

KINGSBOROUGH COMMUNITY COLLEGE
The City University of New York

CURRICULUM TRANSMITTAL COVER PAGE

Department: _____ Date: _____

Title Of Course/Degree/Concentration/Certificate: _____

Change(s) Initiated: (Please check)

- | | |
|--|---|
| ☐ Closing of Degree | ☐ Change in Degree or Certificate |
| ☐ Closing of Certificate | ☐ Change in Degree: Adding Concentration |
| ☐ New Certificate Proposal | ☐ Change in Degree: Deleting Concentration |
| ☐ New Degree Proposal | ☐ Change in Prerequisite, Corequisite, and/or Pre/Co-requisite |
| ☐ New Course | ☐ Change in Course Designation |
| ☐ New 82 Course (Pilot Course) | ☐ Change in Course Description |
| ☐ Deletion of Course(s) | ☐ Change in Course Title, Number, Credits and/or Hours |
| | ☐ Change in Academic Policy |
| | ☐ Pathways Submission: |
| | ☐ Life and Physical Science |
| | ☐ Math and Quantitative Reasoning |
| | ☐ A. World Cultures and Global Issues |
| | ☐ B. U.S. Experience in its Diversity |
| | ☐ C. Creative Expression |
| | ☐ D. Individual and Society |
| | ☐ E. Scientific World |
| ☐ Change in Program Learning Outcomes | |
| ☐ Other (please describe): _____ | |

PLEASE ATTACH MATERIAL TO ILLUSTRATE AND EXPLAIN ALL CHANGES

DEPARTMENTAL ACTION

Action by Department and/or Departmental Committee, if required:

Date Approved: _____ Signature, Committee Chairperson: _____

If submitted Curriculum Action affects another Department, signature of the affected Department(s) is required:

Date Approved: 3 Sep 25 Signature, Department Chairperson: M. D'Alessandro, Ph.D.

Date Approved: _____ Signature, Department Chairperson: _____

I have reviewed the attached material/proposal

Signature, Department Chairperson: M. D'Alessandro, Ph.D.



TO: Fall 2025 Curriculum Committee

FROM: Dr. Mark D'Alessandro, Chair, Department of Tourism & Hospitality
Anthony Marzuillo, Culinary Arts Program Director, Department of Tourism & Hospitality

DATE: August 2, 2025

RE: Change in Course Title and Description for CA300- Garde Manger and Charcuterie

The Department of Tourism & Hospitality is proposing a change in course Title and Description for CA300- Culinary Arts Garde Manger Charcuterie

Title:

FROM:

Garde Manger and Charcuterie

TO:

Culinary Arts III: Breakfast, Pantry, and Garde Manger

Description:

FROM:

Introduction to cooking terminology, techniques, and theories in the cold kitchen. Areas of study include salads, sandwiches, appetizers, canapés, and hors d'oeuvres with emphasis on flavor profiles, visual composition, and buffet presentation. Charcuterie explored through sausage making, cured and smoked foods, and the use of forcemeats in terrines, pâtés, galantines, and roulades. Traditional and practical use of repurposing meat, garniture and accoutrements, and classic and modern culinary trends are covered.

TO:

Introduction to cooking terminology, techniques, and theories of breakfast and the cold kitchen. Areas of study include egg cookery, breakfast preparations, salads, sandwiches, appetizers, canapés, and hors d'oeuvres. Students will experience short order cooking through breakfast cookery. Charcuterie is explored through sausage making and pâtés. Students will gain experience with buffet planning, execution, and presentation.

Rationale for Change:

Title:

The addition of Culinary Arts III, alludes to the fact that this course is the third in a sequence of four culinary arts skills courses. The inclusion of Breakfast accurately reflects an emphasis of the course, to teach fundamental breakfast cooking skills and give students a strong foundation of those skills. The inclusion of Pantry (refers to cold food items) accurately reflects an emphasis of the course, to teach cold food items, such as salads and sandwiches.

Description:

The change in course description more accurately reflects and articulates the content of and what is being taught within the course.

