ul style="list-style-type: none"> National Restaurant Association. (2011a). <i>Foundations of Restaurant Management and Culinary Arts: Level One</i>. Upper Saddle River, NJ: Prentice Hall. National Restaurant Association. (2011b). <i>Foundations of Restaurant Management and Culinary Arts: Level Two</i>. Upper Saddle River, NJ: Prentice Hall.
Units	<p>Workplace safety</p> <p>Kitchen essentials</p> <p>Management essentials</p> <p>Customer service</p> <p>Careers in the industry</p> <p>Menu planning</p> <p>Cost Control</p> <p>Purchasing and inventory</p> <p>Marketing</p>
Required Materials:	Computer, lined paper, pens/pencils

Standards Assessment

Grading
Criteria,
Standards,
and Extra
Credit:

To pass each semester, a student has to earn a minimum of 70% in the grade book based on mastering standards. A - 90%-100% B-80-89% C-70-79% *I-0-69% *Incomplete (I) converts to an F at the end of each semester.
Progress reports will be mailed home every six weeks. Taft 7-12 has an online grade book available, please utilize this option to stay up to date on grades and assignments.

Course
Standards
Assessed:

Common Core State Standards:

- Literacy.RST.2 - Determine the central ideas or conclusions of a text; trace the text's explanation or depiction of a complex process, phenomenon, or concept; provide an accurate summary of the text.
- Literacy.RST.3 - Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks, attending to special cases or exceptions defined in the text.
- Literacy.RST.4 - Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grade texts and topics.
- Literacy.RST.5 - Analyze the structure of the relationships among concepts in a text, including relationships among key terms.
- Literacy.RST.7 - Translate quantitative or technical information expressed in words in a text into visual form and translate information expressed visually or mathematically into words.
- Literacy.RST.8 - Assess the extent to which the reasoning and evidence in a text support the author's claim or a recommendation for solving a scientific or technical problem.
- Literacy.RST.9 - Compare and contrast findings presented in a text to those from other sources, noting when the findings support or contradict previous explanations or accounts.
- WHST.2 - Write informative/explanatory texts, including the narration of historical events, scientific procedures/ experiments, or technical processes.
- WHST.4 - Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
- WHST.5 - Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.
- WHST.6 - Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically.
- WHST.7 - Conduct short as well as more sustained research projects to answer a question or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation.
- WHST.8 - Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a standard format for citation.
- WHST.9 - Draw evidence from informational texts to support analysis, reflection, and research.
- WHST.10- Write routinely over extended and shorter time frames for a range of discipline-specific tasks, purposes, and audiences.

Oregon Skill Set Standards:

- HTPA 01.01 – Manage and use basic reading, writing, and mathematical skills for food production and guest services to provide a positive guest experience.
- HTPA 01.02 – Study and utilize information from ethnic and geographical studies to apply to customer service.
- HTPA 01.03 – Integrate listening, writing and speaking skills to enhance operations and guest satisfaction.
- HTPA 02.01 – Use appropriate safety and sanitation procedures applicable to proper operation of a food and/or beverage establishment.
- HTPA 03.01 – Use appropriate procedures for food preparation.

	<ul style="list-style-type: none"> ● HTPA 04.01 – Examine and review ethical and legal responsibilities as they relate to guests, employees and conduct within a food and/or beverage establishment to maintain high industry standards. ● HTPA 05.01 – Examine and review ethical and legal responsibilities as they relate to guests, employees and conduct within a food and/or beverage establishment to maintain high industry standards. ● HTPA 06.01 – Research costs, pricing and market demands to manage profitability and implement effective marketing strategies. ● HTPA 07.01 – Manage unexpected situations to ensure continuity of quality service. ● HTPA 08.01 – Use various types of computerized systems to manage food service operations and guest services. ● HTPA 09.01 – Employ the company’s standard operating procedures related to food and beverage production and guest service to ensure quality. ● HPTA 10.01 – Research and review career options and qualifications in the restaurant and food service industry. <p>Essential Skills:</p> <p>9. Demonstrate personal management and teamwork skills</p> <p>This skill includes all of the following:</p> <ul style="list-style-type: none"> ● Participate cooperatively and productively in work teams to identify and solve problems. ● Display initiative and demonstrate respect for other team members to complete tasks. ● Plan, organize, and complete assigned tasks accurately and on time. ● Exhibit work ethic and performance, including the ability to be responsible and dependable.
Re-Take and Make-Up Policy:	<ul style="list-style-type: none"> ● When you are absent, it is your responsibility to get the work you missed. Most assignments are catering prep, labs, and participation in out of the regular school day events and cannot be made up. ● You must check Google Calendar for notice of upcoming events. You may also check the Facebook page or Google Classroom for this information but only as a supplement to the calendar (they may not be updated as frequently as the calendar). ● All make up work—when written work is assigned—is due within a week of the deadline unless discussed with the teacher. ● Written assignments, food price list for costing, and project information will be available on Google Classroom.
Testing Policy:	No formal tests will be conducted. All work is performance-based and project-based.

