



## ProStart I/Foodservice I Syllabus

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**Room:** ProStart

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### Course Description:

ProStart® students spend two years in the classroom mastering the fundamental management and culinary skills needed for success. ProStart trains students on industry-specific skills that can be used in all aspects of the restaurant and foodservice industry.

Students also leave the program with employability skills – like leadership, accountability, teamwork and responsibility – that they can take with them to positions in all industries.

### Fundamental Restaurant Skills

Students receive training in the following areas

- Management essentials
- Kitchen essentials
- Customer service
- Safety & sanitation
- Communication
- Marketing
- Nutrition
- Purchasing, inventory and cost control
- Culinary arts

**Required Text:** The course utilizes the ProStart I text and curriculum developed by the National Restaurant Association's Educational Foundation, Foundations of Restaurant Management and culinary arts

**Required Materials and/or Supplies:** paper, pencil or pen, charged laptop, and non skid closed toe and heel shoes.

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### **Concepts/Objectives:**

#### ***Chapter 1: Overview of the Restaurant and Foodservice Industry***

- Outline the growth of the hospitality industry throughout the history of the world, emphasizing growth in the United States.
- List chefs who have made significant culinary contributions, and note their major accomplishments.
- List entrepreneurs who have influenced foodservice in the United States.

#### ***Chapter 2: Keeping Food Safe***

- Define what a foodborne-illness outbreak is, and list the costs associated with one
- Identify factors that affect the growth of pathogens (FAT TOM).
- Identify characteristics of TCS food and list examples.
- Identify ways to handle ready-to-eat food safely.
- Identify ways to prevent cross-contamination.
- Identify ways to prevent time-temperature abuse.
- Outline proper procedures for storing food.
- Outline proper procedures for holding, cooling, and reheating TCS food.
- List the HACCP principles and explain their importance to food safety.

#### ***Chapter 3: Workplace Safety***

- Define the role of Occupational Safety and Health Administration regulations.
- List ways to use protective clothing and equipment to prevent injuries.
- Outline the actions to take in the event of a fire at a restaurant or foodservice operation.
- Demonstrate proper lifting and carrying procedures to avoid injury.
- Demonstrate correct and safe use of knives.

#### ***Chapter 4: Kitchen Essentials 1***

- List the stations and positions in the kitchen brigade and the dining brigade.
- Identify the components and functions of a standardized recipe.
- Convert recipes to yield smaller and larger quantities based on operational needs.
- Given a problem, calculate as purchased (AP) and edible portion (EP) amounts.
- Calculate the total cost and portion costs of a standardized recipe.

#### ***Chapter 5: Kitchen Essentials 2***

- Identify the equipment needed for receiving and storing food and supplies.

- List the different types of knives used in the foodservice kitchen and give examples of their uses.
- Identify basic types of pots and pans and their common uses.
- List the different types of preparation equipment used in the foodservice kitchen and give examples of their uses.
- Apply effective mise en place through practice.
- Demonstrate the proper use of knives.
- Explain the difference between seasoning and flavoring.
- Describe and demonstrate basic pre-preparation techniques.
- Describe dry-heat and moist-heat cooking methods and list the foods to which they are suited.
- Describe combination-heat cooking methods and list the foods to which they are suited.
- Describe a healthy diet.
- Use the Dietary Guidelines for Americans and MyPyramid to plan meals.
- Interpret information on a nutrition label.

### ***Chapter 6: Stocks, Sauces, and Soups***

- Identify the four essential parts of stock and the proper ingredients for each.
- List and explain the various types of stock and their ingredients.
- Prepare the ingredients for and cook several kinds of stocks.
- List the ways to cool stock properly.
- Identify the grand sauces and describe other sauces made from them.
- Prepare several kinds of sauces.
- Match sauces to appropriate food.
- Identify the two basic kinds of soups and give examples of each.
- Prepare several kinds of soups.

### ***Chapter 7: Communication***

- Identify obstacles to effective communication and explain how to prevent them.
- List and demonstrate effective speaking skills.
- List and demonstrate effective writing skills.
- List ways to build relationships through interpersonal communication.

### ***Chapter 8: Management Essentials***

- State the difference between school and workplace environments.
- Describe what a harassment-free environment and mutually respectful workplace is.
- Describe ethics, and explain their importance to the restaurant and foodservice industry.
- Identify the behaviors of a leader.
- Explain the purpose of vision statements and mission statements.
- Identify methods for ensuring a fair and consistent hiring process.
- Identify the typical topics addressed in orientation sessions and employee manuals.
- Identify the key points of effective employee training.
- Summarize and discuss effective group training and on-the-job training.
- Describe the employee evaluation process.