COURSE INFORMATION:

Course Meets: Mondays & Wednesdays 9:10 AM - 2:50 PM; 6/20/24 thru 8/8/24; M246
Instructor: Anthony Marzuillo
Email: Anthony.Marzuillo@kbcc.cuny.edu
Office Hours: Mondays & Wednesdays 8:00am-9:00am- M246;
All other times ***BY APPOINTMENT***

OFFICIAL COURSE DESCRIPTION:

Introduction to cooking terminology, techniques, and theories in the cold kitchen. Areas of study include salads, sandwiches, appetizers, canapés, and hors d'oeuvres with emphasis on flavor profiles, visual composition, and buffet presentation. Charcuterie explored through sausage making, cured and smoked foods, and the use of forcemeats in terrines, pâtés, galantines, and roulades. Traditional and practical use of repurposing meat, garniture and accouterments, and classic and modern culinary trends are covered.

LEARNING OBJECTIVES:

Upon completion of this course, students should be able to do the following:

- Recognize and discuss the place of garde manger and charcuterie in culinary history
- Construct salads, sandwiches, and hors d'oeuvres that include advanced techniques of sauce preparation, ingredient preservation, flavor combination, and cooking expertise
- Compare and contrast appetizers and hors d'oeuvres plus discuss their role in presentation and service styles
- Identify and use ingredients and techniques of salting, drying, curing, smoking, and brining for various forms of animal protein
- Examine method of preserving food in fat and the corresponding importance in culinary history
- Discover different types of forcemeat included in the preparation of pâtés, terrines, and sausages, and produce them with competence
- Evaluate the presentation of preserved foods from the cold kitchen while enhancing presentation with buffet centerpieces and displays

REQUIRED TEXTBOOK:

Garde Manger: The art and craft of the cold kitchen. Fourth Edition. The Culinary Institute of America. ISBN: 978-0-470-58780-5

Publisher Link: [Publisher Link](#)

Supplemental course materials that are required will be provided and uploaded via Blackboard.

COURSE GRADING**Grading**

In culinary classes at KCC, we use a competency-based approach to grading. In order to earn an "A" you must be able to do all the skills that the course requires. You will never be graded on getting it perfect the first time, but will need to perform each task in a reasonable time frame in order to get full credit for the activity.

Letter Grade Scale:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	92-90	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	60-66
B-	80-82	F	0-59

Grading Breakdown:

40%	Participation, Recipe Cards, Performance, Full Uniform, Timely Arrival, Clean-Up
10%	Quizzes
10%	Midterm Written
15%	Final Practical
10%	Final Project
15%	Written Final

This is college and a professional environment. Treat everything you do in this class and on this campus as your job. You are here to learn not only academic material, but also to learn professionalism and to prepare yourselves to be successfully employed once you graduate. I run my classes accordingly. I am not only here to teach you, but I am also here to be a professional resource, take advantage of that!

ASSIGNMENT POLICY

As a rule, I do not accept late work under any circumstances. Treat this course as if it was your job. Communicate with me, and I will communicate with you. I do understand that the world (especially now) is an unpredictable place and things happen, if you have extenuating circumstances, let me know and I will do my best to work with you. **This policy applies to homework, quizzes, projects, and/or exams.**

GRADING BREAKDOWN

Participation, Preparedness, Recipe Cards, Timely Arrival, In Full Uniform (40%)

Students will be evaluated/graded on: readiness, engaging in lecture, professionalism, sanitation, teamwork, communication skills, quality of production, understanding of techniques, production analysis, and actively engaging in clean-up.

You will be responsible to prepare properly scaled recipe cards for every recipe before every class, this will help prepare you for daily production. Your recipe cards will be checked at the beginning of class and their completion will be graded daily. You may not use your textbook or an e-version of the book to view recipes during daily production. Your recipe cards are worth 20% of your daily participation grade.

Attendance in hands-on/theoretical cooking classes is critical to your success. There is no way to "make up" a class. Because your daily grade is determined by your work in the kitchen, absences will negatively impact your grade. Being on time means being at your workstation and in FULL uniform when class begins. Being more than 30 minutes late will result in a ZERO for participation for the day.

If you are not in proper uniform, you will only be allowed to observe and may not actively participate in daily recipe production & service.

Lateness

Lateness will not be tolerated! As in any professional environment you are expected to arrive in the kitchen on time, in uniform and ready to learn. Lateness is disruptive to me and your classmates, plus you are losing valuable hands-on learning time. EVERY class will begin promptly at 9:10am unless you are instructed otherwise.

