



## ProStart Syllabus Table of Contents

Revised May 29, 2025



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### James Rumsey Technical Institute High School Program *Foundations of Restaurant Management & Culinary Arts (ProStart)* Fall Syllabus 2025-2026

<b>Course Title</b>	HO 1019 – <i>Advanced Principles in Food Production</i>
<b>Instructor</b>	Chef Stephen J. Brown Jr. Certified Secondary Foodservice Educator Certified ServSafe Manager Trainer/Proctor James Rumsey Technical Institute
<b>Class Location</b>	James Rumsey Technical Institute Room D-2
<b>Office Hours (By Appointment)</b>	Monday – Friday 7:30 – 8:00 am 10:15 – 10:45 am & 2:30 – 3:00 pm
<b>Office Phone</b>	JRTI (304) 754-7925 Ex. 40534 CELLULAR (301) 491-6161
<b>School Front Office Hours</b>	Mon – Fri 7:30 am – 3:00 pm
<b>Instructor's E-Mail Address</b>	<a href="mailto:sibrown@k12.wv.us">sibrown@k12.wv.us</a> <a href="mailto:sbrown@jamesrumsey.net">sbrown@jamesrumsey.net</a>
<b>Class Webpages</b>	<a href="http://www.jrti.schoology.com">www.jrti.schoology.com</a> SCHOLOGY Course Access Code: _____
<b>Class BAND Code</b>	<a href="https://band.us/n/afa9beaaq7T40">https://band.us/n/afa9beaaq7T40</a>

*This syllabus may be altered at any time at the discretion of the Instructor.*

## INTRODUCTION TO THE PROGRAM

From how to hold a knife properly to ensuring your restaurant makes money, *Foundations of Restaurant Management & Culinary Arts* teaches you what you need to start a career in restaurants.

The curriculum blends front-of-the-house and back-of-the-house content in four units which will be taught at James Rumsey Technical Institute over a two-year period. Starting with an overview of the industry, you'll move into kitchen essentials – including equipment and culinary techniques – and management essentials like communication and customer service.

You'll spend time in the kitchen honing your ability to cook restaurant quality meals and learn how to keep your guests coming back. You'll become immersed in hot topics within the industry, such as sustainability and global cuisines. Just as important, you'll become armed with the skills to find and keep a job within the restaurant industry.

### *Even Year 2026-2027*

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#### **Course Code - HO 1013**

##### *Restaurant and Culinary Foundations*

##### **Term 1 – Kitchen Safety & Employability**

- Topic 1: *Restaurant Industry Safety*
- Topic 2: *Equipment Identification & Safety Training*
- Topic 3: *Employability Skills*

##### **Term 2 - ServSafe & Management Skills**

- Topic 4: *Food Safety Standards*
- Topic 5: *The Safe Food Handler*
- Topic 6: *Sanitary Facility's Management*
- Topic 7: *Management Practices*

*Semester Exam*

#### **Course Code - HO 1014**

##### *Restaurant Management Essentials*

##### **Term 3 – Foundations 1**

- Topic 1: *Knife Skills*
- Topic 2: *Recipes*
- Topic 3: *Cold Food Preparation*
- Topic 4: *Stocks, Sauces, & Soups*

##### **Term 4 – Foundations 2**

- Topic 5: *Serving Your Guests*
- Topic 6: *Cooking Methods*
- Topic 7: *Kitchen Calculations*

*Semester Exam*

#### **CTE Portfolio Requirement**

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### *Odd Year 2025-2026*

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#### **Course Code - HO 1019**

##### *Advanced Principles in Food Production*

##### **Year 1 Safety Review**

- Keeping Food Safe (s/P2 Online assignment)*
- Workplace Safety (s/P2 Online assignment)*

##### **Term 1 – Advanced Principles 1**

- Topic 1: *Knife Skills & Equipment ID.*
- Topic 2: *Fruits, Vegetables, Starches*
- Topic 3: *Cost Control & Food Purchasing*

