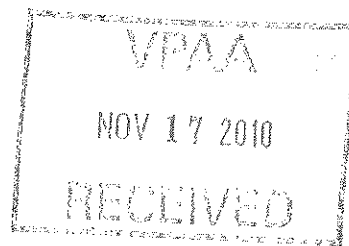




# Mississippi State UNIVERSITY

UNIVERSITY COMMITTEE  
ON COURSES & CURRICULA  
Lloyd-Ricks Annex — North End  
Mailstop 9699  
662-325-0831 TELEPHONE  
662-325-0832 FAX



## MEMORANDUM

November 16, 2010

**TO:** Academic Deans Council

**FROM:** Dr. Angi E. Bourgeois *AEB*  
UCCC Chair

**RE:** Change Notice 3

Listed below are curriculum change proposals which have been recommended by the University Committee on Courses and Curricula. Under current procedure, members of the Academic Deans Council may question the approval of these proposals at any time prior to **5:00 p.m.** on **November 21, 2010** by contacting the Committee's office (5-0831), or the office of the Vice President for Academic Affairs (5-3742). If no questions have been raised, the proposals will be considered to have been approved automatically.

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*UCCC*

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## 1. TECHNICAL CHANGE PROPOSALS

### ACADEMIC AFFAIRS

Fr:	GLC 1001	<p><b>First Year Seminar (1).</b> One hour lecture. First-year seminars explore a diverse array of topics that provide students with an opportunity to learn about a specific discipline from skilled faculty members.</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P.: 52.1003 24-CHAR: First Year Seminar</p> <p>Effective: Spring 2011</p>
To:	SLCE 1001	
Fr:	GLC 1002	<p><b>Day One Leadership Community (2).</b> Two hours lecture. Introduction to and engagement of core principles of leadership through instruction, mentor discussion, and community service-learning projects.</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P.: 52.1003 24-CHAR: Day One Leadership Community</p> <p>Effective: Spring 2011</p>
To:	SLCE 1002	
Fr:	GLC 3412	<p><b>Montgomery Leadership Program, Semester One (2).</b> (Prerequisite: Admission into Appalachian Leadership Honors Program). Two hours seminar. One hour field experience. Engagement of core principles of leadership through instruction, mentor component, and community service-learning projects for MSU students selected to participate in ALHP.</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P.: 52.1003 24-CHAR: Appalach Ldshp Hon Prog</p> <p>Effective: Spring 2011</p>
To:	SLCE 3412	

Fr:	GLC 3812	<b>Montgomery Leadership Program, Semester Two</b> (2). (Prerequisite: Admission in the Appalachian Leadership Honors Program and completion of GLC 3412). Two hours lecture. One hour field experience. Advanced principles of leadership through instruction, mentor component, community service-learning projects, and peer class facilitation through Day One Leadership Community.
To:	SLCE 3812	METHOD OF INSTRUCTION: C DELIVERY: F C.I.P.: 52.1003 24-CHAR: Appalach Ldshp Hon Prog 2  Effective: Spring 2011
Fr:	GLC 4812	<b>Montgomery Leadership Program, Semester Three</b> (2). (Prerequisite: Admission into Appalachian Leadership Honors Program and completion of GLC 3412 and GLC 3812). Two hours seminar. One hour field experience. Practice of advanced principles of leadership through class instruction, mentor component, and development and implementation of student-led service initiatives (capstone leadership project).
To:	SLCE 4812	METHOD OF INSTRUCTION: C DELIVERY: F C.I.P.: 52.1003 24-CHAR: Appalach Ldshp Hon Prog 3  Effective: Spring 2011
Fr:	GLC 4990	<b>Special Topic in Leadership (1-6).</b> Credit and title to be arranged. This course is used on a limited basis to offer developing subject matter areas not covered in existing courses. (Courses limited to offerings under one title within two academic years.)
To:	SLCE 4990	METHOD OF INSTRUCTION: C DELIVERY: F C.I.P.: 52.1003 24-CHAR: Special Topic in Leadership  Effective: Spring 2011

### AGRICULTURE & LIFE SCIENCES

The following courses are for information purposes and should only be added to the undergraduate bulletin. These courses are taught at MUW, therefore students will not actually enroll in these courses. Culinary students will register for FNH 4200.	
CA 1251	<p><b>ServSafe®.</b> (3). One hour lecture. Food safety training leading to national ServSafe Certification. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 01.1099 24-CHAR: ServSafe</p> <p>Effective: Spring 2011</p>
CA 2003	<p><b>Introduction to Culinary Arts.</b> (3). Three hours lecture. Career options in culinary arts and the food hospitality industry; introduction to kitchen operation and cuisine, food history, food safety and sanitation. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 01.1099 24-CHAR: Intro to CA</p> <p>Effective: Spring 2011</p>
CA 2603	<p><b>Introduction to Culinary Entrepreneurship.</b> (3). Three hours lecture. Basic application of fundamental entrepreneurial skills in a culinary-specific environment. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 01.1099 24-CHAR: CA Entrepreneurship</p> <p>Effective: Spring 2011</p>
CA 3005	<p><b>Food Preparation I (with laboratory).</b> (5). Three hours lecture. Four hours lab. Techniques used in cooking; food identification, handling, and preparation; preparation of soups, stocks and sauces; basics of baking; salad preparation; pasta and grains. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C,K DELIVERY: F C.I.P. 01.1099 24-CHAR: Food Prep I w/lab</p> <p>Effective: Spring 2011</p>

CA 3015	<p><b>Food Preparation II (with laboratory). (5).</b> Three hours lecture. Four hours lab. Intermediate level of food preparation, meat fabrication; basic charcuterie; smoked products; plate presentation; meal planning for large groups and off-premise catering. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 01.1099 24-CHAR: Food Prep II</p> <p>Effective: Spring 2011</p>
CA 3153	<p><b>Demonstration Techniques. (3).</b> Three hours lecture. This course focuses on adequate knowledge and skills necessary for presenting, demonstrating, and merchandising various items or procedures. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 01.1099 24-CHAR: Demonstration Techniques</p> <p>Effective: Spring 2011</p>
CA 3500	<p><b>Internship. (3).</b> (Prerequisite: CA 3015 and recommendation of the Director of the Culinary Arts Institute) 6-12 hours internship. Supervised application of knowledge and skills in a food service program. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: E DELIVERY: F C.I.P. 01.1099 24-CHAR: CA Internship</p> <p>Effective: Spring 2011</p>
CA 3623	<p><b>Business Law for Culinary Entrepreneurs. (3).</b> (Prerequisite: CA 2003&amp; CA 2603) Three hours lecture. A comprehensive study of the legal aspects of the hospitality industry with emphasis on compliance and prevention of liabilities. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 01.1099 24-CHAR: Business Law for CA</p> <p>Effective: Spring 2011</p>

CA 3633	<p><b>Culinary Service Design and Management.</b> (3). (Prerequisite: CA 203, CA 2603, &amp; CA 3103) Three hours lecture. Food and beverage service systems design and management. Emphasis on the customer service aspect of culinary ventures from the perspective of organizational management. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 01.1099 24-CHAR: Service Design and Mgmt</p> <p>Effective: Spring 2011</p>
CA 3643	<p><b>Culinary Venture Marketing.</b> (3). (Prerequisite: CA 2603) Three hours lecture. Study of the fundamentals of marketing research, planning, and strategy as applied to culinary ventures. Emphasis on the development of market planning and research skills. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 01.1099 24-CHAR: CA Venture Mkt</p> <p>Effective: Spring 2011</p>
CA 3653	<p><b>Human Resource Management for Culinary Businesses.</b> (3). (Prerequisite: CA 2003 &amp; CA 2603) Three hours lecture. Applied perspective of human resource management for culinary-specific environments. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 01.1099 24-CHAR: HR Mgmt for CA</p> <p>Effective: Spring 2011</p>
CA 3753	<p><b>Advanced Baking.</b> (3). (Prerequisite: CA 3005). Two hours lecture. Two hours laboratory. The theory and practice of operating a small bakery or pastry shop. Provides experience in producing French and American pastries and baked goods. Emphasis is on producing products from scratch, by hand. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 01.1099 24-CHAR: Advanced Baking</p> <p>Effective: Spring 2011</p>

CA 4005	<p><b>Food Preparation III. (5).</b> (Prerequisite: CA 3015) Three hours lecture. Four hours lab. Advanced level of food preparation; emphasis on distinctive and complex food preparations; extensive menu-based meal planning and presentation. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 01.1099 24-CHAR: Food Prep III</p> <p>Effective: Spring 2011</p>
CA 4013	<p><b>World Cuisines. (3).</b> (Prerequisite: CA 3015) Three hours lecture. Regional cuisines from throughout the world and application of cooking methods used in these cuisines including distinctive ingredients and approaches to food preparation. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 01.1099 24-CHAR: World Cuisines</p> <p>Effective: Spring 2011</p>
<del>CA 4013 4153</del>	<p><del><b>Food Styling. (3).</b> (Prerequisite: Art 1033, 1043, 2203, or permission on the Director of the Culinary Arts Institute) Three hours lecture. Concepts and techniques for food presentation to the camera, including styling techniques; the process of preparing food for still photography and videos; selecting tools and props; choosing and treating ingredients for presentation and endurance; and bringing the plate to camera readiness; food styling problems related to photography. Requires the development of a food styling kit. (Offered at MUW).</del></p> <p><del>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 01.1099 24-CHAR: Food Styling</del></p> <p><del>Effective: Spring 2011</del></p>

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CA 4103	<p><b>Business Skills in Culinary Arts. (3).</b> (Prerequisite: MA 113). Three hours lecture. Basic business skills and business mathematics applied to the food industry. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 01.1099 24-CHAR: Business Skills in CA</p> <p>Effective: Spring 2011</p>
CA 4153	<p><b>Food Styling. (3).</b> (Prerequisite: Art 1033, 1043, 2203, or permission on the Director of the Culinary Arts Institute) Three hours lecture. Concepts and techniques for food presentation to the camera, including styling techniques; the process of preparing food for still photography and videos; selecting tools and props; choosing and treating ingredients for presentation and endurance; and bringing the plate to camera readiness; food styling problems related to photography. Requires the development of a food styling kit. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 01.1099 24-CHAR: Food Styling</p> <p>Effective: Spring 2011</p>
CA 4603	<p><b>Seminar in Culinary Entrepreneurship. (3).</b> (Prerequisite: All other courses in the Culinary Entrepreneurship program). Three hours seminar. Capstone course in culinary entrepreneurship. Emphasis on case analysis and the development and presentation of a comprehensive culinary business plan. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: S DELIVERY: F C.I.P. 01.1099 24-CHAR: CA Entrepreneurship</p> <p>Effective: Spring 2011</p>



FN 3023	<p><b>Menu and Recipe Development. (3).</b> (Prerequisite: CA 3005 or consent of instructor). Three hours lecture. The development of recipes and menus for application to food service test kitchen settings. (Offered at MUW).</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 01.1099 24-CHAR: Menu and Recipe Dev</p> <p>Effective: Spring 2011</p>
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### FOREST RESOURCES

Fr:	WF 1102	<p><b>Wildlife and Fisheries Profession. (1)</b> (Prerequisite: Freshman or Sophomore standing). Two hour lecture. Orientation to the interdisciplinary and applied nature of wildlife and fisheries management and related fields, emphasizing the department, college, and university; student roles and responsibilities; and career opportunities.</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 03.0201 24-CHAR: Wildl &amp; Fishiers Prof</p> <p>Effective: Spring 2011</p>
To:	WFA 1102	
Fr:	WF 2990	<p><b>Special Topic In WF</b> .Credit and title to be arranged. This course is to be used on a limited basis to offer developing subject matter areas not covered in existing courses. (Courses limited to two offerings under one title within two academic years).</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 03.0201 24-CHAR: Special Topic In WF</p> <p>Effective: Spring 2011</p>
To:	WFA 2990	

Fr:	WF 3000	<p>Internship (Prerequisite: Junior standing). Professional work experience with governmental or private agencies. (Hours and credits to be arranged).</p> <p>METHOD OF INSTRUCTION: E DELIVERY: F C.I.P. 03.0201 24-CHAR: Internship</p> <p>Effective: Spring 2011</p>
To:	WFA 3000	
Fr:	WF 3031	<p><b>Introductory Wildlife/Fisheries Practices. (1)</b> (Prerequisite: Junior standing). Field exercises and practical exposure to research and management of wildlife and fish species and habitats in Mississippi.</p> <p>METHOD OF INSTRUCTION: H DELIVERY: F C.I.P. 03.0201 24-CHAR: Wild/Fish Prac</p> <p>Effective: Spring 2011</p>
To:	WFA 3031	
Fr:	WF 3133	<p><b>Applied Aquatic and Terrestrial Ecology. (3)</b> (Prerequisites: BIO 1134 and BIO 1144). Two hours lecture. Four hours laboratory, alternate weeks. The application of ecological principles which serve as a basis for the management of wildlife and fisheries in terrestrial and aquatic habitats.</p> <p>METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Ap Aq Ter Ecol</p> <p>Effective: Spring 2011</p>
To:	WFA 3133	
Fr:	WF 4121	<p><b>Wildlife and Fisheries Biometrics Laboratory. (1)</b> (Prerequisite: ST 3123; Co-requisite: WF 4122). Four hours laboratory, alternate weeks. Application of basic statistical analytical tools to address wildlife and fisheries management/research questions.</p> <p>METHOD OF INSTRUCTION: L DELIVERY: F C.I.P. 03.0201 24-CHAR: Wildl &amp; Fish Biom Lab</p> <p>Effective: Spring 2011</p>
To:	WFA 4121	

Fr:	WF 4122	<b>Wildlife and Fisheries Biometrics. (2)</b> (Prerequisite: ST 3123; Co-requisite: WF 4121). Two hours lecture. Application or basic statistical analytical tools to address wildlife and fisheries management/research questions.
To:	WFA 4122	METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 03.0201 24-CHAR: Wildl & Fish Biometrics  Effective: Spring 2011
Fr:	WF 4133/6133	<b>Fisheries Science (3)</b> (Prerequisite: ST 3123 or equivalent). Two hours lecture. Four hours laboratory, alternate weeks. Study of the biological parameters of fish populations.
To:	WFA 4133/6133	METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Fisheries Science  Effective: Spring 2011
Fr:	WF 4153/6153	<b>Principles of Wildlife Conservation and Management. (3)</b> Two hours lecture. Four hours laboratory on alternate weeks. Principles of game management; habitat improvement; wildlife techniques; public relations.
To:	WFA 4153/6153	METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Prin Wild Con & Man  Effective: Spring 2011

Fr: To:	WF 4173/6173 WFA 4173/6173	<p><b>Fish Physiology. (3)</b> Two hours lecture. Four hours laboratory, alternate weeks. Basic anatomy and physiology of major systems in fish: integration of the physiological systems as they function during development, growth and maturation.</p> <p>METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Fish Physiology</p> <p>Effective: Spring 2011</p>
Fr: To:	WF 4183/6183 WFA 4183/6183	<p><b>Principles and Practices of Aquaculture. (3)</b> Two hours lecture. Four hours laboratory alternate weeks. Principles and practices of aquaculture applied to the farming of marine and freshwater species of fish, crustaceans, and mollusks throughout the world.</p> <p>METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Finfish Aquaculture</p> <p>Effective: Spring 2011</p>
Fr: To:	WF 4193/6193 WFA 4193/6193	<p><b>Crustacean and Molluscan Aquaculture. (3)</b> Two hours lecture. Four hours laboratory, alternate weeks. General biology and methods associated with the various phases of culture of crustacean and molluscan species grown throughout the world.</p> <p>METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Crus And Molsc Aquacu</p> <p>Effective: Spring 2011</p>

Fr:	WF 4213/6213	<b>Wildlife Damage Management. (3)</b> (Prerequisites: WF 3133 or consent of instructor). Two lectures per week, labs alternate weeks. Principles and practices of wildlife damage management with emphasis on damage identification and damage prevention and control methods.
To:	WFA 4213/6213	METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Wildlife Damage Mgt  Effective: Spring 2011
Fr:	WF 4221/6221	<b>Limnology Laboratory. (1)</b> (Prerequisite: WF 3133 or consent of instructor; Co-requisite: WF 4222/6222). Four hours laboratory skills required to evaluate freshwater ecosystems.
To:	WFA 4221/6221	METHOD OF INSTRUCTION: L DELIVERY: F C.I.P. 03.0201 24-CHAR: Limnology Laboratory  Effective: Spring 2011
Fr:	WF 4222/6222	<b>Limnology. (2)</b> (Prerequisite: WF 3133 or consent of instructor; Co-requisite WF 4221/6221). Two hours lecture. The physical, chemical and biological processes underlying the function and productivity of freshwater ecosystems.
To:	WFA 4222/6222	METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 03.0201 24-CHAR: Limnology  Effective: Spring 2011

Fr:	WF 4223/6223	<b>Identification of Aquatic and Terrestrial Plants. (3)</b> (Prerequisite: WF 3133 or equivalent). Two hours lecture. Four hours laboratory. Identification, taxonomy, ecology and management of wildlife food and cover plants.  METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Wildlife Plant ID  Effective: Spring 2011
To:	WFA 4223/6223	
Fr:	WF 4243/6243	<b>Wildlife Techniques. (3)</b> (Prerequisite: Junior or Senior standing or consent of instructor). Two hours lecture. Four hours laboratory. Contemporary research and management techniques and tools for wildlife populations and habitats.  METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Wildlife Tech  Effective: Spring 2011
To:	WFA 4243/6243	
Fr:	WF 4253/6253	<b>Application of Spatial Technologies to Wildlife and Fisheries Management (3)</b> (Prerequisite: Sr. standing or consent of Instructor). Two hours lecture. Four hours laboratory weekly. Practical Application of Global Positioning Systems and Geographic Information Systems to Wildlife and Fisheries Management.  METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: GIS & GPS IN WF MGMT  Effective: Spring 2011
To:	WFA 4253/6253	

Fr:	WF 4263/6263	<b>Wildlife Diseases. (3)</b> Two hours lecture. Four hours laboratory, alternate weeks. Effects and management of parasites and diseases in wild bird and mammal populations. (Same as CVM 4263/6263).
To:	WFA 4263/6263	METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Wildlife Diseases  Effective: Spring 2011
Fr:	WF 4313/6313	<b>Fisheries Management. (3)</b> (Prerequisite: WF 3133 or consent of instructor). Two hours lecture. Laboratories alternate weeks. Principles of fisheries management and methods for assessment and analysis of fish populations and aquatic habitats.
To:	WFA 4313/6313	METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Fisheries Manage  Effective: Spring 2011
Fr:	WF 4323/6323	<b>Wildlife Nutrition and Physiology. (3)</b> Two hours lecture. Four hours laboratory, alternate weeks. Nutrition and physiology of aquatic and terrestrial wildlife, with emphasis on understanding life history strategies and functional adaptations to habitat and environmental variation.
To:	WFA 4323/6323	METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Wildl Nut & Phy  Effective: Spring 2011

Fr:	WF 4333/6333	<b>Fish and Shellfish Nutrition. (3)</b> (Prerequisites: CH 2503 and CH 2501 or BCH 3613). Three hours lecture. Fundamental and applied aspects of the nutrition of fish, crustacean, and mollusk species including feeding behavior, nutritional ecology, energetics, and nutrient requirements.
To:	WFA 4333/6333	METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 03.0201 24-CHAR: Fish and Shellfish Nt  Effective: Spring 2011
Fr:	WF 4343/6343	<b>Pond and Stream Management. (3)</b> (Prerequisite: Junior or Senior standing or consent of instructor). Two hours lecture. Four Hours Laboratory alternate weeks. Ecological foundations and management techniques for fisheries in small impoundments and streams.
To:	WFA 4343/6343	METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Pond and Stream Mgt  Effective: Spring 2011
Fr:	WF 4353/6353	<b>Fish and Wildlife Policy and Law Enforcement. (3)</b> (Prerequisite: Sr. standing or consent of instructor). Three hours lecture. A survey of the major content areas of fish and wildlife policy and law enforcement. Emphasis is on the fundamentals of conservation policies and laws.
To:	WFA 4353/6353	METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 03.0201 24-CHAR: FW Policy & Law Enf  Effective: Spring 2011



Fr:	WF 4363/6363	<b>Wildlife and Fisheries Administration and Communication. (3)</b> (Prerequisite: Junior standing)
To:	WFA 4363/6363	Two hours lecture. Three and one-half hours lab, alternate weeks. Administrative and communicational techniques and skills in the workplace and political environments of wildlife and fisheries organizations.  METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: W & F Admin and Comm  Effective: Spring 2011
Fr:	WF 4373/6373	<b>Principles and Practice of Conservation in Agricultural Landscapes. (3)</b> (Prerequisites: WF 1213 or consent of instructor). Two hours lecture. Four hours laboratory, alternate weeks. Introduces theoretical background for ecological conservation in agricultural landscapes with focus on the role of USDA Farm Bill programs in achieving conservation goals.
To:	WFA 4373/6373	METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Prin of Conserv Ag Landscape  Effective: Spring 2011
Fr:	WF 4383/6383	<b>Wetlands Ecology and Management. (3)</b> Two hours lecture. Four hours laboratory, alternate weeks.
To:	WFA 4383/6383	Hydrology, soils and biogeochemistry of wetlands; structure and function of important wetland types; wetland management for wildlife and fisheries; wetland creation and restoration.  METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Wetlands Ecol & Mgt  Effective: Spring 2011

Fr: To:	WF 4394/6394 WFA 4394/6394	<p><b>Waterfowl Ecology and Management. (4)</b> (Prerequisite: WF 3133, WF 4153, senior standing, or consent of instructor). Three hours lecture. Four hours laboratory. Annual ecology of North American waterfowl, habitat and population ecology, and management, waterfowl identification, field trips, management plan, and current issues.</p> <p>METHOD OF INSTRUCTION: C,K DELIVERY: F C.I.P. 03.0201 24-CHAR: Waterfowl Ecol &amp; Mgt</p> <p>Effective: Spring 2011</p>
Fr: To:	WF 4423/6423 WFA 4423/6423	<p><b>Herpetology. (3)</b> (Prerequisites: Eight hours of zoology). Two hours lecture. Four hours laboratory, alternate weeks. Evolution, systematics, biology and ecology of reptiles and amphibians.</p> <p>METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Herpetology</p> <p>Effective: Spring 2011</p>
Fr: To:	WF 4433/6433 WFA 4433/6433	<p><b>Mammalogy. (3)</b> (Prerequisite: Eight hours of zoology). Two hours lecture. Three hours laboratory. Evolution, systematics, and ecology of mammals, with emphasis on North American groups.</p> <p>METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Mammalogy</p> <p>Effective: Spring 2011</p>

Fr:	WF 4443/6443	<b>Ornithology. (3)</b> (Prerequisite: Eight hours of zoology). Two hours lecture. Three hours laboratory. Recent and fossil avifauna of the world; its origin, distribution, classification, and biology.  METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Ornithology  Effective: Spring 2011
To:	WFA 443/6443	
Fr:	WF 4453/6453	<b>Ichthyology. (3)</b> (Prerequisite: Eight hours of zoology). Two hours lecture. Three hours laboratory. Structure, evolution, classification, and life histories of fishes of the world with emphasis on North American freshwater forms.  METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Nat Res & Intl Cultures  Effective: Spring 2011
To:	WFA 4453/6453	
Fr:	WF 4463/6463	<b>Human Dimensions of Fish and Wildlife Management. (3)</b> (Prerequisite: Jr./Sr. standing or consent of instructor). Three hours lecture. Survey of the major content areas of human dimensions. Emphasis on the considerations and implications associated with measuring, evaluating and influencing people's attitudes and behaviors.  METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 03.0201 24-CHAR: Hum Dim Wf Mgt  Effective: Spring 2011
To:	WF 4463/6463	

Fr:	WF 4473/6473	<b>Wildlife and Fisheries Practices. (3)</b> (Prerequisite: Senior standing). Two hours lecture. Four hours laboratory. The integration of principles of ecology, wildlife and fisheries techniques and policies for effective planning and implementation of natural resource management.
To:	WFA 4473/6473	METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Wild And Fish Prac  Effective: Spring 2011
Fr:	WF 4483/6483	<b>Seminar in Tropical Biology. (3)</b> (Prerequisites: WF 3133 or consent of instructor). One hour lecture. Four hours laboratory. An introduction to the composition and function of tropical ecosystems of the New World.
To:	WFA 4483/6483	METHOD OF INSTRUCTION: S DELIVERY: F C.I.P. 03.0201 24-CHAR: Sem Tropical Biology  Effective: Spring 2011
Fr:	WF 4484/6484	<b>Upland Avian Ecology and Management. (3)</b> (Prerequisites: WF 3133 and WF 4153 and senior standing or consent of instructor). Three hours lecture. Four hours laboratory. The application of ecological principles to management of wildlife populations, focusing on avian species and communities inhabiting upland ecosystems.
To:	WFA 4484/6484	METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Uplnd Avian Ecol & Mgt  Effective: Spring 2011

Fr:	WF 4494/6494	<b>Large Mammal Ecology and Management. (3)</b> (Prerequisites: WF 3133 and WF 4153 and senior standing). Three hours lecture. Four hours laboratory, alternate weeks. Ecological principles and applied methods used in the management of large mammals.
To:	WFA 4494/6494	METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Lg Mamm Ecol & Mgt  Effective: Spring 2011
Fr.	WF 4990/6990	<b>Special Topic In WF</b> Credit and title to be arranged. This course is to be used on a limited basis to offer developing subject matter areas not covered in existing courses. (Courses limited to two offerings under one title within two academic years).
To.	WFA 4990/6990	METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 03.0201 24-CHAR: Special Topic In WF  Effective: Spring 2011
Fr:	WF 8134	<b>Research Methods in Wildlife and Fisheries Sciences. (4)</b> (Prerequisites: Graduate standing; ST 8114). Three hours lecture. Four hours laboratory. Graduate level introduction to application of scientific methods to wildlife and fisheries ecology and management.
To:	WFA 8134	METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Res Meth Wild & Fish Sci  Effective: Spring 2011