- Any student who arrives 1-10 minutes late will lose 10% of their performance grade for that day.
- Any student who arrives 11-20 minutes late will lose 25% of their performance grade for that day.
- Any student who arrives 21-30 minutes late will lose 50% of their performance grade for that day and may only observe class for that day and may not participate in the hands-on portion of class.
- Any student who arrives 30+ minutes late will lose 100% of their performance grade for that day and may only observe class for that day and may not participate in the hands-on portion of class.

Quizzes (10%)

Quizzes may be announced or unannounced. They will be given during in-person meetings. All quizzes are timed, so use your time wisely. You will receive specific instructions before each quiz begins, please follow those instructions closely. No make-ups will be given, if you miss the quiz, you will receive a score of 0. Each quiz is cumulative of the preceding lectures, so the best way to prepare is to study the lectures, do your readings, and take detailed notes during lecture.

Written Midterm Exam (10%)

During Class 6, Wednesday July 10th, this exam will cover ALL materials covered up until this point of the course.

Final Practical Exam (15%) & Final Project (10%)

To Be Held On: 7/29/24 Due On: 8/5/24

Our class will host a buffet at the end of the semester utilizing our production. In groups, you will be assigned a component of the production for the buffet. You will be graded based on your execution and presentation of this production. Additionally, working in the same groups, you will be required to write a detailed paper that includes a prep list, a detailed timeline for production, sketches of presentations, and a reflection on how your practical work went including what you did well and what you learned from your experience.

Final Written Exam (15%)

To be held on Wednesday July 31st. The final exam in this course is written, cumulative, and covers all content from the course.

KINGSBOROUGH COMMUNITY COLLEGE CULINARY ARTS PROGRAM POLICIES

UNIFORM:

You are required to be dressed appropriately for class each week. You will not be allowed to participate if you fail to comply in one or more key areas:

- ☐ Clean white chef coat with KCC logo (available in KCC bookstore).
- ☐ White skullcap (available in KCC bookstore).
- ☐ Long hair tied back, under a hairnet and hat.
- ☐ Black, slip resistant, closed-toe work shoes (soles must indicate slip resistance).
- ☐ No jewelry, other than a wedding band.
- ☐ Nails clean, unpolished, and trimmed. No fake or long nails.
- ☐ Clean apron and side towel, laundered on your own. Not required for lecture classes.
- ☐ Black work pants (available in KCC bookstore). No tights are allowed.
- ☐ No perfumes, colognes, or strong scents.

The uniform policy applies to both lab and lecture classes. If you are not in full uniform, compliant in each area above, you may not participate in class and you will be marked absent for the day.

HAND WASHING & HYGIENE:

Wash your hands when entering the kitchen, after eating, smoking or making a phone call, after returning from the restroom, when switching from one task to another, after touching any part of your body, especially face, mouth, nose or hair, and in general more often than you are used to washing them.

TASTING, MEALS & LEFTOVERS:

The culinary program at KCC is an educational enterprise, not a buffet. To be sure, smelling, touching, and tasting are key components of learning culinary arts. Tastings are often just that: tastes. When sufficient production to meet instructional goals allows for a meal during or after class, enjoy. But know that there is no obligation or expectation that classes include a meal. You should eat something before attending class so you're not hungry when cooking. Leftovers wherever possible should be repurposed for use in other classes or catered events. All other leftovers should be discarded or donated. Students may not take food from the kitchen unless given specific permission by the instructor.

CELL PHONES:

No cell phones in class. This means not only not USING cell phones in class, but also not charging them.

Texting or making calls in the kitchen is not only disrespectful to the instructor and your classmates; it invites contamination from the dirtiest item in the kitchen: your cell phone. On average they carry more bacteria than a public toilet seat (which unlike phones, are easily cleaned). If you make a phone call on a break, treat your phone as the food hazard it is and wash your hands thoroughly after each use.

DISMISSAL:

The instructor dismisses students. While classes are designed to finish on time, the speed of the class in production and clean-up will determine dismissal time. Changing before you are instructed to do so, or leaving before dismissal counts the same as a lateness for purposes of participation and grading.

STATEMENT ON CIVILITY:

Kingsborough Community College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence.