##### **Term 2 – Advanced Principles 2**

- Topic 4: *Breakfast Foods & Dairy Products*
- Topic 5: *Purchasing and Inventory Control*
- Topic 6: *Marketing and Menu Design*

*Semester Exam*

#### **Course Code - HO 1020**

##### *Restaurant Professional*

##### **Term 3 – Professional Restaurant 1**

- Topic 1: *Desserts & Baked Goods*
- Topic 2: *Teambuilding & Food Costing*
- Topic 3: *Sustainability in the Restaurant and Foodservice Industry*

##### **Term 4 – Professional Restaurant 2**

- Topic 4: *Meat, Poultry, & Seafood*
- Topic 5: *Portfolio Development & Teambuilding*
- Topic 6: *Culinary Nutrition*

*Semester Exam*

#### ***NOCTI Certification Examination (Seniors)***

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## 2025 – 2026 SCHOOL YEAR – TEXTBOOK/RESOURCE REQUIREMENTS

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### First and Second Semester

#### Textbooks:

Foundations of Restaurant Management & Culinary Arts, 3<sup>rd</sup> Edition – Level 2

#### Websites:

<https://irti.schoology.com/login?&school=3029584600>

<https://sp2.org/>

<https://www.careersafeonline.com/>

<https://live.myvrspot.com/site/login>

<https://www.servsafe.com/>

<https://band.us/n/afa9beaaq7T40>

## 2025 – 2026 SCHOOL YEAR – REFERENCE BOOKS RECOMENDED FOR PURCHASE

### First and Second Semester

The Professional Chef 9<sup>th</sup> edition, Wiley publishing, The Culinary Institute of America

Garde Manger, The Art and Craft of the Cold Kitchen, 4<sup>th</sup> edition, Wiley publishing, The Culinary Institute of America

On Food and Cooking, The Science and Lore of the Kitchen  
Harold McGee

The New Food Lover's Companion 3<sup>rd</sup> edition, Sharon Tyler Herbst

Emily Post's Etiquette 16<sup>th</sup> edition, Peggy Post

## 2025 – 2026 SCHOOL YEAR – DAILY REQUIRED MATERIALS

Chef may check for these items daily as part of your daily mise en place.

- Log-on information for all electronic resources
- School provided device fully charged (Chromebook or Tablet)
- Sharpie Permanent markers, required every day in class
- Pen (blue or black ink) or pencil
- Pocket sized Notebook (for taking notes in the kitchen during class)
- Non-slip, closed toe shoes (sneakers are not acceptable for lab)
- Professional Uniform (as outlined in uniform policy)

## ATTENDANCE & MAKE-UP WORK POLICY

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Students who want to return – ProStart follows in compliance with James Rumsey Technical Institute's Attendance Policy with the additional consideration being as follows; if you have approached 10 days' absence in your first school year you may not be invited back for the second year of the program. This will allow other students who are interested to take an otherwise reserved spot if your dedication to the program seems lacking.

Make-Up Policy – As class progresses through the school year, you will be evaluated more often by observation and project-based learning. When you miss school, you have two options for make-up work. They are as follows:

1. Log make-up hours through working "outside-of-school" hours at events and catering. these hours must be pre-approved and verified by the Chef Instructor and documented electronically in Sling (our time clock software)
2. log 1 for 1 hours on CareerSafeOnline.com the system logs your time and will report to me how much time you spend working on the assignments. This tool will give you an industry OSHA certification which is valuable and will count towards the Governors Workforce credential. **These hours must be completed before the end of 7 days from the day you missed class in order to be accepted as make-up work.**

Excused absences – If a student will not be physically present for the school day, the class policy is that they are required to contact their instructor *before* the start of their class or "shift". Calling-out after this time will result in a no-call, no-show. For an absence to be counted as excused the policy is as follows:

1. The student "Calls out" of school for the day.
  - a. This is expected the same as if the student were calling out sick from a job. The school telephone number is provided at the beginning of the Syllabus.
2. The student must have an *approved* copy of the *excused* absentee document provided to the instructor on the day following the absence.
3. The student must have completed the missed attendance assignment remotely (or have had an exemption from this via the call-out conversation).