Fr: To:	WF 8144 WFA 8144	<p><b>Theory of Wildlife Population Ecology. (4)</b> (Prerequisite: WF 3133, ST 3133 or consent of instructor.) Three hours lecture. Two hours laboratory, weekly. Theory of wildlife population ecology including population growth, population regulation, predation, and competition. Basic methods of data collection and population sampling.</p> <p>METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Wildlife Pop Dynamics</p> <p>Effective: Spring 2011</p>
Fr: To:	WF 8154 WFA 8154	<p><b>Quantitative Applications in Wildlife Population Ecology. (4)</b> (Prerequisite: WF 8144, ST 8114 or consent of instructor). Three hours lecture. Four hours laboratory weekly. Application of basic statistical analytical tools to address natural resource management research questions.</p> <p>METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Appl Wldl Pop Ecol</p> <p>Effective: Spring 2011</p>
Fr: To:	WF 8212 WFA 8212	<p><b>Communication Skills in Wildlife and Fisheries. (2)</b> (Prerequisite: Graduate student status in the Department of Wildlife and Fisheries). Two hours lecture. Effective strategies for professional communication to scientific and lay audiences in the fields of wildlife, fisheries, and other natural resources sciences and management.</p> <p>METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 03.0201 24-CHAR: W &amp; F Communications</p> <p>Effective: Spring 2011</p>

Fr:	WF 8223	<b>Management of Impounded River Ecosystems (3)</b> (Prerequisites: WF 6313/4313 or equivalent). Three hours lecture. A survey of guidance and criteria for managing reservoirs and associated riverine environments to enhance fisheries. Focus is on managing fish and their environment.
To:	WFA 8223	METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 03.0201 24-CHAR: Mgt of Impounded River  Effective: Spring 2011
Fr:	WF 8243	<b>Conservation Biology. (3)</b> (Prerequisites: WF 3133, BIO 3103 or consent of instructor). Three hours lecture. Theory and applications of conservation biology, measures of biodiversity, ecological geography, measures and treatments of decline.
To:	WFA 8243	METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 03.0201 24-CHAR: Conserv Biol  Effective: Spring 2011
Fr:	WF 8273	<b>Advanced Fisheries Management. (3)</b> (Prerequisites: WF 4133/6133 and WF 4313/6313 or consent of instructor) Three hours lecture. Field exercises during spring break. Advanced treatment of the multidimensional aspects of fisheries management in a global setting with emphasis on setting realistic objectives and establishing appropriate strategy.
To:	<del>WF</del> 8273 WFA	METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 03.0201 24-CHAR: Advanced Fisheries Mgt  Effective: Spring 2011

Fr:	WF 8343	<b>Conceptual Ecology and Natural Resource Management. (3)</b> (Prerequisites: WF 3133 or equivalent or consent of instructor). Three hours lecture. A forum to discuss current literature and theory that advances the study of community ecology and its application to natural resource management.
To:	WFA 8343	METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 03.0201 24-CHAR: Con Eco & Res Man  Effective: Spring 2011
Fr:	WF 8344	<b>Wildlife Habitat Analysis and Management. (4)</b> (Prerequisite: BIO 4203). Three hours lecture. Four hours laboratory alternate weeks. Identification, ecology, analysis and management of plant communities of value to upland and wetland game species of North America.
To:	WFA 8344	METHOD OF INSTRUCTION: C,K DELIVERY: F C.I.P. 03.0201 24-CHAR: Wildlife Habitat Mgt  Effective: Spring 2011
Fr:	WF 8413	<b>Advanced Fishery Science. (3)</b> (Prerequisites: WF 4133/6133 and ST 3123, or equivalents). Two hours lecture. Two hours laboratory. Estimation and interpretation of vital statistics of fish populations; analysis of fishery data using computers; models for assessment of fish stocks.
To:	WFA 8413	METHOD OF INSTRUCTION: C, K DELIVERY: F C.I.P. 03.0201 24-CHAR: Adv Fishery Science  Effective: Spring 2011

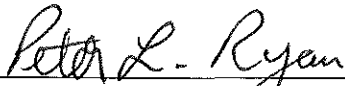


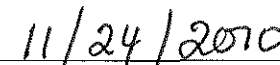
Fr:	WF 8423	<b>Applied Bayesian Statistics in Ag/Natural Resources. (3).</b> Two hours lecture. Four hours laboratory, alternate weeks. Bayesian statistics and Bayesian hierarchical models in wildlife, fishery, agricultural and other natural resource management applications.
To:	WFA 8423	METHOD OF INSTRUCTION: C; K DELIVERY: F C.I.P. 03.0201 24-CHAR:  Effective: Spring 2011
Fr:	WFA 4253/ 6253	<b>Application of Spatial Technologies of Wildlife and Fisheries. (3).</b> Three hours lecture. Practical application of geographic information systems to wildlife and fisheries management.
To:	WFA 4253/ 6253	METHOD OF INSTRUCTION: C DELIVERY: F C.I.P. 03.0201 24-CHAR: Application of GIS in WF  Effective: Spring 2011

All of the proposals were approved with the exception of the following:

Proposals\*\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
Dr. Peter L. Ryan  
Associate Vice President for Academic Affairs

  
\_\_\_\_\_  
Date

# ORIGINAL COURSES

MISSISSIPPI STATE UNIVERSITY

# RECEIVED

10/13/10

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road (Mail Stop 9699).

College or School: Academic Affairs

Department: Student Leadership &amp; Community Engagement

Contact Person: Carmen Wilder

E-mail: cwilder@saffairs.msstate.edu

Nature of Change: Technical Change

Date Initiated: Fall '10

Effective Date: Spring '11

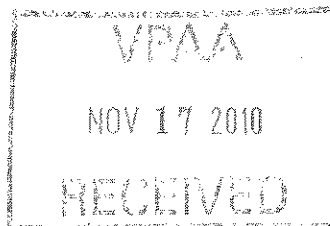
Current Listing in Catalog:

Symbol	Number	Title
GLC	XXXX	

Credit Hours

( 2 )

Current Catalog Description:



New or Modified Listing for Catalog:

Symbol	Number	Title
SLCE	XXXX	

Credit Hours

( 2 )

New or Modified Catalog Description:

Please see attachment about justification for course symbol changes of GLC 1002, 3412, 3812 and 4812 to SLCE 1002, 3412, 3812 and 4812.

Approved:

Department Head

Chair, College or School Curriculum Committee

Date:

21 Sept 2010

28<sup>th</sup> September, 2010

Dean of College or School

Chair, University Committee on Courses and Curricula

11.16.10

Chair, Graduate Council (if applicable)

Chair, Deans Council

11/24/2010

## COURSE SYMBOL CHANGES

Current Course Listing	Proposed New Course Listing
GLC 1002	SLCE 1002
GLC 3412	SLCE 3412
GLC 3812	SLCE 3812
GLC 4812	SLCE 4812

These changes are proposed technical changes and will *not* require any course modifications. The symbol changes are proposed because the Global Leadership Continuum Office has recently been changed to the Office of Student Leadership and Community Engagement, and the Appalachian Leadership Honors Program has been changed to the Montgomery Leadership Program. These department and program name changes have been approved by the appropriate university personnel and proposed symbol changes will allow consistency with the new title changes.

*Below are the previously approved courses with the new course symbol and name changes. No other course modifications have been made.*

### **SLCE 1002. Day One Leadership Community (2).**

Two hours lecture. Introduction to and engagement of core principles of leadership through instruction, mentor discussion, and community service-learning projects.

### **SLCE 3412. Montgomery Leadership Program, Semester One. (2)**

Prerequisite; Admission into Montgomery Leadership Program.

Two hours seminar. One hour field experience. Engagement of core principles of leadership through instruction, mentor component, and community service-learning projects for MSU students selected to participate in the Montgomery Leadership Program.

### **SLCE 3812. Montgomery Leadership Program, Semester Two. (2)**

Prerequisite; Admission into Montgomery Leadership Program and completion of SLCE 3412

(Montgomery Leadership Program, Semester 1). Two hours seminar. One hour field experience.

Practice of advanced principles of leadership through instruction, mentor component, community service-learning projects, and peer class facilitation through Day One Leadership Community for MSU students selected to participate in the Montgomery Leadership Program.

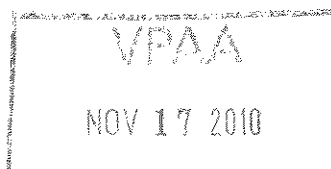
### **/ SLCE 4812. Montgomery Leadership Program, Semester Three. (2)**

Prerequisite; Admission into Montgomery Leadership Program and completion of SLCE 3412

(Montgomery Leadership Program, Semester 1) and SLCE 3812 (Montgomery Leadership Program, Semester 2)

Two hours seminar. One hour field experience. Practice of advanced principles of leadership through class instruction, mentor component, and development and implementation of student-led service initiatives (capstone leadership project).

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY



NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, 25 Morgan Avenue (Mail Stop 9699).

College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **schilling@foodscience.msstate.edu**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:  
Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:  
Symbol      Number      Title  
**CA      1251      ServSafe®**

Credit Hours  
( **1** )

New or Modified Catalog Description:

Food safety training leading to national ServSafe Certification, (offered at MUw).

CIP 01.1099

Approved: \_\_\_\_\_

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

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

Mississippi University for Women      The Culinary Arts Institute      Fall 2010

Course: CA125 ServSafe

**Instructor:** Dr. Amy Vickery  
101 Shattuck Hall  
241-7472  
Fax 241-7627

1100 College Street MUW-1639  
Columbus, MS 39701-5800  
avickery@muw.edu

**Office Hours:** by appointment at a mutually agreed upon time by student and instructor

**Textbook (Required)**

ServSafe Essentials, 5<sup>th</sup> edition, National Restaurant Association with exam answer sheet.

**Course Description**

Food safety training leading to national ServSafe Certification.

**Course Prerequisites**

None

**Course Objectives**

Upon completion of this course, the student will:

- Know the fundamentals of preparing and serving food safely
- Be eligible to take the Food Service Manager's Certification Exam

**Course Requirements**

To complete this course successfully, students must:

- Attend class, and be ready to begin at the scheduled time
- Read materials before class, and participate appropriately in class discussions
- Complete all assignments, examinations, and projects as required
- Exhibit professional conduct, and take responsibility for their own learning

**Exam**

The exam is given by the National Restaurant Association. Dr. Vickery serves as the registered proctor.

**Grading Policy**

\*Grading Scale

>75% PASS  
<75% FAIL

\*Note: For Certification the NRA requires a passing grade of 75% on the exam.

See MUW Academic Calendar for class schedule

**Academic Policies and Procedures**

Class Attendance Policy:

Attending all class meetings is required to complete the course and take the certification exam.

Classroom Etiquette:

At all times, students are expected to show respect and courtesy for the instructor and classmates. Please keep in mind that distractions among students during class interfere with the learning experience of others and will not be tolerated. Please turn off cell phones and other distractions before entering the classroom.

Exam Administration:

The procedures specified by the National Restaurant Association will be followed. One of the requirements is for the student to present identification with photograph at the time of taking the exam.

Incomplete (I) Grades:

A grade of "I", for incomplete, indicates that the student, for reasons satisfactory to the instructor and the instructor's Department Head, has been unable to complete the requirements of the course by the end of the semester. For credit in an undergraduate course, the work must be completed within four weeks of the next period of enrollment at MUW; otherwise, the grade of "I" is automatically calculated as an "F". Students who do not enroll at the University immediately after receiving an "I" on a course will have a period of the next 12 months in which to complete the requirements of the course. After the lapse of that time, if the course requirements have not been completed, the grade of "I" automatically becomes an "F."

Academic Dishonesty:

The University Academic Standards shall be followed.

Special Accommodations:

It is the responsibility of a student with a diagnosed disability to notify the instructor so that appropriate accommodations can be arranged.

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

VPAA  
NOV 17 2010

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, 25 Morgan Avenue (Mail Stop 9699).

College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **schilling@foodscience.msstate.edu**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:  
Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title  
**CA      2603      Introduction to Culinary Entrepreneurship**

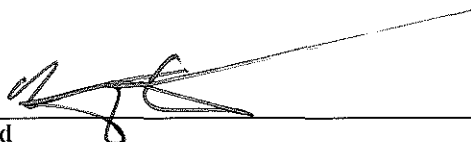
Credit Hours  
**( 3 )**

New or Modified Catalog Description:

Three hours lecture. Basic application of fundamental entrepreneurial skills in a culinary-specific environment. (offered at MUW).

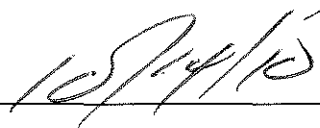
**CIP 01.1099**

Approved:



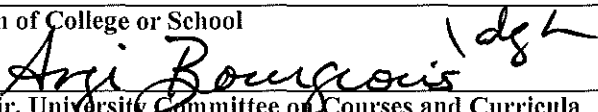
Department Head

Date:



Chair, College or School Curriculum Committee

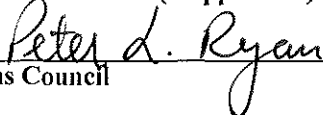
Dean of College or School



Chair, University Committee on Courses and Curricula

11.16.10

Chair, Graduate Council (if applicable)



Chair, Deans Council

24<sup>th</sup> November, 2010

**Mississippi University for Women**  
**MUW Culinary Arts Institute**  
**Fall 2010**  
**CA 260 Introduction to Culinary Entrepreneurship**

- Instructor:** Joshua J. Oubre  
101 Shattuck Hall  
Box W-1639  
662-241-6454 (office)  
joubre@ca.muw.edu
- Office Hours:** When mutually convenient by appointment
- Course Scheduled:** Monday & Wednesday 2pm to 3:15pm, Shattuck Hall 106, 3 Credit Hours
- Texts Required:** Mariotti, Steve. (2007). Entrepreneurship: Starting and Operating a Small Business. USA. Pearson Prentice Hall
- Gerber, E. Michael (1995). The E-Myth Revisited. USA. Harper Collins Publishers Inc.  
Readings will also be available through handouts or books on hold in the library.
- Prerequisites:** N/A
- Course Description:** Introduction to Culinary Entrepreneurship (E-Ship) will provide culinary arts majors with the foundation necessary for them to analyze their fit in an entrepreneurial world. The goal is to give the student a broad understanding of the field of culinary entrepreneurship and provide an introduction to the important tools necessary to create and grow a successful culinary-specific venture.
- Dress code:** Casual. Professional attire will be required for presentations
- Tools:** Computer, Internet access, MUW E-mail address, Microsoft word (or other word processing program) and Microsoft Excel, PowerPoint; Journal type notebook; Binder or other filing type system to keep track of documents accumulated during the course in class and homework assignments, pens and pencils, calculator.

All course work in this class should be written at the appropriate level and turned in on time. Assignments, unless otherwise specified, will be typed on white unlined paper, 12 point Times New Roman font, 1" margins, in a double spaced format. All work should be stapled, taped, paper clipped, or bound in some fashion. Assignments not following these guidelines will be penalized. Nothing handwritten or sent by email will be accepted for a grade. Late work will be penalized.



**\*Note: Cell Phone usage is prohibited. Points will be deducted from your final grade if this policy is violated.\***

**Objectives:** By the end of this course the student should be able to:

- Understand and identify the personal and professional traits that are required to be an Entrepreneur.
- Discuss in depth various Entrepreneurial segments of hospitality and outline a timetable of operational development.
- Recognize the makeup of a business plan and the importance of each section.
- Differentiate between marketing venues available and recognize the core competencies of the student's entrepreneurial potential.
- Appreciate the levels of Human Resource Management (HRM) and how personnel and various Federal laws pertaining to worker's rights will affect their Entrepreneurial operations.
- Interpret the usages of financial statements and the information on them.
- Foresee that security will be an issue of ownership.
- Through the use of a feasibility study, determine if each student's unique Entrepreneurial Idea could be successful.

**Special Accommodations:** Appropriate accommodations of those with a professionally diagnosed disability can be arranged. Students are responsible for notification of the instructor that accommodations will be necessary.

**Attendance Policy:** Student's are expected to follow the regulations as stated in the Student Handbook regarding class attendance. The nature of this course requires on-time class attendance. Participation in individual and group projects will be affected by attendance and the final grade will reflect this for each student. If a student must be absent for some compelling reason, the instructor should *be notified in advance*. Medical excuses will be required in some cases. If an absence is necessary and unavoidable, it is the student's responsibility to notify the instructor in advance if possible, and to arrange for make-up work or assignments.

**Makeup quizzes and examinations will be given during the final.** It is YOUR responsibility to inform the instructor that you have to make up coursework. If you fail to make up any course work, you will be given a grade of zero. Makeup **exams** will be given at the instructor's discretion.

**Academic Dishonesty:** Any student who has plagiarized the words or ideas of any other person will receive a zero (0) for the plagiarized assignment and *will* be referred to the Academic Standards Board for appropriate action.

**Footnoting and other Source citation :** This course will use the APA method of Source Documentation. An example of this would be:

**Book: Single Author -**

**Drummond-Eich, K. (1990). Human Resource Management for the hospitality Industry. USA: John Wiley & Sons.**

**Internet:**

**Group**

American Psychological Association. *Electronic References*. Retrieved December 9, 2003, from <http://www.apastyle.org/>

**Useful University Links:**

1. Links to Academic Services: <http://www.muw.edu/academicsupport/>
2. Links to All Academic Calendars: <http://www.muw.edu/registrar/calendars.html>
3. Links to the Student Handbook: <http://www.muw.edu/handbook/>
4. Links to the Bulletin (Course Catalog: <http://www.muw.edu/catalog/>
5. Links to Career Services: <http://www.muw.edu/career/>
6. Links to Financial Aid: <http://www.muw.edu/financial/>
7. Links to Course Offerings: <http://www.muw.edu/vpaa/classsch.html>
8. Links to the Library Online: <http://www.muw.edu/library/>

EVALUATION AND GRADING		
Attendance and Class Participation	100 points	10%
Tests (2)	200 points	20%
E- Myth Essay Test	100 points	10%
Concept Presentation	50 points	5%
Executive summary	50 points	5%
Competition analysis	100 points	10%
Demographic presentations	100 points	10 %
Feasibility Study (Final Project) Written	100 points	10%
Feasibility Study (Final Project) Presentation	100 points	10%
Final Exam	100 points	10%
Total	1000 points	100%

GRADING SCALE
A= ≥ 900 points
B= ≥ 800 points
C= ≥ 700 points
D= ≥ 600 points
F= ≤ 599 points

### Grade Outline and Semester Assignments

**Participation** - is expected. Discussion is vital to the growth of ideas and understanding. Lack of Participation in discussions will impact your grade.

**Pop Quizzes** – The E-Myth Revisited is the text for this class and there is a **strong** possibility that there will be pop-quizzes on the material. The pass/fail outcome will affect half of your attendance and participation grade for the day.

**Feasibility Study Components**- At various points, which are clearly stated in the “course outline” section of the syllabus, students will be responsible for written and often verbally presenting parts of their feasibility study. The grading of these will be the same as the pop-quizzes, which will affect half of your attendance and participation grade for the day, unless otherwise stated.

**Concept Development** - The purpose of this course is not only to discuss the various aspects of what it takes to be an entrepreneur, but what you foresee as your dream. This course is also not only for those who want to open a foodservice operation, such as a restaurant, club or bakery, but also for those who may want to offer a service, publication or retail outlet. Perhaps you would like to be a free lance photographer, start a consulting group, start a magazine, begin a nutritional advice clinic, be a personal Chef, or franchise and drive an ice cream truck; it all fits within the same steps of building your own business. This should be fun because at this point it is all a dream in your mind's eye; **Be bold, be brash and see where it takes you.**

**Demographic/Psychographic Presentations**- This presentation will cover statistics you have found regarding the human population in the area of your planned operation. This will include but not be limited to, population size, medium income, unemployment rate, churches, health clubs etc. Presentation length will be approximately 5 minutes.

**Written Feasibility Study Project**- Various components will be due at given points as stated in the course outline, some presented verbally. Feasibility studies are done prior to writing a business plan, and are the main focus of this introductory class. This study will be comprised of several topics of discussion and research, which will evolve as the semester progresses. These topics include but are not limited to:

- Name, Location, and Operational Hours of the establishment.
- Mission Statement
- Executive Summary/Concept Definition
- Competition Analysis
- Customer Demographic Information
- Organizational Structure
- Employee Matrix of Hours
- Estimated Income
- Estimated Expenditures
- Estimated Profit Margin
- Conclusion of Feasibility Information

**Feasibility Presentations-** A lottery drawing will determine sequence of student presentations. This project will incorporate the components of the written feasibility project and include in-depth information developed during class discussions. This may seem like a great deal of information at first, but it will be covered throughout the course and should be easy if you keep up.

This presentation is based on the premise that of speaking to a group of potential investors (myself, your classmates, and perhaps a guests), in hopes of getting obtaining financial backing for your Entrepreneurial Concept. Your goal is to interest you target audience into investing capital into your project. You will eventually develop a complete business plan. Regardless of the conclusion of your written study, for the purposes of this exercise the results will be positive.

**Suggested Approach to the Verbal Presentation:**

**Intro-** Introduce yourself explain and the concept. Include the name of the business, location, hours of operation, a brief concept definition (Why this particular name? To what does it refer?), and what you are hoping to accomplish by the end of your presentation.

**Mission Statement:** State the mission of your venture and then explain it by going into your executive summary. Do not read your paper word by word. Expand on the expand on the ideas in your written study. It is Highly Recommended that you have an outline of bullet points or a PowerPoint presentation to work from and the ability to talk about each point

**Yourself** – Explain your background, your accomplishments, and your work history; basically everything you bring to the table. Base this on a projection of your future skills and accomplishments.

**Product** – This section should refer to the concept itself. Whether your passion is a Cake shop, Catering outfit, or Fine dining restaurant, there should be a great amount detail in this section. Describe both front and back of the house operations. After all, this is a about potential life ambitions, and there should be passion and enthusiasm in convincing the “bank” to invest. Feel free to use concept art or other visual aids.

**Location** – It’s a wonderful location because... using some of the official demographic information you got from the government, Chamber of Commerce or from visiting the area. This is also where you would mention competition and why you feel you are different and can attract customers (this is known as “Differential” and “Maximizing Market Share.”).

**Customers** – who are they and where are they from? This involves using a map (over heads or PowerPoint) and also using demographic information.

**Marketing** – How are you going to reach your customers? This is not a marketing plan; this refers to the utilization of TV, newspapers, radio, word of mouth, etc. This section should also cover public relations: community involvement, charity work. Remember cheap marketing is good marketing.

**Legal Structure** –This section refers to the Hierarchy of your business. Explain the legal structure (organizational design) and what type of entity will it be? Detail the persons involved and if they will play a part in operations? Expand on your Human Resources information and discuss if you believe you can recruit potential employees for your business. Discuss employee benefits, performance incentives and the culture you plan to build in the organization.

**Yourself II** –Explain the day-to-day role you plan to fulfill in your business. For example, if you are the Chef are you going to delegate or outsource your bookkeeping, or if you handle the administrative work who is going to be the Chef (refer to Chapter 2 of E-Myth)? Describe your interaction with employees and customers. We will have talked about hiring a “face” for your operation. If you are not comfortable dealing with the public the investors will want to know. This is an important topic and we will discuss it often.

**Future Plans** – Now it will be time to talk about future plans, and as I will mention often, don’t get crazy but show ambition and focus in the area. Think about expansion of business or facility.

**Finish with finances** - Are there already Investors committed, or start-up money available? Give a short conclusion of the estimated costs/profits developed for the written feasibility project.

Thank everyone for coming, and ask for questions. Think before responding. Participation is encouraged and we hope that everyone will get involved.

