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

Course Title	HO 1020 – <i>The Restaurant Professional</i>
Instructor	Chef Stephen J. Brown Jr. Certified Secondary Foodservice Educator Certified ServSafe Manager Trainer/Proctor James Rumsey Technical Institute
Class Location	James Rumsey Technical Institute Room D-2
Office Hours (By Appointment)	Monday – Friday 7:30 –8:00 am & 2:30 – 3:00 pm
Office Phone	JRTI (304) 754-7925 Ex. 40534 CELLULAR (301) 491-6161
School Front Office Hours	Mon – Fri 7:30 am – 3:00 pm
Instructor's E-Mail Address	sjbrown@k12.wv.us sbrown@jamesrumsey.net
Class Webpages	www.jrti.schoolology.com
Class Band Code	https://band.us/n/afa9beaaq7T40

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

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

Odd Year 2025-2026

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

The 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*
- Topic 6: *Culinary Nutrition*
- Semester Exam*

NOCTI Certification Examination (Seniors)

2025 – 2026 SCHOOL YEAR – TEXTBOOK/RESOURCE REQUIREMENTS

First and Second Semester

Textbooks:

Foundations of Restaurant Management & Culinary Arts, 3rd Edition – Level 2

Websites:

<https://jrti.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/afa9beaag7T40>

2025 – 2026 SCHOOL YEAR – REFERENCE BOOKS RECOMENDED FOR PURCHASE

First and Second Semester

The Professional Chef 9th edition, Wiley publishing, The Culinary Institute of America

Garde Manger, The Art and Craft of the Cold Kitchen, 4th 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 3rd edition, Sharon Tyler Herbst

Emily Post's Etiquette 16th 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

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

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)

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

Chapter 2 CONTENT STANDARDS

Food Preparation

- 1020.1 Prepare soups, appetizers, and desserts.
- 1020.1.1 Prepare various types of frozen desserts. (21.5)
- 1020.1.2 Prepare various poached fruits and tortes. (21.6)
- 1020.1.3 Describe various types of dessert sauces. (21.7)
- 1020.2 Prepare cold garnishes.
- 1020.2.1 Explain why and how garnish is used. (22.1)
- 1020.2.2 Describe the guidelines for plating food that has finished cooking. (22.2)
- 1020.2.3 Explain how desserts should be plated and presented. (22.3)
- 1020.2.4 Explain how soups should be garnished. (22.4)

Bakery Products

- 1020.3 Prepare batters and doughs using appropriate mixing methods.
- 1020.3.1 Describe the two basic types of yeast bread dough. (19.1)
- 1020.3.2 Describe the two basic methods used to make yeast breads. (19.2)
- 1020.3.3 List the 10 basic steps to making yeast bread. (19.3)
- 1020.4 Prepare standard dessert items.
- 1020.4.1 Prepare cake batter using a variety of methods. (20.1)
- 1020.4.2 Identify the functions of icings and determine which are best suited for different baked goods. (20.2)
- 1020.4.3 Prepare various icings. (20.3)
- 1020.4.4 Prepare various soufflés. (20.4)
- 1020.4.5 Prepare pie dough using the 3-2-1 method. (20.5)
- 1020.4.6 Explain what it means to bake blind. (20.6)
- 1020.4.7 Prepare laminated dough. (20.7)
- 1020.4.8 Prepare pate a choux and phyllo dough. (20.8)
- 1020.4.9 Explain how chocolate is made, including chocolate liquor, cocoa butter, and cocoa powder. (21.1)
- 1020.4.10 Identify storing procedures for chocolate. (21.2)
- 1020.4.11 Execute the procedure for melting chocolate. (21.3)
- 1020.4.12 Prepare baked and stirred custards and explain how the products are used in desserts. (21.4)

Meats and Poultry

- 1020.5 Identify meat and poultry (e.g., grade, inspection).
- 1020.5.1 Outline the federal grading systems for meat. (16.1)
- 1020.5.2 Identify receiving and storage procedures for meat. (16.2)
- 1020.5.3 Outline the federal grading systems for poultry. (17.1)
- 1020.5.4 Describe various kinds of poultry. (17.2)
- 1020.5.5 Identify receiving and storage procedures for poultry. (17.3)
- 1020.6 Prepare meat and poultry.
- 1020.6.1 Apply basic techniques for cooking meat. (16.3)
- 1020.6.2 Match various cooking methods with different forms of meat. (16.4)

- 1020.6.3 Demonstrate the steps for fabricating poultry. (17.4)
- 1020.6.4 Apply basic techniques for cooking poultry. (17.5)
- 1020.6.5 Match various cooking methods with different forms of poultry. (17.6)

Fish and Seafood

- 1020.7 Identify market forms of fish and seafood.
- 1020.7.1 Outline the federal grading systems for seafood. (18.1)
- 1020.7.2 Describe the various kinds of seafood. (18.2)
- 1020.8 Prepare fish and seafood.
- 1020.8.1 Identify procedures for receiving and storing seafood. (18.3)
- 1020.8.2 Demonstrate the steps for fabricating seafood. (18.4)
- 1020.9 Identify various cooking preparations and methods.
- 1020.9.1 Apply basic techniques for cooking seafood. (18.5)
- 1020.9.2 Match various cooking methods with different forms of seafood. (18.6)