Missed Labs – grades are a crucial part of the learning environment and missed experience with hands-on instruction are difficult to make-up. **The following criteria must be met for a missed lab to be made up after the scheduled time.**

1. Must first meet the above criteria for call out & excused absence
2. Must have available product for the student to complete the project.
3. Must be completed within a 1-week timeframe from the original absence unless the materials are unavailable (then accommodations will be made).

*\*The Chef / Instructor **will not** be responsible for reminding the student if he/she owes make-up work.*

## PROSTART DRESS CODE POLICY

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There is a standard of dress for professionals working in a kitchen that has come to be accepted by both the profession and the public. The white jacket, head cover, apron, side towel, are all part of the image. Black pants (no jeans or leggings), hard non-slip shoes, and an apron are all considered important elements as well. More than simply completing the “look” of the chef, these parts of the typical uniform have important roles to play in keeping workers safe as they work in what is a potentially dangerous environment.

Due to these safety concerns the uniform policy is strictly enforced and must be followed with no exceptions. The safety of the student depends upon the implementation of these policies.

Professionalism, while not as important as the safety of the student is just as important to a successful food service environment. To instill this in the student I will insist that the policy be adhered to.

During “Lab Days” the student will be required to wear his or her *full* uniform. If any element is incorrect or missing, the student will not be able to participate in classroom activities. This will result in a “0” grade for the *Lab Performance* grade that day as well as a “0” for the Simulated Workplace portion of the weekly grade. These scores cannot be made-up.

If a student is unprepared for Lab activities 3 times within a marking period timeframe, he or she will not be permitted to participate in any labs for the rest of that quarter and subsequently must complete the typed paper requirements to get credit for missed class work.

### **Required Uniform for Lab Functions:**

- White Chef Coat (available from JRTI or for purchase)
- Appropriate Color Skull Cap Hat (provided by JRTI or for purchase)
- Black Chef’s Pants (provided by JRTI or for purchase)
- Apron and Side Towels (provided by JRTI or for purchase)
- \*Sturdy Black, Skid Resistant Shoes (No sneakers or open toe shoes allowed)

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*\*this item is not provided by the school. See me if you need assistance in purchasing them for yourself.*

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## CONTENT STANDARDS

### Sanitation and Safety

1019.1 Take physical and perpetual inventory.  
1019.1.1 List the methods used to account for inventory. (11.7)

### Fruits, Vegetables, and Starches

1019.2 Identify the quality and grade of fruits and vegetables.  
1019.2.1 Identify and describe different types of fruit. (5.1)  
1019.2.2 List factors that affect produce selection decisions. (5.2)  
1019.2.3 Identify procedures for storing fruit. (5.3)  
1019.2.4 Identify and describe different types of vegetables. (6.1)  
1019.2.5 Identify procedures for storing vegetables. (6.2)  
1019.3 Prepare fruits and vegetables for cooking.  
1019.3.1 Prepare various types of fruit. (5.4)  
1019.3.2 Cook various types of fruit using appropriate methods. (5.5)  
1019.3.3 Demonstrate the preparation of various types of vegetables. (6.3)  
1019.3.4 Cook various types of vegetables using appropriate methods. (6.4)  
1019.3.5 Identify ways to hot-hold vegetables for safety and quality. (6.5)  
1019.4 Identify and prepare potato dishes.  
1019.4.1 Identify and describe different types of potatoes. (7.1)  
1019.4.2 Identify procedures for storing potatoes. (7.2)  
1019.4.3 Prepare potatoes using a variety of methods. (7.3)  
1019.5 Identify and prepare pasta, grains, and legumes.  
1019.5.1 Identify and describe different types of grains and legumes. (7.4)  
1019.5.2 Explain how to store grains and legumes. (7.5)  
1019.5.3 Prepare various types of grains and legumes. (7.6)  
1019.5.4 Identify and describe different types of pasta. (7.7)  
1019.5.5 Prepare pasta using a variety of methods. (7.8)  
1019.5.6 Prepare dumplings using a variety of methods. (7.9)