\*\*\*Tentative\*\*\*

Semester Outline	
August 18	Course Introduction <b>E-Ship Concept Ideas Due verbally 9/13</b> Article: Concept, location and design pgs 56-59
August 23	Hospitality Industry Profile/Personality Profiles Article: Concept, location and design pgs 60-71
August 25	Sequence of Operation Development/Team Concept Article: The Experience Economy
August 30	What is a Business Plan <b>Mission Statements due 9/20</b> Read CH 1 E-Ship - Mariotti
September 1	Executive Summary Outline <b>Executive Summary Outline Due 9/27</b> Read Ch 2 E-Ship Mariotti
September 6	LABOR DAY HOLIDAY (no class)
September 8	Competition Analysis/Competitive Advantage <b>Competition Analysis due 9/29</b>

September 13	<i>Concept Ideas Due Verbally</i>
September 15	E-Myth Discussion Ch 1-5 Read Ch 3 E-Ship Mariotti
September 20	Location, Location, Location <i>Mission Statements due.</i> <b>Locations Due 10/18</b> Read Ch 4 E-Ship Mariotti
September 22	Marketing, the P's Read Ch 5 E-Ship Mariotti
September 27	Demographics -- Who are my Customers <b>Demographic Info Due Verbally 10/25 or 10/27</b> Executive Summary Outline Due. Lifecycles of an operation. Final Presentation Order established.
September 29	The Income Statement Security and Costs <i>Competition Analysis Due</i>
October 4	Types of Business Entities SWOT Analysis <b>SWOT Analysis Due 11/3</b>
October 6	Test 1
October 11-12	FALL BREAK
October 13	Guest Speaker or Field Trip
October 18	Marketing <i>Locations Due</i>
October 20	<b>E-Myth Essay test</b>
October 25	Demographic Presentations
October 27	Demographic Presentations
November 1	Human Resource Management (HRM) <b>Organizational Structure and Employee Matrix Due 11/10</b>
November 3	HRM -- Acts and Laws <i>SWOT Analysis due</i>
November 8	Test 2

November 10	Retail Draw for presentation slots <i>Organizational Structures/Employee Matrix due</i>
November 15	Presentation Preparations
November 17	Feasibility Presentations
November 22	Feasibility Presentations
November 25-28	Thanksgiving Holidays
November 29	Feasibility Presentations / Projects Not Accepted After this Date
December 1	Review
December 6-10	FINAL 3-6PM Shattuck 106

**Information Sources (References for information for your project):**

**Books:**

Carlin, J. Thomas 1993. Principles & Practices of TQM. ASQC Quality Press. USA  
 Fossum, A. John. 1995 6<sup>th</sup> Ed. Labor Relations Irwin. USA  
 Hinkin, R. Timothy. 1995. Cases in hospitality Management. John Wiley & Sons Inc. USA  
 Jagels, G. Martin, Coltman M. Micheal. 2004. 8<sup>th</sup> Ed. Hospitality Management Accounting. John Wiley & Sons Inc. USA  
 Lewis, C. Robert 1989. Cases in hospitality Marketing and Management. John Wiley & Sons Inc. USA  
 Spears, C Marian, Gregoire B. Mary 2004, 5<sup>th</sup> Ed. Foodservice Organizations. Pearson Prentice Hall. USA  
 Timmons, A. Jeffery, Spinelli Stephen. 2004. 6<sup>th</sup> Ed. New Venture Creation. McGraw-Hill. USA  
 Walker, R. John, Lundberg E. Donald. 2001. 3<sup>rd</sup> Ed. The Restaurant. John Wiley & Sons Inc. USA  
 Wemischner Robert, Karp Karen. 1998. Gourmet to Go. John Wiley & Sons Inc. USA

**Websites:**

<http://www.score.org/> - Small Business Counselors  
[www.sba.gov](http://www.sba.gov) - Small Business Administration  
<http://stats.bls.gov/>  
[http://www.governmentguide.com/small\\_business.asp?id=16102151](http://www.governmentguide.com/small_business.asp?id=16102151)  
<http://www.inc.com> Inc Magazine  
<http://www.smbta.com/businessplanguides/>  
<http://www.businessplanbooks.com/>  
[www.ncoe.org](http://www.ncoe.org) - National Commission on Entrepreneurship  
<http://www.emkf.org/> -Ewing Marion Kauffman Foundation  
[www.census.gov](http://www.census.gov) U.S. Census Bureau

[www.avce.com](http://www.avce.com) - American Venture Magazine  
<http://www.sba.gov/startup/indexbusplans.html> - Small Business Association  
[www.businessweek.com/smallbiz/index.html](http://www.businessweek.com/smallbiz/index.html) - Business Week Online  
[www.fastcompany.com/homepage](http://www.fastcompany.com/homepage) - FastCompany  
[www.hbr.com](http://www.hbr.com) - Harvard Business Review (subscription)  
[www.findlaw.com](http://www.findlaw.com) - FindLaw  
[www.bplans.com/](http://www.bplans.com/)  
<http://www.federalreserve.gov/pubs/buscredit/types3.htm> - The Federal Reserve Board  
[www.businessfinance.com/](http://www.businessfinance.com/) - Business Finance.com  
[www.entrepreneur.com](http://www.entrepreneur.com)  
[www.startupjournal.com](http://www.startupjournal.com) - Wall Street Journal

**Magazines:**

Restaurants and Institutions  
Restaurant Business Inc.  
Entrepreneur  
Foodservice

**Lagniappe:**

*"We are what we repeatedly do. Excellence, then, is not an act but a habit."*  
-Aristotle

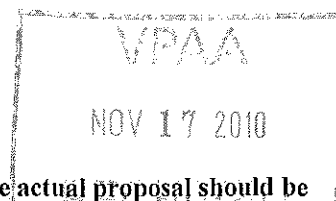
*"I feel sorry for the person who can't get genuinely excited about his work. Not only will he never be satisfied, but he will never achieve anything worthwhile."*  
-Walter Chrysler

*"Discipline yourself, become hard on yourself. I've never had dinner in my own restaurant. I've never sat and had a glass of champagne with customers. Don't indulge yourself in your business -- treat it as a business."*  
Gordon Ramsay, chef, entrepreneur

*"Watch, listen, and learn. You can't know it all yourself. Anyone who thinks they do is destined for mediocrity."*  
-Donald Trump, entrepreneur, and multi-millionaire



APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY



NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, 25 Morgan Avenue (Mail Stop 9699).

College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **[schilling@foodscience.msstate.edu](mailto:schilling@foodscience.msstate.edu)**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:  
Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title  
**CA      2003      Introduction to Culinary Arts**

Credit Hours  
**( 3 )**

New or Modified Catalog Description:

Three hours lecture. Career options in culinary arts and the food hospitality industry; introduction to kitchen operation and cuisine, food history, food safety and sanitation (offered at MUW).

CIP 01.1099

Approved: \_\_\_\_\_

Department Head

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

\_\_\_\_\_  
Chair, College or School Curriculum Committee

\_\_\_\_\_  
Dean of College or School

**Angei Bouquar** 1dgh  
\_\_\_\_\_  
Chair, University Committee on Courses and Curricula

\_\_\_\_\_  
Chair, Graduate Council (if applicable)

**Peter L. Rejem**  
\_\_\_\_\_  
Chair, Deans Council

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**24<sup>th</sup> November, 2010**

**Mississippi University for Women**  
**MUW Culinary Arts Institute**  
**Spring 2009**  
**CA 200 Introduction to Culinary Arts**

- Instructor:** Joshua J. Oubre  
101 Shattuck Hall  
Box W-1639  
662-241-6454 (office)  
joubre@ca.muw.edu
- Office Hours:** When mutually convenient by appointment
- Course Scheduled:** Monday thru Wednesday 9:00 am – 11:45am  
3 Credit Hours
- Text Required:** Labensky, S. and Hause, A. (2007). On Cooking: A Textbook of Culinary Fundamentals, USA: 4th Edition, Prentice Hall.
- Additional readings will be available through handouts or books on hold in the library.
- Prerequisites:** N/A
- Dress code:** Casual or Professional attire.
- Tools:** Computer, Internet access, MUW email address. Microsoft word (or other word processing program) and Microsoft Excel; Journal type notebook; Binder or other filing type system to keep track of documents accumulated during the course in class and homework assignments, pens and pencils, calculator. An MUW email Address
- Course Description:** Career options in the culinary arts and the food and hospitality industry; introduction to kitchen operations and cuisines, food history, food safety and sanitation.
- Course Requirements** - To complete this course successfully, students should:
- Be in class, ready to begin at the scheduled time.
  - Read materials before class and participate in class discussions.
  - Complete all assignments, examinations and projects as required.
  - Behave as professionals, assist fellow students as needed, and take responsibility for their own learning.

**Special Accommodations:**

Appropriate accommodations of those with a professionally diagnosed disability can be arranged. Students are responsible for notification of the instructor that accommodations will be necessary.

**Academic Dishonesty:**

Any student who plagiarized the words or ideas of any other person will receive a zero (0) for the plagiarized assignment and may be referred to the University Academic Standards committee for appropriate action.

**Attendance Policy:**

Students accept the responsibility of attending all classes and completing all of the work required for courses in which they are registered. Students are expected to be in class, ready to begin at the scheduled time. Daily attendance will be taken. Absence from a field trip is treated the same as absence from a regular class.

\*Attendance is expected. Each unexcused absence from class will result in a deduction of 5 points from the final grade, cumulative for the semester. Any student accumulating more than five (5) absences may, at the instructor's discretion, be dropped from the class. Three (3) tardies will be considered equal to one (1) absence.

Makeup quizzes will NOT be permitted. If you miss a quiz or a pop-quiz, you will be given a grade of zero. Makeup exams will be given at the instructor's discretion.

If an absence is necessary and unavoidable, it is the student's responsibility to notify the instructor in advance if possible, and to arrange for make-up work or assignments.

**Course Changes**

It may be necessary to change some part of this syllabus or course schedule because of the level of student achievement or new directions presented by the industry. The instructor reserves the right to alter or modify course materials as deemed necessary.

**Footnoting and other Source citation:**

This course will use the APA method of source documentation. An example of this would be:

***Book: Single Author***

Drummond-Eich, K. (1990). Human Resource Management for the hospitality Industry. USA: John Wiley & Sons.

***Internet: Group***

American Psychological Association. *Electronic References*. Retrieved December 9, 2003, from <http://www.apastyle.org/electronic.html>

All course work in this class should be written at the appropriate level. Assignments, unless otherwise specified, will be typed, 12 point font, 1" margins, using the Times New Roman characters in a double spaced format. All work should be stapled, taped, paper clipped, or bound in some fashion. Assignments not following these guidelines will be penalized.

**Objectives:** By the end of this course the student should be able to:

- Appreciate and explain the variety of career opportunities in the culinary arts industry and related fields;
- Demonstrate basic but essential kitchen skills;
- Use professional terminology accurately;
- Demonstrate a basic knowledge of the history of professional food service;
- Identify and demonstrate competence in the use of kitchen equipment and tools;
- Apply organizational skills to a kitchen environment;
- Measure ingredients accurately
- Convert metric and U.S. measurements and recipe quantities;
- Read, follow and prepare standardized recipes;
- Cost standardized recipes
- Discuss the importance of a functional inventory system;
- Understand the importance of sanitation, it's implementation into the kitchen, and the State and Federal laws that apply to the foodservice industry;

<b>EVALUATION AND GRADING</b>		
Attendance and Class Participation	300 points	30%
Career Paper	100 points	10%
Lab Skills Practical Test	50 points	5%
Test 1 Measurement and Costing	100 points	10%
Test 1 Terminology and Sanitation	100 points	10%
Restaurant & Hotel Star rating paper	100 points	10%
Knife Skills Assignment (3 @25 each)	75 points	7.5%
Knife Skills Test	75 points	7.5%
Final Exam	100 points	10%
Total	1000 points	100%

<b>GRADING SCALE</b>
A= > 900 points
B=> 800 points
C=> 700 points
D=> 600 points
F= ≤ 599 points

**Assignments :**

All written papers are to be not less than two typed double spaced pages. All papers are to be turned in at the BEGINNING of the class on the day they are due. NO EXCEPTIONS. ANY Late work will lose 10% of total value every day it is late. Work will not be accepted more than 4 days after the due date.

**Career Paper:** You will research and report on one career or field within the food service industry that interests you professionally.

This report must include your synopsis of at least one article from a current (2006-2009) newspaper, magazine or current internet publication. You may also interview someone who does the type of work you are interested in, but this is not mandatory.

The report should discuss:

- Why this specific career interests you
- Is there someone in this industry segment that you admire and why
- What this career path requires in the way of education and training
- What salary is possible
- What job opportunities are available now and in the near future

**Restaurant & Hotel Star Rating Paper:** Three of the best known rating guides in the hospitality business are Michelin, Mobil, and Zagat's. You are to choose one of these and write a paper on the history of the particular guide, the criteria used for the various ratings, and your personal view on the importance of a rating system. Upon completion of this paper there will be a class discussion of all three rating guides.

**Knife Skills :**

During this class there are three (3) days that are designated "knife skills due." These are to be done anytime during the week prior to the "knife skills due" class and must be shown to the instructor. In the event that the instructor is not available store them in Styrofoam cups, mark them clearly as yours (in marker or pen), put them in the walk-in and leave me a note that they are done to receive credit.

**Lagniappe:**

*"We are what we repeatedly do. Excellence, then, is not an act but a habit."*

-Aristotle

*Tell me what you eat, and I will tell you what you are.* - Anthelme Brillat-Savarin (1755 - 1826), The Physiology of Taste, 1825

*Food is our common ground, a universal experience.* - James Beard

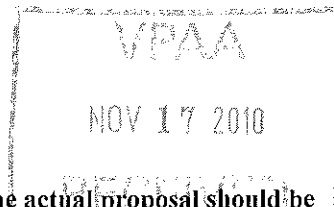
*"Watch, listen, and learn. You can't know it all yourself. Anyone who thinks they do is destined for mediocrity."*

-Donald Trump, entrepreneur, and multi-millionaire

## TENATIVE Course Outline

Date	Semester Outline	Assignment
January 12	Introduction, Syllabus, Culinary History, Industry websites	CAI facility Tour <u>Read Chapter 1</u>
January 19	MLK HOLIDAY	NO CLASS
January 26	Career Discussion, Brigade system	<u>Read Chapter 5 &amp; 6</u>
February 2	Culinary Terminology, tools and equipment Kitchen Design	<u>Read Chapter 4</u>
February 9	Knife Skills discussion, Menu types, Hospitality/Culinary Organizations	Film (Knife Skills)
February 16	Measurements and Conversions, Standardized Recipes	Terminology Quiz Knife Skills Demo
February 23	Measurements and Conversions,	Kitchen Day- Garnishes Knife Skills due – 1 carrot Batonette, 1 Carrot Julienne
March 2	Costing	<u>Read Chapter 9</u> Restaurant Paper Due
March 9	Product Identification Sanitation	<u>Read Chapter 2</u> Costing Quiz
March 16	Spring Break	NO CLASS
March 23	Kitchen Day Sandwiches	Knife Skills Due - 1 Carrot Julienne, 1 Brunoise
March 30	Critiquing Constructively	Measurement quiz Career Paper due
April 6	Cooking Techniques, Groups and Organizations	Knife Skills Due - ½ onion diced, medium and fine
April 13	Kitchen Day , Techniques	Sanitation Quiz
April 20	Culinary Movie Can Cutting/ Product Comparison	
April 27	Review	Knife Skill Test
May 4	Final (105 Shattuck hall)	

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY



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College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **[schilling@foodscience.msstate.edu](mailto:schilling@foodscience.msstate.edu)**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:  
Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title  
**CA      3005      Food Preparation I (with laboratory)**

Credit Hours  
**( 5 )**

New or Modified Catalog Description:

Three hours lecture. Four hours lab. Techniques used in cooking; food identification, handling, and preparation; preparation of soups, stocks and sauces; basics of baking; salad preparation; pasta and grains. (offered at MUW).

CIP 01.1099

Approved: \_\_\_\_\_

Department Head

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

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

11.16.10

24<sup>th</sup> November, 2010

**Mississippi University for Women**  
**MUW Culinary Arts Institute**  
**Fall 2010**  
**CA 300- Food Preparation I**

**Instructor:** Joshua J. Oubre  
101 Shattuck Hall  
Box W-1639  
662-241-6454 (office)  
joubre@ca.muw.edu

**Office Hours:** When mutually convenient by appointment

**Course Scheduled:** Monday and Wednesday, 8:00 PM to 12:00 PM

**Prerequisites:** CA 200

**Course Description :** Techniques used in cooking; food identification and handling; preparation of soups, stocks and sauces; basics of baking; salad preparation; meal planning and preparation.

**Text Required:** Labensky, S. and Hause, A. (2009) On Cooking: A Textbook of Culinary Fundamentals, Forth Edition, U.S.A, Prentice Hall.

**Objectives:** After successfully completing this course the student will be able to:

- Describe various cooking methods and the underlying principles of cooking
- Understand and apply the concept of mise en place
- Use and care for knives in a professional manner
- Describe and prepare classical stocks and sauces
- Describe and prepare a variety of soups
- Understand the use of eggs, and prepare eggs in a variety of ways
- Prepare basic salad dressings
- Select and prepare salad greens
- Prepare vegetables and starches
- Use chemical leaveners properly and prepare a variety of quick breads
- Use yeast properly and prepare basic yeast breads
- Describe and prepare basic pastries
- Identify, and describe the proper selection and handling of, a variety of food stuffs
- Work in a professional manner in a food service kitchen
- Realize aspects of personal well being in the kitchen



**Course Requirements:** To complete this course successfully, students should :

- Be in class, ready to begin at the scheduled time.
- Read materials before class and participate in class discussions.
- Complete all assignments, examinations and projects as required.
- Behave as professionals, assist fellow students as needed, and take responsibility for their own learning.

**Dress code:** Proper Chefs attire: White Chef's Jacket, Chef Pants, either Hounds tooth or acceptable culinary baggy or regular slacks, slip resistant shoe or clog (steel toed is suggested), baseball cap or scarf, and apron and side towels which will be issued in class. Students are also responsible for having a CAI Chef's jacket, apron and cap for events that involve the public.

**Tools:** Knife Kit from the Bookend. Computer, Internet access, MUW E-mail address, Microsoft word (or other word processing program) and Microsoft Excel, PowerPoint; Journal type notebook; Binder or other filing type system to keep track of documents accumulated during the course in class and homework assignments, pens and pencils, calculator.

**Special Accommodations:**

Appropriate accommodations of those with a professionally diagnosed disability can be arranged. Students are responsible for notification of the instructor that accommodations will be necessary.

**Academic Dishonesty:**

Any student who has plagiarized the words or ideas of any other person will receive a zero (0) for the plagiarized assignment and *will* be referred to the Academic Standards Board for appropriate action.

All course work in this class should be written at the appropriate level and turned in on time. Assignments, unless otherwise specified, will be typed on white unlined paper, 12 point Times New Roman font, 1" margins, in a double spaced format. All work should be stapled, taped, paper clipped, or bound in some fashion. Assignments not following these guidelines will be penalized. Nothing handwritten or sent by email will be accepted for a grade. Late work will be penalized.

\*Note: Cell Phone usage is prohibited. Points will be deducted from your final grade if this policy is violated\*

**Attendance Policy:**

Students accept the responsibility of attending all classes and completing all of the work required for courses in which they are registered. Students are expected to be in class, ready to begin at the scheduled time. Daily attendance will be taken. Absence from a field trip is treated the same as absence from a regular class.

**\*\*Attendance is expected. \*\*** This class is an intensive study of fundamental food preparation. Each unexcused absence from class will result in a deduction of 5 points from your final grade, cumulative for the semester. Any student accumulating more than five (5) absences (excused or unexcused) may, at the instructor's discretion, be dropped from the class. Three (3) tardies will be considered equal to one (1) absence. Each Tardy will result in losing attendance/class participation points (3) for the day.

Makeup quizzes and examinations will be given during the final. It is YOUR responsibility to inform the instructor that you have to make up an assignment. If you fail to make up any course work, you will be given a grade of zero. Makeup exams will be given at the instructor's discretion.

***\*\*\*If an absence is necessary and unavoidable, it is the student's responsibility to notify the instructor in advance if possible, and to arrange for make-up work or assignments.\*\*\****

EVALUATION AND GRADING		
Attendance and Class Participation (3 per day x 30 days)	90 points	9%
Quizzes (3 @ 20pts)	60 points	6%
Assignments: Assignment #1: Vegetables & Starches Paper (30 points) Assignment #2: World Cuisine Menu (20 points) Assignment #3: Ingredient research paper (75 points)	125 Points	12.5%
Journal-Portfolio	100 points	10%
Exam—Written & Practical	150 points	15%
Final Exam—Written	75 points	7.5%
Laboratory Performance	400+ points	40%
Total	1000 points	100%

GRADING SCALE
A= ≥ 900 points
B= ≥ 800 points
C= ≥ 700 points
D= ≥ 600 points
F= ≤ 599 points

GRADE	TECHNIQUE	AESTHETICS	ATTITUDE/BEHAVIOR
A	High-level technical skill. Unique and self-challenging application of skills taught. Project presented in professional manner. Original and challenging subject matter. Effective use of time in the kitchen.	Superior observation skills. Dish or dishes shows originality of thought. Plate presentation is strong. Reflection of originality.	Excellent attendance. Meets deadlines with outstanding work. Is receptive, listens to criticism, and applies suggestions to demonstrate improvement.
B	Demonstration of technical growth beyond average requirements. Professional presentation attempted but slight improvements needed. Thoughtful choice of subject matter. Good use of kitchen time.	Subject is evident but lacks strength. Dish or dishes shows average originality of thought. Effective use of presentation techniques.	Good attendance. Meets deadlines with quality work. Is receptive, listens to criticism, however, only shows average implementation and improvement.
C	Completes all projects according to directions. Demonstration of skills taught. Uses kitchen time productively. Average presentation but improvement evident. Chooses common combinations.	So-so composition Dish or dishes are incohesive or confused. Correct presentation is attempted, but lacks professionalism.	Does not let absence affect grade. All missed assignments are made up as homework or during open kitchen time. Not receptive to criticism. Student participates in class and completes every assignment. Takes no risks
D	Lack of effort Basic project requirements not met. Projects not completed according to directions. Poor use of kitchen time.	Does not have good composition. Poor use of taught presentation techniques.	Present in body only. Some, but not all projects completed. Work does not meet standards. Poor attendance. Inappropriate behavior Disrupts teaching process.
F	Work not completed.	Work not completed	Absences affecting the completion of projects. Assignments not turned in. Inappropriate behavior which disrupts the teaching and learning process.

#### Useful University Links

1. Links to Academic Services: <http://www.muw.edu/academicsupport/>
2. Links to All Academic Calendars: <http://www.muw.edu/registrar/calendars.html>
3. Links to the Student Handbook: <http://www.muw.edu/handbook/>
4. Links to the Bulletin (Course Catalog): <http://www.muw.edu/catalog/>
5. Links to Career Services: <http://www.muw.edu/career/>
6. Links to Financial Aid: <http://www.muw.edu/financial/>
7. Links to Course Offerings: <http://www.muw.edu/vpaa/classsch.html>
8. Links to the Library Online: <http://www.muw.edu/library/>

### Grade Outline and Semester Assignments

#### Class Attendance and Participation (90+ pts)

Each class period is worth a possible 3 points and is based on showing up on time and participating in the discussions that we will have throughout the semester. Remember, you're paying for this education, get something out of it!

#### Lab Performance (400+ pts)

Throughout the semester, students will be evaluated on their performance in the lab. This will include: Attendance for CAI functions, group work, techniques and skills, plate presentation, time management, professionalism, and cleanliness in the lab. Points will be adjusted accordingly. Please see the attached rubric for more details.

**\*Students Are Responsible For General Kitchen Maintenance And Cleanliness Throughout The Class. This Includes Washing And Putting Away Dishes And Cookware, Sweeping Floors And Removing Trash. THESE TASKS ARE PART OF YOUR COURSE WORK AND WILL AFFECT YOUR GRADE! \***

#### Journal/Portfolio Assignment (100pts)

Each student must maintain a written journal of class activities, which should include:

- A written account of activities for each class period
- All handouts, recipes, charts, articles, etc.
- Illustrations and/or pictures of items prepared or plated composed
- Discussion of the recipes and dishes prepared, noting any changes or deviations from the written recipes
- Analysis of each assignment: what worked, what didn't, and why
- Any other relevant material, recipes, or comments

This journal may be kept in a 3-ring binder or any other appropriate format. It should be neat or orderly, and should be kept up-to-date throughout the semester. You should view this journal as a "scrapbook" of your cooking experiences. It WILL be valuable to you in the future!

### ASSIGNMENTS

#### Assignment #1 (30pts) Due 9/29

Vegetables, Potatoes, Fruits and Nuts - Working in teams of two, each choosing a different topic from the list below, will hand in a one-page description and give a 5 minute verbal presentation to the class. Of each topic, the team will be responsible for identifying 10 varieties of the product, places it is grown, when each is in season or harvested, and one additional question

#### Topics:

- É Mustard Greens -- What is the most popular mustard green that we use from China?
- É Lettuce -- Caesar salad uses what kind of lettuce and where did the salad originate?
- É Potatoes -- What is the difference between Sweet potatoes and yams?

- É Dried Beans – What is the best method to prepare dried beans before cooking, is it soaking over night or boiling for one hour, and what effect does each method have on the bean?
- É Tomatoes – Are tomatoes a fruit or a vegetable?
- É Mushrooms- Is a truffle a mushroom, and how do they find truffles in France?
- É Squash – What is the difference between summer and winter squash
- É Rice- What is wild rice?

#### **Assignment #2 (20 pts) Due-10/25**

World cuisine menu – Each student will pick a different country from the list below and create a menu of at least six courses with the cooking principle used for each appetizer and entrée. Also included will be copies of recipes with sources noted. A copy of your assignment must be made for each class member (No exceptions). This will be graded on Format (spelling, grammar, citations, general format, and flow), Strength of Originality, and Lack of Product redundancy. The United States, France, Canada, and Italy are not acceptable for this assignment.

**Available Countries – Russia, Greece, Egypt, India, Japan, Vietnam, Korea, Saudi Arabia, England, Germany, Austria, Algeria, Libya, Morocco, Tunisia, Morocco, Brazil, Poland Argentina, Sweden. Other countries not mentioned are acceptable with instructor approval.**

#### **Assignment #3 Ingredient Research Paper: (75 pts) Due-11/17**

Your Ingredient Research Paper is to be at least 1000 words in length (approximately five pages). You may include recipes, photos, drawings, and so forth, but these do NOT count towards the word or page requirement. Include footnotes or endnotes wherever appropriate, and include a reference listing of all your sources. (Any standard and consistent form of reference citation is permissible.) You must have between three and five sources, **excluding *On Cooking***, and only one source may come from the Internet.

You are to research and write a paper on one of the following topics:

- É Organic Food
- É How the energy crisis affects food industry staple(s) (corn, dairy, meat)
- É Curry, what is it, variations, cuisines, health benefits
- É Grass vs. Corn Fed Beef
- É Truffles (Not the chocolate type)
- É Capers
- É Chocolate
- É An instructor-approved ingredient of your choosing

**Papers are due at the beginning of class on Monday, November 17, 2007 and are worth 75 points. Papers submitted late will be penalized 25 points per day and will not be accepted after 5PM Friday, November 21, 2010.**

**Footnoting and other Source citation :**

This course will use the APA method of source documentation. Sources not documented using this method WILL be penalized. Here are some examples, along with the online APA style guide link:

**Book: Single Author**

Drummond-Eich, K. (1990). Human Resource Management for the hospitality Industry. USA: John Wiley & Sons.

