Valencia *College*

Catering and Banquet Management FSS2284

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| Term /Year | Spring 2019  CRN: 23169 |
| Professor | William Walker |
| Building/Classroom | Building 7 Room 114 West Campus |
| Meeting day/Time | Thursday 4:00 pm – 6:50 pm |
| Email | [wwalker16@valenciacollege.edu](file:///E:\wwalker16@valenciacollege.edu) |
| Front door access | <http://frontdoor.valenciacollege.edu/?wwalker16> |

**Course Description**

An application of principles in commercial and institutional food and beverage facilities including marketing, menu development, effective cost control in purchasing, pricing, labor and service techniques. Procedures, approaches and techniques of management are explored and developed as they relate to commercial and institutional food and beverage facilities concerning Off – Premise catering. Credit hours: 3

**Course Objectives**

1. At the end of the course the student will be able to compare and contrast the different banquet events, their set up, cost, execution and breakdown.
2. They will begin to understand market segment attributes to analyze the best ways to make the sale of specific functions.

**Materials required during each class session**

# Off-Premise Catering Management [Hardcover] [Chris Thomas](http://www.amazon.com/s/ref=ntt_athr_dp_sr_1?_encoding=UTF8&field-author=Chris%20Thomas&search-alias=books&sort=relevancerank) | ISBN-10: 0470889713 | ISBN-13: 978-0470889718 | Edition: 3

**Things I need to do for this course**

Choose a day/time to dedicate 2 hours to work on classwork/technique practice/ project etc. each week.

The weekly assignment or project is due the week after the class, and is graded cumulatively. The final project is worth 20% of the final grade.

**Evaluation and Course Grading**

This course is divided into five major categories, which will comprise the final grade.

* Classroom attendance 25%
* Participation : 25% - grading scale at end of syllabi
* Project or Case studies: 20% - grading scale at end of syllabi
* Progress Tests/presentations: 10%
* Final Exam: 20%

**Attendance:**

Attendance will account for 25% of the course grade. Aside from being actively engaged in the course as described in the participation rubric. More than 3 absences, including any partial attendance beyond the third absence will result in withdrawal from class.

Two partial attendances count as an absence. A partial attendance is defined as arriving tardy, leaving early, or not being an active participant in the class session. There are no excused absences in the course. Students will normally be withdrawn for failing to attend the first class session unless approved before the beginning of class. Students will normally be withdrawn from the course due to excessive absences, normally viewed as 3 or more. There is additional information concerning attendance in the rubric.

**Portfolio Catering Project,** valued at 20% of your grade per instructor’s discretion handed out as a separate paper

**Tests:**

The written tests will count for 30% of the grade.

The progress tests and Essay assignments on pertinent topics that presentations will be made of count for 10% of your final grade.

The final exam will count for 20% of your final grade.

**Course Policies:**

**Make-up Exams:**

Make-up exams will be given only for emergency situations provided the instructor is notified in advance. Upon your absence and its approval, the exam will be placed in the testing center. Exams must be made up before the next class meeting. Any test missed will have adverse effect on your grade, and make-up test will not be given unless approved by the Professor prior to the date of schedule test. Final exam is required! A no show on that day will result in an F for the session.

**General Grading Scale:**

1. A - 90-100
2. B - 80- 89
3. C - 70-79
4. D - 60-69
5. F - below 60

**Homework and Quizzes:**

Home-works and quizzes **cannot** be made up. If a student is absent, it is his/her responsibility to contact a class member, obtain the assignment and come to the next class meeting prepared. If a student is absent the day of a quiz, he or she will receive a zero. Late project and/or assignments will be penalized 5 points per day late.

**Academic Honesty:**

Academic integrity is expected at all times. Academic dishonesty (cheating) will be punished to the fullest extent allowed by the institution. The instructor will follow the academic dishonest policy as outlined in the student handbook and the catalog. It is your responsibility to familiarize yourself with this policy. However, in short, if a student is caught being academically dishonest, the student(s) involved will receive consequences that may include a zero grade for the assignment and a failing grade for the course.

**Mobile communication devices** – I understand there are many good reasons to have laptops, mobile phones and other wireless communication devices. Many of us have work and family responsibilities that sometimes cannot wait until the end of class. Recognizing that it may be necessary on occasion to communicate with others during class, please do not text, email, surf, talk, or anything else while class is in session. Feel free to leave the classroom for a “moment” to take care of any necessary communications.

**Student Assistance Program**

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. Bay Care Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face to face counseling is also available.

**Withdrawal Policy**

Students are only able to withdraw themselves with a “W” up to the Withdrawal Deadline, **March 22,** (January 24 Add/Drop Refund[11:59pm]). After the Withdrawal Deadline; the instructor may withdraw students who are in violation of the course attendance policy up to the beginning of the final exam period.

