

Culinary Arts

2026-2027

Instructor	<i>Chef Mary Rawlins</i>	Phone	(360) 848-0706
Email	<i>mrawlins@nwtech.k12.wa.us</i>	Course Hours	-Session 1: 8:00AM-10:30AM -Session 2: 11:30AM-2:00PM
Location	<i>Mount Vernon Campus</i>	Website	<i>https://www.nwtech.k12.wa.us</i>
CIP Code / Framework	120503		Food Production & Services - Culinary Arts

DUAL CREDIT / ARTICULATION INFORMATION

Institution	College Course & Number	Credits	Registration / Enrollment Process	Deadline / Notes
SVC	<i>CUL 123 Safety & Sanitation</i>	3	<i>[Insert applicable process/link]</i>	<i>Student MUST pass ServSafe Test per NRA Standards</i>
SVC	<i>CUL 199 Cooperative Education Experience</i>	1 - 3	<i>[Insert applicable process/link]</i>	<i>Students earn credits based on participation in events</i>

Dual-credit eligibility: Students must earn a final grade of B (3.0) or higher in all courses required by the articulation agreement and complete all required skills/competencies identified on the applicable competency profile.

COURSE DESCRIPTION & LEARNING OUTCOMES

High School Course Description

This is a **hands-on, industry-driven Culinary Arts program** designed to prepare students for both **college and career pathways** in the food service industry. Students will train in a fully operational commercial kitchen while also developing applied skills in **mathematics and professional communication (English)**.

College Core / Course Learning Outcomes

- Demonstrate safe and sanitary food handling practices (ServSafe-aligned)
- Execute fundamental and advanced cooking techniques
- Properly use and maintain commercial kitchen equipment
- Plan, prep, and execute recipes for small and large-scale production
- Understand flavor development using stocks, sauces, and aromatics
- Scale recipes for volume production & Calculate food cost, yield, menu price & portion control

Instructional Competencies of the Course

- Proper Safety & Sanitation demonstration
- Proper knife handling, maintenance & care
- Understand & execute Dry heat, moist heat & combination cooking methods for proteins, starches & vegetables
- Store, prepare & serve ingredients per industry standards
- Understand preparation, storage, set up & service for onsite & offsite catered events & take out items
- Prepare food & beverages & perform customer service for full-service deli operations

BOOKS, MATERIALS & COURSE RESOURCES

Resource / Material	Required?	Provided by	Notes / Link
ServSafe Course Book, 7th Edition	<i>Required</i>	NCTA	<i>All students take some form of ServSafe Test</i>
ProStart Coursebook, Level 1 & 2	<i>Required</i>	NCTA	
Instructor Developed Resources	<i>Required</i>	NCTA	<i>[Details or link]</i>
Cook Shirt, Hat/Hair restraint, Single-Use Gloves (as needed)	<i>Required</i>	NCTA	<i>Required for kitchen participation</i>
Closed-Toed shoes -non-porous covered toe and heel, Non-slip preferred (slippers, crocs, sandals, flip-flops, slides, platform or high-heeled shoes are NOT permitted), long pants/skirt (mid-calf at least)	<i>Required</i>	Student	<i>Required per Health regulations</i>
Writing utensil, paper, small notebook	<i>Required</i>	Student	<i>[Details or link]</i>

CTE DUAL CREDIT - BENEFITS, RESPONSIBILITIES & REGISTRATION

CTE Dual Credit allows eligible students in approved high school Career and Technical Education courses to earn college credit upon completion of the applicable partner college requirements. **Students must complete the registration/enrollment process during the required timeline; retroactive credit is not available.**

Use the applicable college block(s) below; delete non-applicable blocks before publishing

SKAGIT VALLEY COLLEGE (SVC)

This class is a CTE Dual Credit class. Students seeking to earn college credit must follow the CTE Dual Credit application and enrollment process. Students must enroll at SVC within the specified timelines to earn credit; credit cannot be awarded retroactively. Earning SVC dual credit is free, and there is no cost to the student or family.

Current SVC application/enrollment link: [\[Insert current "Apply for Dual Credit" link\]](#)

EVALUATION & GRADING

NCTA courses use a grading system that measures technical skill development, employability habits, and academic learning. Grades are based on the work students complete, the skills they demonstrate, and the program's professional expectations.

Program Grading Categories

Template note: Keep only the course-credit columns that apply to this program.

Occupational Education	Technical English	Math
50% Skills	25% Summative Assessment (Projects)	40% Summative Assessment
50% Employability	75% Assignments	60% Assignments

NCTA Course Grade Scale

A	93% or above	C	73-77.9%
A-	90-92.9%	C-	70-72.9%
B+	88-89.9%	D+	68-69.9%
B	83-87.9%	D	60-67.9%
B-	80-82.9%	NC	59.9% and below
C+	78-79.9%		

CTE Dual Credit Minimum Grade & GPA Conversion

Students must earn a B or higher to earn CTE Dual Credit. The partner-college templates use the following percentage-to-GPA conversion:

Letter Grade	% of Points	GPA
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	0-64	0.0

MAJOR UNITS, ASSIGNMENTS & ASSESSMENTS

[What are the units in your framework? Are they year 1 or 2 or both? List the major summative assessments students are required to complete, Leadership opportunities and/or other information such as WBL or IRC.]