### Breakfast Foods

1019.6 Identify and prepare breakfast starches.  
1019.6.1 Describe the types of breakfast service. (4.1)  
1019.6.2 Prepare various pancakes, crêpes, waffles, and French toast. (4.2)  
1019.6.3 Prepare various breakfast starches. (4.4)  
1019.7 Identify and prepare breakfast meats.  
1019.7.1 Prepare various breakfast meats. (4.3)  
1019.8 Identify and prepare different styles of eggs.  
1019.8.1 List the characteristics of eggs and identify ways to keep them safe. (3.6)  
1019.8.2 Prepare eggs using a variety of cooking methods. (3.7)  
1019.9 Identify and prepare cereals.  
1019.9.1 Apply cooking methods to prepare a basic cereal.  
1019.9.2 Utilize creativity to modify a basic cereal recipe based on personal or cultural preferences.

**Dairy Products and Alternatives**

1019.10 Identify and use various dairy products (e.g., sour cream, butter, yogurt, creams, milk).  
1019.10.1 Identify the different forms of cream and their fat content. (3.2)  
1019.10.2 Identify different forms of cultured dairy products and their fat content. (3.3)  
1019.10.3 Differentiate between butter and butter substitutes and recognize the characteristics of each. (3.4)  
1019.11 Identify and use dairy alternatives (e.g., soymilk, almond milk, low-fat alternatives).  
1019.11.1 Describe dairy milk and milk alternatives and their fat content. (3.1)  
1019.12 Identify and use cheese varieties.  
1019.12.1 Identify the varieties and characteristics of cheese and give examples of each. (3.5)

**Introduction to Marketing**

1019.13 Exhibit understanding of marketing and public relations.  
1019.13.1 Define the term marketing. (1.1)  
1019.13.2 Describe the components of the traditional marketing mix. (1.2)  
1019.13.3 Describe the contemporary marketing mix. (1.3)  
1019.13.4 Describe the elements of a marketing plan. (1.4)  
1019.13.5 Define target market and explain why it is important to a business. (1.5)  
1019.13.6 Identify the parts of a SWOT analysis. (1.6)  
1019.13.7 Identify various elements of a promotion mix. (1.7)  
1019.13.8 Recognize different types of sales promotions. (1.8)  
1019.13.9 List the benefits of public relations. (1.9)  
1019.13.10 Identify opportunities for public relations. (1.10)

**Menu Management**

1019.14 Exhibit understanding of menus and pricing.  
1019.14.1 Explain the importance of the menu to a foodservice operation. (2.1)  
1019.14.2 Describe à la carte, table d'hôte, California, limited, du jour, and cycle menus. (2.2)  
1019.14.3 Organize the information on a menu. (2.3)  
1019.14.4 Explain principles of menu layout and design. (2.4)  
1019.14.5 Explain the purposes of a menu sales mix analysis. (2.5)  
1019.14.6 Define profitability and target margin. (2.6)  
1019.14.7 Classify menu items according to their popularity. (2.7)  
1019.14.8 Compare the food cost percentage methods and the contribution margin method for menu pricing. (2.8)

**Labor Costing**

1019.15 Exhibit knowledge of labor costs.  
1019.15.1 Explain the importance of standard labor costs to a business's success. (10.1)  
1019.15.2 List factors that affect labor costs. (10.2)  
1019.15.3 Describe the relationship between sales volume and labor costs. (10.3)  
1019.15.4 Explain the difference between a master schedule and a crew schedule. (10.4)