Culinary Nutrition

- 1020.10 Describe the basic food groups; make healthy food choices.
- 1020.10.1 List the six basic types of nutrients found in food. (14.2)
- 1020.10.2 Explain the role of digestion in nutrition and health. (14.10)
- 1020.10.3 Describe a healthy diet and the reasons to follow one. (15.1)
- 1020.10.4 Use the Dietary Guidelines for Americans and Choose My Plate to plan meals. (15.2)
- 1020.10.5 Describe the three major vegetarian diets. (15.3)
- 10.20.11 Describe healthy cooking techniques.
- 1020.11.1 List and describe techniques for food preparation that preserve nutrients. (15.4)
- 1020.12 Describe primary functions and food sources of major nutrients.
- 1020.12.1 Explain how phytochemicals and fiber function in the body. (14.3)
- 1020.12.2 Describe the role carbohydrates have in people's diets. (14.4)
- 1020.12.3 Describe the role of fats in people's diets. (14.5)
- 1020.12.4 Describe the role of proteins in people's diets. (14.6)
- 1020.12.5 Describe the role of vitamins and minerals in people's diets. (14.7)
- 1020.12.6 Describe the role of water in people's diets. (14.8)
- 1020.12.7 Explain what food additives are and how they function in food. (14.9)
- 1020.13 Describe food and dietary trends (e.g., farm to table, organics, religious, dietary concerns).
- 1020.13.1 Describe why nutrition is important to the restaurant and foodservice industry. (14.1)
- 1020.13.2 Suggest ways to make menus and recipes more healthful. (15.5)
- 1020.13.3 List and define recent developments in food production that may affect nutrition. (15.6)

Building Successful Teams

- 1020.14 Exhibit understanding of hiring processes, employee training, and appraisals.
- 1020.14.1 Explain what is included in a job description and why this document is important to a business. (12.1)
- 1020.14.2 Explain a manager's responsibility for maintaining labor law knowledge. (12.2)
- 1020.14.3 Identify methods for ensuring a fair and consistent hiring process. (12.3)
- 1020.14.4 Identify discriminatory language and practices in the hiring process. (12.4)
- 1020.14.5 Describe the typical phases of onboarding and explain its importance to a business. (12.5)
- 1020.14.6 Explain what employees can expect during orientation. (12.6)
- 1020.14.7 Identify the benefits of training. (12.7)
- 1020.14.8 Identify the key points of effective employee training. (12.8)
- 1020.14.9 Summarize and discuss effective cross-training, group training, and on-the-job training. (12.9)
- 1020.14.10 Describe the importance of performance appraisals and ongoing feedback. (12.10)

Sustainability

- 1020.15 Display knowledge of sustainable products and foodservice operations.
- 1020.15.1 Identify the issues surrounding the global production of seafood, coffee, animals, and how sustainability and conservation are connected. Explain why each is important. (13.1)
- 1020.15.2 Describe the steps a restaurant or foodservice operation should take to purchase and then promote the use of sustainable food products. (13.2)
- 1020.15.3 Describe local sourcing. (13.3)
- 1020.15.4 List the different types of growing practices. (13.4)
- 1020.15.5 List the issues surrounding the global production of seafood, coffee, animals, and organic food. (13.5)
- 1020.15.6 Explain why water conservation is important and list the ways a restaurant or foodservice operation can improve its water usage efficiency. (13.6)
- 1020.15.7 Explain the differences between renewable and nonrenewable energy sources. (13.7)
- 1020.15.8 Describe why energy efficiency is important and in what ways a restaurant or foodservice operation can improve its energy usage efficiency. (13.8)
- 1020.15.9 Describe ways a restaurant or foodservice operation can build or make structural improvements to its facility in a sustainable way. (13.9)
- 1020.15.10 Describe how a restaurant or foodservice operation can reduce the total amount of its waste. (13.10)
- 1020.15.11 List items that a restaurant or foodservice operation can reuse or recycle. (13.11)
- 1020.15.12 Describe greenwashing and ways a restaurant or foodservice operation can avoid it. (13.12)

CRITERIA OF EVALUATION

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

Written Work

Performance Evaluation

Lab Reports

Remote Work Assignments

Simulated Workplace Compliance

Tests/Quizzes

1. Written Work – Consists of all work assigned as a support-based material. Could include, but not limited to any of the following:
 - a. Defining terms
 - b. Homework/classwork assignments
 - c. Online discussions
 - d. Assigned Recipe Mise En Place
 - e. Summative Assessments (quizzes or topic checks)
 - f. All written work will be submitted virtually via Schoology or another online tool unless otherwise specified.
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.
 - a. Will always be available before the task occurs on Schoology.
 - b. Based on skills, knowledge, organization, and teamwork during the assigned process.
 - c. Product evaluation graded according to product standards.
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.
 - a. Photos of the process (as described in the lab report template)
 - b. Recipes, converted and correct format
 - c. Steps and expectations
 - d. Product evaluations
 - e. Reflections and learning evaluations
4. Remote Work Assignments – This category will only be used if instruction goes to remote learning for one reason or another.
 - a. Daily Attendance
 - b. Online lecture or self-paced work
 - c. Participation in TEAMS class meeting for instructional purposes.
 - d. Other work as assigned while outside of the classroom environment for extended periods of time.
5. Simulated Workplace – This grade category will cover your participation in your daily responsibilities within our Simulated workplace. These include the following:
 - a. Attendance/instruction assignments
 - b. Uniform compliance
 - c. Professionalism (Interpersonal, Manners, Judgment, Listening Skills)
 - d. Mise en place (preparation for the day)
 - e. Interpersonal Skills (ability for working with groups of peers and teachers)
 - f. Personal Hygiene (adherence to our cleanliness and personal hygiene policy)
 - g. Daily cleaning tasks.
 - h. Weekly NOCTI Timecard Assignments.
6. Tests/Quizzes – Will be given to gauge the extent of your understanding and provide your instructor with information about what materials need to be reinforced through further instruction.