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**Dining Room Services Syllabus**

**Spring Semester 2025**

**Thursday 1:00 pm – 5:00 pm**

**Instructor Information**

Instructor : Chef Anthony Nelson

Email: [anelson@ntcc.edu](mailto:anelson@ntcc.edu)

Office Hours: After Class or by appointment

**General Information**

**Description**

Students will learn the complete ins and outs of the professional set-up and service of  any dining experience.

**Expectations and Goals**

• Learn and manage the host/hostess positions

• Learn for set and serve tables in various settings with varying degrees of  formality

• Learn wine, beer and spirits services and makings

• Bartending

• Blending Front of the house and Back of the house

**Course Materials**

**Required Materials**

**Dress Code for all Culinary Department Classes** – please arrive in class in uniform.  No students will be permitted in the lab/class without proper uniform. Any missing  item will result in loss of uniform points. **No exceptions. Uniform is as follows:**

• **CLEAN** Chef Coat

• **CLEAN** Chef checkered black and white Pants

• **CLEAN** Chef Hat & Non-slip Shoes (NO GARDEN CROCKS)

**Equipment Needed** for this class:

• Knife Kit, Notebook, Pens/Pencils, Sheet Protectors, Spiral/Tablet,  notecards, sharpie and a thermometer

**Textbook: Remarkable Service, 3rd edition ISBN : 978-1-118-80540-4**

**Additional Information and Resources**

**Grading**:

Quizzes: 20%

Homework: 20%

Daily Grade/Attendance: 20%

Exams: 20%

Projects: 20%

The grading scale below will be used to determine your final grade.

|  |  |
| --- | --- |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| 59 & below | F |

**Quizzes and Homework:** There will be written and oral quizzes and homework  throughout the semester. These will be announced and unannounced. Your lab  uniform line-up is also part of this grade. We will discuss all homework due dates and  times prior to turning them in. Some assignments will require more class time and  therefore will be finished during the following lecture class.

**Projects:** Students will be assigned special projects as the semester progresses. You will  have sufficient notice to work on these.

**Daily Grade/Attendance:** Grade is based on daily attendance, discussion, and being  prepared for the lesson and participation of the events that are held throughout the  semester. There will be no makeup days for daily grade or attendance. Class attendance  is required. If you have more than three unexcused absences, you should consult with  me about your grade. Anyone who wishes to withdraw from class must take the  responsibility to formally drop with the Registrar; otherwise a failing grade will be  given.

**ADA Statement**

It is the policy of Northeast Texas Community College to provide reasonable  accommodations for qualified individuals who are students with disabilities. This  College will adhere to all applicable federal, state and local laws, regulations and  guidelines with respect to providing reasonable accommodations as required to afford  equal educational opportunity. It is the student’s responsibility to arrange an  appointment with a College counselor to obtain a Request for Accommodations form.  For more information, please refer to the Northeast Texas Community College Catalog  or Student Handbook.

**Family Educational Rights and Privacy Act (Ferpa):** The Family Educational Rights  and Privacy Act (FERPA) is a federal law that protects the privacy of student education  records. The law applies to all schools that receive funds under an applicable program  of the U.S. Department of Education. FERPA gives parents certain rights with respect to  their children’s educational records. These rights transfer to the student when he or she  attends a school beyond the high school level. Students to whom the rights have  transferred are considered “eligible students.” In essence, a parent has no legal right to  obtain information concerning the child’s college records without the written consent of  the student. In compliance with FERPA, information classified as “directory  information” may be released to the general public without the written consent of the  student unless the student makes a request in writing. Directory information is defined  as: the student’s name, permanent address and/or local address, telephone listing,  dates of attendance, most recent previous education institution attended, other  information including major, field of study, degrees, awards received, and participation  in officially recognized activities/sports.

**Academic Honesty**

All forms of academic dishonesty including cheating on tests, plagiarism, collusion, and  falsification of information call for discipline.

***Cheating*** on tests is defined to include the following:

• Copying from another student’s paper;

• Using materials during a test not authorized by the person giving the test;  • Collaborating with any other person during the test without permission;

• Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole  or in part the content of tests not yet administered;

• Bribing any other person to obtain tests or information about tests;

• Substituting for another student or permitting any other person to substitute for  one.

***Plagiarism*** is defined as the appropriation of any person’s work and the  unacknowledged incorporation of that work in one’s own work offered for credit.

***Collusion*** is defined as the unauthorized collaboration with any person in preparing  work offered for credit.