### ***Chapter 9: Fruits and Vegetables***

- List and explain the USDA quality grades for produce.
- List factors that affect produce purchasing decisions.
- Match and cook fruit and vegetables to appropriate methods.
- List ways to hold vegetables that maintain their quality.

### ***Chapter 10: Serving Your Guests***

- Explain the importance of customer service to the restaurant and foodservice industry.
- Outline the process for receiving and recording reservations and special requests.
- Define suggestive selling, and give examples of how to do it.
- List ways to obtain feedback from guests and determine their satisfaction.
- Explain how customer complaints should be resolved.
- Describe the four traditional styles of service: American, French, English, and Russian.
- Demonstrate setting and clearing items properly.

### ***Chapter 11: Potatoes and Grains***

- Identify and describe different types of potatoes, grains and legumes.
- Outline methods to select, receive, and store potatoes, grains and legumes
- Using a variety of recipes and cooking methods, prepare potatoes, grains, and legumes.
- Identify and describe different types of pasta.
- Using a variety of recipes and cooking methods, prepare pasta.

### ***Chapter 12: Building a Career in the Industry***

- Outline a plan for an effective job search.
- Write a resume that lists your experience, skills, and achievements.
- Write an effective cover letter.
- Read and complete a job application form.
- Outline the steps to choosing a college or trade school and identify resources for answering those questions.
- List the steps to an effective job interview.
- Outline the steps to resigning a job
- Explain the importance of professional development and list ways to achieve it.
- Identify career opportunities in the restaurant and foodservice industry.

### **Course Requirements and Methods of Evaluation**

- Classwork/ Homework-----10%
- Quiz/projects/lab-----20%
- Tests -----35%
- Quarter Exams-----30% (cumulative, multiple choice, essay)
- Participation \_\_\_\_\_ 05%

\*Assignments and due dates will be given in class and posted on LMS as soon as they are available.

A student with extenuating circumstance shall be granted a period of time agreed upon by the student, teacher, and principal, without lowering the academic grade, after which time the preceding number of school days late shall affect lowering the academic grade.



A grade of "I" shall be converted to an academic grade (A, B, C, D, or F) by the classroom teacher prior to the completion of the applicable term/school year.

**Any student owing makeup work must complete the work before participating in labs and field trips**

#### **Academic Dishonesty Policy**

As per the district student policy manual, if a student cheats on a test/assignment or plagiarizes he/she will receive one after school detention, no credit on the test/assignment, and an administrative conference.

#### **Online Communications Policy**

The word "netiquette" is short for "Internet etiquette." You should be aware of the common rules of netiquette for the Web and employ a communication style that follows these guidelines.

- Blog topics should be treated as serious classroom discussion only, unless noted by the teacher.
- All electronic communication between the student and teacher shall be limited to the sanctioned sources, (i.e., LMS and Moodle accounts) created for the students.
- Any electronic communication through any non-sanctioned means (i.e., texting, Facebook) is prohibited, per the district policy manual.

#### **Procedure for Continued Learning following an Extreme Emergency**

Please check the [district](#), [school](#), and [class](#) websites for announcements and information concerning continued learning following an extreme emergency.

#### **Attendance Requirements**

- 5 unexcused absences/semester will result in failure of the class
- If you are absent, it is your responsibility to show an excused absence slip to me before getting credit for missed work. You must also copy notes from a classmate or inquire about missed work.
- If it is an excused absence, the student has 5 days to present the slip to the teacher but must make up any missed work upon returning to class (tests, quizzes, etc.). Although you have 5 days to bring in an excuse, you do not have 5 days to make up the work unless it is an extenuating circumstance.

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#### **Class Expectations**

**Fieldtrips:** In order to participate in fieldtrips/classroom labs you must have turned in all work for that grading period.

**Catering events:** Students are required to do at least two outside of school or in school catering events if needed. Catering events will be treated just like a test grade.

**Changes to Syllabus**

The above schedule, policies, and procedures in this course are subject to change in the event of extenuating circumstances. All students and parents will be notified of changes.

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**Please detach this section, read the statement below, and sign where indicated.**

By signing below, I am acknowledging that I have read the syllabus, and I understand its content. I understand that the syllabus should remain in the student's binder, and it is also accessible on the teacher's webpage for the class.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/guardian's E-mail address