HOSPITALITY AND TOURISM
CULINARY ARTS
CLIFTON CAREER DEVELOPMENT SCHOOL
COURSE SYLLABUS

Introduction to Culinary Arts - 8414.R000.X
Introduction to Event and Meeting Planning - 8424.R000.X
2026-2027

Teacher: Chef Jocelyn Harris ("Chef J")
Kitchen
Contact Telephone: (512) 414-3614
Email: Jocelyn.Harris@austinisd.org
Clifton CDS Website: https://cliftoncds.austinschools.org/
Office Hours: 8:30 a.m. - 9:00 a.m. and 4:00 p.m. - 4:30 p.m.

COURSE FORMAT

CLASSROOM + KITCHEN + EVENTS + CAREER READINESS

Students will learn through classroom instruction, hands-on culinary labs, event and meeting planning, teamwork, and real-world hospitality experiences.

COURSE SUMMARY

Introduction to Culinary Arts will emphasize the principles of planning, organizing, staffing, directing, and controlling the management of a variety of food service operations. The course will provide insight into the operation of a well-run restaurant. Introduction to Culinary Arts will provide insight into food production skills, various levels of industry management, and hospitality skills. This is an entry level course for students interested in pursuing a career in the food service industry. This course is offered as a classroom and laboratory-based course.

Introduction to Event and Meeting Planning will introduce students to the concepts and topics necessary for the comprehensive understanding of the fundamentals of the meetings and events industries. The course will review the roles of the organizations and people involved in the businesses that comprise the industry.

STUDENT LEARNING OBJECTIVES

- Students will explain the importance of health, safety, and environmental management systems and their importance to organizational performance and regulatory compliance.
- Students will understand roles within teams, work units, departments, organizations, and the larger environment of the hospitality industry.
- Students will understand the use of technical knowledge and skills required to pursue careers in the hospitality industry.
- Students will demonstrate appropriate professional customer service skills as required by the hospitality industry.
- Students will use information technology tools specific to the hospitality industry to access, manage, integrate, and interpret information.
- Students will evaluate and determine equipment, ingredients, and procedures in a professional food setting.
- Students will create a functional and aesthetic meeting/event plan to meet the customer requirements.
- Students will apply marketing strategies independently and in teams.
- Students will develop principles in effective communication, collaboration, self-advocacy, responsibility, problem solving, and accountability.

COURSE OVERVIEW

CULINARY FOUNDATIONS
Explore kitchen operations, food production, safety, and sanitation.

HOSPITALITY INDUSTRY
Learn roles, departments, and careers in the hospitality and tourism fields.

CUSTOMER SERVICE EXCELLENCE
Develop professional service skills for success in the industry.

TECHNOLOGY APPLICATION
Use industry-specific tools to manage and communicate information.

EVENT & MEETING PLANNING
Design and plan functional and memorable events to meet client needs.

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COURSE OVERVIEW

1st Nine Weeks	• Safety and Sanitation • Knife Skills • Communication • Self-Advocacy
2nd Nine Weeks	• Standardized Recipes • Baking Basics • Measurements and Weights • Problem Solving
3rd Nine Weeks	• Cooking Methods • Food Service Basics • Event and Meeting Planning • Collaboration
4th Nine Weeks	• Global Cuisine • Marketing • Career Exploration • Responsibility • Accountability

Students will discuss the career opportunities available within the hospitality industry.

COURSE REQUIREMENTS

The student will be expected to meet the similar physical demands and be exposed to similar working conditions typical of a foodservice business such as:

- Standing and walking on hard floors for extended periods of time.
- Working with hot surfaces, steam and wet floors.
- Heavy lifting.
- Productively working around hot room temperatures and loud noises.
- Handling sharp knives and potentially dangerous equipment.
- Cleaning of floors, work-surfaces, tools and equipment.

Uniform jackets, hats and aprons will be available to the student. The student is expected to provide the following items of clothing that are clean and in good repair:

- Closed-toed work-shoes or sneakers with non-skid soles
- Pants or jeans are recommended
- Hair tie for long hair

GRADING

50%	**MAJOR GRADE** Mastery assessments based on learning objectives needed to move forward in the program.
25%	**QUIZZES** Formative assessments, skills checks, individual or group projects.
25%	**DAILY** Class participation, class discussions, content exploration.

Final exams are worth 20% of the semester average.

DAILY GRADES MAY INCLUDE:

- Google Classroom prompts
- Culinary Passport/journal entries
- Vocabulary activities
- Research activities
- Class participation
- Teamwork
- Skills practice
- Group activities
- Exit tickets
- Other daily assignments connected to the lesson

TEAMWORK EXPECTATIONS

Hospitality is a team industry, and teamwork will be part of your daily grade.
Students are expected to:

- contribute to their group
- communicate respectfully
- complete assigned responsibilities
- support teammates when appropriate
- participate in setup and cleanup
- take responsibility for their own work
- help create a professional and welcoming environment

LATE WORK

In order to stay on track to pass the course, students are expected to turn in assignments by the due date. Late assignments will be accepted until the close of the nine weeks.

MAKE-UP POLICY

When possible, students should communicate planned absences in advance. Students are responsible for checking for missed work and meeting with Chef J or the TA upon return as needed.

Grade changes after the close of the grading period will only be made if it changes the student's letter grade or credit for the course.

LAB PARTICIPATION

The expectation is that all students will participate in hands-on labs in the kitchen and dining area. Circumstances that would prevent a student from participating need to be communicated with the teacher and an alternative assignment may be given.