Civility in the classroom and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom, yet courteous behavior and responses are expected. Therefore, in this classroom, any acts of harassment and/or discrimination based on matters of race, gender, sexual orientation, religion, and/or ability are not acceptable. Foul language, raised voices, or verbal or physical threats are not acceptable.

Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance, and civil in all aspects of human relations.

ACADEMIC INTEGRITY:

Students are held to the CUNY Policy on Academic Integrity available online:

<https://www2.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/academic-integrity-policy/>

STUDENT RESOURCES

This course is committed to creating a learning environment that meets the needs of its diverse student body. Your success in this class is important to me. If there are circumstances that may affect your performance in this class, please let me know as soon as possible so that we can work together to develop strategies to address your needs in meeting the learning outcomes of the course. I understand that life circumstances may often affect your participation in the course. These may be personal, health-related, family-related, disability-related or other concerns. Kingsborough Community College has many resources to assist you with most of these concerns.

COUNSELING SERVICES:

<https://www.kbcc.cuny.edu/counselingservices/counselinghealthservices.html>

HEALTH SERVICES:

<https://www.kbcc.cuny.edu/healthservices/>

ACCESS-ABILITY SERVICES

<https://www.kbcc.cuny.edu/access-ability/homepage.html>

If you have a disability, or think you may have a disability, you may also want to go to Access-Ability Services (AAS) in room D205 to discuss arranging academic accommodations. If you have already been approved for accommodations, please meet with me to review them so that we can strategize the best way for you to utilize them.

COURSE SCHEDULE

**This schedule may change to accommodate the best learning interests of the class at the discretion of the instructor.*

Class #	Topic(s)	Chapter(s)	HW
1. Mon 6/24/24	- Professional Garde Manger - Cold Sauces & Soups	Ch 1. Professional Garde Manger Ch 2. Cold Sauces & Cold Soups	Read Ch 1, 2, 8
2. Wed 6/26/24	- Cheese	Ch 8. Cheese	Read Ch 3
3. Mon 7/1/24	- Salads	Ch 3. Salads	Read Ch 5
4. Wed 7/3/24	- Cured & Smoked Foods	Ch 5. Cured & Smoked Foods	Read Ch 6
5. Mon 7/8/24	- Sausage	Ch 6. Sausage	Study for Midterm Read Ch 7
6. Wed 7/10/24	- Midterm - Terrines, Pates, Galantines, & Roulades	Written Midterm Ch 7. Terrines, Pates, Galantines, & Roulades	Read Ch 7
7. Mon 7/15/24	- Terrines, Pates, Galantines, & Roulades	Ch 7. Terrines, Pates, Galantines, & Roulades	Read Ch 4, 10
8. Wed 7/17/24	- Sandwiches - Condiments & Pickles	Ch 4. Sandwiches Ch 10. Condiments & Pickles	Read Ch 9
9. Mon 7/22/24	- Appetizers & Hors d'oeuvres	Ch 9. Appetizers & Hors d'oeuvres	Read Ch 11
10. Wed 7/24/24	- Buffet Presentation - Prep for Buffet	Ch 11. Buffet Presentation	- Work on Project - Prep for Buffet
11. Mon 7/29/24	- Final Practical Buffet - Prep for Buffet		- Study for Final
12. Wed 7/31/24	- Final Exam	Written Final Exam	- Complete Project
FINAL 8/5/24	- Final Project Due Online		

CA300 Summer 2024 Buffet Menu

Monday July 29, 2024

Plattered

Pâté de Campagne

Duck Terrine

Wild Mushroom Terrine

Roasted Vegetable Terrine

Salmon Pâté en Croute

Chicken Pâté en Croute

Duck Galantine

Mortadella, Summer Sausage, & Smoked Duck Sausage

Salads

Marinated Tomato with Housemade Mozzarella

Smoked Duck Niçoise

Duck Confit with Frisée & Roasted Shallot Vinaigrette

Parsons Garden Salad

Greek Salad with Housemade Goat Feta

Sandwiches

Mini Cheeseburgers with Hazelnut Romesco

Mini Mushroom “Burgers”