General Policies

#TigersR.O.C.K	Responsible	Organized	Cooperative	Kind
	<ul style="list-style-type: none"> ● I practice safe behaviors in everything I do ● I am on time and ready to work ● I take action to always put safety first ● I maintain possession of personal items 	<ul style="list-style-type: none"> ● I come prepared to learn ● I ensure my area is ready at all times ● I use my time and resources wisely ● I clean up my space before leaving class 	<ul style="list-style-type: none"> ● I respect peers and their opinions ● I speak up to ensure the safety of others ● I use appropriate language and voice levels ● I demonstrate patience 	<ul style="list-style-type: none"> ● I am courteous and respectful to others ● I use polite terminology: “Please” and “Thank you” ● I manage personal behavior ● I am aware of safety protocols that keep me and my peers safe
Accommodations:	See the Instructor on an individual basis.			
Technology:	In accordance with LCSD Personal Electronic Device policy; cell phones, iPods, tablets etc. are not allowed in class during instructional time. If any piece of technology beyond your school assigned			

	<p>Chromebook is either <u>seen or heard</u> during class, regardless of whether or not it is in use, it will be confiscated and turned over to the office as per school policy. All devices are to be powered off during class time. If permission is granted to one student to use a personal electronic device for a momentary academic purpose, it is not to be assumed that permission is extended to anyone else. Please refer to the district standards, parent and student handbook, and technology contract for any additional questions or clarification needed regarding personal electronic devices or 1:1.</p>
<p>Cheating and Plagiarism:</p>	<p>Please refer to the LCSD integrity policy. The acts of cheating or plagiarism in connection with academics are detrimental to the individual and the school system. Consequences could lead to course failure and jeopardize graduation.</p>
<p>Attendance and Tardy:</p>	<p>Every day in class matters! #9orLESSisBEST! Regular school attendance is one of the most powerful ways you can prepare for success—both in school and in life. When you make school attendance a priority, you achieve better grades, develop healthy life habits, build positive attitudes toward school, avoid dangerous behavior and improve your chances of graduating from high school and having successful post-secondary experiences. LCSD believes that every day matters! Please consult the school calendar for no school days when looking to plan appointments and vacations. After 10 missed days you will be referred to the truancy officer and could be fined in accordance with Oregon state law. Each student is allowed 3 tardy marks per semester. After the third tardy, lunch detention will be assigned for each successive tardy noted.</p> <p>Poor attendance will affect your grade; if you're not here, you can't participate.</p> <p><i>If you are not going to be at an event you signed up for, arrangements must be made for someone to cover your position. This is your responsibility. If you are not feeling well or cannot make it to an event, you must find your own sub and then text the teacher using the Remind app ASAP.</i></p>
<p>Dress code:</p>	<p>You are expected to practice good personal hygiene and dress appropriately for class due to safety and sanitation requirements working in a licensed kitchen. The school is not responsible for any accidents resulting in not following the dress code.</p> <ul style="list-style-type: none"> ● Fingernails must be kept short and without polish. Fake fingernails are also not allowed in the kitchen. ● While in the kitchen you must wear... <ul style="list-style-type: none"> ○ Long pants ○ Closed toed shoes, preferably non-skid ○ Apron or chef's coat ○ Hairnet or hat to restrain hair ● Catering: Black pants, white button-down shirt or chef coat, and dark, non-skid shoes.
<p>Misc:</p>	<ul style="list-style-type: none"> ● Just like a restaurant, if you eat something without permission, it is STEALING—even if the food is going to be thrown away. ● Chores: every student has a chore and each week they change. It is your responsibility to complete your chore each day. ● Be a team player: no one is done in the kitchen until we ALL are or excused by the teacher. ● <i>Extensions are not available</i> due to the lab-based performance format of this class.

Student Signature _____ Guardian Signature _____ Date: _____