**Academic Accommodations**

"Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class.  The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

**Disclaimer:**

The schedule, procedures, and assignments are subject to change in the event of extenuating circumstances. However, any such change will be clearly announced. Such changes are designed to deal with unforeseen circumstances that arise during the course. The changes will be intended to benefit the student and will not significantly add to the rigor of the course.

**Expected Student Conduct**

Valencia College is dedicated not only to the advancement of knowledge and learning but is

concerned with the development of responsible personal and social conduct**.** By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the student code of conduct in the current Valencia student handbook

**Project Grading Scale**

Course Name: ­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* The Project will be evaluated on a weekly basis, and a pass or fail grade will be assessed

**Criterion 1 Initial formatting**

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| --- | --- |
| Project should be typed, in a 3 ring binder with tabs, and easy to follow. | 25% |
|  |  |
| Project turn in on time, due date will be told during class time,  I will not accept any portfolio after the due date and time. |  |
| No partial grade will apply or at teacher’s academic discretion. |  |

**Criterion 2 – Visuals**

|  |  |
| --- | --- |
|  | 25% |
| No black and white pictures will be accepted. |  |
| No cut and paste picture from outside source or copied from other student or portfolio. |  |
| No partial grade will apply or at teacher’s academic discretion. |  |

**Criterion 3 - Procedures and notes (50%)**

|  |  |
| --- | --- |
|  | 50% |
| No partial grade will apply or at teacher’s academic discretion. |  |

**The following infractions will result in F grade for the project and the class:**

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| Evidence of copying / pasting from others |
| Evidence of plagiarism |
| Portfolio not received on time |

Grade total

**Institutional Core Competencies**

The following Valencia Student Competencies will be reinforced throughout the entire course.

**THINK –** Analyze data, ideas, patterns, principles, and perspectives employing facts, formulas and procedures of the discipline.

**VALUE** – Distinguish among personal, ethical, aesthetic, cultural, and scientific values evaluating your own and others values from a global perspective in the process of learning the discipline.

**COMMUNICATE –** Identify your own strengths and need for improvement as a communicator employing methods of communication appropriate to your audience and purposefully evaluate the effectiveness of your own and others communication.

**ACT** – Apply disciplinary knowledge, skills, and values to educational and career goals acting effectively and appropriately in various personal and professional settings responding also to changing circumstances.

