

COURSE SYLLABUS

FSS 4234C Section RXC,RXD,RXE,RXF
Advanced Food Production Management
Spring 2011
PROFESSOR REPPERT

Office Hours: Appointments are suggested	E-mail: rachelreppert@gmail.com
Office: B409	Fax:
Phone:	Web: http://hospitality.fiu.edu
Monday/Wednesday Lecture 7:30 – 8:45AM Laboratory M, W, F 9am-3:15 Pm, T 2pm-8:55pm	

COURSE DESCRIPTION

FSS 4234

Advanced Food Production Management

This course emphasizes management training, operating a restaurant, which is open to the public. Students are rotated through production and service stations, as well as management positions, with responsibilities for planning, production, controls / accounting procedures, and customer relations within the restaurant.

COURSE METHODOLOGY

This course will be presented in a laboratory setting utilizing lecture and demonstration techniques followed by food preparation. Activities include planning and managing all aspects of a food and beverage operation functioning within a team of five students. The learners will manage a simulated training session of a planned menu followed by an actual public lunch. Class will meet on Monday and Wednesday from 7:30-8:45 for Lecture on management topics. Laboratory sessions are assigned and meet either Monday section RXC, Tuesday section RXD, Wednesday section RXE or Thursday section RXF. You must attend the laboratory section to which you have been assigned for the duration of the semester.

COURSE OBJECTIVES

1. Students will acquire interpersonal relationship and managerial skills required in food preparation and dining room service.
2. Students will be able to convert a specialty menu item into an entree, including all steps from purchasing to costing.
3. Student teams will be able to prepare an organizational plan for an event.
4. Student teams will execute the organizational plan for an event while keeping food and service quality at specified standards.
5. Students will acquire knowledge of the process of personnel training and supervision in the areas of purchasing, stewarding, and kitchen organization and production.
6. Students will learn the correct use and care of equipment.
7. Students will learn, and be given the opportunity to practice, proper food preparation and storage in a sanitary and safe manner.
8. Students will acquire oral presentation skills.

LEARNING OUTCOMES

Students will be able to function within a team in the food and beverage area and meet established deadlines for staffing, training, menu planning, product testing and dining room service, and will specifically be able to:

1. Students will demonstrate skill in food preparation, dining room management and service, and interpersonal relationships.
2. Students will develop a training manual specifying the steps required to convert a menu item into an entrée.

3. Students will prepare an organizational plan for a function.
4. Students, in teams, will complete an event in a timely manner, meeting specified standards for food, service and professionalism.
5. Students will present a training plan to the class identifying kitchen organization and production objectives.
6. Students will demonstrate knowledge of the correct, and safe, use and care of equipment.
7. Students will demonstrate knowledge of proper food preparation and storage in a sanitary and safe manner.
8. Students will be given the opportunity to develop oral presentation skills.

COURSE PRE-REQUISITES / CO-REQUISITES

FSS 3230 Introductory food management is required

TEXTBOOKS & OTHER REQUIRED MATERIAL

- 1.Course Module FSS 4234 Spring 2010 on Blackboard
- 2.On Cooking , Labensky and Hause 4th edition ISBN 0-13-1713272
- 3.Remarkable Service Text, 2009 ISBN 978-0-470-19740-0 paperback

COURSE PROCEDURES

1. Tardiness is unacceptable. Punctuality is the acceptable university and industry standard. Three late attendances will result in a 10% decrease of your final course grade. NOTE: All students are required to be in a clean and pressed uniform prior to each class.
2. Each student is required to work a minimum of:
 - . 2 class sessions in food preparation/ stewarding
 - . 2 class sessions in restaurant service
 - . 1 class session in management
2. Smoking is not permitted in the lab or conversation area at any time.
3. Students are responsible for the sanitation and re-organization of their assigned stations and equipment, as well as the kitchen as a whole.
4. During the semester students are required to assist with a comprehensive cleaning of the Food Laboratories.

5. Advanced preparation or mise-en-place is normally required for each function. All preparation must be performed under the supervision of the function manager(s) and Professor Smatt or her assistant. Proper uniform is required for any advanced preparation activities without exception.
6. Professor role is to instruct and advise managers. Managers follow instructions to organize, supervise and train staff. Staff work and follow the instruction of their managers.
7. Consumption of alcohol is strictly forbidden.
8. Consumption of food is confined to designate dining areas and times. No food is to be consumed during food preparation & production.
9. The uses of cellular telephones, computers or other personal communication devices are forbidden during class unless permitted by the instructor.

Course Requirements

A management team consisting of four or five students will assume all the following responsibilities for one of the scheduled functions:

1. Specialty menu item(s) design, including consideration of color, texture, ethnicity, and consistency, merchandising and marketing. The menu must be industry-oriented with an understanding of the type of establishment in which it would be served and price level.
2. All recipes will be formatted using the standard recipe format utilized in the text On Cooking.
3. Menu must be authorized prior to the event by the professor. It must be written in proof form and print ready one week in advance.
4. The professor prior to submission to Graphics must approve:
5. Menu layout and design, artwork and graphics, print style and paper stock.
6. The Dining room manager is responsible for the printing of the menu.
7. Managers are directly responsible for requisitioning, purchasing, receiving and storing food, beverages and supplies according to proper industry specifications and standards. All ingredients must be checked the day before by the Chef and Sous Chef for proper amount and quality **No Exceptions.**
8. Organization of details for the dining room – china, silver, linen, glass and appropriate service- ware must be planned and organized. Your set-up on requires your whole management team to be present. Failure to show up for set-up as assigned will result in loss of points.