**Internet: Group**

American Psychological Association. *Electronic References*. Retrieved December 9, 2003, from <http://www.apastyle.org/electronic.html>

**Course Outline: Food Prep I****\*\*TENTATIVE\*\*****Fall 2010**

SEMESTER OUTLINE		
August 18	Course Overview, and Kitchen Organization Basic terminology review ....	Readings and homework as assigned, a week ahead
August 23	Mise en place, kitchen tools, Knife skills & begin Stocks lectures	Readings and homework as assigned; Review stocks and sauces chapter in On Cooking & handouts as necessary
August 25	Fond de cuisine	Read about Stocks, Soups and Sauces
August 30	Fond de cuisine	Stocks, Soups and Sauces
September 1	Fond de cuisine	Stocks, Soups and Sauces
September 6	Labor Day: No Class	
September 8	Stocks, Soups and Sauces: Fond de cuisine Fun Sauce Day	Read about Herbs and Spices, look at pertinent handouts as given.
September 13	Herbs & Spices	Knife skills evaluation # 1 Review chapter on Dairy and eggs.
September 15	Egg cookery & Dairy	

September 20	Egg cookery & Dairy Field Trip: MSU Dairy Science (tentative)	Review chapter on fruit, handouts on chocolate
September 22	Savory & Sweet Tasting Day: Stinky Cheese Day; Fruit, Nuts & chocolate	Review chapter on salads and dressings
September 27	Salads and Dressings	Review chapter on potatoes, grains
September 29	Salads and Dressings	Assignment #1 Due ☺
October 4	Potatoes & Grains	*Mid-term Exam*
October 6	Potatoes & Grains	Review chapter on vegetables
October 11	Fall Break: No Class	Don't read...relax
October 13	Vegetables and Vegetarian	
October 18	Vegetables & Vegetarian	Knife skills evaluation # 2
October 20	Pasta	Announced Quiz #2: material since Sept 27
October 25	Pasta	Assignment #2 Due ☺
October 27	Pasta	Begin readings on the bakeshop and various pastries, desserts....
November 1	Breads; Quick & Yeast	
November 3	Breads: Quick & Yeast	Read about sandwiches and think about next week's menu.
November 8	Prep for luncheon on Wednesday & Sandwich Day for family meal	
November 10	Luncheon:	Friends and Family?
November 15	Custards & Creams	Continue readings on pastries and desserts

November 17	Pies & Tarts	Term Paper Due- Don't be late ☺
November 22	Cookies & Brownies	Begin reviewing for that pesky final...
November 24	Thanksgiving	No Class...you can stop cheering ;)
November 29	Cakes and Icings	
December 1	Review and Clean	Final cleanup
December 6-10	Final Comprehensive Written Exam	Notebook due at the Written Final Exam

### *Lagniappe*

*Tell me what you eat, and I will tell you what you are.* - Anthelme Brillat-Savarin  
(1755 - 1826), The Physiology of Taste, 1825

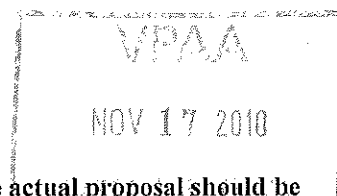
*"We are what we repeatedly do. Excellence, then, is not an act but a habit."*  
-Aristotle

*Find something you're passionate about and keep tremendously interested in it.* -  
Julia Child (1912- 2004)

*"YOUR body might be a temple - mine is an amusement park."*  
*"Eat without fear"*  
-Anthony Bourdain, Chef, Author, TV personality



APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY



NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, 25 Morgan Avenue (Mail Stop 9699).

College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **schilling@foodscience.msstate.edu**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:

Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title  
CA      3015      Food Preparation II (with laboratory)

Credit Hours  
( 5 )

New or Modified Catalog Description:

Three hours lecture. Four hours lab. Intermediate level of food preparation, meat fabrication; basic charcuterie; smoked products; plate presentation; meal planning for large groups and off-premise catering. (offered at MUW).  
CIP 01.1099

Approved:

Department Head

Date:

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

**Mississippi University for Women**  
**MUW Culinary Arts Institute**  
**Spring 2009**  
**CA 301- Food Preparation II**

**Instructor:** Joshua J. Oubre  
103 Shattuck Hall  
Box W-1639  
662-241-6454 (office)  
joubre@ca.muw.edu

**Office Hours:** When mutually convenient by appointment

**Course Scheduled:** Tuesday and Thursday, 6:00 PM to 10:00 PM

**Course Description :** Intermediate level of food preparation emphasizing fundamental cooking methods applied to poultry, beef/veal, seafood, pork, lamb; basic charcuterie, special project catering events as assigned, meal planning, food costing, and some plate presentation fundamentals.

**Text Required:** Labensky, S. and Hause, A. (2007) On Cooking: A Textbook of Culinary Fundamentals, Forth Edition, U.S.A, Prentice Hall.

North American Meat Processors Association. (2007), The Meat Buyer's Guide, John Wiley and Sons, Inc.

**Prerequisites:** CA 300

**Dress code:** **Proper Chefs attire:** White Chef's Jacket, Chef Pants, either Hounds tooth or acceptable culinary baggy or regular slacks, slip resistant shoe or clog (steel toed is suggested), baseball cap or scarf, and apron and side towels which will be issued in class. Students are also responsible for having a CAI Chef's jacket, apron and cap for events that involve the public.

**Tools:** Knife Kit from the Bookend. Computer, Internet access, MUW E-mail address, Microsoft word (or other word processing program) and Microsoft Excel, PowerPoint; Journal type notebook; Binder or other filing type system to keep track of documents accumulated during the course in class and homework assignments, pens and pencils, calculator.

**Objectives** - Students will learn and must demonstrate skill in:

- Mise en place appropriate for food preparation,
- Experiential development of fundamental cooking skills,
- Basic meat and seafood fabrication skills
- Product and food costing
- Teamwork through catered luncheons and dinners.

**Special Accommodations:**

Appropriate accommodations of those with a professionally diagnosed disability can be arranged. Students are responsible for notification of the instructor that accommodations will be necessary.

**Academic Dishonesty:**

Any student who plagiarized the words or ideas of any other person will receive a zero (0) for the plagiarized assignment and may be referred to the University Academic Standards committee for appropriate action.

**Attendance Policy:**

Students accept the responsibility of attending all classes and completing all of the work required for courses in which they are registered. Students are expected to be in class, ready to begin at the scheduled time. Daily attendance will be taken. Absence from a field trip is treated the same as absence from a regular class.

\*Attendance is expected. Each unexcused absence from class will result in a deduction of 5 points from the final grade, cumulative for the semester. Any student accumulating more than five (5) absences may, at the instructor's discretion, be dropped from the class. Three (3) tardies will be considered equal to one (1) absence.

Makeup quizzes will NOT be permitted. If you miss a quiz or a pop-quiz, you will be given a grade of zero. Makeup exams will be given at the instructor's discretion.

**If an absence is necessary and unavoidable, it is the student's responsibility to notify the instructor in advance if possible, and to arrange for make-up work or assignments.**

**Course Requirements - To complete this course successfully, students should :**

- Be in class, ready to begin at the scheduled time.
- Read materials before class and participate in class discussions.
- Complete all assignments, examinations and projects as required.
- Behave as professionals, assist fellow students as needed, and take responsibility for their own learning.

**Course Changes**

It may be necessary to change some part of this syllabus or course schedule because of the level of student achievement or new directions presented by the industry. The instructor reserves the right to alter or modify course materials as deemed necessary.

**Footnoting and other Source citation :**

This course will use the APA method of source documentation. An example of this would be:

***Book: Single Author***

Drummond-Eich, K. (1990). Human Resource Management for the hospitality Industry. USA: John Wiley & Sons.

***Internet: Group***

American Psychological Association. *Electronic References*. Retrieved December 9, 2003, from <http://www.apastyle.org/electronic.html>

All course work in this class should be written at the appropriate level. Assignments, unless otherwise specified, will be typed, 12 point font, 1" margins, using the Times New Roman characters in a double spaced format. All work should be stapled, taped, paper clipped, or bound in some fashion. Assignments not following these guidelines will be penalized.

**Journal/Portfolio Assignment**

Each student must maintain a written journal of class activities, which should include:

- Discussion of the recipes and dishes prepared, noting any changes or deviations from the written recipes
- Illustrations of items prepared or plate composition
- Analysis of each assignment: what worked, what didn't, and why
- Any other relevant material, recipes, or comments

This journal may be kept in a 3-ring binder or any other appropriate format. It should be neat or orderly, and should be kept up-to-date throughout the semester. You should view this journal as a "scrapbook" of your cooking experiences. It WILL be valuable to you in the future!

**Menu Development Group Project (50 pts)**

Working in teams of 2 or more, students will piece together prospective menus that may be implemented for a CAI Event, Luncheon or for class execution during specific topics. This project will include recipes to be given out to all classmates in addition to the project. The project will be graded on several criteria:

- Format of Menu and Recipes (10 pts)
- Correct Yield measurements (for at least 30 people) (5 pts)
- Menu Synergy and flow (15 pts)
- Use of In-stock Items in composed menu (10 pts)
- Group evaluation sheets (will count for 10 pts)

**Lab Performance (400+ pts)**

Throughout the semester, students will be evaluated on their performance in the lab. This will include: Attendance for CAI functions, group work, techniques and skills, plate presentation, professionalism, and cleanliness in the lab. Points will be adjusted accordingly.

EVALUATION AND GRADING		
Attendance and Class Participation (3 per day x 30 days)	90 points	9%
Quizzes (3 @ 10pts)	30 points	3%
Lab Skills Practical Test	20 points	2%
Menu Development Group Project	50 points	5%
Mid Term Exam (Written)	100 points	10%
Black Box Practical Exam	50 points	5%
Journal-Portfolio	100 points	10%
Final Exam—Written	150 points	15%
Laboratory Performance	400+ points	40%
Total	1000 points	100%

GRADING SCALE
A= > 90 points
B= > 80 points
C= > 70 points
D= > 60 points
F= ≤ 59 points

**STUDENTS ARE RESPONSIBLE FOR GENERAL KITCHEN MAINTENANCE AND CLEANLINESS THROUGHOUT THE CLASS. THIS INCLUDES WASHING AND PUTTING AWAY DISHES AND COOKWARE, SWEEPING FLOORS AND REMOVING TRASH.**

*Lagnappe:*

*"We are what we repeatedly do. Excellence, then, is not an act but a habit."*

-Aristotle

*"Tell me what you eat, and I will tell you what you are."*

-Anthelme Brillat-Savarin (1755 - 1826), *The Physiology of Taste*, 1825

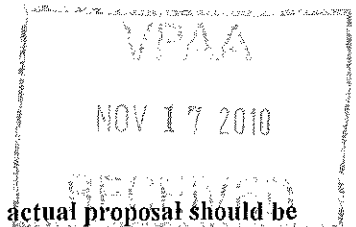
*"Tomatoes and oregano make it Italian; wine and tarragon make it French. Sour cream makes it Russian; lemon and cinnamon make it Greek. Soy sauce makes it Chinese; garlic makes it good."*

-Alice May Brock

## Tentative Course Outline

January 13	Course Overview /Review Kitchen Organization, Mise en Place, Sauces & Stocks Basic terminology	Read Ch 18
January 15	Poultry methods	Chap 18
January 20	Poultry continued	
January 22	Poultry	
January 27	Pork	Chap 17
January 29	Pork	
February 3	Quiz 1 Menu 1	Chap 20
February 5	Fish/Shellfish	
February 10	Fish/Shellfish methods	
February 12	Charcuterie methods	Chap 28
February 17	Charcuterie	
February 19	Game Meats methods	Chap 19
February 24	Game Meats	
February 26	Written Mid-Term Black Box Practice Day	100 Points
March 3	Beef/Veal methods	Chap 14/15
March 5	Beef /Veal Quiz 2 Menu 2	
March 10	Lamb	
March 12	Lamb	Chap 16
March 17-19	Spring Break	NO CLASS
March 24	Vegetarian / Kosher	
March 26	Vegetarian / Kosher	Chap 24
March 31	Quiz 3 Menu 3	
April 2	Lab Skills Practical	20 Points
April 7	Mushrooms (tentative)	
April 9	Friends and Family (Tentative)	Menu 4
April 14	Sushi (tentative)	
April 16	Cook's Desserts	
April 21	Cook's Desserts Cont	
April 23	MSU Meat Science Field Trip <u>TENATIVE</u>	Leave at 10:00 AM Sharp from Shattuck. Back by 3:30 at latest....
April 28	Black Box Practical	50 Points
April 30	Kitchen Break-Down and Clean-up; Final Review	Notebook due (100 Points)
May 5 6:00pm Shattuck 111	Comprehensive Final Exam	Written Final Exam (150 Points)

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College or School: Ag & Life Sciences

Department: Food, Nutrition, & Health Promotion

Contact Person: Wes Schilling

Mail Stop: 9805 E-mail: schilling@foodscience.msstate.edu

Nature of Change: Technical Change

Date Initiated: 10/2010 Effective Date: Spring 2011

Current Listing in Catalog:  
Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title  
CA      3153      Demonstration Techniques

Credit Hours  
( 3 )

New or Modified Catalog Description:

This course focuses on adequate knowledge and skills necessary for presenting, demonstrating, and merchandising various items or procedures. (offered at MUW).

CIP 01.1099

Approved: \_\_\_\_\_

Department Head

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

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

11.16.10

24<sup>th</sup> November, 2010

MISSISSIPPI UNIVERSITY FOR WOMEN  
CULINARY ARTS INSTITUTE

CA 315: Demonstration Techniques  
Tuesday 2:00-4:45 p.m.  
Shattuck Hall Room 111  
Spring 2010

**Instructor:** Amanda Dahl, RD, LD

**Office:** 104 Shattuck

**Office Hours:** 12:30-2:30 Monday & Wednesday, 9:30-11:00 Tuesday & Thursday and by appointment

**Phone:** (662) 329-8513

**Email:** adahl@ca.muw.edu

**Textbook :** None Required

**Course Description**

This course focuses on adequate knowledge and skills necessary for presenting, demonstrating, and merchandising various items or procedures

**Objectives**

Upon completion of this course, the student will

- Describe the uses of a demonstration
- Discuss the techniques applicable to a successful demonstration
- Plan and implement a variety of live demonstrations
- Evaluate live demonstrations
- Prepare appropriate visual aids to accompany a demonstration

**Course Requirements**

To complete this course successfully, students must:

- Attend class and be ready to begin at the scheduled time
- Read materials before class and participate in class discussions
- Complete all assignments, examinations, and projects as required
- Adhere to policies regarding ordering of materials and conduct in the lab
- Exhibit professional conduct and take responsibility for their own learning

**Grading Policy**

Activities	Points per Activity	Grading Scale	
Demonstrations (5 @ 100 points each)	500	450-500	A
Self Reflection/Evaluation	50	400-449	B
		350-399	C
		300-349	D
<b>Total</b>	<b>550</b>	<299	F



### Academic Policies and Procedures

#### **Class Attendance Policy**

You are expected to attend all class meetings unless prevented by circumstances beyond their control. Excused absences will be allowed only for illness (doctor verified in writing), authorized MUW activity (arrangements must be made prior to the absence) or death in the family. Attendance will be recorded at the beginning of each class meeting. Students will not be penalized for their first three (3) absences. **However, five (5) points will be subtracted from the student's course grade for each absence after three (3).** If a student is late (or leaves class early) two times, it will equal one absence. Excessive absences will result in failure of this course. This policy IS NOT flexible. Regardless of the cause of the absence, the student is responsible for materials and notes covered or assigned during the absence.

#### **Classroom Etiquette**

At all times, students are expected to show respect and courtesy for the instructor and classmates. Please keep in mind that talking among students during class interferes with the learning experience and will not be tolerated. Please turn off all cell phones and pagers before entering the classroom or they will be taken up.

#### **Special Policy Regarding Missed Work**

Students **WILL BE ALLOWED** to make up missed work with excused absences. If a student misses class on the day of an examination, assignment, or demonstration, he or she must present to the instructor documentation as to the nature of the absence in order to make up the examination. The instructor must be notified before 5:00 pm on the day of the exam. **Failure to meet the above conditions will result in a grade of zero (0) for the missed exam. There are no exceptions to the above policy.**

#### **Incomplete (I) Grades**

A grade of an "I", for incomplete, indicates that the student, for reasons unsatisfactory to the instructor and the instructor's Department Head, has been unable to complete the requirements of the course by the end of the semester. For credit in an undergraduate course, the work must be completed within four weeks of the next period of enrollment at MUW; otherwise, the grade of "I" is automatically calculated as an "F". Students who do not enroll at the University immediately after receiving an "I" on a course will have a period of the next 12 months in which to complete the requirements of the course. After the lapse of that time, if the course requirements have not been completed, the grade of "I" automatically becomes an "F."

**Academic Dishonesty**

MUW's Academic Dishonesty Policy will be strictly enforced. If any student plagiarizes the words or ideas of another student or cheats on any quiz or examination, he/she will be given a zero (0) for the assignment and referred to the University Academic Standards Committee for appropriate action. This policy is very carefully and thoroughly spelled out within the 2009-2010 Undergraduate Bulletin which may be reviewed at the following website: <http://catalog.muw.acalog.com/content.php?catoid=4&navoid=75>.

**Academic Early-Alert policy:** As part of the Academic Early-Alert program, students who perform poorly at midterm (falling below a midterm semester GPA of 2.0) will have holds placed on their accounts. The early-alert holds for poor midterm performance serve, not as a punitive measure, but rather as an opportunity for students to seek the advice of their faculty advisors at a crucial moment in the semester. Students who have early-alert holds on their accounts for poor midterm performance should schedule meetings with their faculty advisors, who will work with the students to draw up action plans for academic success. Once those plans are in place, the early-alert holds for poor midterm performance will be released.

**Special Accommodations**

It is the responsibility of a student with a diagnosed disability to notify the instructor so that appropriate accommodations can be arranged. An accommodations plan must be presented to the instructor. Please contact Cheryl Frazier at 329-7138 to discuss your accommodation plan.

**Academic Calendar Deadlines**

It is your responsibility to learn the key academic deadlines stated on the 2009-2010 Academic Calendar at [http://www.muw.edu/registrar/cal\\_2009\\_2010.html](http://www.muw.edu/registrar/cal_2009_2010.html).

**\*\*It is your responsibility as a student to be aware of and understand the key deadlines, policies, and procedures stated in this syllabus as well as the rules and procedures of this University as stated in the 2009-2010 Undergraduate Bulletin, which may be found at the following websites:**

<http://catalog.muw.acalog.com/index.php?catoid=4> and

<http://catalog.muw.acalog.com/content.php?catoid=4&navoid=75>.

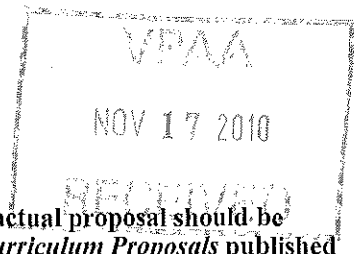
**CA 315: Demo Techniques: Projected Class Schedule**

Dates and topics subject to change.

Changes will be announced in class.

<b>Date</b>	<b>Topic/Activity/Reading Assignment</b>	
January 12	<b>Introduction to Demo Techniques</b> Syllabus & Requirements	
January 19	<b>Evaluating Demonstrations</b> View: Noon Day Café & Simple Cooking Segments	<b>Lecture: Demo Ideas</b>
January 26	<b>Lecture: Demonstration Techniques &amp; "Taking the Demons out of Demonstrations"</b>	<b>Guest Demo: Vicki Leach</b>
February 2	Planning Day for Demos	
February 9	<b>Cooking Equipment/Appliances</b> 10 minute demonstrations	
February 16	<b>WCBI "Simple Cooking" filming (Will not be graded)</b> 4 minute demonstrations	
February 23	<b>"How To..." Demo</b> 15 minute demonstration	
March 9	<b>McKellar Technical School Group Demo</b>	
March 10	<b>Food Styling: No Class this week</b>	
March 17	<b>Spring Break: No Class this week</b>	
March 23	<b>WCBI "Simple Cooking" filming (Graded)</b> 4 minute demonstrations	
March 30	<b>McKellar Technical School Group Demo</b>	
April 6	Preparation day for 30 minute demonstrations	
April 13	<b>Student's Choice</b> 30 minute demonstrations	
April 20	<b>Student's Choice</b> 30 minute demonstrations	
April 27	<b>Watch &amp; Evaluate "Simple Cooking" Segments</b>	
May 4	Self-Reflection/ Evaluation Due	

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College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **schilling@foodscience.msstate.edu**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:  
Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title  
CA      3500      Internship

Credit Hours  
( 6-12 )

New or Modified Catalog Description:

(Prerequisite: CA 3015 and recommendation of the Director of the Culinary Arts Institute). 6-12 hours internship. Supervised application of knowledge and skills in a food service program. (offered at Muw).  
**CIP 01.1099**

Approved: \_\_\_\_\_

Department Head

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

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

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### Internship Requirements

The internship generally occurs following your junior year and is for a period of approximately six weeks. You must meet the following internship requirements to earn credit for CA 350:

1. Complete a minimum of 240 hours of work for 6 academic credit hours.
2. Complete an internship journal.
3. Complete an essay summarizing the learning experience.

In addition, your Chef or supervisor will complete two written evaluations of your work.

#### *The Internship Journal*

You must maintain a daily record of what you learn and observe during the internship. The journal is to be used as a method for gathering information such as recipes, illustrations, methods, and management techniques. It should be a record of your experiences -- providing a means of "capturing" and retaining information learned during the internship. The journal must be in a bound notebook and signed by your supervisor at the end of each week. Please put your full name, address, and phone number at the beginning of the journal.

#### *The Essay*

You must write an essay, summarizing the internship experience. It should be written during the last week of the internship and is due to the Director on the Monday following completion of the internship. It must include the following information:

1. A detailed job description of the position(s) you held.
2. A summary of your goals for these positions.
3. A statement of what you learned at MUW that helped you in your position.
4. A discussion of anything encountered that you wish you had studied at MUW.

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5. A description of what you learned, what you enjoyed, what you gained from that position that will help in your career.
6. What you would change about the experience if you had a choice.

The essay should be 3-5 pages, typed, and double-spaced. The content is of primary importance. Neatness, grammar, spelling, punctuation, and sentence structure will also be evaluated. Please put your full name, address, and phone number on the essay.

#### *Internship Evaluation*

You will be evaluated two times during the internship; once at the mid-point and once at the conclusion. The supervisor will complete these evaluations and mail them to the Institute. Both evaluations are required even if you complete your 240 hours in 45 days or less.

#### *Educational Goals of the Internship*

The overall goal of the internship is to broaden your experiences in the food service industry. Technically, you are "in-training" outside of the traditional classroom as a part of your culinary education. From the vantage point of the business, you are an employee; a part of the team that helps the business make money. Your contribution to the establishment will be important to their business, no matter what you are asked to do. You should keep this in mind as you work to meet the goals you have set for the internship. The value of the internship will be determined primarily by you. The amount of effort, the focus, and the concentration you apply to the job will directly affect the experience you have. The more you give, the more you will gain from a quality educational experience.

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#### *If There Are Problems*

If you find yourself in a conflict during the internship, first ask yourself if the problem is with you or your performance. Is there a way that you can handle or remedy the problem? The best way to deal with a conflict is to talk to your supervisor. This allows you to express your thoughts and feelings and to get feedback that might provide a solution. You should try to work out any conflict with the supervisor. If a conflict is not resolved using this approach, make an appointment with the Director to discuss the situation. In all probability more communication is needed, and the Director may be able to provide assistance to help resolve the problem.

#### *Working as a Team Member; Being a Good Employee*

Each of us has an idea of what it takes to be a good employee. The following are areas that your employer will look at in determining whether you are meeting the basic standards of professionalism:

#### *Kitchen Internships*

1. Arrive at work at the scheduled time. Be ready to work in the assigned station.
2. Wear your complete uniform -- clean and pressed each day. Make sure your personal appearance is neat and clean.
3. Practice safe knife skills.
4. Practice all standards of good sanitation.
5. Demonstrate a knowledge of good food cost control procedures.
6. Work at a steady pace. Do not spend too much time talking to other employees or wasting time in other ways.
7. Maintain a clean work area and demonstrate good mise en place.
8. Follow the directions given to you by the chef/supervisor -- regardless of methods or procedures you may have been taught at the Institute. There are many different ideas and techniques used in kitchens and adapting to new and different methods is part of the learning process.

10/07/2010 THU 12:59 FAX 662 241 7627

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#### *Management Internships*

1. Be on time and report to your supervisor or work area.
2. Be professionally dressed at all times.
3. Listen to your supervisor and ask good questions.
4. Do not spend time socializing with fellow employees; demonstrate good time management skills.
5. Be observant of what's happening around you.

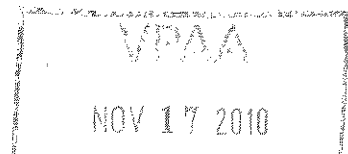
#### *Taking Initiative and Learning from the Experience*

As an intern, you have an opportunity and a responsibility to establish yourself as a good employee. This could result in a job at the conclusion of your degree program. Take the initiative regardless of the work you are assigned.

1. After completing the work assigned to you, clean up your area and look for other things to do. Don't allow your supervisor to find you with nothing to do.
2. Ask questions if you are unclear about what is expected. Ask questions until you understand what it is you are to do. Write down the instructions so there are no misunderstandings.
3. If you find you have "nothing to do," take the initiative to organize or ask for another task. Your supervisor will consider you to be working in a disciplined, productive manner.
4. When you have completed your work, volunteer to help a co-worker who is busy. This demonstrates good teamwork and you might learn something as you continue to be a productive employee.
5. Watch and observe all that is going on around you. You can learn a great deal by observing other employees whose jobs are different from yours - including prep and cooking methods, portion sizes, food combinations, and plate presentations. From observation you can also learn about your operation's food storage methods, effective communication, speed of operation and cost control methods. If you are in a management internship you can observe other's management skills, interaction between personnel, reporting systems, and organization.



APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY



NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, 25 Morgan Avenue (Mail Stop 9699).

College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **[schilling@foodscience.msstate.edu](mailto:schilling@foodscience.msstate.edu)**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:  
Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title  
**CA      3623      Business Law for Culinary Entrepreneurs**

Credit Hours  
**( 3 )**

New or Modified Catalog Description:

(Prerequisite: CA 2003 & CA 2603). Three hours lecture. A comprehensive study of the legal aspects of the hospitality industry with emphasis on compliance and prevention of liabilities (offered at MUW)

**CIP 01.1099**

Approved: \_\_\_\_\_

Department Head

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

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

10/07/2010 THU 12:58 FAX 662 241 7627

004/011

BUSINESS LAW FOR CULINARY ENTREPRENEURS  
MISSISSIPPI UNIVERSITY FOR WOMEN  
CULINARY ARTS  
SPRING 2010

SECTION: CA 362-001

LOCATION: Shattuck Hall  
Room 105

COURSE TIME: Monday 6:00pm - 8:50pm

REQUIRED READING: *Hospitality Law, 3<sup>rd</sup> Edition* by Stephen Barth

INSTRUCTOR: Hacey Brown, J.D.  
PHONE: (662) 338-0073  
EMAIL: brownhm@gmail.com

COURSE DESCRIPTION

A comprehensive study of the legal aspects of the hospitality industry with emphasis on compliance and prevention of liabilities.

FINAL GRADE BREAKDOWN

Participation/Attendance	10%
Test One	20%
Midterm	20%
Test Three	20%
Final Exam	30%
	100%

FINAL GRADE CALCULATION

100-94 A	79-77 C+
93-90 A-	76-73 C
89-87 B+	72-70 C-
86-83 B	60-69 D
82-80 B-	59 or less F

ATTENDANCE POLICIES and PARTICIPATION

We rely on each student to make mature and reliable decisions regarding their commitment and performance in this class. To be able to grasp and understand fully the concepts and issues that

10/07/2010 THU 12:59 FAX 662 241 7627

005/011

are presented and discussed, we believe that regular attendance and note taking is an integral part of the learning process.

Participation by *all* students is vital to the success of this class. Therefore your valuable contributions to each discussion will count favorably toward your final grade.

#### MAKEUP TESTS or QUIZZES

Makeup tests or quizzes will not be permitted. If you miss a quiz, test or pop-quiz you will be given a grade of zero. Makeup exams or extra credit will be given at the instructor's discretion.

#### SPECIAL ACCOMMODATIONS

Appropriate accommodations of those with a professionally diagnosed disability can be arranged. Students are responsible for notifying the instructor that accommodations will be necessary.

#### ACADEMIC DISHONESTY

Any student who plagiarizes the words or ideas of another person will receive a zero (0) for the plagiarized assignment and may be referred to the University Academic Standards Committee for appropriate actions.

\*\*\* SEE NEXT PAGE FOR CLASS SCHEDULE \*\*\*

10/07/2010 THU 12:59 FAX 662 241 7627

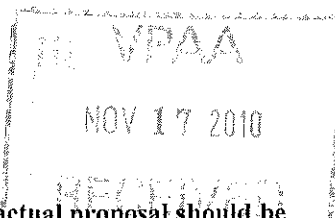
006/011

CLASS SCHEDULE

DATE	TOPIC	READING
January 11 <sup>th</sup>	Prevention Philosophy	Chapter 1
January 25 <sup>th</sup>	- Government Agencies That Impact the Hospitality Industry	Chapter 2
	- Hospitality Business Structures	Chapter 3
February 1 <sup>st</sup>	TEST	
February 8 <sup>th</sup>	- Business Contracts	Chapter 4
	- Significant Hospitality Contracts	Chapter 5
February 15 <sup>th</sup>	Legally Managing Property	Chapter 6
February 22 <sup>nd</sup>	- Legally Selecting Employees	Chapter 7
	- Legally Managing Employees	Chapter 8
March 1 <sup>st</sup>	MIDTERM	
March 8 <sup>th</sup>	- Your Responsibilities as a Hospitality Operator	Chapter 9
	- Your Responsibilities as a Hospitality Operator to Guests	Chapter 10
March 22 <sup>nd</sup>	- Your Responsibility for Guests' Property	Chapter 11
	- Your Responsibilities When Serving Food and Beverages	Chapter 12
March 29 <sup>th</sup>	TEST	
April 12 <sup>th</sup>	Legal Responsibilities in Travel and Tourism	Chapter 13
April 19 <sup>th</sup>	Safety and Security Issues	Chapter 14
April 26 <sup>th</sup>	Managing Insurance	Chapter 15

FINAL EXAM: TBA

APPROVAL FORM FOR  
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College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **schilling@foodscience.msstate.edu**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:  
Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title  
CA      3633      Culinary Service Design and Management

Credit Hours  
( 3 )

New or Modified Catalog Description:

(Prerequisite: CA 2003, CA 2603, & CA 3103). Three hours lecture. Food and beverage service systems design and management. Emphasis on the customer service aspect of culinary ventures from the perspective of organizational management. (offered at MUW)

CIP 01.1099

Approved:

Department Head

Date:

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

**Mississippi University for Women  
Culinary Arts Institute  
Spring 2010  
CA 363 Culinary Service Design and Management**

- Instructor:** Chef Joshua Oubre  
103 Shattuck Hall  
Box W-1639  
662-241-6454  
joubre@ca.muw.edu
- Office Hours:** When mutually convenient by appointment
- Course Scheduled :** Mondays, 12:30 until 3:15  
3 credit hours
- Prerequisites :** CA 260
- Course Description:** Food and beverage service systems design and management. Emphasis on the customer service aspect of culinary ventures from the perspective of organizational management
- Text Required :** Baraban, S. Regina, Durocher, F. Joseph, Ph.D  
Successful Restaurant Design. John Wiley & Sons. USA  
Additional readings may be required and will be available through handouts or books on hold in the library.
- Dress Code:** Casual or professional attire. When and if kitchen work is scheduled, white chef's jacket, chef's pants, socks and sturdy toed shoes. Aprons and side towels at the school are available for student use.
- Tools:** Computer, Internet access, MUW E-mail address, Microsoft word (or other word processing program) and Microsoft Excel, PowerPoint; Journal type notebook, Binder or other filing type system to keep track of documents accumulated during the course. A calculator will be necessary. Pertinent materials for gathering and presenting final project and any other projects deemed necessary for the duration of this class.

**\*Note: Cell Phone usage is prohibited . Points will be deducted from your final grade if this policy is violated. \***

All course work in this class should be written at the appropriate level and turned in on time. Assignments, unless otherwise specified, will be typed on white unlined paper, 12 point Times New Roman font, 1" margins, in a double spaced format. All work should be stapled, taped, paper clipped, or bound in some fashion. Assignments not following these guidelines will be penalized. Nothing handwritten or sent by email will be accepted for a grade. Late work will be penalized.

**Objectives :** By the end of this course the student should be able to

- Have working knowledge of the preparation involved for an off-premise function.
- Have the ability to plan functional areas off-premise in terms of food and beverages.
- Coordinate and execute real-time functions. (there may be functions required)
- Understand the personnel involved in starting a new hospitality related operation.
- Customer compliance and satisfaction
- Employee and customer perspective
- Building costs for new construction and renovations
- Be able to predict financial performance of a hospitality related operation -- Balance Sheets and Income Statements.
- Understand how to utilize financial ratios in terms of running a hospitality related operation at optimal performance
- Understand and recognize the elements and fundamental characteristics of designing a functional kitchen and dining room.

**Special Accommodations :**

Appropriate accommodations of those with a professionally diagnosed disability can be arranged. Students are responsible for notification of the instructor that accommodations will be necessary.

**Attendance Policy:** All attendance policies are stated in the MUW student handbook. Valid medical excuses will be required in the unlikely event of student illness. Students accept the responsibility of attending all classes and completing all the work for this course. Students are expected to be in class, ready to begin at the scheduled time. Daily attendance will be taken. Students may be dropped at instructors' discretion for 5 or more unexcused absences. Absences will deduct points from your final grade.

**Course Changes:** The instructor reserves the right to alter or modify course materials as necessary to match the learning skills and progression of the students, as well as material availability and current trends in the industry.

**Makeup tests or quizzes will NOT be permitted :**

If you miss a quiz, test or pop-quiz you will be given a grade of zero. Makeup exams or extra credit will be given at the instructor's discretion.

**Footnoting and other Source citation:**

For this course, any material to be turned in that contains footnoted references should utilize the APA method of Source Documentation. Examples and style requirements can be found at:

**American Psychological Association . Electronic References.**  
<http://www.apastyle.org/electronic.html>

**Other notes:**

**STUDENTS ARE RESPONSIBLE FOR GENERAL KITCHEN MAINTENANCE AND CLEANLINESS THROUGHOUT THIS CLASS, INCLUDING: WASHING AND PUTTING AWAY DISHES AND COOKWARE, SWEEPING AND MOPPING FLOORS, REMOVING TRASH, AND RETURNING THE KITCHENS TO THE STANDARDS REQUIRED BY THE STAFF. THIS ALSO INCLUDES ANY OTHER DUTIES AS ASSIGNED BY THE INSTRUCTOR . CLASS IS NOT OVER UNTIL ALL CLEAN-UP WORK IS COMPLETED . NO EXCEPTIONS. PERIOD.**

EVALUATION AND GRADING		
Attendance and Participation	250 points	25%
Tests (2)	200 points	20%
Kitchen Design	60 points	6%
Dining Room Design	60 points	6%
Equipment and Costing	60 points	6%
Furniture and Costing	60 points	6%
Income statements and Projections	60 points	6%
Kitchen and Dining Room Presentations	100 points	10%
Homecoming Events	150 points	15%
<b>TOTAL:</b>	<b>1000 points</b>	<b>100%</b>

GRADING SCALE
A= > 900 points
B= > 800 points
C= > 700 points
D= > 600 points
F= ≤ 599 points

**Useful University Links:**

1. Links to Academic Services: <http://www.muw.edu/academicsupport/>
2. Links to All Academic Calendars: <http://www.muw.edu/registrar/calendars.html>
3. Links to the Student Handbook: <http://www.muw.edu/handbook/>
4. Links to the Bulletin (Course Catalog: <http://www.muw.edu/catalog/>
5. Links to Career Services: <http://www.muw.edu/career/>
6. Links to Financial Aid: <http://www.muw.edu/financial/>
7. Links to Course Offerings: <http://www.muw.edu/vpaa/classsch.html>
8. Links to the Library Online: <http://www.muw.edu/library/>



**Semester Assignments**

Any written assignment is to be turned in at the BEGINNING of the class on the day they are due. NO EXCEPTIONS. ANY Late work will lose 10% of total value every day it is late. Work will not be accepted more than 4 days after the due date.

- BOH Design:** For each Student's chosen entrepreneurial operation, a kitchen space and floor plan will be developed throughout the course of the semester. Special emphasis will be placed on ergonomics, practicality, and "flow" of the operation
- FOH Design:** Depending on the type of Entrepreneurial operation, a dining room concept will be developed. Special emphasis will be placed on customer comfort, practicality and flow of service.
- BOH Cost:** Back of the house costs will be estimated, including all large equipment items, smallwares, and any other fixtures necessary for operation
- FOH Cost:** Front of the house costs will be estimated, including all furniture, decorations, pos systems, and any other miscellaneous costs necessary for the operation.
- Income Statement:** A three year Income statement projection will be developed for each operation by the student, which will include a financial analysis, Break-even analysis and ratio analysis.
- MUW Homecoming:** April 17 through 19, 2009. Students will be responsible for developing menu for this event. More details to follow as they become available.

**Information Sources****Books:**

- Cartin, J. Thomas 1993. Principles & Practices of TQM. ASQC Quality Press. USA
- Fossum, A. John. 1995 6<sup>th</sup> Ed. Labor Relations. Irwin. USA
- Hinkin, R. Timothy. 1995. Cases in hospitality Management. John Wiley & Sons Inc. USA
- Jagels, G. Martin, Coltman M. Micheal. 2004. 8<sup>th</sup> Ed. Hospitality Management Accounting. John Wiley & Sons Inc. USA
- Lewis, C. Robert 1989. Cases in hospitality Marketing and Management. John Wiley & Sons Inc. USA
- Spears, C Marian, Gregoire B. Mary 2004, 5<sup>th</sup> Ed. Foodservice Organizations. Pearson Prentice Hall. USA
- Timmons, A. Jeffery, Spinelli Stephen. 2004. 6<sup>th</sup> Ed. New Venture Creation. McGraw-Hill. USA

Walker, R. John, Lundberg E. Donald. 2001. 3<sup>rd</sup> Ed. The Restaurant. John Wiley & Sons Inc. USA

Wemischner Robert, Karp Karen. 1998. Gourmet to Go. John Wiley & Sons Inc. USA

**Useful Web Links:**

<http://www.score.org/> - Small Business Counselors

[www.sba.gov](http://www.sba.gov) - Small Business Administration

<http://stats.bls.gov/>

[http://www.governmentguide.com/small\\_business.asp?id=16102151](http://www.governmentguide.com/small_business.asp?id=16102151)

<http://www.inc.com> Inc Magazine

<http://www.smbtn.com/businessplanguides/>

<http://www.businessplanbooks.com/>

[www.ncoe.org](http://www.ncoe.org) - National Commission on Entrepreneurship

<http://www.emkf.org/> -Ewing Marion Kauffman Foundation

[www.census.gov](http://www.census.gov) U.S. Census Bureau

[www.avce.com](http://www.avce.com) - American Venture Magazine

<http://www.sba.gov/starting/indexbusplans.html> - Small Business Association

[www.businessweek.com/smallbiz/index.html](http://www.businessweek.com/smallbiz/index.html) - Business Week Online

[www.fastcompany.com/homepage](http://www.fastcompany.com/homepage) - FastCompany

[www.hbr.com](http://www.hbr.com) - Harvard Business Review (subscription)

[www.findlaw.com](http://www.findlaw.com) - FindLaw

[www.bplans.com/](http://www.bplans.com/)

<http://www.federalreserve.gov/pubs/buscredit/types3.htm> - The Federal Reserve Board

[www.businessfinance.com/](http://www.businessfinance.com/) - Business Finance.com

[www.entrepreneur.com](http://www.entrepreneur.com)

[www.startupjournal.com](http://www.startupjournal.com) - Wall Street Journal

**Magazines:**

Restaurants and Institutions

Restaurant Business Inc

Restaurant Startup and Growth

Entrepreneur

**Lagniappe:**

*"Genius is 1% inspiration and 99% perspiration. Accordingly a genius is often merely a talented person who has done all of his or her homework."*

-Thomas Edison

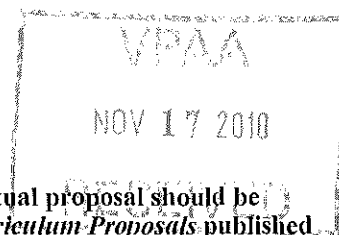
*"The way to get started is to quit talking and begin doing."*

-Walt Disney

**Tentative Semester outline- this is subject to change**

<b>Date</b>	<b>Semester Outline</b>	<b>Assignment</b>
January 11	Introduction, Syllabus, Course Introduction Successful Restaurant Design	
January 18	MLK HOLIDAY	
January 25	Integrative design and the design team	
February 1	Ergonomics, Flow Patterns	
February 8	Distance receptors, Immediate Receptors, color and Psychology	
February 15	Design Implementation Front of the House	
February 22	Test 1/Design Implementation	
March 1	Design Implementation Cont. Equipment	
March 8	Food Styling	
March 15	Spring Break	
March 22	Test 2 <b>Alumni Dinner Planning</b>	
March 29	<b>Alumni Dinner Planning</b> Case Studies	
	<b>Alumni Dinner Planning</b> Financials Costing	
March 30	Kitchen and Dining Room Presentations	
April 5	Kitchen and Dining Room Presentations	
April 12	<b>Alumni Dinner Planning</b>	
April 19	<b>Alumni Dinner- attendance mandatory</b>	
April 26	Dinner Critique	
May 3-7	Final	

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY



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College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **schilling@foodscience.msstate.edu**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:

Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title  
CA      3643      Culinary Venture Marketing

Credit Hours  
(3)

New or Modified Catalog Description:

(Prerequisite: CA 2603). Three hours lecture. Study of the fundamentals of marketing research, planning, and strategy as applied to culinary ventures. Emphasis on the development of market planning and research skills.(offered at MUW).

**CIP 01.1099**

Approved: \_\_\_\_\_

Department Head

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

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

**Mississippi University for Women**  
**MUW Culinary Arts Institute**  
**Fall 2010**  
**CA 364 Culinary Venture Marketing**

- Instructor:** Joshua J. Oubre  
103 Shattuck Hall  
Box W-1639  
662-241-6454 (office)  
joubre@ca.muw.edu
- Office Hours:** When mutually convenient and by appointment
- Course Scheduled:** Monday & Wednesday 3:30pm –4:45pm, SHTK Hall 106, 3 Credit Hours
- Text Required:** Shock, Patti J., Bowen, John T (2004) Restaurant Marketing for owners and Managers. USA. John Wiley & Sons  
  
Leach, William. (1993) Land of Desire. USA. Pantheon Books
- Prerequisites:** CA200, CA260
- Course Description :** A study of the fundamentals of marketing research, planning, and strategy as applied to culinary ventures. This is a course that is designed to introduce culinary arts students to the fundamentals of marketing and strategic market planning. Major emphasis on the development of market plans and research skills to formulate a comprehensive market plan that properly positions the culinary venture to achieve a competitive advantage in the market place.
- Dress code:** Casual. Professional attire will be required for presentations
- Tools:** Computer, Internet access, MUW E-mail address, Microsoft word (or other word processing program) and Microsoft Excel, PowerPoint; Journal type notebook; Binder or other filing type system to keep track of documents accumulated during the course in class and homework assignments, pens and pencils, calculator.

All course work in this class should be written at the appropriate level and turned in on time. Assignments, unless otherwise specified, will be typed on white unlined paper, 12 point Times New Roman font, 1" margins, in a double spaced format. All work should be stapled, taped, paper clipped, or bound in some fashion. Assignments not following these guidelines will be penalized. Nothing handwritten or sent by email will be accepted for a grade. Late work will be penalized.

**\*Note: Cell Phone usage is prohibited. Points will be deducted from your final grade if this policy is violated \***

**Objectives:** By the end of this course the student should be able to:

- Understand the need for environmental analysis and market research in order to predict customer behavior.
- Define the role of market segmentation and target marketing in determining who your customers are and how to reach them.
- Understand the need for developing distinctive benefit-oriented products and services for the market place.
- Evaluate promotional activities for food and foodservice operations, including advertising, public relations, sales, merchandising, food promotions and specialty menus and events.
- Understand the importance of preparing a marketing plan to execute those strategies and tactics.
- Analyze pricing of goods and services to maximize revenue and profits while maintaining optimal customer satisfaction.
- Develop solutions to marketing dilemmas faced by actual foodservice operations through analysis of several case studies and current events.
- Understand the importance of total integration of marketing activities into the planning, organizing, staffing, operating and controlling activities of a foodservice operation.

**Special Accommodations:** Appropriate accommodations of those with a professionally diagnosed disability can be arranged. Students are responsible for notification of the instructor that accommodations will be necessary.

**Attendance Policy:** Student's are expected to follow the regulations as stated in the Student Handbook regarding class attendance. The nature of this course requires on-time class attendance. Participation in individual and group projects will be affected by attendance and the final grade will reflect this for each student. If a student must be absent for some compelling reason, the instructor should *be notified in advance*. Medical excuses will be required in some cases. If an absence is necessary and unavoidable, it is the student's responsibility to notify the instructor in advance if possible, and to arrange for make-up work or assignments.

**Makeup examinations will be given during the final.** It is YOUR responsibility to inform the instructor that you have to make up an assignment. If you fail to make up any course work, you will be given a grade of zero. Makeup **exams** will be given at the instructor's discretion.

**Academic Dishonesty:** Any student who has plagiarized the words or ideas of any other person will receive a zero (0) for the plagiarized assignment and *will* be referred to the Academic Standards Board for appropriate action.

**Footnoting and other Source citation :** This course will use the APA method of Source Documentation. An example of this would be:

**Book: Single Author -**

Drummond-Eich, K. (1990). Human Resource Management for the hospitality Industry. USA: John Wiley & Sons.

**Internet:**

**Group**

American Psychological Association. *Electronic References*. Retrieved December 9, 2003, from <http://www.apastyle.org/>

EVALUATION AND GRADING		
Attendance and Class Participation	200pts	20%
Midterm	100pts	10%
Survey project 1	50pts	5%
Survey project 2	100 pts	10%
Demographic Information	50 pts	5%
Competition Analysis	50 pts	5%
Organizational Structure	50 pts	5%
Internal & External Promotions	50 pts	5%
Sales Projections	50 pts	5%
Written Marketing Plan	100pts	10%
Marketing Plan Presentation	100pts	10%
Final (LOD)	100pts	10%
Total	1000pts	100%

GRADING SCALE
A= ≥ 900 points
B= ≥ 800 points
C= ≥ 700 points
D= ≥ 600 points
F= ≤ 599 points

## \*\*\*Tentative\*\*\*

SEMESTER OUTLINE	
August 18	Course Introduction Restaurant Marketing for Owners and Managers (RMOM) Read Ch. 1
August 23	The Marketing Plan/ Semester Projects – Core Competencies vs. Differentiation Ch. 2&3 (RMOM)
August 25	Types of marketing Ch. 2&3 discussion
August 30	Surveys Read Land of Desire (LOD) Ch. 1
September 1	Project 1 Survey Creation – Create CAI survey
September 6	Demographics and Psychographics – Gather Info due 10/4 RMOM Ch.3&4
September 8	The 7 P's – Advertisement Development LOD Ch.2
September 13	LABOR DAY HOLIDAY
September 15	Project 1 Survey finalization –Surveys Due 9/27 RMOM Ch.5
September 20	Competition Analysis – Project Analysis due 10/25 LOD Ch 3
September 22	LOD Discussion
September 27	<i>Project 1 Survey Compilation and Report</i>
September 29	Survey 2 Development and Finalization- Project 2 due 10/27
October 4	<i>Demographic Presentations</i> Read RMOM 6, 7
October 6	TEST 1
October 11-12	FALL BREAK
October 13	Organizational Structure – Project Structures Due 11/3
October 18	LOD 4, 5
October 20	Staff, Internal & External Promotion: Promotions due 11/1 Promotions/Strategies



October 25	Promotions/Strategies for Projects	<i>Competition Analysis due</i>
October 27	Survey Project Reports	
November 1	Pricing and sales Forecasting; Projections Due 11/15	
November 3	Forecasting cont.	<i>Promotions due</i>
November 8	SWOT Analysis	<i>Organizational Structures due</i>
November 10	Self Promotion, Media Directing	
November 15	LOD Discussion 3;	<i>Sales Projections due</i>
November 17	Presentation Preparation	
November 22	Presentation Preparation	
November 25-27	Thanksgiving Holidays	
November 29	Presentations	
December 1	Presentations	<i>Written Marketing Plan due</i>
December 6	FINAL TBA	

#### Course Highlights and Projects

**The Land of Desire (LOD):** There will be chapter discussions periodically of the consecutively read chapters of the book. The theme of the book is based around the rise of the giant department stores at the turn of the 20<sup>th</sup> century and our historical change to a consumer based nation. The final test in this class will be of an essay style based on this book.

**Survey 1:** This survey will involve student opinions of the culinary arts institute. This will involve development of questions, gathering information, compiling information, and then presenting the information in a comprehensive form.

**Survey 2:** This survey will involve the same steps as survey one but will be larger, based on different subject matter, and will be presented professionally towards the end of the semester. This survey will involve informal market research toward the feasibility of your concept and the compilation and reporting of the results.

**Midterm:** There will be only one written test in this class (excluding the final).

**Marketing Plan:** Using Survey 2, students will develop a marketing plan specifically for their particular concept. These written plans will be given as professional presentations towards the end of the semester to fellow students and invited guests.

The following are the components of the plan

**Cover page:** operation name, principle owners, hours of operation, and location

- **Mission Statement and Executive Summary**
- **Internal Environment**
  - Who is management?
  - Who are the people working there?
- **Segmentation Strategy**
  - Possible customers
- **Differentiation**
  - People, places things
- **Positioning and Core Competencies**
  - What is your hook?
- **Competition**
  - Who are they?
- **Target Markets**
  - Most focused on Group (s)
- **Demographic/ Psychographic info**
  - External environment- Ages, genders, incomes, economic conditions
  - Socio/cultural issues- Education, employment, religion
  - Political issues – Current administration, Tax incentives, job creation write-offs
  - Historical issues – communities, buildings
  - Ecological Issues – Sanitation, smoking, OSHA, recycling
  - Technology Issues – Special equipment
- **Communication Plan**
  - Internal
    - Organization Structure
    - Promotions
    - Atmosphere
    - Service
    - Food
  - External
    - Media Plans
    - Public Relations
    - Costs
- **SWOT Analysis** – Having completed the above sections of the marketing plan the groups should do an overall evaluation of Strengths, Weaknesses, Opportunities and Threats they now perceive.
- **Concluding Remarks**

**Lagnilappe:**

*"The secret of a successful chef is to put yourself in the customer's position. By that I mean thinking about what they want."*

**-Gordon Ramsay, Chef-entrepreneur**

*"If the circus is coming to town and you paint a sign saying "Circus coming to the Fairground Saturday", that's advertising.*

*If you put the sign on the back of an elephant and walk it into town, that's promotion.*

*If the elephant walks through the mayor's flower bed, that's publicity.*

*And if you get the mayor to laugh about it, that's public relations.*

*If the town's citizens go to the circus, you show them the many entertainment booths, explain how much fun they'll have spending money at the booths, answer their questions and ultimately, they spend a lot at the circus, that's sales.*

*And, if you planned the whole thing, that's Marketing!"*

**- Unknown**

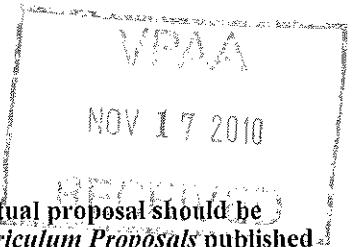
*"Many a small thing has been made large by the right kind of advertising."*

**-Mark Twain**

**Useful University Links:**

1. Links to Academic Services: <http://www.muw.edu/academicsupport/>
2. Links to All Academic Calendars: <http://www.muw.edu/registrar/calendars.html>
3. Links to the Student Handbook: <http://www.muw.edu/handbook/>
4. Links to the Bulletin (Course Catalog: <http://www.muw.edu/catalog/>
5. Links to Career Services: <http://www.muw.edu/career/>
6. Links to Financial Aid: <http://www.muw.edu/financialaid/>
7. Links to Course Offerings: <http://www.muw.edu/vpaa/classsch.html>
8. Links to the Library Online: <http://www.muw.edu/library/>

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY



NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, 25 Morgan Avenue (Mail Stop 9699).

College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **schilling@foodscience.msstate.edu**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:  
Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title  
CA      3653      Human Resource Management for Culinary Businesses

Credit Hours  
( 3 )

New or Modified Catalog Description:

(Prerequisite: CA 2003 & CA 2603). Three hours lecture. Applied perspective of human resource management for culinary-specific environments.(offered at MUW)

CIP 01.1099

Approved:

Department Head

Date:

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

11.16.10

24<sup>th</sup> November, 2010

Mississippi University for Women  
MUW Culinary Arts Institute  
Spring 2010  
CA 365- Human Resource Management for Culinary Business

- Instructor:** Joshua J. Oubre  
103 Shattuck Hall  
Box W-1639  
662-241-6454 (office)  
joubre@ca.muw.edu
- Office Hours:** When mutually convenient by appointment
- Course Scheduled:** Mondays and Wednesdays 9:00- 10:15, Shattuck Hall 106  
3 Credit Hours
- Text Required:** Drummond-Eich, K. (1990). Human Resource Management for the hospitality Industry. USA: John Wiley & Sons.
- Sinclair, Upton. (2002) The Jungle. The Modern Library. USA.
- Additional readings will be available through handouts or books on hold in the library.
- Prerequisites:** CA 260
- Dress code:** Casual or Professional attire.
- Tools:** Computer, Internet access, MUW email address. Microsoft word (or other word processing program) and Microsoft Excel; Journal type notebook; Binder or other filing type system to keep track of documents accumulated during the course in class and homework assignments, pens and pencils, calculator.
- Course Description:** Applied perspective of Human Resource Management for culinary-specific environments.
- Course Requirements** - To complete this course successfully, students should:
- Be in class, ready to begin at the scheduled time.
  - Read materials before class and participate in class discussions.
  - Complete all assignments, examinations and projects as required.
  - Behave as professionals, assist fellow students as needed, and take responsibility for their own learning.

**\*Note:** Cell Phone usage is prohibited . Points will be deducted from your final grade if this policy is violated. \*

**Objectives:** By the end of this course the student should be able to:

- Describe the function of a Human Resource department.
- Understand the laws that affect the workplace.
- Forecast the potential labor needs of a culinary operation.
- Realize the importance of instituting recruitment, selection and training programs.
- Conduct a formal interview.
- Use focused evaluation methods and performance appraisals.
- Discuss the role of leadership in the work place.
- Create a better working environment through communications.
- Appreciate motivational factors that affect job performance
- Differentiate between empowerment and delegation.
- Plan time management and employee scheduling.
- Recognize different types of organizational behavior.

**Special Accommodations:**

Appropriate accommodations of those with a professionally diagnosed disability can be arranged. Students are responsible for notification of the instructor that accommodations will be necessary.

**Attendance Policy:**

Students are expected to follow the regulations as stated in the Student Handbook regarding class attendance. The nature of this course requires on-time class attendance. Participation in individual and group projects will be affected by attendance and the final grade will reflect this for each student. If a student must be absent for some compelling reason, the instructor should *be notified in advance*. Medical excuses will be required in some cases. If an absence is necessary and unavoidable, it is the student's responsibility to notify the instructor in advance if possible, and to arrange for make-up work or assignments.

**Makeup tests or quizzes will NOT be permitted .**

If you miss a quiz, test or pop-quiz you will be given a grade of zero. Makeup Exams or extra credit will be given at the instructor's discretion.

**Academic Dishonesty:**

Any student who plagiarized the words or ideas of any other person will receive a zero (0) for the plagiarized assignment and may be referred to the University Academic Standards committee for appropriate action.

**Course Changes**

It may be necessary to change some part of this syllabus or course schedule because of the level of student achievement or new directions presented by the industry. The instructor reserves the right to alter or modify course materials as deemed necessary.

**Useful University Links:**

1. Links to Academic Services: <http://www.muw.edu/academicsupport/>
2. Links to All Academic Calendars: <http://www.muw.edu/registrar/calendars.html>
3. Links to the Student Handbook: <http://www.muw.edu/handbook/>
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6. Links to Financial Aid: <http://www.muw.edu/finaid/>
7. Links to Course Offerings: <http://www.muw.edu/paa/classsch.html>
8. Links to the Library Online: <http://www.muw.edu/library/>

**Footnoting and other Source citation:**

For this course, any material to be turned in that contain footnoted references utilize the APA method of Source Documentation. Examples and style requirements can be found at:

American Psychological Association . Electronic References.  
<http://www.apastyle.org/electronic.html>

All course work in this class should be written at the appropriate level and turned in on time. Assignments, unless otherwise specified, will be typed on white unlined paper, 12 point Times New Roman font, 1" margins, in a double spaced format. All work should be stapled, taped, paper clipped, or bound in some fashion. Assignments not following these guidelines will be penalized. Nothing handwritten or sent by email will be accepted for a grade. Late work will be penalized.

EVALUATION AND GRADING		
Attendance and Class Participation	200 points	20%
Tests (2@100)	200 points	20%
Union Analysis	50 points	5%
Job Description	50 pts	5%
"The Jungle" Review	100 points	10%
Movie Reviews (2@ 50)	100 points	10 %
Mock Interviews	100 points	10%
Employee Handbook	100 points	10%
Final	100 points	10%
Total	1000 points	100%

GRADING SCALE
A= > 900 points
B= > 800 points
C= > 700 points
D= > 600 points
F= ≤599 points

**Assignments:**

Any written assignment is to be turned in at the BEGINNING of the class on the day they are due. NO EXCEPTIONS. ANY Late work will lose 10% of total value every day it is late. Work will not be accepted more than 4 days after the due date.

**Job Descriptions :** The student will be responsible for developing one (1) job description for a management position specific to their entrepreneurial operation.

**The Jungle Report :** Based on a questionnaire, each student will write an analysis of The Jungle.

**Movie Reviews :** In this class we will watch two movies, those being North Country (Harassment in the workplace), and the second is Norma Rae (Unions). After viewing these movies you will be required to write a one page analysis based on a questionnaire provided.

**Mock Interviews :** Students will be required to develop a structured interview for various hospitality positions. These approx. 10 minute interviews will be conducted in class with fellow students. Professional attire is required.

**Employee Handbook :** Students will develop an employee handbook for their specific E-Ship project.

**Union Review :** Each student will research a specific American Union that has gone on strike during the last five (5) years. Criteria for the paper will be discussed in class.

**Information Sources:**

Drummond-Eich, K. (1990). Human Resource Management For The hospitality Industry. USA: John Wiley & Sons.

Byars, L.L., Rue, W.L. (2000 6<sup>th</sup> Ed.). Human Resource Management. USA: McGraw-Hill Higher Education.

Mathis L. R., Jackson H. J. (1985 4<sup>th</sup> ed.). Personnel. USA: West Publishing Company.

Go, M. F., Monachello, L. M., Baum, T. (1996). Human Resource Management in the Hospitality Industry. USA: John Wiley & Sons.

Woods, H. R. (1997 2<sup>nd</sup> ed.). Managing Hospitality Human Resources. USA: Educational Institute of the American Hotel & Motel Association.



Nanda, N., Browne, J. (1992). Introduction to Employee Scheduling. USA: Van Nostrand Reinhold.

**Tentative Course Outline**

Date	Topic	Assignment
January 11	Syllabus Review, Introduction to Human Resource Management	Chapter 1
January 13	Harassment, FADE Analysis	
January 18	<b>MLK- No Class</b>	
January 20	Staffing and the law Who works in the hospitality industry?	Chapter 2
January 25	Interviewing Techniques	
January 27	Interviewing Techniques	Prepare for Mock Interview
February 1	Analyzing and Designing jobs, Advertising for Jobs	
February 3	Mock Interviews Job Descriptions	Chapter 3
February 8	North country	
February 10	North country	Read Chapter 6
February 15	Training	North Country Report due
February 17	New Employees Employee Handbook	Review for Test 1
February 22	Compensation	Job Descriptions Due
February 24	Test 1	Chapter 5
March 1	Norma Rae	
March 3	Norma Rae	
March 8	Unions	
March 10	Unions Cont	Norma Rae Report Due
March 15- 17	Spring Break	No Class
March 22	Performance Evaluations	Union Analysis Due
March 24	Training Exercise	
March 29	Documentation	Chapters 9 & 14
March 31	Test 2	
April 5	No class	
April 7	Communication	
April 12	Discipline and Termination	
April 14	The Jungle Discussion	The Jungle Report due
April 19	Organizational Structures	
April 21	Management and Leadership Styles	
April 26	Management and Leadership Styles	Handbooks Due
April 28	TBA/ Final Review	TBA/ Final Review
May 3	Final Exam Shattuck 6pm	Final Exam Shattuck 6pm

**Lagniappe:**

*"We are what we repeatedly do. Excellence, then, is not an act but a habit."*

**-Aristotle, Deep thinker and Philosopher**

*"A good manager is a man who isn't worried about his own career but rather the careers of those who work for him. My advice: Don't worry about yourself. Take care of those who work for you and you'll float to greatness on their achievements."*

**-H.S.M. Burns, president, Shell Oil Corp.**

*"Hire the best. Pay them fairly. Communicate frequently. Provide challenges and rewards. Believe in them. Get out of their way and they'll knock your socks off."*

**-Dr. Mary Ann Allison, The Allison Consulting Group**

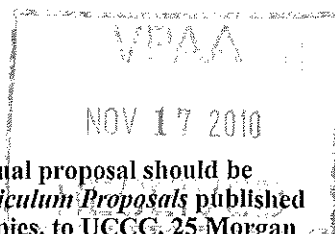
*"If you want to manage somebody, manage yourself. Do that well and you'll be ready to stop managing. And start leading."*

**-Anonymous**

*"Managers have traditionally developed the skills in finance, planning, marketing and production techniques. Too often the relationships with their people have been assigned a secondary role. This is too important a subject not to receive first line attention".*

**-William Hewlitt, founder, Hewlitt-Packard Company**

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY



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College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805**

E-mail: [schilling@foodscience.msstate.edu](mailto:schilling@foodscience.msstate.edu)

Nature of Change: **Technical Change**

Date Initiated: **10/2010**

Effective Date: **Spring 2011**

Current Listing in Catalog:

Symbol      Number      Title

Credit Hours

(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title

CA      3753      Advanced Baking

Credit Hours

(3)

*Two Two hours lab.*

New or Modified Catalog Description:

(Prerequisite: CA 3005). *Three* hours lecture. The theory and practice of operating a small bakery or pastry shop. Provides experience in producing French and American pastries and baked goods. Emphasis is on producing products from scratch, by hand. (*offered at MUW*).

CIP 01.1099

Approved: \_\_\_\_\_

Department Head

Date: *10/14/10*

Chair, College or School Curriculum Committee

Dean of College or School

*Anji Bourgeois*  
Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

*Peter L. Ryan*  
Chair, Deans Council

*24<sup>th</sup> November, 2010*

**Mississippi University for Women**  
**The Culinary Arts Institute**

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**Fall 2010**

**CA 375 Advanced Baking**

**Instructor:** Vicki H. Leach  
101 Shattuck Hall  
Box W-1 639  
662-241-6265 (office)  
662-312-3554 (cell)  
vleach@ca.muw.edu

**Office Hours:** When mutually convenient by appointment

**Course Scheduled :** August 20, 2010 until December 10, 2010  
Fridays, 9:00 until 12:00  
3 credit hours

**Text required:** Labensky, On Baking. 2<sup>nd</sup> edition. Pearson Prentice Hall, 2009.  
Suggested books for reference will be listed separately  
Handout will be given as needed

**Prerequisites :** N/A

**Dress code:** White chef's jacket, chef's pants, socks and sturdy closed toed shoes.  
Hair restrained, baseball cap or other appropriate head covering.  
Aprons and side towels are available at the school for students' use.

**Tools:** Notebooks are a requirement for this course and notes should be taken; Therefore, pens/pencils and paper will be needed. A computer with internet/e-mail access would be helpful, as well as a word processing program for maintaining notes and gathering pertinent material for class/notebook assignments. An 8" chef's knife, 3" or 4" pairing knife, flat and offset spatulas, tips and piping bags, bench scraper as well as other basic baking tools will be used during this class.

**Course Description:** This class will focus on baking beyond the basics. It will introduce baking Components that will be used to develop desserts and baked goods for various purposes.

**Objectives:** Students will learn and gain skills in:

- o Mise en place as regards to baked goods
- o Identification and use of various products used in baked goods
- o Production of various types of breads, cakes, fillings, and frostings.
- o Production of various types of pies and tarts
- o Production of various types of pastries and other desserts

**Special Accommodations:** Appropriate accommodations of those with a professionally diagnosed disability can be arranged. Students are responsible for notification of the instructor that accommodations will be necessary.

**Course:**

**Requirements :**

To complete this course successfully:

- o Students will be in class, ready to begin at the scheduled time
- o Complete all assignments, examinations and projects as required.
- o Keep a notebook to be turned in at semester's end that includes all requirements
- o Chef's special assignments as required
- o Any e-mail assignments as required in the case of instructor absence

**Attendance Policy :** All attendance policies are stated in the MUW student handbook. Valid medical excuses will be required in the unlikely event of student illness. Students accept the responsibility of attending all classes and completing all the work for this course. Students are expected to be in class, ready to begin at the scheduled time. Daily attendance will be taken. Students may be dropped at instructors' discretion for three (3) or more absences, excused or unexcused. Absences will deduct points from your final grade. In addition, **TARDIES** will count against your final grade as well. Three (3) tardies will count as one (1) absence. We will be very busy in this class this semester, and any missed or late classes will make it difficult to complete the objectives of this class.

**There will be no makeup quizzes; makeup exams will be at the discretion of the instructor**

**Course Changes:** The instructor reserves the right to alter or modify course materials as necessary to match the learning skills and progression of the students, as well as material availability.

**Other Notes:** Students are responsible for general kitchen maintenance and cleanliness throughout this class. This includes washing and putting away dishes and cookware, sweeping and mopping floors, removing trash, and returning the kitchens to the standards required by the staff. This also includes any other duties as assigned by the instructor. **CLASS IS NOT OVER UNTIL ALL CLEAN-UP WORK IS COMPLETED. NO EXCEPTIONS. PERIOD.**

**Academic Dishonesty:**

**It is the responsibility of each student to be familiar with the Bulletin regarding University policy on academic dishonesty.** Any student caught violating this policy with regard to cheating, plagiarism, intellectual copywrite, or in any other way uses another's original work for personal academic gain will be reported through the proper University channels. A grade of zero will be given for the assignment without any possibility to make up the work. The University's decision regarding these matters will be considered final.

<b>Grading: Students will be graded on the following areas:</b>				
Attendance/Class Participation	150 points	15 classes x 10 points per class		15%
Notebook/Journal	100 points			10%
Chef's Projects x two @ 50 pts each	100 points	two projects worth 50 points each		10%
Mid-term Exam (notebook check)	100 points			10%
Chef's Special Project	100 points			10%
Final Exam	100 points			10%
Competencies and Performance	350 points	7 competencies at 50 points each		35%
<b>Total possible points</b>	<b>1000 points total</b>			<b>100%</b>

#### **Notebook/Journal assignment:**

This class requires a notebook/journal to be completed and turned in to the instructor at semester's end. The notebook should include:

- o All recipes handed out in class with discussion and notes. This will include your opinions on the recipe/component, whether it worked or didn't, why it worked or didn't, what you would do differently with the recipe, what you could add to the recipe for a specific use, etc. This is intended to become an asset to you in your professional culinary life.
- o Any vocabulary lists and charts – either from handouts or from your own data base of materials.
- o Any and all notes taken in class. These should be taken thoroughly!
- o Any handouts made available by or required by instructor.
- o Any other relevant material, recipes or comments as necessary or as required
- o

This notebook should be kept in a 3-ring binder (I would like to think you'd keep this notebook, therefore I suggest a white 1 ½" to 2" binder adequate to contain all your notes.) It should be kept neatly and orderly and be kept up-to-date throughout the semester.

A suggestion for dividers would include:

- o Quick Breads
- o Yeast Breads
- o Cookies and Bars
- o Cakes
- o Pies and Tarts
- o Pastries and Doughs
- o Fillings and Frostings
- o Sauces and Garnishes
- o Assembled Desserts

**Notebooks/Journals will be due in my office by Friday, December 3rd at 8:00 am.**

**NOTE:** Any and all materials turned in to the instructor in this class should be submitted **TYPED on WHITE** unlined paper, preferably in Times New Roman font, in 12 point type in **DOUBLE SPACED FORMAT**. Names, date, course name and number on a cover page and all pages stapled together. Nothing else will be accepted. Anything handwritten will not be accepted for a grade.

**Chef Assignment #1: Book Report**

This assignment will be due at the beginning of class on Friday, September 24. You will choose from a list of books suggested by the instructor and turn in a 3 page written report. You will also be prepared to discuss the book in class during the first hour of class on the due date.

**Chef Assignment #2: Chef Special #1 Sourdough Project**

You will be responsible for developing a sourdough starter. Ad handout with instructions will be given to you in class.

**Chef Assignment #3: Student's Chef Special: Due Friday November 19, 2009**

This assignment will be due at semester's end, and will be an ORIGINAL dessert created by you based on the components that we have learned throughout the semester. Students will use ONLY the recipes we have used in class, or recipes that come from a reliable source and are approved by the instructor in advance. These may be original recipes, but must be based on a competency we have covered. There will be **absolutely no** recipes derived from the Internet (I will consider this academic dishonesty). The library has many books available to you for use. The idea for your chef special will be due at Mid-Term. The components used in this recipe will be totally **made-from-scratch** - (you may not use a premixed anything) and of fine dining caliber. A one- page written essay describing this dessert with costing to complete and suggested menu cost will accompany this dessert. Why did you do what you did? Where did your idea come from? These desserts will be due on Friday, November 19<sup>th</sup> during class time. Students will have 2 hours to complete this work, and will have finished products done by 10:00 am.

**Class Calendar**  
**Advanced Baking**  
**Fall 2009**

August 20	Introductions, syllabus	Explanations and requirements of this class
August 27	Lecture	Baking Ingredients; Quick Breads; Cookies and Bars
September 3	Competency #1	Quick Breads; Cookies and Bars
September 10	Lecture	Yeast Breads; Terminology & Techniques
September 17	Competency #2	Yeast Breads; Various methods and recipes
September 24	Lecture Assignment #1 due	Pies and Tarts Pastries
October 1	Competency #3 Review for mid-term	Pies and Tarts Pastries
October 8	Mid-Term 1 <sup>st</sup> hour of class Lecture last part of class	Cakes & Tortes Icings
October 15	Competency #4	Cakes & Tortes Icings
October 22	Lecture	Custards, Creams, Sauces; Ice Creams/Frozen Dessert
October 29	Competency #5	Custards, Creams, Sauces Ice Creams/Frozen Dessert
November 5	Lecture Assignment #2	Chocolate, Candies and Fondant
November 12	Competency #6	Chocolate, Candies and Fondant (Cake decorating)
November 19	Lecture/Competency #7 Chef Special Due	More Decorating Cakes & Working with fondant
November 26	Thanksgiving Holiday	Enjoy
December 3	Final Exam	Notebook Due 8:00
December 10		
	Final Grades are due by 8:00 on December 13th	

\*Competencies are the students ability achieve a level of proficiency; having the ability to execute the recipe/formula and achieve the desired result.



APPROVAL FORM FOR  
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MISSISSIPPI STATE UNIVERSITY

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College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **schilling@foodscience.msstate.edu**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:  
Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title  
CA      3103      Dining Room Services

Credit Hours  
( 3 )

New or Modified Catalog Description:

(Prerequisite: CA 2003, concurrent enrollment in CA 3005 recommended). Three hours lecture. Food service preparation for dinning services, history of food service, beverage identification and management as well as staff coordination.

**CIP 01.1099**

Approved: \_\_\_\_\_

Department Head

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

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

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College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **schilling@foodscience.msstate.edu**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:  
Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol	Number	Title
CA	3613	Accounting and Finance for Culinary Ventures

Credit Hours  
(3)

New or Modified Catalog Description:

(Prerequisite: MA 1133, BU 1573, and CA 2603). Three hours lecture. Principles and practice application of culinary financial data to the flow of the accounting cycle for production of financial statements. Emphasis on stand-alone culinary enterprises.

**CIP 01.1099**

Approved: \_\_\_\_\_

Department Head

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

\_\_\_\_\_  
Chair, College or School Curriculum Committee

\_\_\_\_\_  
Dean of College or School

\_\_\_\_\_  
Chair, University Committee on Courses and Curricula

\_\_\_\_\_  
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\_\_\_\_\_  
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College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **schilling@foodscience.msstate.edu**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:  
Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title  
**CA      4500      International Internship**

Credit Hours  
**(6-12)**

New or Modified Catalog Description:

(Prerequisite: CA 3015, 4013 and recommendation of the Director of the Culinary Arts Institute). 6-12 hours internship. Supervised application of knowledge and skills in a food service program in an international setting.

**CIP 01.1099**

Approved: \_\_\_\_\_

Department Head

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

\_\_\_\_\_  
Chair, College or School Curriculum Committee

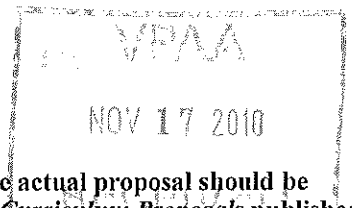
\_\_\_\_\_  
Dean of College or School

\_\_\_\_\_  
Chair, University Committee on Courses and Curricula

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Chair, Graduate Council (if applicable)

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Chair, Deans Council

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY



NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, 25 Morgan Avenue (Mail Stop 9699).

College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805**

E-mail: [schilling@foodscience.msstate.edu](mailto:schilling@foodscience.msstate.edu)

Nature of Change: **Technical Change**

Date Initiated: **10/2010**

Effective Date: **Spring 2011**

Current Listing in Catalog:

Symbol      Number      Title

Credit Hours

(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title

CA      4005      Food Preparation III

Credit Hours

(5)

New or Modified Catalog Description:

(Prerequisite: CA 3015). Three hours lecture. Four hours lab. Advanced level of food preparation; emphasis on distinctive and complex food preparations; extensive menu-based meal planning and presentation.

(offered at MUW).

CIP 01.1099

Approved:

Department Head

Date:

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

11.16.10

24<sup>th</sup> November, 2010

**Mississippi University for Women**  
**Culinary Arts Institute**

*Fall 2010*

**CA 400: Food Preparation III**

**Instructor:** Vicki H. Leach  
101 Shattuck Hall  
Box W-1639  
662-241-6265 (office)  
662-312-3554 (cell)  
[vleach@ca.muw.edu](mailto:vleach@ca.muw.edu)

**Office Hours:** When mutually convenient by appointment

**Course**

**Scheduled :** Tuesday and Thursday  
9:30 am until 1:30 pm  
6:00 pm until 10:00 pm  
5 credit hours

**Prerequisites :** CA 301

**Required Text:** Labensky and Hause, On Cooking: A Textbook of Culinary Fundamentals,  
Fourth Edition, Prentice Hall, 2007.

**Course**

**Description :** Advanced level of food preparation; emphasis on distinctive and complex food preparations; extensive menu-based meal planning and presentation.

**Objectives :** After successfully completing this course the student will be able to:

- o Mise en place appropriate food preparation
- o Show skills in plate presentation
- o Evaluate, select, procure and store ingredients for unique, fine dining recipes
- o Product and food costing
- o Teamwork through catered events
- o Express sensory and palate development through menu and planning execution.

**Dress code:** White chef's jacket, chef's pants, socks and sturdy closed shoes. Hair restrained, baseball cap or other appropriate head covering. Aprons and side towels are available at the school for student's use. Please remember that there will be some events where the public will be involved and we will make every attempt to dress to a standard worthy of our calling; therefore, students are responsible for having a CAI Chef's jacket, apron and cap.

**Tools :** Knife kit (available from the campus bookstore) and other tools for personal toolbox as desired to include (but not limited to): chef's knife, boning knife, slicer, paring knife, thermometer, melon-baller and vegetable peeler.

Notebooks are required for this course, therefore, paper, pens/pencils to take notes is required and should be brought to each class. A binder to maintain documents accumulated during the class is a must. A computer, Internet access, **MUW e-mail** address; Microsoft Word (or other word processing program), Microsoft Excel and Power Point as necessary and a calculator.

**Special Accommodations :** It is the responsibility of any student with a professionally diagnosed Disability to notify the instructor so that appropriate accommodations may be arranged.

**Academic Dishonesty :** It is the responsibility of each student to be familiar with the Bulletin regarding University policy on academic dishonesty. Any student caught violating this policy with regard to cheating, plagiarism, intellectual copywrite, or in any other way uses another's original work for personal academic gain will be reported through the proper University channels. A grade of zero (0) will be given for the assignment without any possibility to make up the work. The University's decision regarding these matters will be considered final.

**Attendance Policy :** All attendance policies are stated in the MUW student handbook. Valid medical excuses will be required in the unlikely event of student illness. Students accept the responsibility of attending all classes and completing all the work for this course. Students are expected to be in class, ready to begin at the scheduled time. Daily attendance will be taken. Students may be dropped at instructors' discretion for five (5) or more absences, excused or unexcused. Absences will deduct points from your final grade. In addition, **TARDIES** will count against your final grade as well. Three (3) tardies will count as one (1) absence. We will be very busy in this class this semester, and any missed or late classes will make it difficult to complete the objectives of this class.

**There will be no makeup quizzes; makeup exams will be at the discretion of the instructor**

**Course****Requirements:** To complete this course successfully, students will:

- o Be in class, ready to begin at the scheduled time.
- o Read materials before class and participate in class discussions
- o Complete all assignments, examinations and projects as required
- o Behave in a professional manner, both in the kitchen and in the classroom, assist fellow students as needed, and take responsibility for their own learning.
- o Keep a notebook/journal to be turned in at semester's end

**NOTE:** Any and all materials turned in to the instructor in this class should be submitted TYPED on WHITE unlined paper, preferably in Times New Roman font, in 12 point type in DOUBLE SPACED FORMAT. Names, date, course name and number on a cover page and all pages stapled together. Nothing else will be accepted. Anything handwritten will not be accepted for a grade.

**Grading:**

<b>Sauces Ladder</b>	<b>12 points</b>	<b>12%</b>
<b>Dinner Event</b>	<b>5 points</b>	<b>5%</b>
<b>American Regional Menu Executions</b>	<b>36 points</b>	<b>36%</b>
<b>Journal Notebook</b>	<b>10 points</b>	<b>10%</b>
<b>Sauce Ladder Exam</b>	<b>12 points</b>	<b>12%</b>
<b>Finals dinner</b>	<b>25 points</b>	<b>25%</b>
	<b>100 points</b>	<b>100%</b>

**Finals dinner:**

The meal is to be totally developed, executed and served by the Prep III class. This meal has traditionally consisted of 30 to 60 minutes of hors d'oeuvres and a multi-course meal. The menu is to be developed by the class as a whole. Since leadership is critical to accomplish this function, students who are voted in by the rest of the class will fill the following positions:

**Chef**  
**Assistant Chef**  
**Maitr'd**  
**Dining Room Manager**  
**Sommelier**

It is also traditional that a dishwasher be hired for the evening and I would also like to invite students outside of the group to volunteer to be additional waitstaff.

**Sauce ladder:** Each student will be responsible to complete a "sauce ladder" and this will be discussed further the first day of class. The individual sauces, of which there are twelve (12), consists of:

HOLLANDAISE DIRIVITIVE SAUCE  
 BECHEMEL DIRIVITIVE SAUCE  
 VELOUTE DIRIVITIVE  
 DEMI GLACE SAUCE –NATURAL REDUCTION  
 VEG SAUCE  
 FRUIT SAUCE  
 HERB SAUCE  
 NUT SAUCE  
 MEAT SAUCE  
 ROUX SAUCE  
 VINEGAR SAUCE  
 BBQ SAUCE –NOT OF USA ORIGIN

Recipes are to be original and to be turned in with sauces.

**Journal-Portfolio Assignment:**

Each student must maintain a written journal of class activities which will include:

- o Any and all handouts, including recipes, tables, charts, articles, etc.
- o A day-by-day account of what we did in each class to include all menus, recipes and notes of the respective menus we do in class.
- o Purchase orders and costing for each menu/recipe/region
- o Illustrations of items prepared and plate composition diagrams/photographs
- o Any and all recipe costing
- o A ONE-PAGE summation of the finals dinner.
- o ORGANIZATION AND APPEARANCE, including title pages, table of contents, section chapters and descriptions.

**REQUIRED:** This journal will be kept in a 3-ring hardback binder, neatly done with dividers as described. A 1 ½ to 2 inch binder should be sufficient. It will be turned in at the time of the final exam.

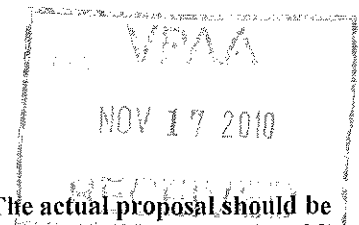


Class Calendar – Tentative class outline:  
Food Preparation III  
Fall 2010

August 19	Course Introduction Sauce Ladder Day 1	
August 24	Sauce Ladder Day 2	
August 26	Sauce Ladder Day 3 <b>ELECTIONS FOR FINALS DINNER, FORM COMMITTEES IN CLASS, STRUCTURE OF EVENT</b> <b>MEET WITH CHEF ERIC BY SEPTEMBER 7 FOR VIP LIST</b>	
August 31	Prep for American Regional Menu 1 Family Meal and Sauce Ladder work	
September 2	<b>Regional Menu 1</b> <b>Southern California, Nevada, Arizona, New Mexico, Utah</b>	
September 7	Prep for American Regional Menu 2 Family Meal and Sauce Ladder work	
September 9	<b>Regional Menu 2</b> <b>Colorado, North and South Dakota, Nebraska, Kansas, Oklahoma</b>	
September 14	Prep for Lunch and Learn	
September 16	Lunch and Learn Italian Menu	
September 21 SUGAR WORKSHOP	Sauce Ladder Day 4	
September 23 SUGAR WORKSHOP	Sauce Ladder Day 5	
September 28	Prep for American Regional Menu 3 Family Meal and Sauce Ladder work	
September 30	<b>Regional Menu 3</b> <b>Minnesota, Iowa, Illinois, Indiana, Ohio</b>	
October 5	Prep for American Regional Menu 4 Family Meal and Sauce Ladder work	
October 7	<b>Regional Menu 4</b> <b>Northern California, Oregon, Idaho, Montana, Washington</b>	
October 12	FALL BREAK	
October 14	<b>Lunch and Learn French Menu</b> <b>Finals Dinner Meeting, Wine and Food Pairing</b>	
October 19	Prep for American Regional Menu 5 Family Meal and Sauce Ladder work	
October 21	<b>Regional Menu 5</b> <b>Maine, Vermont, New York, Massachusetts, Connecticut</b>	
October 26	Finals Dinner Meeting – Menu Finalized, Invitations Mailed, Duties Assigned	
October 28	Menu Planning Recipe Testing	
November 2	Menu Planning Recipe Testing	

November 4	Menu Planning Recipe Testing	
November 9	Sauce Final	
November 11	Finals Dinner Finalization All Costing Completed Ordering, etc	
November 16	Prep for Finals dinner	
November 18	<b>Finals Dinner</b>	
November 23	Finals dinner Critique	
November 25	Thanksgiving Break	
November 30	<b>Notebook Due by 3:00 pm</b>	
December 2		
December 7	Finals week	

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY



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College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **[schilling@foodscience.msstate.edu](mailto:schilling@foodscience.msstate.edu)**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:  
Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title  
**CA      4013      World Cuisines**

Credit Hours  
( **3** )

New or Modified Catalog Description:

(Prerequisite: CA 3015). Three hours lecture. Regional cuisines from throughout the world and application of cooking methods used in these cuisines including distinctive ingredients and approaches to food preparation. (offered at MUW).

**CIP 01.1099**

Approved: \_\_\_\_\_

Department Head

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

\_\_\_\_\_  
Chair, College or School Curriculum Committee

\_\_\_\_\_  
Dean of College or School

**Arji Bourgeois** *ldsh*  
Chair, University Committee on Courses and Curricula

\_\_\_\_\_  
Chair, Graduate Council (if applicable)

**Peter L. Ryan**  
Chair, Deans Council

*10/24/10*  
*11.16.10*  
*24<sup>th</sup> November, 2010*

**Mississippi University for Women**  
**MUW Culinary Arts Institute**  
**Spring 2010**  
**CA 401- World Cuisines**

- Instructor:** Chef Joshua Oubre  
103 Shattuck Hall  
Box W-1639  
662-241-6454  
joubre@ca.muw.edu
- Office Hours:** When mutually convenient by appointment.
- Course Scheduled :** January 11, 2009 to May 3, 2009  
Wednesday, 6:00 until 8:45pm  
3 credit hours
- Course Description:** Regional cuisines from throughout the world and application of cooking methods used in these cuisines including distinctive ingredients and approaches to food preparation
- Text Required:** The International Culinary Schools at the Arts Institute. International Cuisine. John Wiley & Sons. 2009. USA.  
Additional readings may be required and will be available through handouts or books on hold in the library.
- Dress Code:** Professional attire. Clean white chef's jacket, chefs pants, socks and sturdy toed shoes. Aprons and side towels are available at the school for student use.
- Tools:** Notebook with paper, pens/pencils. Notes should be taken during every class. Computers, internet access, MUW e-mail address. Word processing program etc...
- Objectives:** By the end of this course the student should be able to understand and explain:
- The exploration of various cuisines found around the world.
  - The use of foodstuffs indigenous to various regions of study.
  - The techniques used by peoples of the regions.
  - The way various climates affect the use of foods across the world.
  - The way foods have migrated from region to region around the world and how cuisines have been affected.

**\*Note: Cell Phone usage is prohibited . Points will be deducted from your final grade if this policy is violated. \***

All course work in this class should be written at the appropriate level and turned in on time. Assignments, unless otherwise specified, will be typed on white unlined paper, 12 point Times New Roman font, 1" margins, in a double spaced format. All work should be stapled, taped, paper clipped, or bound in some fashion. Assignments not following these guidelines will be penalized. Nothing handwritten or sent by email will be accepted for a grade. Late work will be penalized.

**Special Accommodations:**

Appropriate accommodations of those with a professionally diagnosed disability can be arranged. Students are responsible for notification of the instructor that accommodations will be necessary.

**Attendance Policy:** Students accept the responsibility of attending all classes and completing all of the work required for courses in which they are registered. Students are expected to be in class, ready to begin at the scheduled time. Daily attendance will be taken. Absence from a field trip is treated the same as absence from a regular class.

\*Attendance is expected. Each unexcused absence from class will result in a deduction of 5 points from the final grade, cumulative for the semester. Any student accumulating more than five (5) absences may, at the instructor's discretion, be dropped from the class. Three (3) tardies will be considered equal to one (1) absence.

If an absence is necessary and unavoidable, it is the student's responsibility to notify the instructor in advance if possible, and to arrange for make-up work or assignments.

**Course Changes:** The instructor reserves the right to alter or modify course materials as necessary to match the learning skills and progression of the students, as well as material availability and current trends in the culinary field.

**Makeup tests or quizzes will NOT be permitted:**

If you miss a quiz, test or pop-quiz you will be given a grade of zero. Makeup exams or extra credit will be given at the instructor's discretion.

**Other Notes:** STUDENTS ARE RESPONSIBLE FOR THE GENERAL KITCHEN MAINTENANCE AND CLEANLINESS THROUGHOUT CLASS. THIS INCLUDES WASHING AND PUTTING AWAY DISHES AND COOKWARE, SWEEPING AND MOPPING FLOORS, REMOVING TRASH, AND RETURNING THE KITCHENS TO THE STANDARDS REQUIRED BY THE STAFF. THIS ALSO INCLUDES ANY OTHER DUTIES AS ASSIGNED BY THE INSTRUCTOR. CLASS IS NOT OVER UNTIL ALL CLEAN-UP WORK IS COMPLETED. NO EXCEPTIONS. PERIOD.

EVALUATION AND GRADING		
Attendance and Class Participation (12 per day x 12 days)	180 points	18%
Cuisine Summaries	200 points	20%
Cuisine Project	300 points	30%
Mid Term Exam	160 points	16%
Exam—Written	160 points	16%
Total	1000 points	100%

GRADING SCALE
A=> 900 points
B=> 800 points
C=> 700 points
D=> 600 points
F=< 599 points

#### Tentative Course Schedule

Class	Topic
January 11	Syllabus, intros
January 25	Lecture
January 28	Mexico, South America
February 1	Caribbean
February 8	Japan, China, Korea
February 15	Southeast Asia
February 22	Spain
March 1	Mid-term /Middle East
March 8	Turkey, Greece and Crete
March 15	No class
March 22	Africa
March 29	India
April 5	No class
April 12	British Isles, Germany, Austria , Switzerland
April 19	Italy
April 26	Scandinavia and Russia
May 3-7	Final -TBA

### Cuisine Project

Students, working either in teams or alone, will study, present, and lead a discussion and class meal preparation of a specific cuisine. Each student, whether working alone or with others, will be individually graded on their class presentation and performance throughout the project. This project is worth a total of 300 points towards your final grade (Each individual section is worth 100 pts.).

This project will be graded based on performance on the following:

#### 1. Written Handouts

- Relevant material must be supplied to fellow classmates, with a maximum of 6 pages (in addition to recipes)

#### 2. Presentation

- Verbal/visual presentation basics (clarity, interest, professionalism, etc.)
- Research accomplished and presented
- Organization of material and presentation (logic, flow, etc.)

#### 3. Food

- Mise en place and attention to preparation, techniques, and food safety
- Supervision and management of the team that executes the menu

### Cuisine Summaries

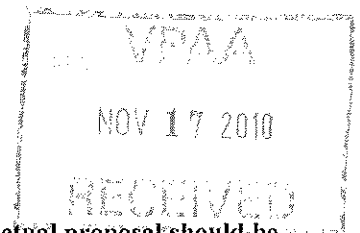
Each student is to write a 500 word summary of each cuisine presented (except their own). Summaries will be due on the first class following the conclusion of the presentation. This means that a 1-2 page summary is due each week, unless you are presenting.

These summaries should include overview of the information presented, specifically addressing:

1. **Primary Ingredients:** specifically indigenous ingredients as they are used, substitutions, and any other supporting information.
2. **Societal influences:** how has the culture and the cuisine been shaped/changed by the passage of time.
3. **Cooking methods:** describe the primary, secondary, and any other cooking methods which are most often utilized and the reasons.
4. **Your Personal Reaction** to the foods prepared:
  - a. You should compare flavors, components, and textures of the foods prepared
  - b. How do the different items compliment or contrast to one another in the overall meal/menu; is there a reason for each dish/ingredient in the overall menu/meal.
5. **Organization/Flow:** Everything should be reasonably written, logically thought out, and utilize proper spelling and grammar.

Each summary is worth 20 points and will be graded on a 4 point scale for each criteria mentioned.

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MISSISSIPPI STATE UNIVERSITY



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College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **schilling@foodscience.msstate.edu**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:  
Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title  
**CA      4153      Food Styling**

Credit Hours  
**(3)**

New or Modified Catalog Description:

(Prerequisite: Art 1033, 1043, 2203 or permission of the Director of the Culinary Arts Institute). Three hours lecture. Concepts and techniques for food presentation to the camera, including styling techniques; the process of preparing food for still photography and videos; selecting tools and props; choosing and treating ingredients for presentation and endurance; and bringing the plate to camera readiness; food styling problems related to photography. Requires the development of a food styling kit. (offered at MUW).

**CIP 01.1099**

Approved:

Department Head

Date:

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

10/14/10  
  
11.16.10  
  
24<sup>th</sup> November, 2010



10/07/2010 THU 12:59 FAX 662 241 7627

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**Mississippi University for Women  
Culinary Arts Institute****Spring 2010****CA 415  
3 credit hours****Food Styling**

**Instructor:** Delores Custer, Adjunct  
Shattuck Hall  
Box W-1639  
662-241-7472  
[foodstyle@earthlink.net](mailto:foodstyle@earthlink.net)

**Course Schedule:** March 8-12, 1:00 pm-7:00 pm, Room SH 111

**Text:** None required; handouts will be provided

**Course  
Description**

Concepts and techniques for food presentation to the camera, including styling techniques; the process of preparing food for still photography and videos; selecting tools and props; choosing and treating ingredients for presentation and endurance; and bringing the plate to camera readiness; food styling problems related to photography. Requires the development of a styling kit.

**Learning  
Objectives**

Upon completion of this course, the student will demonstrate knowledge and understanding of:

1. The role of a food stylist in various media:
  - a) editorial (magazine, cookbooks, educational materials)
  - b) public relations
  - c) promotional (posters, press packets, point of purchase)
  - d) print advertisements
  - e) packaging
  - f) TV advertising
  - g) film
2. The techniques used in food preparation and presentation for the camera through lectures and laboratory assignments.
3. The criteria necessary for the selection of foods of good quality and of appropriateness to the assignment.
4. The legal and ethical restrictions when presenting foods (and product) for photography.

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003/011

5. The step-by-step procedures in the development of a food food styling assignment.

6. The personal interactions required by the food stylist in the photo studio. (teamwork with client, art director, and photographer)

**Course****Requirements:**

Students will be required to develop and demonstrate the following skills:

- Ability to plan, purchase, prepare and present food for the camera.
- Recognition of color, composition, and texture and an eye for attractive presentations of food.
- Recognition and appreciation of various props used to create the desired "look" or style of the photograph.
- Analyze and write recipes for an appropriate audience or client.
- Knowledge of a magazine's concerns when assigning articles or recipes, or photography work.

**Special****Accommodations:**

It is the responsibility of a student with a professionally diagnosed disability to notify the instructor so that appropriate accommodations may be arranged.

**Attendance Policy:**

Students accept the responsibility of attending all classes and completing all work required for courses in which they are registered. Students are expected to be in class, ready to begin at the scheduled time.

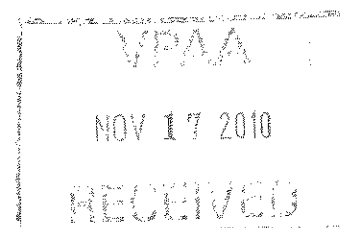
**Course Changes:**

It may be necessary to change some part of this syllabus or course because of the level of student achievement or new directions presented by the industry. The instructor reserves the right to alter or modify course materials as deemed necessary.

**Course Content:**

Introduction to Food Styling  
Products  
Public Relations  
Studio Work – "Hero Shot" with professional photographer  
Editorial

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College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **[schilling@foodscience.msstate.edu](mailto:schilling@foodscience.msstate.edu)**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:

Symbol      Number      Title

Credit Hours

(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title

CA      4103      Business Skills in Culinary Arts

Credit Hours

( 3 )

New or Modified Catalog Description:

(Prerequisite: MA 1313). Three hours lecture. Basic business skills and business mathematics applied to the food industry. (offered at MUW).

CIP 01.1099

Approved:

Department Head

Date:

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

11.16.10

24<sup>th</sup> November, 2010

**Mississippi University for Women  
Culinary Arts Institute  
Spring 2010  
CA 410 Business Skills in Culinary Arts**

**Instructor:** Chef Joshua Oubre  
103 Shattuck Hall  
Box W-1639  
662-241-6454  
[joubre@ca.muw.edu](mailto:joubre@ca.muw.edu)

**Office Hours:** When mutually convenient by appointment

**Course Scheduled :** Wednesdays, 2:00 until 4:45, 3 credit hours

**Prerequisites :** CA 260

**Text Required :** No specific text required.  
There will be handouts that are required reading.  
A suggested reading list of books or articles will be attached.

**Course Description :** Basic business skills and business mathematics applied to the food industry.

**Dress Code:** Casual or professional attire.

**Tools:** Computer, Internet access, MUW E-mail address, Microsoft word (or other word processing program) and Microsoft Excel, PowerPoint; Journal type notebook; Binder or other filing type system to keep track of documents accumulated during the course in class and homework assignments, pens and pencils, calculator. Binder and poster-type materials will be necessary for final project. This will be determined by your assigned group, but will be expected to be professional in appearance.

All course work in this class should be written at the appropriate level and turned in on time. Assignments, unless otherwise specified, will be typed on white unlined paper, 12 point Times New Roman font, 1" margins, in a double spaced format. All work should be stapled, taped, paper clipped, or bound in some fashion. Assignments not following these guidelines will be penalized. Nothing handwritten or sent by email will be accepted for a grade. Late work will be penalized.

**\*Note: Cell Phone usage is prohibited . Points will be deducted from your final grade if this policy is violated. \***

**Objectives:** This course will attempt to articulate the means and methods of developing a menu, concept, and business plan for a restaurant/food service establishment. It will also include information and discussion about achieving and maintaining profitability in various areas of business.

**Special Accommodations :** Appropriate accommodations of those with a professionally diagnosed disability can be arranged. Students are responsible for notification of the instructor that accommodations will be necessary.

**Attendance Policy:** All attendance policies are stated in the MUW student handbook. Valid medical excuses will be required in the unlikely event of student illness. Students accept the responsibility of attending all classes and completing all the work for this course. Students are expected to be in class, ready to begin at the scheduled time. Daily attendance will be taken. Students may be dropped at instructors' discretion for **5 or more unexcused** absences. Absences will deduct points from your final grade.

**Course Changes:** The instructor reserves the right to alter or modify course materials as necessary to match the learning skills and progression of the students, as well as material availability and current trends in the culinary industry.

**Makeup tests or quizzes will NOT be permitted :**  
If you miss a quiz, test or pop-quiz you will be given a grade of zero. Makeup exams or extra credit will be given at the instructor's discretion.

**Footnoting and other Source citation:**  
For this course, any material to be turned in that contain footnoted references utilize the APA method of Source Documentation. Examples and style requirements can be found at:

**American Psychological Association . Electronic References.**  
<http://www.apastyle.org/electronic.html>

**Useful University Links:**

1. Links to Academic Services: <http://www.muw.edu/academicsupport/>
2. Links to All Academic Calendars: <http://www.muw.edu/registrar/calendars.html>
3. Links to the Student Handbook: <http://www.muw.edu/handbook/>
4. Links to the Bulletin (Course Catalog): <http://www.muw.edu/catalog/>
5. Links to Career Services: <http://www.muw.edu/career/>
6. Links to Financial Aid: <http://www.muw.edu/finaid/>
7. Links to Course Offerings: <http://www.muw.edu/vpaa/classsch.html>
8. Links to the Library Online: <http://www.muw.edu/library/>

**Assignments:**

Any written assignment is to be turned in at the BEGINNING of the class on the day they are due. NO EXCEPTIONS. ANY Late work will lose 10% of total value every day it is late. Work will not be accepted more than 4 days after the due date.

**Verbal Menu Presentations:** This exercise will be presented as a chef would present a menu to a new crew of employees. This entails giving each employee (the class) a hard copy of the formatted menu and then a verbal description. Any type of visual reference will be handy though not required. This will also require an inventory list of food products needed.

**Menu costs:** From your inventory list you will develop of menu item's selling price from a list of mostly provided food prices. Specialized items will need you to go and find prices. This project will utilize a standardized 25% food cost.

**Inventory layout:** The class will be given space limitations for both dry goods and those that need refrigeration or freezing. Your group will need to determine the layout following a classroom discussion about the "rules of thumb."

**Dishware:** Much like any artist, the choice of palate, or food presentation and plate ware, is an exclusive right reserved for the Chef's discretion. Groups will choose plate ware, silverware, glassware and anything else that will go on the table. Have fun with this because price is no object in your imagination.

**Kitchen Designs:** Groups will be assigned 2 kitchen spaces, main and pastry, to work with and decide what equipment will be put there. Emphasis will be put on comfort and operational flow. Be aware that the most important aspect of kitchen design is that a kitchen should be functional to all cooking methods. Designing a kitchen for a specific menu is folly. Groups will also determine which small wares will be needed for the kitchen.

**Bar and Dining room development:** Groups will design a functional Dining room, and patio, as well as a lounge area. Along with the bar, groups should design a wine list as well as other alcohol offerings. The bar will also have its own food offerings and menu. Your group will also be responsible for choosing and costing all FOH equipment needed.

**Station Breakdown:** The menu has been written and the kitchen has been designed. The task for the group is to determine which station, or stations will prepare specific menu items.

**Staff chart and employee breakdown:** The group will determine who specifically will be a typical employee and what that person's weekly work schedule look like. This will include how much they make as an hourly or salaried employee, how much all employees work, and any extra incentives or benefits that may be necessary to keep them happy.

**Menu Mix:** Using a tool developed by the Michigan State, groups will project sales of various menu items and see what items make the best profit and which items do not.

**Midterm Notebook, TBD:** This will be an evaluation of how your work and progress is coming along. At this juncture you should have a menu with format, prices, recipes, photos of dishware and silverware, the layout of inventory, small wares and large equipment order with costs, and FOH & BOH designs.

**Restaurant plan/Notebook:** Each group will turn in a notebook of all the cumulated information put together during the semester.

**Restaurant Presentation:** This will be a presentation of the work put together for the notebook.

#### **Termination**

The primary assignment in this class is a detailed, involved, and collaborative group project. There are times when there is a member or members of a specific group who are disruptive, or do not contribute or participate in the project. As a result, the group grade typically suffers.

In order to terminate a group member, several things are required:

1. There must be proper documentation and evidence which supports the decision. **There will be paperwork involved.**
2. There must be a consultation meeting with the group and the professor to attempt to mediate the situation.
3. The Professor must be apprised of the situation and given the supporting evidence well in advance. **Professor approval is required and the professor will inform the member of the decision.**
4. The decision must be **unanimous** in the rest of the group member

#### **Results of Firing**

If you are terminated from your group, you will lose **50 points** from your participation grade (project participation is required for this class). Working alone, you will still be required to submit every assignment and give a presentation. You may continue the concept that your group has begun, or start a completely new concept. Even if the result of this process is not termination, the student's grade **may** be affected by this process.

<b>EVALUATION AND GRADING</b>		
Attendance and Class/ Project Participation	200 points	20%
Tests (2)	200 points	20%
Written Assignments	200 points	20%
Midterm Notebook Evaluation	50 points	5%
Notebook	100 points	10%
Final presentation	100 points	10%
Final Exam	150 points	15%
<b>Total</b>	<b>1000 points</b>	<b>100%</b>

<b>Individual Assignments Value Chart</b>	
Formatted Menus / Main and Dessert	20 points
Recipes with food costs and Menu Prices	15 points
Plates, glass and silverware with prices	15 points
Cold and Dry Storage	15 points
*Diningroom and Bar Design with equipment	15 points
*Kitchen Design with Equipment	15 points
Station Break Downs	15 points
Bar Menu (Costed)	15 points
Drink and Wine Menu (Cost per bottle)	15 points
Staff Chart	15 points
Employee Schedule with labor cost	15 points
Forecast Total sales for 28 days	15 points
Menu mix	15 points
<b>Total</b>	<b>200</b>

<b>GRADING SCALE</b>
A= $\geq 900$ points
B= $\geq 800$ points
C= $\geq 700$ points
D= $\geq 600$ points
F= $\leq 599$ points



### Information Sources

#### Books:

- Cartin, J. Thomas 1993. Principles & Practices of TQM. ASQC Quality Press. USA
- Fossum, A. John. 1995 6<sup>th</sup> Ed. Labor Relations Irwin. USA
- Hinkin, R. Timothy. 1995. Cases in hospitality Management. John Wiley & Sons Inc. USA
- Jagels, G. Martin, Coltman M. Micheal. 2004. 8<sup>th</sup> Ed. Hospitality Management Accounting. John Wiley & Sons Inc. USA
- Lewis, C. Robert 1989. Cases in hospitality Marketing and Management. John Wiley & Sons Inc. USA
- Spears, C Marian, Gregoire B. Mary 2004, 5<sup>th</sup> Ed. Foodservice Organizations. Pearson Prentice Hall. USA
- Timmons, A. Jeffery, Spinelli Stephen. 2004. 6<sup>th</sup> Ed. New Venture Creation. McGraw-Hill. USA
- Walker, R. John, Lundberg E. Donald. 2001. 3<sup>rd</sup> Ed. The Restaurant. John Wiley & Sons Inc. USA
- Wemischner Robert, Karp Karen. 1998. Gourmet to Go. John Wiley & Sons Inc. USA

#### Useful Web Links:

- <http://www.score.org/> - Small Business Counselors
- [www.sba.gov](http://www.sba.gov) - Small Business Administration
- <http://stats.bls.gov/>
- [http://www.governmentguide.com/small\\_business.asp?id=16102151](http://www.governmentguide.com/small_business.asp?id=16102151)
- <http://www.inc.com> Inc Magazine
- <http://www.smbtn.com/businessplanguides/>
- <http://www.businessplanbooks.com/>
- [www.ncoe.org](http://www.ncoe.org) - National Commission on Entrepreneurship
- <http://www.emkf.org/> -Ewing Marion Kauffman Foundation
- [www.census.gov](http://www.census.gov) U.S. Census Bureau
- [www.avce.com](http://www.avce.com) - American Venture Magazine
- <http://www.sba.gov/starting/indexbusplans.html> - Small Business Association
- [www.businessweek.com/smallbiz/index.html](http://www.businessweek.com/smallbiz/index.html) - Business Week Online
- [www.fastcompany.com/homepage](http://www.fastcompany.com/homepage) - FastCompany
- [www.hbr.com](http://www.hbr.com) - Harvard Business Review (subscription)
- [www.findlaw.com](http://www.findlaw.com) -- FindLaw
- [www.bplans.com/](http://www.bplans.com/)
- <http://www.federalreserve.gov/pubs/buscredit/types3.htm> - The Federal Reserve Board
- [www.businessfinance.com/](http://www.businessfinance.com/) - Business Finance.com
- [www.entrepreneur.com](http://www.entrepreneur.com)
- [www.startupjournal.com](http://www.startupjournal.com) - Wall Street Journal

**Magazines:**

Restaurants and Institutions

Restaurant Business Inc

Restaurant Startup and Growth

Entrepreneur

**Lagniappe:**

*"Genius is 1% inspiration and 99% perspiration. Accordingly a genius is often merely a talented person who has done all of his or her homework."*

-Thomas Edison

*"The way to get started is to quit talking and begin doing."*

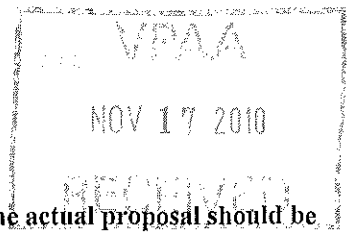
-Walt Disney

**Tentative Semester Outline**

Date	Topic	Assignment Due
January 13	Syllabus-Course Introduction Explanation of menu development Group selection Shattuck/Gallery Tour Join <a href="http://www.foodservice.com">www.foodservice.com</a> newsletter	2/10 Formatted Written Menus, ala carte & dessert
January 20	Inventory – Reasons and extensions Recipe Costing Selling Price “Q” Factor Menu Design Liquor Menu Design/Specialty Bars Dessert Menu	2/17 Recipe Food cost extension & Menu Prices  4/7 Bar Food Menu Beverage Menu/Wine List
January 27	Purveyor relationships/Pl ateware	
February 3	Verbal Menu Description Presentations Bar Food, Home Meal Replacement, Delivery, Lunch, Breakfast, Brunch Inventory layout	2/24 Plate and Silverware Selections
February 10	Dining room and Bar Design Kitchen Design Kitchen Equipment Needs – Large and Small wares w/prices extended	03/01 Storage – Dry and Cold
February 17	TEST 1 Station Breakdown, Par stocks, Prep Schedules	3/17 Dining room, Bar Design with equipment order and prices
February 24	Kitchen Design Presentation/Plateware Human Resources Recruitment, Selection, Hiring, Scheduling	3/24 Kitchen Design, Small wares and large equipment order with prices.
March 3	HR Training, Laws	3/31 Written Station Break down, Storage and Par stocks
March 10	Food Styling Week, TBA	4/07 Staff Chart and Employee Schedule – Informal Presentation
March 17	No Class	
March 24	Test 2 Forecasting Total Food sales Food, Beverage, Labor Cost Controls Currency and Percentages	4/14 Forecast Total Food Sales, Food Cost and Labor Cost in Percentages, for 28 day period
March 31	Menu Mix – Developed by MSU	4/21 Menu Mix for one month
April 7	Staff Chart Presentations Marketing Soft Opening Grand Opening Public Relations Buffet	
April 14	Review, Rocco discussion, <i>Tentative</i>	
April 21	Formal Presentations	Notebook Due
April 28	Formal Presentations	Notebook Due
May 3	Final- TBA	



APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY



NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, 25 Morgan Avenue (Mail Stop 9699).

College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805** E-mail: **schilling@foodscience.msstate.edu**

Nature of Change: **Technical Change**

Date Initiated: **10/2010** Effective Date: **Spring 2011**

Current Listing in Catalog:  
Symbol      Number      Title

Credit Hours  
(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title  
**CA      4603      Seminar in Culinary Entrepreneurship**

Credit Hours  
(**3**)

New or Modified Catalog Description:

(Prerequisite: All other courses in the Culinary Entrepreneurship curriculum). Three hours seminar. Capstone course in culinary entrepreneurship. Emphasis on case analysis and the development and presentation of a comprehensive culinary business plan. (offered at MUW).

CIP 01.1099

Approved: \_\_\_\_\_

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

Department Head \_\_\_\_\_

Chair, College or School Curriculum Committee \_\_\_\_\_

Dean of College or School \_\_\_\_\_

Chair, University Committee on Courses and Curricula \_\_\_\_\_

Chair, Graduate Council (if applicable) \_\_\_\_\_

Chair, Deans Council \_\_\_\_\_

11.16.10  
24<sup>th</sup> November, 2010

**Mississippi University for Women**  
**MUW Culinary Arts Institute**  
**Fall 2010**  
**CA 460: Seminar in Entrepreneurship**

- Instructor:** Joshua J. Oubre  
103 Shattuck Hall  
Box W-1639  
662-241-6454 (office)  
joubre@ca.muw.edu
- Office Hours:** When mutually convenient by appointment
- Course Scheduled:** Wednesday, 6-8:45, Shattuck Hall 106, 3 Credit Hours
- Text Required:** Mariotti, Steve. (2007). *Entrepreneurship: Starting and Operating a Small Business*. USA. Pearson Prentice Hall
- Prerequisites:** CA260, CA 363, CA364 CA365
- Course Description :** CA 460 Seminar in Culinary Entrepreneurship  
Capstone course in culinary entrepreneurship. Major emphasis on the integration of previously learned skills, culinary case analysis, and the development and presentation of a well-defined, comprehensive culinary business plan.
- Dress code:** Casual. Professional attire will be required for presentations.
- Tools:** Computer, Internet access, MUW E-mail address, Microsoft word (or other word processing program) and Microsoft Excel, PowerPoint; Journal type notebook; Binder or other filing type system to keep track of documents accumulated during the course in class and homework assignments, pens and pencils, calculator.

All course work in this class should be written at the appropriate level and turned in on time. Assignments, unless otherwise specified, will be typed on white unlined paper, 12 point Times New Roman font, 1" margins, in a double spaced format. All work should be stapled, taped, paper clipped, or bound in some fashion. Assignments not following these guidelines will be penalized. Nothing handwritten or sent by email will be accepted for a grade. Late work will be penalized.

\*Note: Cell Phone usage is prohibited. Points will be deducted from your final grade if this policy is violated.\*

**Objectives: By the end of this course the student should be able to:**

Write and Present a proposed formal business plan composed of 8 Sections:

- Stage 1: Executive Summary
- Stage 2: Company Summary
- Stage 3: Products and Services
- Stage 4: Strategy and Implementation Summary
- Stage 5 Management Summary
- Stage 6 Personnel plan
- Stage 7: Financial Plan
- Stage 8 – Appendixes

**Special Accommodations:** Appropriate accommodations of those with a professionally diagnosed disability can be arranged. Students are responsible for notification of the instructor that accommodations will be necessary.

**Attendance Policy:** Student's are expected to follow the regulations as stated in the Student Handbook regarding class attendance. The nature of this course requires on-time class attendance and individual meetings. **Missing a scheduled individual meeting will result in a loss of 5% of the Total Grade.** Participation in individual and group projects will be affected by attendance and the final grade will reflect this for each student. If a student must be absent for some compelling reason, the instructor should *be notified in advance*. Medical excuses will be required in some cases. **Makeup assignments will not be permitted:** There will be no written exams for this course.

**Academic Dishonesty:** Any student who has plagiarized the words or ideas of any other person will receive a zero (0) for the plagiarized assignment and *will* be referred to the Academic Standards Board for appropriate action.

**Footnoting and other Source citation :** This course will use the APA method of Source Documentation. An example of this would be:

**Book: Single Author -**

Drummond-Eich, K. (1990). Human Resource Management for the hospitality Industry. USA: John Wiley & Sons.

**Internet: Group-**

American Psychological Association. *Electronic References*. Retrieved December 9, 2003, from <http://www.apastyle.org/>

**Assignments:**

The structure of this course is the completion of one assignment, which is writing and presenting a Business Plan for your Entrepreneurial operation.

EVALUATION AND GRADING		
Assignments ( 12 @ 50 pts each)	600 points	60%
Concept Presentation	200 points	20%
Final Written Business Plan	200 points	20%
Total	1000 points	100%

GRADING SCALE
A= $\geq$ 900 points
B= $\geq$ 800 points
C= $\geq$ 700 points
D= $\geq$ 600 points
F= $\leq$ 599 points

#### Useful University Links:

1. Links to Academic Services: <http://www.muw.edu/academicsupport/>
2. Links to All Academic Calendars: <http://www.muw.edu/registrar/calendars.html>
3. Links to the Student Handbook: <http://www.muw.edu/handbook/>
4. Links to the Bulletin (Course Catalog: <http://www.muw.edu/catalog/>
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7. Links to Course Offerings: <http://www.muw.edu/vpaa/classsch.html>
8. Links to the Library Online: <http://www.muw.edu/library/>

#### Information Sources

##### Books:

- Cartin, J. Thomas 1993. Principles & Practices of TQM. ASQC Quality Press. USA
- Fossum, A. John. 1995 6<sup>th</sup> Ed. Labor Relations. Irwin. USA
- Hinkin, R. Timothy. 1995. Cases in hospitality Management. John Wiley & Sons Inc. USA
- Jagels, G. Martin, Coltman M. Micheal. 2004. 8<sup>th</sup> Ed. Hospitality Management Accounting. John Wiley & Sons Inc. USA
- Lewis, C. Robert 1989. Cases in hospitality Marketing and Management. John Wiley & Sons Inc. USA
- Spears, C Marian, Gregoire B. Mary 2004, 5<sup>th</sup> Ed. Foodservice Organizations. Pearson Prentice Hall. USA
- Timmons, A. Jeffery, Spinelli Stephen. 2004. 6<sup>th</sup> Ed. New Venture Creation. McGraw-Hill. USA
- Walker, R. John, Lundberg E. Donald. 2001. 3<sup>rd</sup> Ed. The Restaurant. John Wiley & Sons Inc. USA
- Wemischner Robert, Karp Karen. 1998. Gourmet to Go. John Wiley & Sons Inc. USA

##### Useful Web Links:

- <http://www.score.org/> - Small Business Counselors
- [www.sba.gov](http://www.sba.gov) - Small Business Administration
- <http://stats.bls.gov/>
- [http://www.governmentguide.com/small\\_business.asp?id=16102151](http://www.governmentguide.com/small_business.asp?id=16102151)
- <http://www.inc.com> Inc Magazine
- <http://www.smbtn.com/businessplanguides/>



<http://www.businessplans.com/>  
[www.ncoc.org](http://www.ncoc.org/) - National Commission on Entrepreneurship  
<http://www.emkf.org/> -Ewing Marion Kauffman Foundation  
[www.census.gov](http://www.census.gov) U.S. Census Bureau  
[www.avce.com](http://www.avce.com) - American Venture Magazine  
<http://www.sba.gov/startup/indexbusplans.html> - Small Business Association  
[www.businessweek.com/smallbiz/index.html](http://www.businessweek.com/smallbiz/index.html) - Business Week Online  
[www.fastcompany.com/homepage](http://www.fastcompany.com/homepage) - FastCompany  
[www.hbr.com](http://www.hbr.com) - Harvard Business Review (subscription)  
[www.findlaw.com](http://www.findlaw.com) - FindLaw  
[www.bplans.com/](http://www.bplans.com/)  
<http://www.federalreserve.gov/pubs/buscredit/types3.htm> - The Federal Reserve Board  
[www.businessfinance.com/](http://www.businessfinance.com/) - Business Finance.com  
[www.entrepreneur.com](http://www.entrepreneur.com)  
[www.startupjournal.com](http://www.startupjournal.com) - Wall Street Journal

#### Magazines:

Restaurants and Institutions  
 Restaurant Business Inc  
 Restaurant Startup and Growth  
 Entrepreneur

#### Lagniappe:

*"When I started out in business, I spent a great deal of time researching every detail that might be pertinent to the deal I was interested in making. I still do the same today. People often comment on how quickly I operate, but the reason I can move quickly is that I've done the background work first, which no one usually sees. I prepare myself thoroughly, and then when it is time to move ahead, I am ready to sprint."*  
 -Donald Trump

*"The general who wins the battle makes many calculations in his temple before the battle is fought. The general who loses makes but few calculations beforehand."*  
 - Sun Tzu

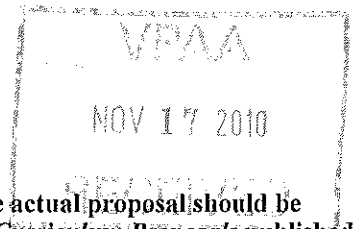
*"Genius is 1% inspiration and 99% perspiration. Accordingly a genius is often merely a talented person who has done all of his or her homework."*  
 -Thomas Edison

*"The way to get started is to quit talking and begin doing."*  
 -Walt Disney

**Fall 2010****\*\*\*TENTATIVE\*\*\* Semester outline and Component Due Dates**

<b>Date</b>	<b>Topic</b>	<b>Assignment Due</b>
<b>8/18</b>	Class Introduction	Due: N/A
<b>8/25</b>	Structural Design, Executive Summary, Location	Concept and Mission Statement, Written and Verbal
<b>9/1</b>	Product and Services, Logos, Menus	Executive/Management Summary
<b>9/8</b>	Kitchen and Front of House Design (Bring in from SDM class)	Product and Services
<b>9/15</b>	Total Sales Forecasting, HR &Resumes	Menu
<b>9/22</b>	Income Statements, Break Even Analysis, financial Ratios	Company Summary/ Personal Plan: Organizational Structure with Pay rates
<b>9/29</b>	Income Statements, Break Even Analysis, financial Ratios	Logo
<b>10/6</b>	Competition Analysis	Resume
<b>10/13</b>	Legal documents	FOH/BOH designs/ Implementation Summary
<b>10/20</b>	Purveyors	Competition analysis
<b>10/27</b>	Marketing/ Internal and External	Legal Documents
<b>11/3</b>	SWOT	Financial Statements/ BE Analysis/Ratios
<b>11/10</b>	Presentations	Employee Handbook, Purveyors List
<b>11/17</b>	Presentations	
<b>12/1</b>	Presentations (if required)	

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY



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College or School: **Ag & Life Sciences**

Department: **Food, Nutrition, & Health Promotion**

Contact Person: **Wes Schilling**

Mail Stop: **9805**

E-mail: **schilling@foodscience.msstate.edu**

Nature of Change: **Technical Change**

Date Initiated: **10/2010**

Effective Date: **Spring 2011**

Current Listing in Catalog:

Symbol      Number      Title

Credit Hours

(      )

Current Catalog Description:

New or Modified Listing for Catalog:

Symbol      Number      Title

FN      3023      Menu and Recipe Development

Credit Hours

( 3 )

New or Modified Catalog Description:

(Prerequisite CA 3005, or consent of instructor). Three hours lecture. The development of recipes and menus for application to food service test kitchen settings. (offered at MUW).

CIP 01.1099

Approved: \_\_\_\_\_

Department Head

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

10/24/10

Chair, College or School Curriculum Committee

Dean of College or School

Arvi Boungsoi lsh

Chair, University Committee on Courses and Curricula

11.16.10

Chair, Graduate Council (if applicable)

Peter L. Ryan

Chair, Deans Council

24<sup>th</sup> November, 2010

Mississippi University for Women      The Culinary Arts Institute      Fall 2010

Course: FN 302      Menu and Recipe Development

Instructor:      Dr. Amy Vickery      1100 College Street MUW-1639  
                          101 Shattuck Hall      Columbus, MS 39701-5800  
                          241-7472      avickery@muw.edu  
                          Fax 241-7627

Office Hours:      by appointment at a mutually agreed upon time by student and instructor

**Textbook (Required)**

The Recipe Writer's Handbook, Revised 2001, Ostmann and Baker, John Wiley & Sons, Inc

**Textbook (Recommended)**

Culinary Artistry, 1996, Dornenburg and Page, International Thomson Publishing Company

**Course Description**

The development of recipes and menus for application to food service test kitchen settings, ...and other commercial or independent settings.

**Course Prerequisites**

CA 300 is suggested or permission of the instructor

**Course Objectives**

Upon completion of this course, the student will:

- Learn recipe writing styles
- Develop recipe testing skills
- Understand food emotions
- Know ethics of recipe writing
- Learn terminology for menus and recipes
- Have exercised creative skills

**Course Requirements**

To complete this course successfully, students must:

- Attend class, and be ready to begin at the scheduled time
- Read materials before class, and participate appropriately in class discussions
- Complete all assignments, examinations, and projects as required
- Exhibit professional conduct, and take responsibility for their own learning

**Grading Policy**

<b>Activities</b>	<b>Points per Activity</b>	<b>*Grading Scale</b>	<b>**Dates to note</b>
Participation	10	>90% A	
Notebook	50	>80% B	
Assignments	10	>70% C	
Event Menu Project	100	>60% D	Sept 16, 2010
Midterm Exam	100	<59% F	Oct 7, 2010
Theme Menu Project	100		Nov 18, 2010
Final Exam	100		Dec 9, 2010

\*Note: The class attendance policy (see page 2) describes the effect of excessive absences on the course grade.  
***Make-up Exams (with valid excuse) will be administered during the final examination.***

\*\*See MUW Academic Calendar

**Notebook**

Use a 3 ring binder to organize everything. Include this syllabus, every handout, your notes, assignments, and resources.

Assignments and Projects should be typed in a simple readable font type and size. Include name, date and FN302 in the upper left corner or cover page for projects. Artistic, creative attachments are encouraged. Most assignment pages need only be stapled. Presentation binding is acceptable for projects.

#### **Academic Policies and Procedures**

##### Class Attendance Policy:

Students are expected to follow the regulations in the Student Handbook regarding class attendance. Pop-quizzes are part of the attendance grade. There are NO make-ups of pop-quizzes. Students must be in full uniform for this class. No excessive jewelry and prefer wedding band as maximum. No visible piercings allowed. Closed shoes proper dress are required for safety.

Attendance will be recorded at each class meeting. In the case of perfect attendance, i.e., zero (0) absences, a bonus of ten (10) points will be added to the student's final grade. Students will not be penalized for their first three (3) absences, nor will they receive the bonus. Ten (10) points will be subtracted from the student's course grade for each absence after three (3). If a student is late (or leaves class early) two times, it will equal one absence. **NOTE: NO EXCUSED ABSENCES WILL BE ACCEPTED FOR THESE POINTS!!** Excessive absences will result in failure of the course. This policy is not flexible. It is the responsibility of the student to acquire any missed information (i.e., notes, handouts, etc.) from fellow class members. Five unexcused absences will result in the dropping of the student from the class and the student will receive a WP or WF.

##### Classroom Etiquette:

At all times, students are expected to show respect and courtesy for the instructor and classmates. Please keep in mind that distractions among students during class interfere with the learning experience of others and will not be tolerated. Please turn off cell phones and other distractions before entering the classroom. Safe and professional attire is required.

##### Special Policy Regarding a Missed Examination:

Students WILL BE ALLOWED TO MAKE UP missed mid term exam with excused absences. If a student misses class on the day of an examination, he or she must present to the instructor documentation as to the nature of the absence in order to make up an examination. If an illness or unforeseen event occurs that prevents the student from taking the exam, the instructor must be notified before 5:00 pm on the day of the exam. Examinations missed for which there is a valid medical reason, legal obligation, or other excusable absence will be made up on the date of the final examination. Failure to meet the above conditions will result in a grade of zero (0) for the missed examination. There are no exceptions to this policy.

##### Test Administration:

The following procedure will be followed when exams are given:

- No hats are to be worn.
- Once the exam is distributed, no one is to leave their seat unless the exam is turned in.
- Students are allowed a writing instrument and a pocket calculator for each exam. No other aids are allowed for use during the exam. Cell phone calculators are not allowed during the exam.
- All books, notebooks, and other papers must be placed in book bags, which are zipped shut.
- Students will be spread out as much as possible.

##### Incomplete (I) Grades:

A grade of "I", for incomplete, indicates that the student, for reasons satisfactory to the instructor and the instructor's Department Head, has been unable to complete the requirements of the course by the end of the semester. For credit in an undergraduate course, the work must be completed within four weeks of the next period of enrollment at MUW; otherwise, the grade of "I" is automatically calculated as an "F". Students who do not enroll at the University immediately after receiving an "I" on a course will have a period of the next 12 months in which to complete the requirements of the course. After the lapse of that time, if the course requirements have not been completed, the grade of "I" automatically becomes an "F."

##### Academic Dishonesty:

If any student plagiarizes the words or ideas of another, he/she will be given a zero (0) on the plagiarized assignment and referred to the University Academic Standards Committee for appropriate action.

##### Special Accommodations:

It is the responsibility of a student with a diagnosed disability to notify the instructor so that appropriate accommodations can be arranged.

ORIGINAL

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

**RECEIVED**  
10/14/10

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road, Mail Stop 9699 (325-0831).

College or School: Forest Resources

Department: Wildlife, Fisheries & Aquaculture

Contact Person: Sam Riffell

Mail Stop: 9690

E-mail: [sriffell@cfr.msstate.edu](mailto:sriffell@cfr.msstate.edu)

Nature of Change: Technical Change

Date Initiated: 09/03/10 Effective Date:

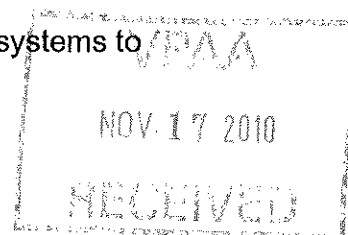
**Current Listing in Catalog:**

Symbol	Number	Title	Credit Hours
WFA	4253	Application of Spatial Technologies to Wildlife & Fisheries	( 3 )

**Current Catalog Description:**

Practical application of global positioning systems and geographic information systems to wildlife and fisheries management.

24 Letter Abbreviation - GIS and GPS in WF Mgmt



**New or Modified Listing for Catalog:**

Symbol	Number	Title	Credit Hours
WFA	4253	Application of Spatial Technologies to Wildlife & Fisheries	( 3 )

**New or Modified Catalog Description:**

Practical application of geographic information systems to wildlife and fisheries management.

24 Letter Abbreviation - Application of GIS in WF

Approved: \_\_\_\_\_

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

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

24<sup>th</sup> November, 2010

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College or School: Forest Resources

Department: Wildlife, Fisheries & Aquaculture

Contact Person: Sam Riffell

Mail Stop: 9690

E-mail: [sriffell@cfr.msstate.edu](mailto:sriffell@cfr.msstate.edu)

Nature of Change: Technical Change

Date Initiated: 09/03/10 Effective Date:

Current Listing in Catalog:

Symbol	Number	Title	Credit Hours
WFA	6253	Application of Spatial Technologies to Wildlife & Fisheries	( 3 )

Current Catalog Description:

Practical application of global positioning systems and geographic information systems to wildlife and fisheries management.

24 Letter Abbreviation - GIS and GPS in WF Mgmt

New or Modified Listing for Catalog:

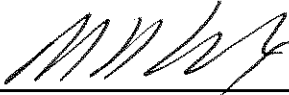
Symbol	Number	Title	Credit Hours
WFA	6253	Application of Spatial Technologies to Wildlife & Fisheries	( 3 )

New or Modified Catalog Description:

Practical application of geographic information systems to wildlife and fisheries management.

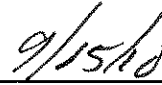
24 Letter Abbreviation - Application of GIS in WF

Approved:



Department Head

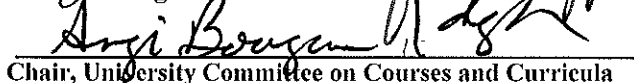
Date:



Chair, College or School Curriculum Committee

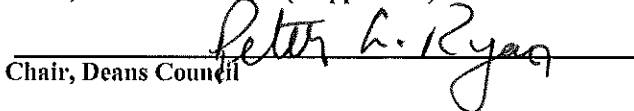


Dean of College or School



Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)



Chair, Deans Council

24<sup>th</sup> November, 2010

## Proposed Technical Change

WF4253/6253 Application of Spatial Technologies to Wildlife & Fisheries.

### *Justification*

We are proposing to change the 24 letter abbreviation (which appears at registration, on transcripts, etc.) to better match both the title of the course and the content of the course. We are also proposing to drop "global positioning systems" from the course description from the current catalog description because it is a minor portion of the course.

OLD 24-LETTER ABBREVIATION:                      GIS and GPS in WF Mgmt

PROPOSED 24-LETTER ABBREVIATION:              Application of GIS in WF

#### OLD CATALOG DESCRIPTION:

Practical application of global positioning systems and geographic information systems to wildlife and fisheries management.

#### NEW CATALOG DESCRIPTION

Practical application of geographic information systems to wildlife and fisheries management.

There are no other changes to the course.

Sincerely,

Sam Riffell, Associate Professor

Chair, Curriculum Committee of Wildlife, Fisheries & Aquaculture