Unit	Assessment	Leadership	Other Information
Safety & Sanitation	WA Foodworker Card ServSafe Manager Exam YouScience Culinary Arts	SkillsUSA Framework	
Kitchen Basics	Formative & Summative Assessment YouScience Culinary Arts	SkillsUSA Framework	
Food Production	Formative & Summative Skills Assessment YouScience Culinary Arts	SkillsUSA Framework	
Nutrition, Menu & Meal Planning, Including Industry Math Concepts	Formative & Summative Assessment	SkillsUSA Framework	
Equipment Use & Maintenance	Formative & Summative Skills Assessment	SkillsUSA Framework	
Resource Management/Innovation	Projects & Event Planning	SkillsUSA Framework	
Employment Documents	Resume, Presentations, Industry documents	SkillsUSA Framework	

ATTENDANCE & PROFESSIONAL EXPECTATIONS

Attendance Policy

The Northwest Career & Technical Academy (NCTA) views attendance much like business and industry: students are considered professionals-in-training and are expected to attend each day fully to maximize learning and productivity. While occasional absences are inevitable, please prioritize regular attendance. Please see the student handbook. If a problem arises with health, food, transportation, housing, or any other barrier, please contact the school or district so that support can be provided.

Professional Expectations (Behavioral)

Students are expected to follow applicable laws and the behavior expectations of the school district, NCTA, and the specific program. NCTA students are professionals-in-training and are expected to demonstrate habits that prepare them for success in school and industry.

Communicative	Stay in touch, ask for help, and use professional language.
Motivated	Put in your best effort, participate, and meet deadlines.
Reliable	Attend regularly, be on time, and engage in all class activities.
Responsible	Keep spaces tidy, stay focused, and dress appropriately for the program.
Team Member	Work well with others, show a positive attitude, and follow procedures.
Trustworthy	Care for equipment, use technology appropriately, and act with integrity.
Feedback / Coachable	Receive feedback professionally and use it to improve performance.

Late Work Policy

Students may submit late work until the instructor's final deadline. Work submitted by that date will be graded for credit based on the assignment's quality and the program's standards. After the final deadline, assignments will not be accepted unless the instructor has approved an extension due to documented circumstances. Instructors will clearly communicate deadlines, including the final submission date. Students are responsible for checking timelines, staying on track, and reaching out for help when needed.

Industry/Course Specific Items

Safety / PPE Requirements	<i>WA Foodworker Card, Closed-toed shoes non-porous covered toe and heel, Non-slip preferred (slippers, crocs, sandals, flip-flops, slides, platform or high-heeled shoes are NOT permitted), hair restrained, glove-use per industry standards, industry sanitation & safety standards at all times. No hand or arm jewelry, no adorned nails & polished nails must be ¼" length or shorter & rounded or smoothly squared. Long Pants/Skirts (mid calf or longer) required</i>
Field Trips / Clinical / Worksite Learning Expectations	<i>Professional dress & uniform; following professional & industry standards. NCTA & industry standards & rules should be followed at all times.</i>
Technology / Device Expectations	<i>School-issued Devices, Phone & earbud use ONLY w/ instructor permission or for medical applications</i>
Communication / Office Hours / Help	<i>Email: mrawlins@nwtech.k12.wa.us (preferred) 7:30-8am & 2-2:30pm w/ prior notice</i>
Additional Program-Specific Policies	<i>Spec. Local, state & federal Health regulations - vomiting, diarrhea, & fever without chronic documented, medical condition, must be symptom-free for 24 hours to participate in any kitchen or service activities. Jaundice - student will need a Medical note before returning to class.</i>

ACADEMIC INTEGRITY & GENERATIVE AI

Students are expected to submit only their own work and avoid cheating, plagiarism, fabrication, or other academic dishonesty. This includes submitting answers that are not your own on quizzes or exams, using unauthorized devices or materials, unauthorized communication during testing, or helping another person engage in academic dishonesty. Accidental or intentional use of another person's work, ideas, research, or writing without attribution may result in a failing grade on the assignment or, depending on the nature and extent of the violation, a failing grade in the course.

Generative AI tools (for example, ChatGPT, DALL-E, Gemini, or Claude) may be used to generate ideas and organize thoughts when permitted by the instructor, but they should not replace student work. Students are responsible for analyzing and fact-checking AI-generated results. AI use should be minimal, appropriate to the assignment, and cited when used. Using AI to replace student work, using it for the majority of an assignment without permission, or failing to cite AI use when required will be treated as plagiarism.

Course-specific AI expectations: *Students are learning & practicing the rules of professional writing. Students will be expected to generate their own work & NOT rely or utilize AI for these assignments and projects.*

ACCESSIBILITY, SYLLABUS CHANGES & NONDISCRIMINATION

Accessibility

All accommodations outlined in a student's IEP or 504 Plan will be implemented in accordance with federal and state requirements. Students are encouraged to work with their instructor and case manager to identify effective strategies and supports for success for course activities in the kitchen & the classroom.

SVC-ARTICULATED COURSES - REQUIRED ACCESSIBILITY LANGUAGE

Students with an IEP or 504 Plan who wish to earn college credit in this class through SVC should note that approved high school accommodations may not always apply to a class that also offers college credit. While both high schools and colleges must ensure that students with disabilities have equal access to educational opportunities, they are governed by different disability laws. Please reach out to the SVC Disability Access Services for more info.

[SVC Disability Access Services](#)

Changes to the Syllabus

I have attempted to make this syllabus as comprehensive and accurate as possible, and I may occasionally need to make small adjustments during the term. I will announce any changes in class or notify students in writing with an updated syllabus posted to the NCTA website.

Equal Opportunity and Title IX Nondiscrimination - SVC

Template note: Required for SVC-articulated courses. Delete this block if the course is not articulated with SVC, unless local policy directs otherwise.

Skagit Valley College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment.