ProStart I and II

Handbook

Fall 2015

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**ProStart Introduction Letter**

Dear Parent/Guardian,

 I would personally like to welcome you to your first year in ProStart, a culinary arts program designed by the National Restaurant Association, at Cary High School.

The ProStart I and II courses are part of a two-year program designed for 11th and 12th grade students who are interested in pursuing a career in culinary arts, pastry arts, or hospitality management and a host of associated similar careers. The ProStart program is unique in that it gives students practical experience in the culinary arts field as well as post-secondary options after high school. Students can seek further education upon graduation in the workforce and/or at a technical, two-year, or four-year College.

****ProStart students gain experience and recognition in several ways:

**1. Classroom Experience:**

 First, students learn fundamental culinary and management skills in the classroom. Classroom experience provides students with the important skills they will need for success in the industry. ProStart students get the opportunity to prep, set-up for catering events and staff lunches. Students receive hands on approach to take class concepts and techniques one step further and apply it to a “real life” restaurant scenario. Students will be expected to earn up to minimum of 200 working hours in the industry and at school during ProStart I. In addition they are required to pass year 1 and 2 ProStart National exam. Each exam will be given at the end of the semester. To pass the exam students need to receive a 70% or higher. One re-take is given to those students who did not pass the national exam the first time. Students/Guardians are required to pay for additional exam re-takes.

**2. Mentored Work Experience:**

ProStart students put learning to work, on the job in qualified foodservice operations with industry professionals. In their mentored work experience, students receive mentor support, character development and real-world skills that give them a head start toward a career in the industry. Students are responsible for transportation to and from worksite. Students must successfully pass Ch. 1, 2 and 3 ProStart I Test before they begin counting hours.

 The employer, guardian and instructor all sign the employment agreement prior to the students starting. Then the employer mentors the student throughout the experience while signing off on the competencies check list with their observations. Students have to acquire 52 of the 75 competencies checked off by the end of their senior year. Some of these competencies are also checked off by the ProStart instructors based on concepts taught and executed in class. Students have been given these documents for use or review.

Generally, students start working in the industry during the middle of their junior year. Student must earn up to at least 400 paid work hours OR volunteer work experience hours by June of the end of their senior year of high school to qualify for their ProStart National Certification. Students are responsible for documenting their hours earned and completing the necessary employment documentation. The students are required to save and submit copies of their pay stubs to their instructor to document hours worked. Students and the employer have the option to cease employment at any point of the agreement. Students are allowed to work at more than one place of employment during the two-year period, and at one time. Students who have multiple places of employment will need to complete new paper work for that establishment.

**3. National ProStart Invitational: (competitions)-participation optional**

Students put their skills to the ultimate test in the National ProStart Invitational. This demanding culinary and management competition invites top students to represent their state, with winning teams competing for scholarships. Students must try-out for a spot on the team. Last academic school year, Cary High School won 1st Place in the culinary competition. The team traveled to California to represent North Carolina Culinary team. At the National level, the culinary team placed 15 out of 48 teams.

**4. ProStart National Certificate of Achievement:**

At the end of the program, ProStart graduates possess a solid foundation for their future careers, and they have the opportunity to receive the ProStart National Certificate of Achievement (C.O.A) if all the guidelines above have been met. This certificate recognizes students who have successfully completed the program and are eligible to earn special scholarships and college credit from colleges and universities across the country. It also opens the door to our vibrant and growing industry.

I hope this information has given you further insight to the ProStart program and our classroom requirements. I am very excited for this school year and thank you for your time and cooperation. Please feel free to contact me at any time throughout the school year.

Please visit [www.nraef.org](http://www.nraef.org) for more information.



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| ProStart I Course Outline |  |  |  |
|  **This is a course developed by the National Restaurant Education Association for students interested in going into the restaurant or hospitality and lodging fields. Course combines culinary and management skills, along with guest speakers and field trips in the industry. Students will develop culinary skills in food and workplace safety, kitchen essentials, potatoes and grains, sauces and salsa, garnishes, fruits and vegetables. Students will learn about the importance of communication and management essentials and how to build a career in the industry.** |
| **Objectives** | **Essential Questions** | **Content** | **Tasks/Strategies** |
| 1.1 | Throughout history, how has the hospitality industry grown and what are the types of businesses that make up the travel and tourism industry? | Restaurant and Foodservice Industry | Outline growth, list chefs who made significant contributions, categorize businesses in the travel and tourism industry.  |
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| 1.2 | What types of establishments offer foodservice opportunities? | Career Opportunities in the Industry  | Identify foodservice opportunities. |
| 1.2 | What are entry-level jobs and what opportunities exist within the foodservice and lodging industry? | Career Opportunities in the Industry | Identify career opportunities and the major categories of jobs the industry. |
| 1.3 | Why do people travel and what are the differences in travelers? | Lodging Industry | Name reasons why people travel and describe the differences in travelers. |
| 1.3 | What national organizations rate commercial lodging and what are the characteristics of lodging operations? | Lodging Industry | Identify national organizations and list/describe the characteristics of lodging operations. |
| 2.1 | What are causes of foodborne illnesses?  | Foods Safety | Outline food safety issues. |
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| 2.2 | What are personal behaviors that contaminate food? | Good Personal Hygiene | List behaviors that can contaminate food. |
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| 2.3 | What are ways to prevent hazards in the flow of food? | Preventing Hazards in the Flow of Food | Identify ways to prevent hazards in the flow of food. |
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| Objectives | Essential Questions | **Content** | **Tasks/Strategies** |
| 2.4 | What are the HACCP principles? | Food Safety Management Systems | List the HAACP principles and explain their importance. |
| 2.5 | What are the proper procedures for cleaning and sanitizing? | Cleaning and Sanitizing | Outline proper procedures for cleaning and sanitizing. |
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| 3.1 | What hazards affect workplace safety and how can they be prevented? | Workplace Safety | Identify workplace hazards and their preventions.  |
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| 3.2 | What are procedures for preventing fires, slips, trips, falls, and cuts? | Preventing Accidents and Injuries | Demonstrate procedures for preventing fires, slips, trips, falls, and cuts. |
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| 3.3 | What is first aid and CPR? | First Aid | Demonstrate basic first aid procedures. |
| 4.1 | What is professionalism? | Professionalism | Define professionalism.  |
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| 4.2 | What are basic kitchen and business math skills? | Standardized Recipes and Business Math | Perform basic math calculations and convert recipes. |
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| 5.1 | What equipment is needed for foodservice? | Foodservice Equipment | Identify equipment needed for storage, pre-preparation, preparation, and hold and serving food. |
| Objectives | Essential Questions | **Content** | **Tasks/Strategies** |
| 5.2 | What is mise en place and basic pre-preparation techniques? | Getting Ready to Cook | Apply effective mise en place through practice. |
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| 5.3 | What are the types of cooking methods? | Cooking Methods  | List and explain how the three types of cooking work. |
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| 5.4 | According to the Dietary Guidelines for Americans, what is a healthy diet? | Cooking and Nutrition | Use the Dietary Guidelines for Americans to plan meals. |
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| 6.1 | What are the four essential parts of a stock and the proper ingredients for each? | Stock | Identify the four essential parts and stock and demonstrate methods for preparing stock. |
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| 6.2 | What are the grand sauces? | Sauces | Identify the grand sauces and describe other sauces made from them. |
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| 6.3 | What are the two basic kinds of soup? | Soup | Identify the two basic kinds of soup and give examples of each. |
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| 7.1 | What is the communication process? | The Communication Process | Describe the communication process. |
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| 7.2 | What are effective communication skills? | Communication Skills | List and demonstrate effective communication skills. |
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| 7.3 | What is interpersonal communication and how are relationships built through interpersonal communication? | Types of Communication | Describe interpersonal communication.  |
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| Objectives | Essential Questions | **Content** | **Tasks/Strategies** |
| 8.1 | What is the difference between school and workplace environments? | Learning to Work Together | State the difference between school and workplace environments. |
| 8.2 | What are the characteristics of a leader? | Being a Successful Leader | Identify behavior of a leader.  |
| 8.3 | What are successful interviewing skills? | Interviewing and Orientation | Identify methods for ensuring a fair and consistent hiring process.  |
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| 8.4 | What are the benefits of training? | Training and Evaluation | Identify the benefits of training. |
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| 9.1 | What are the various types, steps in preparing, and various methods for cooking fruit? | Fruits | Identify and demonstrate the steps in preparing and cooking fruit.  |
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| 9.2 | What are the various types, steps in preparing, and various methods for cooking vegetables? | Vegetables | Identify and demonstrate the steps in preparing and cooking vegetables.  |
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| 10.1 | What exactly are service and hospitality, and how do they affect an operation’s success? | The Importance of Customer Service | Explain the importance of customer service to the restaurant and foodservice industry. |
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| 10.2 | What are the proper steps to serving guests? | Ensuring a Positive Dining Experience | Demonstrate proper steps in serving guests. |
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| 10.3 | What are the different styles of service? | Service Styles, Set-Up, and Staff | Describe the four traditional styles of service: American, French, English and Russian. |
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| 11.1 | What are the methods for cooking the different types of potatoes? | Potatoes | Identify and demonstrate cooking methods for different types of potatoes.  |
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| Objectives | Essential Questions | **Content** | **Tasks/Strategies** |
| 11.2 | What are the methods for cooking the different types of legumes and grains? | Legumes and Grains | Identify and demonstrate cooking methods for different types of legumes and grains. |
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| 11.3 | What are the methods for cooking the different types of pasta? | Pasta | Identify and demonstrate cooking methods for different types of pasta.  |
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| 12.1 | What are the skills needed by restaurant and foodservice professionals? | Starting a Career in Foodservice | Identify skills needed by foodservice professionals. |
| 12.2 | What are the steps in choosing a college or trade school? | Completing Applications Effectively | Outline the steps the choosing a college or trade school. |
| 12.3 | What are the steps to an effective job interview? | The Job Interview | List the steps to an effective job interview.  |
| 12.4 | What is the importance of professional development? | Advancing in a Career | Explain the importance of professional development. |
| 12.5 | What are the career opportunities in the foodservice and lodging industry?  | Careers in the Industry | Identify careers in the foodservice and lodging industry.  |
| **Exam Review** |
| CTE Exam Date \_\_\_\_\_\_\_National ProStart Exam Date \_\_\_\_\_\_ |