**Purchasing**

- 1019.16 Exhibit understanding of purchasing processes.
- 1019.16.1 Describe the purchasing function. (11.1)
- 1019.16.2 Describe the factors that contribute to the purchasing process. (11.2)
- 1019.16.3 List goods and services that might be purchased by a foodservice operation. (11.3)
- 1019.16.4 Explain quality standards and how they should be used. (11.4)
- 1019.16.5 Describe how to determine what and when to order. (11.5)
- 1019.16.6 Explain what happens after goods are purchased. (11.6)

## CRITERIA OF EVALUATION

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### **Knowledge** (awareness, understanding, analysis)

Information specific to the course

Terminology

Principles or concepts

Ingredients / Equipment

### **Skills**

Fundamentals

Knife skills

Mise en place

Timing

Organization

Clean work habits

Preparation

### **Professionalism**

Appearance

Manner

Judgment

Mental Mise en place

Interpersonal skills and communication

    with classmates

    with instructor

Listening skills

### **Projects**

On time

Neatness

Organization

Mise en place

Follows given criteria

### **Written Test**

Meets standards and criteria

Done in a timely manner

### **Attendance and Mise en place**

\*10 days as explained in the attendance and make-up work policy

## CRITERIA OF EVALUATION: DETAILS

<i>Written Work</i>	<i>Remote Work Assignments</i>
<i>Performance Evaluation</i>	<i>Simulated Workplace Compliance</i>
<i>Lab Reports</i>	<i>Tests/Quizzes</i>
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<p>1. Written Work – Consists of all work assigned as a support-based material. Could include, but not limited to any of the following:</p> <ul style="list-style-type: none"><li>a. Defining terms</li><li>b. Homework/classwork assignments</li><li>c. Online discussions</li><li>d. Assigned Recipe Mise En Place</li><li>e. Summative Assessments (quizzes or topic checks)</li><li>f. All written work will be submitted virtually via Schoology or another online tool unless otherwise specified.</li></ul>	
<p>2. Performance Evaluation – is based on the rubric for the basic kitchen skills or for a particular kitchen project being performed for that lab/function.</p> <ul style="list-style-type: none"><li>a. Will always be available before the task occurs on Schoology.</li><li>b. Based on skills, knowledge, organization, and teamwork during the assigned process.</li><li>c. Product evaluation graded according to product standards.</li></ul>	
<p>3. Lab Reports – will be structured via Schoology and be used to document important lab-learning process you undertake. You will be expected to complete a lab report for some of the kitchen labs we do.</p> <ul style="list-style-type: none"><li>a. Photos of the process (as described in the lab report template)</li><li>b. Recipes, converted and correct format</li><li>c. Steps and expectations</li><li>d. Product evaluations</li><li>e. Reflections and learning evaluations</li></ul>	
<p>4. Remote Work Assignments – This category will only be used if instruction goes to remote learning for one reason or another.</p> <ul style="list-style-type: none"><li>a. Daily Attendance</li><li>b. Online lecture or self-paced work</li><li>c. Participation in TEAMS class meeting for instructional purposes.</li><li>d. Other work as assigned while outside of the classroom environment for extended periods of time.</li></ul>	
<p>5. Simulated Workplace – This grade category will cover your participation in your daily responsibilities within our Simulated workplace. These include the following:</p> <ul style="list-style-type: none"><li>a. Attendance/instruction assignments</li><li>b. Uniform compliance</li><li>c. Professionalism (Interpersonal, Manners, Judgment, Listening Skills)</li><li>d. Mise en place (preparation for the day)</li><li>e. Interpersonal Skills (ability for working with groups of peers and teachers)</li><li>f. Personal Hygiene (adherence to our cleanliness and personal hygiene policy)</li><li>g. Daily cleaning tasks.</li><li>h. Weekly NOCTI Timecard Assignments.</li></ul>	
<p>6. Tests/Quizzes – Will be given to gage the extent of your understanding and provide your instructor with information about what materials need to be reinforced through further instruction.</p>	