



Garde Manger
Spring Semester 2026

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

Instructor: Chef Ana Perry

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Office Location: Culinary Arts School, 114 Jefferson St., Pittsburg, TX 75686

<i>Office Hours</i>				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>9:00 am – 1:00 pm</i>	<i>11:00 am – 1:00 pm</i>	<i>9:00 am – 1:00 pm</i>	<i>11:00 am – 1:00 pm</i>	<i>By appointment only</i>

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities

***** Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified. *****

Textbook Required: Garde Manger 4th edition, ISBN: 978-0-470-58780-5

Course Description: Students will study of the development of the cold kitchen and how the garde kitchen came about and is still used today.

Expectations and Goals

Complete understanding and production of the following items in a cold kitchen:

- Cold sauces and soups
- Salads
- Sandwiches
- Cured and smoked foods
- Sausage
- Pates, terrines, galantines, and roulades
- Cheese
- Appetizers and Hors d'Oeuvres
- Platter/Table presentations
- Farm to table concepts

Dress Code: 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 points.

Uniform is as follows:

- CLEAN Chef Coat
- CLEAN Chef checkered black and white Pants
- CLEAN Chef Hat & non-slip Shoes
- Equipment Needed for this class:
- Required Textbook, Knife Kit, and a thermometer

Grading Policy:

Daily Grade/Attendance: 20%

Exams 20%

Daily Lab 20 %

Quizzes: 20%

Homework: 20%

Institutional/Course Policy:

TARDINESS:

Class will start on time and tardiness will not be tolerated. Tardiness of (3) times equals one day absence of class; it will also count off on your daily grade.

ATTENDANCE- You are only allowed 3 unexcused absences.... more than 3 and you automatically fail the course! Attendance is necessary in this class. You must make every effort to be present and on time for every class. An absence will be excused if you can document illness, major catastrophe, and a death in your family, or for an excused NTCC activity. You must inform the instructor BEFORE the scheduled class period if you believe an absence should be excused. The student is responsible for obtaining any classroom assignments, turning in homework or notes given during his/her absence.

Quizzes and Homework: There will be written and oral quizzes and homework throughout the semester. These will be announced and unannounced. Part of your participation grade will be on your ability to arrive on time to class and in full uniform each day. It is your duty to see that your uniform is wrinkle free and without stains, you will be sent home if you arrive in a dirty uniform with a zero for the day.

Practical and Exams: Students will be required to test their skills on their own during these hands-on tests. THESE CAN NOT BE MADE UP. The practical goes with your written mid-term and written final for those respective grades.

PORTFOLIO INSTRUCTIONS:

PORTFOLIOS: Comprehensive notebooks are to be kept throughout the semester with recipes and pictures of dishes. This notebook is for you, it will contain everything you learn in this class and will be a valuable tool for you to have in the future.

- Each student will keep an extensive notebook for this class to be turned in during class the week of

Friends & Family

- No late notebooks will be accepted, failure to turn in notebook will result in a grade of ZERO.

Notebook is to include:

- Title Page (Your Name & Class Name)
- Class Notes (typed or neatly handwritten)
- All recipes and pictures (CLEAN!) with notes taken in respective chapter and pictures should be opposite the recipe
- All Class Handouts & homework assignments
- All quizzes/tests
- All sections should be separated & labeled according to Chapters

Lab Clean-Up

All students are expected to participate in class/lab clean up. You are responsible for your tools, dishes, and area during production; once graded, you are expected to help in the clean-up process.

- All dishes/pots and pans/bowls/utensils will be washed, dried and stored properly.
- All equipment will be cleaned and wiped down with sanitizing solution.
- All small parts will be stored with their accompanying equipment (lid/blades with the processor, etc.)
- Floors will be thoroughly swept, trash bagged and removed to the outside bins, then mopped. Trash, mopping and refrigerator clean-up will be the final activity before class dismissal.
- Dirty towels will be placed in washing machine
- Failure to participate actively in clean-up will result in a zero-grade for the day.
- Our profession is one based on tradition and respect. Respect your instructor, your classmates, your kitchen, and most of all, respect yourself.

Lab etiquette:

In addition to having all recipes and equipment you will need to abide by the following kitchen policies:

- The only jewelry allowed is your wedding ring (no facial piercings and only one small pair of stud earrings –male or female) may be worn
- Clean shaven faces only
- Students' hair must be restrained (no pieces hanging out in front or sides)
- No long, fake, or painted fingernails
- Students top button must be buttoned in the kitchen
- Personal hygiene is a must! We work in small spaces.
- Proper shoes must be worn in the kitchen with socks.

***. When you enter the kitchen each time you will have jacket buttoned, hairnet or hat in place, if you have ANY facial hair, you will wear a beard net, you should not have to be reminded to put on a hat or beard net. ALWAYS wash your hands upon entering the kitchen and be fully prepared for the day. Any student not in compliance with kitchen rules and or not ready for class will get one warning to go and correct the situation (if it can be correctly right then it should be) and if not corrected the student will be asked politely to leave the kitchen. Please be advised that this action will result in zeros for the day that CAN NOT be made up.

You will find an NTCC Student Resources tab at the top of the Blackboard Homepage. Please take time to look through what support and help is offered for Academic and Student services.

NTCC Academic Honesty/Ethics Statement:

Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC 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 request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the NTCC website - Special Populations.

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 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.