9. Cross training and supervision of all staff including food and beverage production, safety and sanitation, and service demonstrations.

10. Developing all budgets. Accounting statements and reports. Including purchases and par stocks for the demonstration and function. View the data by function, per person and per portion.

11. Merchandising of food and beverage for the specific function by researching three or four Miami restaurants, which are at different levels and discussing their merchandising techniques for appetizers or desserts.

12. Writing a staff schedule for each employee/manager, a work schedule for each station, safety and sanitation guidelines for all staff, grooming and appearance guidelines for production and dining room staff and managers. When appropriate different schedule will be implemented for the test cook and the function. Develop an organizational chart and chain of command.

13. Student's evaluations will be completed after each of the events.

14. Students will complete various pre-function reports.

15. The Management Report submitted by each management team will have specific sections assigned to an individual. Format must be university or professional quality, which includes proper English grammar and spelling.

UNIFORM REQUIREMENTS

In order to insure your personal safety during the laboratory exercise and to conform to Proper industry dress code and insurance regulations, all students must wear the Following uniform to be eligible to work in the laboratories at any time.

- White chef's hat
- White double-breasted chef's jacket
- White apron (full or half)
- White or checkered chef's pants
- Slip Resistant shoes with rubber soles
- Socks
- Personal hand towel

Dining room servers are required to wear uniforms – standard black and whites. However, variation in style is permitted, so as not to impose additional costs on The student.

GRADING

Management Projects And assignments	30%
Quizzes	10%
Daily Participation and Professionalism	40%
School event participation	20%
Each class you will be evaluated on your performance in your area based on the class rotation	
Total	100%

FIU / HTM POLICIES

Intellectual Honesty Statement

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.

Misconduct includes: Cheating – The unauthorized use of books, notes, aids, electronic sources; or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers or course materials, whether originally authorized or not. Plagiarism – The use and appropriation of another's work without any indication of the source and the representation of such work as the student's own. Any student, who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is responsible for plagiarism.

Cell Phones and Lap top computers

Electronic devices are prohibited during lecture as they are a distraction to members of the class. Please leave these devices off during active laboratory sessions as they are a safety problem.

Required Team Position chart

	<i>Lunch 1</i>	<i>Lunch 2</i>	<i>Lunch 3</i>	<i>Lunch 4</i>	<i>Lunch 5</i>
<u>Positions</u>					
Management	1	2	3	4	5
Line Cook	2	3	5	1	4
Dining Room Service	3	5	4	2	1
Dining Room Service	4	1	2	5	3
Stewarding	5	4	1	3	2

Lecture and Laboratory Schedule

Date	Week	Lecture 7:30-845 RXC Lab 9am-3:15	RXD Lab 2pm-8:55pm	Lecture 7:30-845 RXE Lab 9am- 3:15	RXF Lab 9am-3:15pm
1/03 – 1/06	1	Orientation	Orientation	Orientation	Orientation
1/10 – 1/13	2	Making Groups/Menu/Stocks	Making Groups/Menu/Stocks	Making Groups/Menu/Stocks	Making Groups/Menu/Stocks
1/17 - 1/20	3	Demo Day	Demo Day	Demo Day	Demo Day
1/24 – 1/27	4	Lunch Menu 1	Dinner Menu 1	Lunch Menu 2	Lunch Menu 2
1/31 – 2/3	5	Spring	Festival	Break	
2/7 – 2/10	6	Spring	Festival	Break	
2/14 – 2/17	7	Spring	Festival	Break	
2/21 – 2/24	8	Demo Day	Demo Day	Demo Day	Demo Day
2/28 – 3/3	9	Lunch Menu 3	Dinner Menu 3	Lunch Menu 4	Lunch Menu 4
3/7 – 3/10	10	Demo Day	Demo Day	Demo Day	Demo Day
3/14 – 3/17	11	Lunch Menu 5	Dinner Menu 5	Lunch Menu 6	Lunch Menu 6
3/21 – 3/24	12	Demo Day	Demo Day	Demo Day	Demo Day
3/28 – 3/31	13	Lunch Menu 7	Dinner Menu 7	Lunch Menu 8	Lunch Menu 8
4/4 – 4/7	14	Demo Day	Demo Day	Demo Day	Demo Day
4/11 – 4/14	15	Lunch Menu 9	Dinner Menu 9	Lunch Menu 10	Lunch Menu 10
4/18 – 4/21	16	Home Cooking	Home Cooking	Home Cooking	Home Cooking
4/25 – 4/28	15	Function Report Due	Function Report Due	Function Report Due	Function Report Due
5/2 – 5/5	16	Final Week/Clean	Final Week/Clean	Final Week/Clean	Final Week/Clean