**25% attendance of final grade includes: attendance, uniform, classroom and hygiene.**

**25% participation of final grade includes: participation during class and lab, attitude, and sanitation/cleaning.**

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|  |  | **Culinary and** | **Baking/Pastry** | **Management** | **Attendance Rubric** |
| **Categories** | **100** | **85** | **75** | **50** | **0** |
| **Attendance** | Always arrives to class on time | 2 Tardiness or one absence | 2 tardy equals one absence; leaves class 5-10 minutes at a time or | 2 tardy equals one absence and or leaves class 10-15 minutes at a time or | More than 3 absences including  Any partial attendance during the  Remainder of the term will result in  Withdrawal from class. |
|  | Never asks  to leave | Never asks to leave | Leaves without asking | Leaves without asking | Leaves without asking |
|  | No absences |  | Has 2 absences | Has 3 absences |  |
| **Uniform** | Clean full uniform  worn at all times | Clean full uniform worn most of the time (2) | Uniform unclean or wrinkled, constantly needs reminding.  Including hat | Most of the time not in uniform and needs reminding. Including hat | Majority of the time not in acceptable  uniform. |
| **Classroom** | Comes to class prepared did the assignment, takes notes, listens during lecture. | Sometimes (2, two times) didn’t come to class with assignment, dozes off during lecture. | Did not do class assignment three times (3).  Does not pay attention during lecture.  Sometimes disruptive. | Did not do class assignment (4) four times.  Does not pay attention during lecture and reminded to often to have book and knives on hand. | Did not do class assignment (5) five   times.  Has not bought the book,   borrows knives from other student.   Sleeps during lecture most of the time. |
| **Hygiene** | Washes hands when needed keeps nails trimmed.  Hair under hat without being told | Washes hands when needed keeps nails trimmed.  Hair under hat.  Occasionally has to be told | Washes hands infrequently.  Frequently needs to be told about hygiene, nails, hair, etc. | Does not wash hands and when told about hygiene doesn't improve by next class visit. | Consistently Poor Hygiene In and out  of Kitchen. |
| **Participation Rubric during class and lab** |  |  |  |  |  |
|  | Productive throughout the entire class. Organized           shows complete portfolio assignment every week. | Completes assigned tasks. Relatively Organized                     Missed portfolio assignment twice (2 times) | Completes only assigned tasks.  Frequently Disorganized                                      Missed portfolio assignment three times. | Completes only part of assigned tasks; Disorganized takes little personal responsibility                 Missed portfolio assignment 4 times | Disruptive; rarely or doesn't complete. Disorganized/sloppy assigned tasks.          Missed portfolio assignment more than five times. |
|  | Goes beyond expectations for assigned tasks | Needs little reminder to do the assigned job while in lab. | Needs a lot of direction and reminding of assigned tasks accomplishment. | Needs to be reminded to often to perform kitchen duties including cleaning up duties. | Reluctant to follow direction most of the time. Skips work duty by disappearing for   long periods of time. |
|  | Works well with others, and pays attention during class.  Follows direction well including no texting, no cell phone usage. | Works with other students most of the time.  Usage of cell device sometime during class. | Doesn't work well in Team situation with other students.  Use of cell phone during class. | Doesn't pay attention during class.  Ill-prepared for the lecture.  Use of cell phone for personal reason during class. | Sleeping, texting, or using cell phones   during class.  Reluctant to work with  other students. |
|  | Eats or tastes all of the food produced in class | Eats or tastes most of the food produced in class. | Eats or tastes some of the food produced in class | Rarely eats or tastes the food produced in class | Doesn't eat any of the food produced in  class |
| **Attitude** | Students with allergies should notify professor before class |  |  |  | Students with allergies should notify  professor before class |
|  | Has a very positive attitude. Listens well. | Maintains a positive attitude and is kind to others.  Pays attention to instruction most of the time. | Bad attitude; in conflict with classmate/s. Pays attention to instruction and relevant conversation some of the time. | Negative attitude, disrespectful of others, disruptive.  Does not listen to instruction at all. Conversations out of context | Takes no personal responsibility and  lacks integrity and pride in work.  Talks too much with conversation out  of context. (Sports, movies, etc.) |
| **Sanitation and cleaning** | Consistently maintains personal responsibility and integrity | May need an occasional reminder of responsibility or integrity | Is reluctant to take personal responsibility; lacks integrity and pride in work.  Too sensitive when confronted. | No respect to authority, passes blame to others including chef.  Overly sensitive when confronted. | Complete lack of integrity, no personal responsibility.  Defensive when  confronted. |
|  | Practices excellent sanitation and safety. Cleans as they go. Jumps into cleaning kitchen at end of class. | Practices excellent sanitation and safety. Cleans as they go. Jumps into cleaning kitchen at end of class. Sometimes distracted. | Needs to be reminded of sanitation and safety.  Reluctant to help in all areas of cleaning the kitchen.  Complains about cleaning.  Purposely cleaning own station and knives only. | Poor sanitation and safety practice. Is not motivated to clean up.  Disappears during end of class clean up.  Purposely cleaning own station and knives only. | Dangerous sanitation and safety  practices.  Is not motivated to clean up  after themselves or others.  Disappears  during end of class clean up.  Leaves  cleaning tasks to other students often. |
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**Schedule of Classes**

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| **WEEK** | **CHAPTER** | **ASSIGNMENT for UPCOMING class session** |
| 1 (1/10/2019) | Ch. 1 Lecture | Chapter # 2 Homework |
| 2 (1/17/2019) | Ch. 2 Lecture | Chapter # 3 Homework |
| 3 (1/24/2019) | Ch. 3 Lecture | Chapter # 4 Homework |
| 4 (1/31/2019) | Ch. 4 Lecture | Chapter # 5 Homework &  Study for Quiz Ch. 2-4 |
| 5 (2/7/2019) | Ch. 5 Lecture & **Quiz Ch. 2-4** | Chapter # 6 Homework |
| 6 (2/14/2019) | Ch. 6 Lecture | Chapter # 7 Homework |
| 7 (2/21/2019) | Ch. 7 Lecture | Chapter # 7 Homework |
| 8 (2/28/2019) | Ch. 8 Lecture | Chapter # 8 Homework  Study for Quiz Ch. 5-8 |
| 9 (3/7/2019) | Ch. 9 Lecture & **Quiz Ch. 5-8** | Chapter # 9 Homework & |
| 10 (3/14/2019)\* | SPRING BREAK | Chapter # 10 Homework |
| 11 (3/21/2019) | Ch. 10 Lecture | Chapter # 11 Homework |
| 12 (3/28/2019) | Ch. 11 Lecture | Chapter # 12 Homework |
| 13 (4/4/2019) | Ch. 12 Lecture  **Projects Due** | Chapter # 13 Homework |
| 14 (4/11/2019) | Ch. 13 Lecture | Chapter # 14 Homework |
| 15 (4/18/2019) | Ch. 14 Lecture | Review for final |
| 16 (4/25/2019) | **Final Exam Ch. 9-13** |  |