**Uniform Standards**

Uniforms are required in lab for participation as well as for safety and sanitary reasons. Chef coats, aprons and hats will be stored in the classroom. These items are not permitted to leave the school without permission. Jeans or black pants are ok for lab days ONLY.

http://salonculinaire.com/uniform.htm



**Uniform Shoes**

**\*One pair –All Black, non-skid, non-fabric, non-absorbent, closed toed.**

 **(No: wedged, heels, filp-flops, flats, Toms, and boots allowed)**

**\* The student is responsible for purchasing and storing their own shoes\***

**\*Walmart is the best place to purchase the current price is $19.97\***

**Uniform needs for Catering Events:**

o Short- sleeved, plain white t-shirts (to wear under chef coat)

o **at least one pair** of black pants

**NO: shorts, “yoga” pants (stretch), jeans, pajamas, leggings/jeggings or cargo pants during catering or field trips)**

**\*\*\*Students that do not follow the Uniform standards will not be able to participate\*\*\***

**Safety Introduction**

Safety is the condition of freedom from danger, risk or injury. Safety is important to any classroom or lab and is designed to prevent accidents. In a lab setting there are many unsafe materials, tools and equipment that are used daily. It is **critical** to take safety precautions prior to participating in classroom/lab activities. Proper instruction on safety will be demonstrated when learning how to set-up, use and clean equipment in every lesson.

Safety is **everyone’s** responsibility in the classroom/lab so pay attention to the safety procedures and your surroundings to help prevent injuries. As a part of your laboratory experience, you will operate machines, and use equipment, tools, and materials specific to the culinary arts field. You will be given proper instruction prior to using machines, equipment, tools and materials, and correct safety procedure prior to use.

**Please do not use equipment and tools if you have not had training on them, ask your instructor for help.**

**Kitchen Safety Practices**

**To avoid burns:**

Use a potholder to grab hot panhandles and remove food from the oven.

**Never use a wet pot holder/towel to grab hot items.**

Turn handles of pots and pans inward but not directly over other burners. Protruding handles can be bumped or caught on clothing, leading to severe burns.

When stirring, steady the pan by holding the handle with a potholder; do not leave stirring utensils on stove and/or in food.

Tilt and lift covers of hot pans away from you to prevent burns from steam.

Avoid reaching across hot burners.

Put out a small grease fire on range by putting lid on the pan, pouring salt or baking soda on the fire and turning off the range. Don’t throw water on a grease fire.

Avoid grease fires by using the correct-size pan and keeping heat low enough to prevent excessive splattering.

Always know the exact location of the first extinguishers

**To avoid cuts:**

When cutting food, always cut away from yourself.

Only use sharp knives.

Dry hands before handling knife.

Wash knifes separately from other utensils.

* Secure cutting boards

**To avoid falls:**

Use a step stool or sturdy chair for reaching high shelves.

Wipe up spills on the floor right away.

**To avoid electric shock:**

Dry hands thoroughly before connecting or disconnecting electrical appliances.

Keep electrical cords away from the sink.

**General Guidelines:**

Use a broom and dustpan to clean-up broken glass.

Keep drawers closed at all times to avoid bumping them and spilling ingredients or food products.

Keep work surfaces clear of clutter. Return knives to proper location.

Avoid wearing loose, hanging clothing that may become entangled in the mixer, pot handles, or catch on fire from hitting a hot burner or oven unit.

**Sanitation Rules**

It is important to practice good sanitation when preparing food products. Food can be easily contaminated if prepared or stored in unsanitary conditions. Contamination of best prevented by following procedures to keep the kitchen facilities, equipment, utensils, food, and persons as clean and free of bacteria as possible. The following procedures are preventable measures to ensure food handling safety and practices.

**Personal Sanitation Procedures:**

**1.** Keep your hands clean at all times. Wash them with hot soapy water for 15- 20 seconds before you begin food preparation and after coughing/sneezing or handling raw meats, fish, poultry, or eggs (cross-contamination).

**2.** If you have an open cut or sore on your hand, use plastic gloves when handling food.

**3.** Tie back hair and wear a hat at all times in lab.

**4.** Be in uniform. Chef’s coat, apron, and closed-toe non-slip shoes.

**5.** When tasting food use a tasting spoon and properly dispose of it.

**6.** Do not sit on counters or tables.

**Kitchen Sanitation Procedures:**

**1.** Wash counter tops and sanitize other work surfaces before beginning to cook.

**2.** Keep work surfaces clean by wiping up spills as they occur.

**3.** Thoroughly clean utensils and cutting boards with hot soapy water after each use.

**4.** If a utensil falls on the floor properly wash (three compartment sink).

**5.** If food falls on the floor properly dispose of it.

**6.** Wash pots, pans, and dishes with hot soapy water as soon after use as possible

![MC900441361[1]]()![MC900441361[1]]()**Grading Policy for ProStart**

Grades are figured on the basis of the % of total possible points for graded activities a student completes each 9 weeks.

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| --- | --- |
| Classwork | 10% |
| Projects /Quiz | 30% |
| Labs  | 20% |
| Test  | 40% |

**Classroom Materials for ProStart**

**All students will need to provide their own 3 ring binder with tabs (12 tabs for each chapter).** It is important that ProStart items all placed in one single binder. There will be handouts and materials that will be passed out. Each student will be responsible for keep it organized for notebook checks and study for end of year exam. **This handbook should always be in the front of your notebook**.

**Absent Policy**

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|  **When students are absent, it is the responsibility of the student to** **check make up work folder for missed work and speak to the teacher****about making up missed assignments.** |
|  **Students have 3 days to make up missed work.** |
|  |

**Assessment Mastery Policy**

Students can recover a missing grade, at teacher discretion, within 5 days of the assignment date. The student must ask the teacher about turning in missing work and the work is to be completed within 5 days.

**Missing Project (Maximum grade 80%)**

**Missing class work (10 points off for every day late)**

**Retake Test during Smart Lunch**

**Daily Expectations**

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| 1. Be in your seat with required materials , ready to work...**Before** the bell rings. Failure to do so will be counted as a tardy. Students will follow the Cary HS Tardy policy. |
| 2. Sleeping and head down on the table will not be **tolerated**.  You must sit in a scholarly position at all times. |
| 3. Refrain from horseplay and use of profanity. Failure to do so will result in an office referral. |
| 4. Cell phones, headphones, ipods or other electronic devices are not allowed in class, without permission from the teacher. **They will be taken away and turned into the office for parent pickup.** |
| 5. No outside food or drinks are allowed in class. Bottled water is allowed. |
| ***6. Talking in Class* Disruptive talking will not be allowed. Students should raise hands for permission to talk and statements should be relevant to class.** |
| 7. Inappropriate dress will not be enforced. Please follow the Wake County dress code. No hats unless used as a hair restraint in labs.8. *Restroom Policy* Go to the restroom before class**. You will be allowed to go to the restroom if it is at an appropriate time.** The Hall Pass timer will be used. Time missed will be made up after class. Failure to make up time will result in referral. |
| Discipline |
| **Catering Expectations**Students will be expected to participate in catering evets during and after school to gain hours. Students will be assigned duties for various events. **School events are top priority over work hours.**http://www.publicdomainpictures.net/pictures/60000/nahled/cutlery-logo-clipart.jpg**\*Uniform is required for catering events** |

**Site Based Learning Experiences**

\*Permission slips must be submitted in advance. No permission slips will be accepted the day of the trip.

\*If a student’s does not have permission to go, an alternative assignment will be given.

\*Students will be required to wear chef’s uniform

**Signature Page**

Your signature confirms that you and your child have read the ProStart handbook and understand what will be required of the student to be successful in this program based on the classroom rules, safety and grading policies:

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**STUDENTS:** I have read this classroom discipline plan and grading policy and understand it. I will honor it while in the ProStart classroom and lab.

Print Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student Signature Date

 **PARENTS/GUARDIANS:** My child has discussed the ProStart handbook with me. I understand it and will support it.

 Print Parent/Guardians Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent/Guardian Signature Date

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 I understand the content of the handbook/orientation book and agree to follow all the expectations and requirements included. I also understand that lab classes require a proper uniform including various items that will need to be purchased separately in order to participate in lab.

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Parent/Guardian Signature Date

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Student Signature Date

\*\*\*\*\*\*\*\*\*\*IMPORTANT\*\*\*\*\*\*\*\*\*\*\*

Please turn this page only into your instructor by August 28th. Keep the rest of the packet in your ProStart binder.