Spicy Lamb Sausage with Piperrada

Hors d’oeuvres & Canapés

Risotto Croquettes

Creamed Wild Mushroom Tartlets

Gruyere Gougeres

Shrimp Cakes with Remoulade

Parmesan & Prosciutto Palmiers

Cheese Twists

Fennel & Chorizo Strudel

Herbed Goat Cheese in Phyllo with Artichoke Caponata

Profiteroles with Pork Rilette

Warm

Chicken & Vegetable Sausage over Braised French Lentils

Seafood Sausage over Ricotta Gnocchi

 — ★ DREAMS BEGIN HERE ★ —	CA 300- Culinary Arts III: Breakfast, Pantry, & Garde Manger Class #/Section/Term Course Syllabus
Culinary Arts, Department of Tourism & Hospitality Kingsborough Community College, City University of New York	

COURSE INFORMATION:

Course Meets:

Instructor:

Email: [REDACTED]

Office Hours:

Office Hours:

OFFICIAL COURSE DESCRIPTION:

Introduction to cooking terminology, techniques, and theories of breakfast and the cold kitchen. Areas of study include egg cookery, breakfast preparations, salads, sandwiches, appetizers, canapés, and hors d'oeuvres. Students will experience short order cooking through breakfast cookery. Charcuterie is explored through sausage making and pâtés. Students will gain experience with buffet planning, execution, and presentation.

LEARNING OBJECTIVES:

Upon completion of this course, students should be able to do the following:

- Demonstrate knowledge of eggs and egg cookery.
- Demonstrate the ability to cook eggs, breakfast, and brunch preparations.
- Develop and apply understanding of various types of salads, sandwiches, and hors d'oeuvres.
- Construct salads, sandwiches, and hors d'oeuvres that include advanced techniques of sauce preparation, ingredient preservation, flavor combination, and cooking expertise.
- Compare and contrast appetizers and hors d'oeuvres plus discuss their role in presentation and service styles.
- Discover different types of forcemeat included in the preparation of pâtés, terrines, and sausages, and produce them with competence.
- Evaluate the presentation of foods from the cold kitchen while enhancing presentation with buffet centerpieces and displays.
- Demonstrate the ability to apply and adhere to professional kitchen sanitation and safety protocols.
- Integrate mise en place, organization, and planning to execute skills in a professional culinary setting.

REQUIRED TEXTBOOK:

Professional Cooking, 10th Edition, Gisslen, Wayne., 2025. E-Book ISBN: ISBN: 978-1-394-29021-5;
Print Book ISBN: 978-1-394-29020-8

Bookstore Link:

Publisher Link: [Professional Cooking- 10th Edition](#)

Note: You MUST buy/rent the textbook. It will be used throughout the entire culinary arts curriculum.
Supplemental course materials that are required will be provided and uploaded via Brightspace.

COURSE GRADING

Grading

In culinary classes at KCC, we use a competency-based approach to grading. In addition to demonstrating knowledge and understanding of the culinary arts, you must be able to demonstrate the skills required in all lab preparations. While you are not expected to perform a task perfectly the first time, you will be required to execute all culinary methods and techniques required in the course.

Letter Grade Scale:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	92-90	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	60-66
B-	80-82	F	0-59

Grading Breakdown:

40% Participation, Recipe Cards, Performance, Full Uniform, Timely Arrival, Clean-Up

10% Homework Assignments

10% Quizzes

10% Midterm Written

10 % Midterm Practical

10% Final Practical

10% Written Final

This is college and a professional environment. Treat everything you do in this class and on this campus as your job. You are here to learn not only academic material, but also to learn professionalism and to prepare yourselves to be successfully employed once you graduate. I run my classes accordingly. I am not only here to teach you, but I am also here to be a professional resource, take advantage of that!

ASSIGNMENT POLICY

As a rule, I do not accept late work under any circumstances. Treat this course as if it was your job. Communicate with me, and I will communicate with you. I do understand that the world (especially now) is an unpredictable place and things happen, if you have extenuating circumstances, let me know and I will do my best to work with you. **This policy applies to homework, quizzes, projects, and/or exams.**

GRADING BREAKDOWN

Participation, Preparedness, Recipe Cards, Timely Arrival, In Full Uniform (40%)

Students will be evaluated/graded on: readiness, engaging in lecture, professionalism, sanitation, teamwork, communication skills, quality of production, understanding of techniques, production analysis, and actively engaging in clean-up.

You will be responsible to prepare properly scaled recipe cards for every recipe before every class, this will help prepare you for daily production. Your recipe cards will be checked at the beginning of class and their completion will be graded daily. You may not use your textbook or an e-version of the book to view recipes during daily production. Your recipe cards are worth 20% of your daily participation grade.

Attendance in hands-on/theoretical cooking classes is critical to your success. There is no way to "make up" a class. Because your daily grade is determined by your work in the kitchen, absences will negatively impact your grade. Being on time means being at your workstation and in FULL uniform when class begins. Being more than 30 minutes late will result in a ZERO for participation for the day.

If you are not in proper uniform, you will only be allowed to observe and may not actively participate in daily recipe production & service.

Lateness

Lateness will not be tolerated! As in any professional environment you are expected to arrive in the kitchen on time, in uniform and ready to learn. Lateness is disruptive to me and your classmates, plus you are losing valuable hands-on learning time. EVERY class will begin promptly at 9:10am unless you are instructed otherwise.

- Any student who arrives 1-10 minutes late will lose 10% of their performance grade for that day.
- Any student who arrives 11-20 minutes late will lose 25% of their performance grade for that day.
- Any student who arrives 21-30 minutes late will lose 50% of their performance grade for that day and may only observe class for that day and may not participate in the hands-on portion of class.
- Any student who arrives 30+ minutes late will lose 100% of their performance grade for that day and may only observe class for that day and may not participate in the hands-on portion of class.

Homework Assignments (10%)

You will be responsible to complete homework assignments before each class. This will help familiarize you with culinary terminology and cover key concepts. Your weekly homework assignments are due daily on the evenings BEFORE class by 11:59pm and are to be submitted digitally in MS Word or PDF format via Brightspace.

Homework assignments can be found in the appropriate daily folder in Brightspace. In order to receive credit, the completed assignments must be uploaded to the correct assignment in the appropriate daily folder. No late work will be accepted. Homework assignments are based upon the lecture(s) and materials covered in class. The correct answers will be reviewed after the due date.

You are expected to use the assigned textbook to find your answers NOT the Internet!

Quizzes (10%)

Quizzes may be announced or unannounced. They will be given during in-person meetings. All quizzes are timed, so use your time wisely. You will receive specific instructions before each quiz begins, please follow those instructions closely. No make-ups will be given, if you miss the quiz, you will receive a score of 0. Each quiz is cumulative of the preceding lectures, so the best way to prepare is to study the lectures, do your readings, and take detailed notes during lecture.

Written Midterm Exam (10%)

During Class 6, _____, this exam will cover ALL materials covered up until this point of the course.

Practical Midterm Exam (10%)

During Class 6, _____, you will take a timed practical exam to assess hands-on skills.

Final Practical Exam (10%)

During Class 12, _____, our class will host a buffet at the end of the semester utilizing our production. In groups, you will be assigned a component of the production for the buffet. You will be graded based on your execution and presentation of this production.

Final Written Exam (10%)

To be held on _____. The final exam in this course is written, cumulative, and covers all content from the course.

KINGSBOROUGH COMMUNITY COLLEGE CULINARY ARTS PROGRAM POLICIES

UNIFORM:

Uniforms must be purchased from Chef Works and can be purchased via:

<https://www.chefworks.com/customer/account/create/code/kingsborough>

You are required to be dressed appropriately for class each week. You will not be allowed to participate if you fail to comply with the Culinary Arts Program uniform requirements:

- ☐ Clean white chef coat with KCC logo and your name embroidered (available via the link above).
- ☐ Checkered chef pants (available via the link above).
- ☐ White skullcap (available via the link above).
- ☐ Clean white apron and two side towels (available via the link above), laundered on your own.
- ☐ Long hair must be tied back, under a hairnet and hat.
- ☐ Black, slip resistant, closed-toe work shoes (soles must indicate slip resistance); sneakers are not permitted.
- ☐ No jewelry, including earrings and nose rings; only a wedding band is permitted.
- ☐ Nails clean, unpolished, and trimmed; fake, polished, and/or long nails are not permitted.
- ☐ No perfumes, colognes, or strong scents.

If you are not in full uniform, compliant in each area above, you may not participate in class and you will receive a ZERO for participation for the day.

HAND WASHING & HYGIENE:

Wash your hands when entering the kitchen, after eating, smoking or making a phone call, after returning from the restroom, when switching from one task to another, after touching any part of your body, especially face, mouth, nose or hair, and in general more often than you are used to washing them.

TASTING, MEALS & LEFTOVERS:

The culinary program at KCC is an educational enterprise, not a buffet. To be sure, smelling, touching, and tasting are key components of learning culinary arts. Tastings are often just that: tastes. When sufficient production to meet instructional goals allows for a meal during or after class, enjoy. But know that there is no obligation or expectation that classes include a meal. You should eat something before attending class so you're not hungry when cooking. Leftovers wherever possible should be repurposed for use in other classes or catered events. All other leftovers should be discarded or donated. Students may not take food from the kitchen unless given specific permission by the instructor.

CELL PHONES:

No cell phones in class. This means not only not USING cell phones in class, but also not charging them.

Texting or making calls in the kitchen is not only disrespectful to the instructor and your classmates; it invites contamination from the dirtiest item in the kitchen: your cell phone. On average they carry more bacteria than a public toilet seat (which unlike phones, are easily cleaned). If you make a phone call on a break, treat your phone as the food hazard it is and wash your hands thoroughly after each use.

DISMISSAL:

The instructor dismisses students. While classes are designed to finish on time, the speed of the class in production and clean-up will determine dismissal time. Changing before you are instructed to do so, or leaving before dismissal counts the same as a lateness for purposes of participation and grading.

STATEMENT ON CIVILITY:

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Civility in the classroom and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom, yet courteous behavior and responses are expected. Therefore, in this classroom, any acts of harassment and/or discrimination based on matters of race, gender, sexual orientation, religion, and/or ability are not acceptable. Foul language, raised voices, or verbal or physical threats are not acceptable.

Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance, and civil in all aspects of human relations.

ACADEMIC INTEGRITY:

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<https://www2.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/academic-integrity-policy/>

STUDENT RESOURCES

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COUNSELING SERVICES:

<https://www.kbcc.cuny.edu/counselingservices/counselinghealthservices.html>

HEALTH SERVICES:

<https://www.kbcc.cuny.edu/healthservices/>

ACCESS-ABILITY SERVICES

<https://www.kbcc.cuny.edu/access-ability/homepage.html>

If you have a disability, or think you may have a disability, you may also want to go to Access-Ability Services (AAS) in room D205 to discuss arranging academic accommodations. If you have already been approved for accommodations, please meet with me to review them so that we can strategize the best way for you to utilize them.

COURSE SCHEDULE

**This schedule may change to accommodate the best learning interests of the class at the discretion of the instructor.*

Class #	Topic(s)	Chapter(s)	HW
1.	- Breakfast- Eggs 1: Intro to Egg Cookery	Ch 25. Breakfast Preparations	Review Syllabus Read Ch 25 HW 1
2.	- Breakfast- Eggs 2: Advanced Egg Cookery	Ch 25. Breakfast Preparations	Read Ch 25 HW 2
3.	- Breakfast- Waffles, Pancakes, Cereals, Breakfast Meats, and Sides	Ch 25. Breakfast Preparations	Read Ch 25 Read Ch 23 HW 3
4.	- Lunch- Sandwiches	Ch 23. Sandwiches	Read Ch 23 Read Ch 22 HW 4
5.	- Lunch- Salads & Sides	Ch 22. Salad Dressings & Salads	Read Ch 22 HW 5
6.	- Condiments, Dressings, Pickles, & Preserves	Ch 22. Salad Dressings & Salads	Study for Midterm Read Ch 22 HW 6
7.	- Written & Practical Midterms		Read Ch 26
8.	- Cheese & Dairy Products	Ch 26. Dairy	Read Ch 26 Read Ch 28 HW 7
9.	- Sausage & Pate	Ch 28. Sausage & Cured Foods	Read Ch 28 Read Ch 24 HW 8
10.	- Hors d'oeuvres 1- Cold	Ch 24. Hors d'oeuvres	Read Ch 24 Read Ch 30 HW 9

11.	- Hors d'oeuvres 2- Hot - Food Presentation	Ch 24. Hors d'oeuvres Ch 30. Food Presentation	Study for Final Read Ch 24 HW 10
12.	- Final Practical Buffet	Buffet Presentation	Study for Final
FINAL	- Written Final Exam		